



(An Autonomous Institution of Ministry of Environment, Forest & Climate Change,  
Government of India)

Chandrabani, Dehra Dun - 248002, India

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### **EXPRESSION OF INTEREST (EOI) FOR HIRING OF OFFICE SPACE**

The Wildlife Institute of India (WII), Dehra Dun, Uttarakhand invites Expression of Interest (EOI) for hiring of building for office accommodation under NMCG-WII Phase II Project, having a carpet area of 800-950 sq. ft. for accommodation of 20 project personnel, located within 200 meter from the main gate of WII office campus on Monthly Rental Basis. Monthly rent should be quoted initially on a fixed basis for a period of 11 months with a provision of further extension of 11 months with mutual consent of both the parties.

The Applicants/Tenderers are advised to go through the tender documents and understand the requirement and terms and conditions specified therein before submitting the tender. Eligible and competent Service Providers/Building owners/Agencies are requested to submit their offer in prescribed application form (Annexure I, II & III) under two bid systems (Technical & Financial). The application form along with other EOI details and document can be downloaded from the WII website [www.wii.gov.in/tenders](http://www.wii.gov.in/tenders).

EOI, duly filled in documents, complete in all respects should reach to Dr. Niladri Dasgupta, Wildlife Institute of India, Chandrabani, Dehra Dun – 248002. Last date for submission of Tender (EOI) is 11.06.2020 by 5:00 pm.

Opening Date of issuing EOI	30.05.2020
Last date for submission	11.06.2020
Place of opening Tender	Wildlife Institute of India, Chandrabani, Dehra Dun, Uttarakhand, Pin -248001
Address for Communication	Dr. Niladri Dasgupta, Wildlife Institute of India, Chandrabani, Dehra Dun, Uttarakhand, Pin -248001

#### **A. Terms and Conditions:**

1. The successful party will be declared as 'the lessor' which means and includes not only the party but also his legal heirs, successors, successors in office, legal representatives. The Wildlife Institute of India (WII), Dehra Dun will be declared as 'the lessee'.
2. The building shall have a carpet area 800-950 sq. ft, with two rooms, toilet facility, and one store room.
3. The hiring building should be within 200 m from the main gate of the WII office campus.

4. The accommodation be semi furnished with 2 ACs (1-2 Tonne each), 4 desks, 8 office chairs, one sofa set, 2 cupboards and water filtration/cooling system for drinking water. The adequate size of room should be filled with sufficient tube light/LED light, fans and wardrobe.
5. All the sanitary, electric and water supply connections must have been provided in the facility.
6. Power backup / generator facility should be available.
7. The lessor must clear all previous electricity bill, taxes and other relevant bills/taxes before leasing/renting the premises.
8. Any change in the ownership of the premises shall be notified forthwith by the lessor to the lessee in writing and such change shall not relieve the succeeding owner of liabilities under this contract.
9. In case of damage to the leased property due to any natural calamities, rioting etc., WII, Dehra Dun will not undertake to compensate the loss or damage incurred by the owner of the property.
10. The EOI will be acceptable from the original owner/lease holder and the same will be executed by the original owner/lease holder. The rent agreement would be executed after the verification of documents by WII, Dehra Dun.
11. WII, Dehra Dun will not make any security deposit or any brokerage for the offered property under any circumstances.
12. The lease rental shall be subject to TDS as per the provisions of the Income Tax Act in force along with all statutory laws as applicable from time to time.
13. For the floor area measurement a certificate from the registered architect or any government authority should be submitted along with the technical document.
14. EOI not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever.
15. After opening of the technical document and before evaluation of the same, the Committee constituted by the lessee (WII, Dehra Dun) shall inspect the premises and ascertain its suitability for the purpose of setting the office. In case the committee finds the premises not suitable for the purpose of setting up of the office, the technical document submitted by such an owner will not be evaluated and the Price quotation of the owner will not be opened. The decision of the committee in this matter will be final.
16. WII, Dehra Dun reserves the right to shortlist any offer or reject any offer or cancel the requirement altogether without assigning any reason.
17. Possession of the accommodation in the ready-to-move-in condition will be handed over to WII, Dehra Dun within 1 (One) month from the date of signing the contract. The rent would be payable from the date of actual possession of the hired property.
18. After the successful completion of the tender process the lessor has to sign a rent agreement which shall be abiding to both the parties (The Lessor and the Lessee).

**B. The Following documents should be submitted along with EOI Document:**

1. Documents in support of ownership of building / Land and construction thereon.
2. Copy of PAN No. of original owner of premises.
3. An affidavit swearing that the space offered is free from any litigation with respect to its ownership, lease/renting against the same.
4. Proof / certificate from the authorized registered architect certifying the floor area of the space offered for hiring.

5. Latest copies of all Municipal/other applicable tax receipts.

**C. Instructions to bidders and evaluation criteria:**

1. Building offered must be free from legal disputes. Documentary Proof of ownership of Building, payment of all Taxes, Duties, Dues, etc. must be submitted along with this EOI Document.
2. Intending Parties may furnish complete details in the Questionnaire given in Annexure – I, Annexure – II and details as per Annexure-III of this document. Overwriting, alterations, if any, in the document should be signed by the authorized signatory.
3. The WII, Dehra Dun shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and / or marked as stipulated. This may be reason for rejection of the bid. If the financial proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the proposal non- responsive.
4. All existing and future taxes including property taxes, assessment charges and other outgoings whatsoever of description in respect of the said premises payable by the owner thereof, shall be continued to be paid by the landlord.
5. WII, Dehra Dun shall pay charges in respect of electric power used on the said premises during the lease period. No separate payment shall be made for utilizing water.
6. **TECHNICAL - FINANCIAL BID -**  
Interested parties should submit the complete Expression of Interest document, including Annexure – I, Annexure – II and Annexure - III duly filled in and ink signed at the bottom of each page, in token of having accepted the terms and conditions. These documents as well as additional information and the documents called for in EOI document should be sealed in an envelope superscripted: TECHNICAL DOCUMENT FOR OFFICE ACCOMMODATION “WILDLIFE INSTITUTE OF INDIA, CHANDRABANI, DEHRA DUN, UTTARAKHAND”.
7. **PRICE BID**  
Price Quotation for monthly rent (both in figures and words), in lump sum strictly as per Annexure-II, may be put in second envelop duly sealed and superscripted: PRICE QUOTATION FOR MONTHLY RENT FOR ACCOMMODATION “WILDLIFE INSTITUTE OF INDIA, CHANDRABANI, DEHRA DUN, UTTARAKHAND”  
Both this envelopes may then be put in another bigger separate cover. This third cover may also be sealed and bear superscription: “EOI FOR OFFICE ACCOMMODATION FOR WILDLIFE INSTITUTE OF INDIA, CHANDRABANI, DEHRA DUN, UTTARAKHAND”.
8. The EOI offer should be sent either by speed post or may be submitted in drop box so as to reach Dr. Niladri Dasgupta, Wildlife Institute of India, Chandrabani, Dehra Dun, Uttarakhand, Pin - 248001 on or before 11.06.2020.
9. Requests received against the EOI shall be processed in two parts. All information and documents furnished in response to this invitation including Annexure – I shall be deemed to be a technical offer. In the event prices are indicated by the party in the Technical document, the EOI request shall stand rejected.
10. Details furnished in the Technical Offer shall be assessed/ evaluated. Price quotation of only those bidders/Parties shall be opened on a later date whose Technical Offers are found acceptable and suitable by the committee.

11. The financial bids of only those bidders will be opened whose premises have been found to comply with the technical requirements and essential features of the required office space.
12. Quoting parties may keep their offer valid for a period of 60 days. Offers with a shorter validity or inconsistent with the requirements set out in this EOI shall be ignored summarily and no representation in this regard shall be entertained by WILDLIFE INSTITUTE OF INDIA, CHANDRABANI, DEHRA DUN, UTTARAKHAND.

**Dr. Niladri Dasgupta**  
Programme Coordinator  
WII-NMCG Project  
Email: niladri@wii.gov.in  
Mobile: 7044722168

## TECHNICAL BID

1. Name of Person / Party holding Title to the Property:
2. Full Postal Address of Property with PIN code:
  
3. Total Carpet Area in Sq. feet:
4. Contact Details Name:  
Mobile No:  
E-mail :
6. Essential Documents Furnished (please tick mark the correct option):
  

a. Copy of building plan (Attach as separate copy)	Yes/No
b. General Amenities / Toilets available	Yes/No
c. Any Temporary Structure Built up with area of each such Structure (if yes, please attach details)	Yes/No
d. Whether proposed building is free from all Claims, Litigations	Yes/No
e. Whether proposed building is Physically Vacant	Yes/No
f. Whether all Govt. dues are paid up as on date of Application Please attach details for each of the subjects below:	Yes/No
(i) Property Taxes	Yes/No
(ii) Electricity	Yes/No
(iii) Telephone	Yes/No
(iv) Water Bills	Yes/No
(v) Any other	Yes/No
g. Water Storage Tanks fitted on the roof If yes , Water storage capacity ( In Liters) –	Yes/No
h. Other Information which the Indenting Party wishes to furnish	Yes/No

**Annexure -II  
(PRICE BID)**

1. Name
2. Residential address:

3. Address of Property offered:

S.No.	Brief Description	Total carpet area	Rent quoted per square feet	Total amount per month (in INR)
1	Property offered			

Total Monthly rental (in figures inclusive of every charge): Rs.

Total Monthly rental (in words inclusive of every charge): Rs.

Signatures:

Name:

Designation:

Note:

1. Quote should be covering all taxes and duties.
2. Total Monthly rental shall be the amount payable by Wildlife Institute of India, Dehra Dun monthly as rent.
3. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc.

**Annexure-III  
DECLARATION**

I ..... s/o ..... hereby  
offer the premises stated in the Annexure I for rent to Wildlife Institute of India, Dehra Dun.  
Whatever is stated in the EoI document is true to the best of my knowledge and ability. I  
have not changed the contents of the EoI document and have duly verified and signed the  
same.

Yours faithfully,

Name & signature with stamp (if any)  
of party or Authorized Signatory