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**GOVERNMENT OF INDIA**

Zoological Survey of India

Kolkata-700053

**REQUEST FOR PROPOSAL FOR**  
**WALL SIDE FITTING AND FIXING MAKE FILING CABINET**  
**SINGLE BID SYSTEM**

Ref. No ZSI/4-3(A)/2013-14/ST

Date: 13 Dec 2018

On behalf of the President of India, Director Zoological Survey of India, New Alipore, Kolkata-53 invites sealed tenders / bids / from the reputed firm / OEM / authorized dealer / reseller for the Wall Side Fitting And Fixing Make Filing Cabinet as per specification mentioned in Technical Bid. The tender document consists of the following two parts.

Part-1(A to C): "TERMS & CONDITIONS" & "TECHNICAL BID" of the tender.

Part-2 : "PRICE BID" of the tender.

The main details of Request for Proposal are as follows:-

BID REFERENCE No.	: ZSI/4-3(A)/2013-14/ST
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: 20-12-2018 UPTO 03:00 PM
DATE AND TIME OF OPENING OF BIDS	: 20-12-2018 UPTO 04:00 PM
PLACE OF OPENING OF BIDS	: Zoological Survey of India New Alipore, Kolkata - 700053

The dates for submission and opening of the tender mentioned above are final. In case some other dates for these are mentioned elsewhere in the tender document, it shall prevail over them.

BID SECURITY (EMD) : Rs. 10,000.00 (Ten Thousand Only)

**This Document Contains – 10 Pages**

Please superscribe the Title, Reference number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. **The Tender, complete in all respects should be submitted up to 03.00pm on 20 Dec 18 which shall be opened on the same day at 1600HRS in presence of parties present at the time of opening of Tender.**

For any communication regarding this tender, kindly mention Bid Reference No i.e. **ZSI/4-3(A)/2013-14/ST** on the main envelop of the correspondence

The sealed envelope containing "Terms & Conditions" and "Financial Bid" on prescribed tender document should reach the DIRECTOR, ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA on or before 20 Dec 18 up to 1500 HRS otherwise the tender will not be accepted. One representative of each vendor may participate at the time of opening the bids. The bidders may depute their representative, duly authorized in writing, to attend the opening of bids on the due date and time. Rate and important commercial / technical clauses quoted by the all the Bidders will read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 10,000/- (Rupees Ten Thousand only) respectively along with their bids. The EMD may be submitted in the form of Account payee Demand Draft / Pay Order / Bank Draft should be in favour of "PAO, BSI/ ZSI, payable at Kolkata" in a **separate sealed envelope**. Firm registered with Zoological Survey of India need not to submit Tender Fee & EMD. All tenders (except Registered firm) submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened.

It will be the responsibility of the bidders to check website <http://www.zsi.gov.in> for any amendment through corrigendum in the tender document. In case of any amendment, bidders will have to incorporate the amendments in their bid accordingly.

(UK Singh)  
Stores Officer



**PART – 1(A)**

**TERMS & CONDITIONS OF REQUEST FOR WALL SIDE FITTING AND FIXING  
MAKE FILING CABINET**

1. **Last date and time for depositing the Bids:- 1500HRS 20 Dec 18**

The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:-** Sealed Bids should be either dropped in the Tender Box marked as **DIRECTOR, ZOOLOGICAL SURVEY OF INDIA** or sent by registered post at the address given below so as to reach by the due date and time. Late / Delayed tenders will not be considered. Printed conditions of the vendor submitted with the tender will not be binding on Zoological Survey of India. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. Please superscribe the above mentioned Title, Request for Proposal No and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Director, Zoological Survey of India  
Prani Vigyan Bhawan, M-Block, New Alipore  
Kolkata-700053

3. **Time and date for opening of Bids:- 1600HRS 20 Dec 18**

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box:-**

**ZOOLOGICAL SURVEY OF INDIA, 1st Floor Room No-106, Prani Vigyan Bhawan, M Block, New Alipore, Kolkata-700053**

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:-** Conference Hall or any other place of Zoological survey of India. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Single Bid System:-** Technical & Financial Bids would be opened on 20 Dec 2018 at 1600HRS.

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number, etc and complete postal & e-mail address of their office.
8. **Clarification regarding contents of the Tender**:- A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids.
9. **Modification and Withdrawal of Bids**:- A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security and rejection of bid(s).
10. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
11. **Rejection of Bids**: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection of bid. Conditional tenders will be rejected and forfeiture of EMD.
12. **Validity of Bids**: The Bids should remain valid till 90 days from the last date of submission of the Bids.
13. **Earnest Money Deposit**:- Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 10,000/- (Rupees Ten Thousand) along with their bids. The EMD may be submitted in the form of Account payee Demand Draft / Pay Order / in favour of PAO, BSI/ZSI, payable at Kolkata in a separate sealed envelope. No exemption in earnest money shall be given. Firm registered with Zoological Survey of India need not to submit EMD. All tenders (except registered firm) submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of items. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

14. Interested parties who fulfill following criteria are only eligible for purchase contract:-

(a) Registered with GST. Must have registered shop/office/show room.

(b) Experience of supply of similar type of Items in Central Government Organization (please attach requisite documents).

(c) The firms/bidders should not have been blacklisted by any Department of Govt of India. The tendering firms/ bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with Department of Govt of India have not been banned.

15. For further information/clarification in this respect, please contact Stores Officer, ZSI during working hours.

16. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids.

17. In case, GST and/or trade tax/sales tax etc are reduced or increased subsequently by the Government at the time of placement of the Work Order, then the same will be adjusted by either party on production of requisite proof.

18. The prices quoted should be inclusive of all taxes etc and no hidden cost may be given.

19. **Delivery**:- Works to be completed within 10 days from issuance of Order.

20. **Arbitration**: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Zoological Survey of India regulations.

21. **Penalty for use of Undue influence**: The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the

Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

22. This Request for Proposal will be binding to the successful vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions of this Request for Proposal.

23. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods as mentioned in the Purchase Order / Contract the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the Purchase Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 5% of the value of delayed stores.

24. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Zoological Survey of India regulations.

25. Director, Zoological Survey of India reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of supply. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).

26. The prices quoted should be inclusive of all taxes, packing, forwarding and freight up to ZSI campus.

27. The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder. Purchase Order would be placed to L1 firm.

28. Payment for the items to be supplied by the vendor against the purchase order shall be made by ZOOLOGICAL SURVEY OF INDIA as follows:-

(a) 100% after supply as per Purchase Order and quality inspection made by the competent authority.

29. The Director Zoological Survey of India reserves the right to reject any or all quotations without assigning any reason therefore.

30. Decision of the Director Zoological Survey of India will be final and binding for all concerned.

31. All disputes subject to Kolkata jurisdiction only.

(UK Singh)  
Stores Officer

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### **DECLARATION BY THE VENDOR**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the Request for Proposal for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial No 1 to 30. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:  
Address:

Signature:  
Name:

Designation:  
On behalf of:  
(Company Seal)



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**PART – 1(B)**

**VENDOR EVALUATION FORM**  
**ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA**

SI No	Particulars	To be filled in by the Tenderer
1	Name of the Firm/ Service Provider	
2	Full address of Firm along with Telephone no. Fax no. E-mail address :	
3	Are you a OEM or dealer / Service Provider ( please attach relevant document)	
4	Details of Tender Fee & EMD (a) Amount (b) Draft No (c) Date (d) Issuing Bank ( please attach relevant document)	
5	Annual turnover in last 3 financial years in Lacs. (Please attach documentary proofs)  (i) Year 2015-2016 (ii) Year 2016-2017 (iii) Year 2017-2018 ( please attach relevant document)	
6	Proof of supplying of similar type of items in Central Government Organization (please attach requisite documents)	
7	GST Registration No with Place ( please attach relevant document)	
8	Income Tax Registration No with place ( please attach relevant document)	
9	Certificate of undertaking that the firm has not been blacklisted / debarred by any Department of Govt of India	
10	Whether the firm accepts the terms and conditions of Request for Proposal ( please attach relevant document)	

Signature and seal of the bidder:

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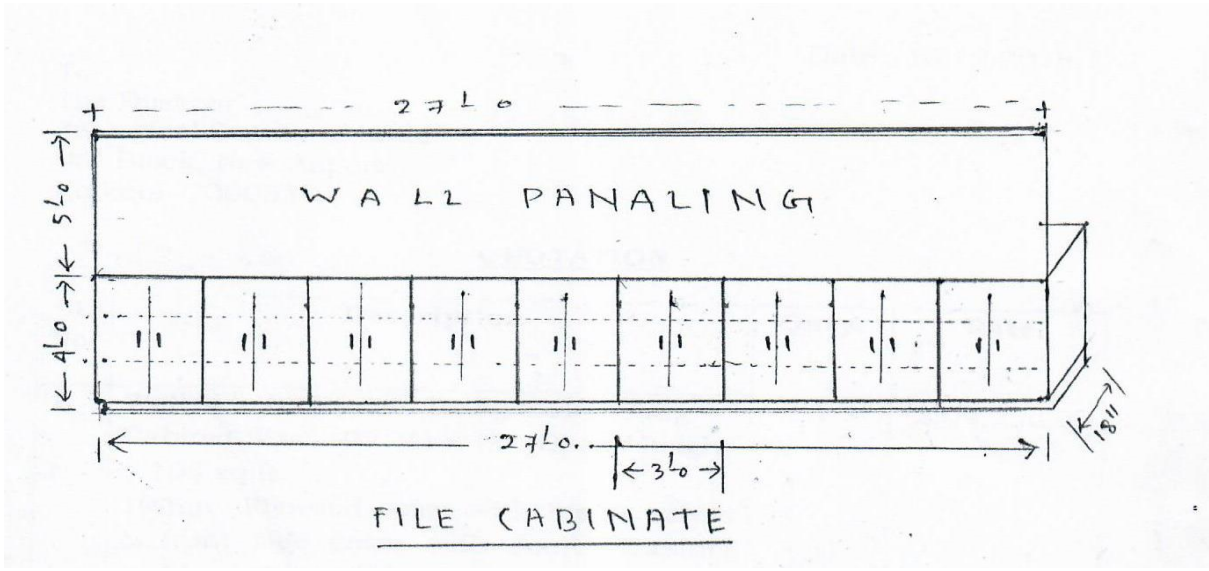




**PART – 1(C)**

**SCHEDULE OF QUANTITIES**

SI No	Description	Quantity
1	Wall side fitting and fixing make Filing Cabinet Size: 27'(L) X 18"(D) X 4' height= 108 sq.ft. 19mm Plywood cover with inside selves & front side cover with door. Cabinet inside Bron Polish, and outside Laminates finish all Hardware Fitting are use good quality.	01
2	Wall Paneling Size: 27' X 5' = 385 sq.ft. Use 12mm Ply Wood and Out Finish Same to File Cabinet with Laminates Finish.	01



Bidder (s) are requested wall side fitting and fixing make filing cabinet and accessories are required to be fitted before bidding.

Signature and seal of the bidder:

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**PART – 2**

**ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA**

**PRICE BID FORMAT**

(Bidders are requested to offer their price bid in the following format)

Sl No	Description	DOQ	Quantity	Unit Price (in Rs)	Total Cost(in Rs)
(a)	Wall side fitting and fixing make Filing Cabinet Size: 27'(L) X 18"(D) X 4' height= 108 sq.ft. 19mm Plywood cover with inside selves & front side cover with door. Cabinet inside Bron Polish, and outside Laminates finish all Hardware Fitting are use good quality.	Nos.	01		
(b)	Wall Paneling Size: 27' X 5' = 385 sq.ft. Use 12mm Ply Wood and Out Finish Same to File Cabinet with Laminates Finish.	Nos.	01		
				GST Amount (in Rs)	
				Net bid price in Rs	

Bidder (s) are requested to wall side fitting and fixing make filing cabinet and accessories are required to be fitted before bidding.

Bidders are requested to quote the price as per price bid format only.