



GOVERNMENT OF INDIA
Zoological Survey of India
M-Block, New Alipore,
Kolkata-700 053

F. ZSI/63-1/2018/St/

Date: 15th Nov., 2018

**Notice Inviting Tender for Purchase of Glass Jars, Plastic bottles,
 Entomological pins etc.**

SINGLE BID SYSTEM

On behalf of the **President of India**, Director Zoological Survey of India, New Alipore, Kolkata-700053 invites sealed tenders / bids / Expression of Interest from interested reputed Agencies / Contractor / Suppliers for the supply of items etc. mentioned at Price Bid Format of NIT. The tender document consists of the following two parts.

Part-1(A to C): “TERMS & CONDITIONS” & “TECHNICAL BID” of the tender.
 Part-2 : “FINANCIAL BID” of the tender.

Please superscribe the above mentioned Title, NIT 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 **1500HRS on 19th December, 2018** which shall be opened on the same day at 1600HRS in presence of parties present at the time of opening of Tender. **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. Tender document may be downloaded from website www.zsi.gov.in**

The sealed envelope of the bidders containing "Terms & Conditions" and "Financial bid" on prescribed tender document should reach **to the Director, Zoological Survey of India, New Alipore, Kolkata-700053 on or before 19th December, 2018 up to 1500 hrs.** otherwise the tender will not be accepted. One representative of each vendor may participate at the time of opening 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 off all the Bidders. This event will not be postponed due to non-presence of your representative.

Stores Officer, ZSI, Kolkata



PART – 1(A)

GENERAL TERMS & CONDITIONS OF TENDER
Purchase of Purchase of Glass Jars, Plastic bottles, Entomological pins etc.

1. **Last date and time for depositing the Bids:- 1500HRS 19th December, 2018.** 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, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Director,
 Zoological Survey of India
 M-Block, New Alipore,
 Kolkata-700053
3. **Time and date for opening of Bids:- 1600HRS 19th December, 2018**
 (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, 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. The 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:-** Bid would be opened on **19th December, 2018.** Time 1600 HRS.

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST number and complete postal & e-mail address of their office.
8. **Clarification regarding contents of the NIT**:- 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 10 (Ten) 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 ZSI 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 ZSI 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.
10. **Clarification regarding contents of the Bids**: During evaluation and comparison of bids, the ZSI 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.
19. **Validity of Bids**: The Bids should remain valid till **90 days** from the last date of submission of the Bids.
13. Interested parties who fulfill following criteria are only eligible for purchase contract:-
(a) Registered with GST No. Must have registered shop/Office/show room.
(b) Experience of supplying items to Govt. of India organization (please attach copy of order/bill etc.)
14. For further information/clarification in this respect, please contact Stores Officer, ZSI during working hours (email:zsikolkata@gmail.com, Extn. No.228
15. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids. Prices should be quoted in words and figures.
16. In Case, GST or any other taxes reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.

17. All the items to be supplied should be new, of good quality and standard and as per the technical specifications/make & model mentioned in tender document. No. deviation in the make/specification will be allowed.

19. **Delivery Period:-** Delivery period for supply of items would be **30 days** from the issuance of Purchase Order. Purchase Order may be placed by the Buyer on the basis of requirement arises up to the period of one year. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD Clause.

<u>TERMS OF DELIVERY</u>	<u>DATE OF DELIVERY</u>
Local Delivery at Site	The date on which the delivery is made at the consignee's site mentioned in the Purchase Order.
20. Consignee details:-	Zoological Survey of India M-Block, New Alipore, Kolkata-700053

21. **Penalty for use of Undue influence:** The Service Provider / Firm 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 (ZSI) 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 Service Provider / Firm or any one employed by him or acting on his behalf (whether with or without the knowledge of the Service Provider / Firm) or the commission of any offers by the Service Provider / Firm or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1960 or the Prevention of Corruption Act, 86 or any other Act enacted for the prevention of corruption shall entitle the Buyer (ZSI) to cancel the contract and all or any other contracts with the Service Provider / Firm and recover from the Service Provider / Firm the amount of any loss arising from such cancellation. A decision of the ZSI/ Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Service Provider / Firm. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Service Provider / Firm towards any officer/employee of the Buyer (ZSI) or to any other person in a position to influence any officer/employee of the Buyer (ZSI) for showing any favour in relation to this or any other contract, shall render the Service Provider / Firm to such liability/ penalty as the Buyer (ZSI) 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 (ZSI).

22. **Liquidated Damages:** In the event of the seller's failure to supply the stores/goods as mentioned in the purchase order the Buyer may, at this 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 0.5% of the value of delayed stores.
23. **Repeat Order Clause:** The contract/Purchase Order will have a Repeat order clause wherein the Buyer can order up 50% quantity of the items under the present contract within six months from the date of supply/successful completion of the contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.
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. The Director Zoological Survey of India reserves the right to reject any or all quotations without assigning any reason therefore.
26. Payment shall be made after satisfactory services provided by Firm. No advance payment shall be made.
27. This Tender document will be binding to the successful firm / Service Provider / vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions of this tender.
28. Decision of the Director will be final and binding for all concerned.
29. All disputes subject to Kolkata jurisdiction.

Stores Officer, ZSI, Kolkata

DECLARATION BY THE FIRM / SERVICE PROVIDER

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document 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 as mentioned above are fully acceptable to me/us and I/We will abide by the conditions from serial No. 1 to 29. This is also certified that I/We/our Service Provider / Firm have no objection to accepting Work Order if the opportunity for the services against this tender is given to me/us.

Date:

Signature:

Address:

Name:

Designation:
On behalf of:
(Company Seal)



PART – 1(B)
VENDOR EVALUATION FORM
AT
ZOOLOGICAL SURVEY OF INDIA, KOLKATA

1	Name of the Company / Firm	
2	Full address of company along with Telephone no. Fax no. E-mail address :	
3	Local address of company for communication, if any	
4	Annual turnover in last 3 financial years in lakh. (Please attach documentary proofs) (i) Year 2015-2016 (ii) Year 2016-2017 (iii) Year 2017-2018	
5	Supply of items to Govt. of India Department(s)/ Reputed Organisation (s) (in Nos. and Value) (Please attach relevant proofs) (i) Year 2015-2016 (ii) Year 2016-2017 (iii) Year 2017-2018	
6	Registration with GST no. with Place (should be registered)	
7	Income Tax Registration No. with place	



PART – 1(C)

SCHEDULE OF REQUIREMENT AND SPECIFICATION
Purchase of Glass Jars, Plastic bottles, Entomological pins etc.

Sl. No.	Items	Qty.
1.	Glass Jars (yera make) with white cap (100 ml)	100 nos.
2.	Glass Jars (yera make) with white cap (250 ml)	50 nos.
3.	Glass Jars (yera make) with white cap (500 ml)	50 nos.
4.	Glass Jars (yera make) with white cap (1000 ml)	50 nos.
5.	Reagent Bottle wide mouth screw neck with cap (500 ml) Borosil make	30 nos.
6.	Reagent Bottle wide mouth screw neck with cap (1000 ml) Borosil make	30 nos.
7.	Glass vials (Borosil make) (10 ml)	2000 nos.
8.	Glass vials (Borosil make) (5 ml)	1000 nos.
9.	Glass vials (Borosil make) (15 ml)	2000 nos.
10.	Plastic wash bottle (100 ml)	50 nos.
11.	Plastic wash bottle (250 ml)	50 nos.
12.	Plastic reagent bottle (250 ml)	50 nos.
13.	Entomological Pin (1) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
14.	Entomological Pin (2) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
15.	Entomological Pin (3) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
16.	Entomological Pin (4) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
17.	Entomological Pin (5) (made in Czechoslovakia) (Stainless Steel)	120 nos. each

Sample can be inspected by the bidder before submitting the bid.



PART – 2
PRICE BID FORMAT

Sl. No.	Type of Board Qty	Qty	Unit Price	Amount (Rs.)
----------------	--------------------------	------------	-------------------	---------------------

1.	Glass Jars (yera make) with white cap (100 ml)	100 nos.
2.	Glass Jars (yera make) with white cap (250 ml)	50 nos.
3.	Glass Jars (yera make) with white cap (500 ml)	50 nos.
4.	Glass Jars (yera make) with white cap (1000 ml)	50 nos.
5.	Reagent Bottle wide mouth screw neck with cap (500 ml) Borosil make	30 nos.
6.	Reagent Bottle wide mouth screw neck with cap (1000 ml) Borosil make	30 nos.
7.	Glass vials (Borosil make) (10 ml)	2000 nos.
8.	Glass vials (Borosil make) (5 ml)	1000 nos.
9.	Glass vials (Borosil make) (15 ml)	2000 nos.
10.	Plastic wash bottle (100 ml)	50 nos.
11.	Plastic wash bottle (250 ml)	50 nos.
12.	Plastic reagent bottle (250 ml)	50 nos.
13.	Entomological Pin (1) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
14.	Entomological Pin (2) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
15.	Entomological Pin (3) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
16.	Entomological Pin (4) (made in Czechoslovakia) (Stainless Steel)	120 nos. each
17.	Entomological Pin (5) (made in Czechoslovakia) (Stainless Steel)	120 nos. each

Please mention the following taxes details along with Price Bid.

	Percentage (%)	Included	Excluded	Not Applicate
Packing and Forwarding				
GST				
Any other cost if applicable				

Delivery Terms: Door delivery freight paid up to ZSI, Kolkata