सत्यमेव जयते

GOVERNMENT OF INDIA

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

REQUEST FOR PROPOSAL

Procurement of Round-Shaped, Flat-Bottom Borosilicate Glass Bottles of Various Sizes, with Long Screw Necks Fitted with Natural Caps, and Unbreakable Milky-White Containers with Transparent Lids, for the Mollusca Section of the Zoological Survey of India (ZSI), Kolkata, through the Two-Bid System.

Tender Reference Number: NIT/ZSI/HQ/19/2026-27, Date: 27-Oct-2026

On behalf of the President of India, Director Zoological Survey of India, New Alipore, Kolkata-53 invites**.** The bidder must submit their offer in two separate sealed envelopes. The tender can be viewed at https://zsi.gov.in/App/index.aspx The Tender is divided into five parts as follows:-

Part-1(A to D) : "TERMS & CONDITIONS" & "TECHNICAL BID" of the Tender.
Part-2 : "PRICE BID" of the Tender.

The main details of Tenders are as follows: -

BID REFERENCE No.	**: NIT/ZSI/HQ/19/2026-27**
PLACE OF OPENING OF BIDS	: **Zoological Survey of India** **New Alipore, Kolkata – 700053**
BID SECURITY (EMD)	: **Rs. 5,000 (Rupees Five Thousand Only)**

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.

This Document Contains – 12 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.

For any communication regarding this tender, kindly mention Bid Reference No i.e. NIT/ZSI/HQ/19/2026-27 on the main envelop of the correspondence

The sealed envelope containing "Terms & Conditions", "Vendor Evaluation Form", "Technical bid", AND "Evaluation Criteria" on prescribed tender document should reach the DIRECTOR, ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA on or before 10.11.2026 up to 12:00 NOON otherwise the tender will not be accepted.

Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs **5,000/- (Rupees Five Thousand Only)** respectively along with their bids. EMD may be submitted in the form of Account Payee Demand Draft/Bank Draft should be in favour of "**PAO (BSI/ ZSI)**, payable at **Kolkata**" in a separate sealed envelope. No exemption in earnest money shall be given. All tenders 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 https://zsi.gov.in/App/index.aspx 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.

Head of Office, ZSI

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GOVERNMENT OF INDIA

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

PART – 1(A)
TERMS & CONDITIONS
RENOVATION OF APTERYGOTA SECTION IN TWO BID SYSTEM.

Critical Dates:-

Si No	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (Publishing Date)	**27.10.2026**
2	Documents download / sell start date	**27.10.2026 at 06:00 PM**
3	Bid submission start date	**27.10.2026 at 06:00 PM**
4	Documents download / sell end date	**10.11.2026 at 12.00 Noon**
5	Bid Submission closing	**10.11.2026 at 12.00 Noon**
6	Date of submission of original copy of EMD, original copy Notarized Affidavit & Xerox Copy of Company Documents.	**10.11.2026 at 12.00 Noon**
7	Bid opening date for Technical Proposals	**10.11.2026 at 12.00 Noon**
8	Date of uploading list for Technically Qualified Bidder	**TO BE NOTIFIED LATER**
9	Date for opening of Financial Proposal	**TO BE NOTIFIED LATER**

1. **Last date and time for depositing the Bids:** On line Bids should be submitted 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:**
   (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-1/3, Prani Vigyan Bhawan, M Block, New Alipore, Kolkata-7000053. 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. **Opening of the Bids:** On line bids will be opened by ZSI officials on due date.

6. **Two Bid System:** Only the Technical Bid would be opened 10 Nov 2026 Time 12:00 Noon. Date of opening of Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliance / suitable after Technical Evaluation is done by the Institute.

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. Bidders are requested to carefully read the Request for Proposal before forwarding the bids.

8. **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 / rejection of bids.

9. **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.

10. Rejection of Bids: Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.

11. **Validity of Bids:** The Bids should remain valid till 30 days from the last date of submission of the Bids.

12. **Language of Bids:** All documents relating to the bid shall be in the English Language.

13. **Currency of the Bids and Payments:** The Unit Prices and amounts shall be quoted by the bidder entirely in Indian Rupees only.

14. **Examination of Bids and Determination of responsiveness:** Information relating to examination, clarification, evaluation and comparison of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons, not initially concerned with such process until the award of the successful bidder been announced. Any effort by the bidder to influence the official of ZSI processing of bids or award decision may result in the rejection of the bidder's bid.

15. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs **5000/- (Rupees Five Thousand Only)** along with their bids. The EMD may be

submitted in the form of Account Payee Demand Draft in favor of PAO, (BSI/ZSI), payable at Kolkata in a separate sealed envelope. All tenders (other than 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 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. EMD of successful bidder will be converted into Performance Guarantee. Performance Guarantee should be valid up to successful delivery of item.

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

(a) Registered with GST No. Must have registered shop/office/show room. (please attach requisite documents)

(b) Experience of similar works 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. (please attach requisite documents)

17. For further information, /clarification in this respect, please contact Head of Office and Stores Officer, ZSI during working hours.

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

19. In case, GST etc. are reduced or increased subsequently by the Government at the time of placement of the Purchase Order, then the same will be adjusted by either party on production of requisite proof.

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

21. **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.

22. **Performance Guarantee:** EMD of successful bidder will be converted into Performance Guarantee. Performance Guarantee should be valid up to successful delivery of item. No exemption with regard to Performance Guarantee will be given to any firm.

23. **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 favor or disfavor 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 / 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 ZSI/ 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 favor 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.

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

25. **Delivery Period:** Items are required to delivered at ZSI HQ Kolkata within 15 days from issuance of Purchase Order/Work Order. Purchase Order will be placed as and when requirement arises.

26. **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 5% of the value of delayed stores.

27. Payment for the items to be supplied by the firm / vendor against the Purchase Order shall be made by ZSI as follows: -

(a) Payment will be made after Supply & installation of items and quality verified by ZSI.
(b) 100% after supply as per Purchase Order and physically verified by the competent authority against invoice with PAN number, GST No raised by the firm / contractor. TDS will be deducted as Govt. of India rules / instructions.
(c) Firm can submit separately bill either for line no 1 or 2 as per price bid as and when work completed or both. However satisfactory services are required from user before submitting the bills

28. The Lowest Bid will be decided upon the lowest price quoted by responsive suitable technically qualified Bidder. Lowest cost will be decided upon lowest process quoted for each lines / items. Purchase Order would be placed to L1 firm who meets all criteria mentioned in the tender as and when requirement arises. Buyer reserves the right to place Order Either for Option 1 or 2 or 3 or all as per the requirement arises.

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.

32. **Payment Terms for Indigenous Seller:** It will be mandatory for the Bidders to indicate their Bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. A copy of the model mandate form prescribed by RBI to be submitted by Bidders for receiving payments through ECS. The payment will be made as per the following terms, on production of the requisite documents:

33. 100% of the total cost of the order after delivery, inspection, acceptance of items and installation/commissioning at user site, duly supported by photo copy of bank guarantee.

34. **Paying Authority:** Pay & Accounts Officer (BSI/ZSI), Kolkata.

35. **Indigenous Seller:** The payment of bills will be made on submission of the following documents by the Seller to the paying Authority along with the bill:

I. Ink-signed copy of contingent bill / Seller's bill.
II. Ink-signed copy of Commercial invoice.
III. Copy of supply Order/Supply order with U.O. number and date of IFA's concurrence, where required under delegation of powers.
IV. Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/ Supply Order).
V. Any other document / Certificate that may be provided for in the Supply Order.
VI. User Acceptance.

36. **Transportation:** The following Transportation clause will be the part of the contract placed on successful Bidder: -
(a) The Transportation and delivery of the items at the consignee unit would be the responsibility of the vendor under his own arrangements.

37. This tender is being issued with no financial commitment and the Buyer reserves the right to change or vary any part thereof at any stage. Buyer also reserves the right to withdraw the tender should it become necessary at any stage.

Head of Office, ZSI

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DECLARATION BY THE FIRM / 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 37. This is also certified that I/We/our OEM / Service Provider / Firm have no objection in signing the contract if the opportunity for the services against this tender is given to me/us.

Date……..

Signature

Address:……

……..

……..

Name:……

Designation:……

On behalf of:……...

(Company Seal)



GOVERNMENT OF INDIA

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

PART – 1(B)

VENDOR EVALUATION FORM

ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA

Sl 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: (Please attach documentary proofs)	
3.	Are you a OEM or dealer / Firm (Please attach documentary proofs)	
4.	Are you a Registered under Indian Companies Act? (Please attach documentary proofs)	
6.	Annual turnover in last 3 financial years in Lacs. i. Year 2023-2024 ii. Year 2024-2025 iii. Year 2025-2026 (Please attach documentary proofs)	
7.	Proof of experience for supply of similar works in Central Government Organization	
8.	GST Registration No with Place (Please attach documentary proofs)	
9.	Income Tax Registration No with place (Please attach documentary proofs)	
10.	Notarized Affidavit of undertaking that the firm has not been blacklisted / debarred by any Department of Govt. of India (Please attach documentary proofs)	
11.	Whether the firm accepts the terms and conditions of Request for Proposal	

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Signature and seal of the bidder:



PART – 1(C)

Sl.No.	Items	Qty.
1.	Made of unbreakable milky body with transparent lid Size: 4.5cm x 3cm x 2.5cm (Size No.1)	400 Nos.
2.	Made of unbreakable milky body with transparent lid Size: 6cm x 4.5cm x 2.5cm (Size No.2)	250 Nos.
3.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 25mm Outer Diameter Cap Size: 25mm and Height 60mm Capacity 20ml	300 Nos.
4.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 28mm Outer Diameter and Cap Size: 25mm Height 80mm Capacity 25ml	123 Nos.
5.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 35mm Outer Diameter and Cap Size: 25mm Height 80mm Capacity 30ml	50 Nos.
6.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 28mm Outer Diameter and Cap Size: 25mm Height 100mm Capacity 30ml	100 Nos.
7.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 60mm Outer Diameter and Cap Size: 45mm Height 130mm Capacity 100ml	40 Nos.
8.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 40mm Outer Diameter and Cap Size: 32mm Height 90mm Capacity 50ml	57 Nos.

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Signature and seal of the bidder:



PART – 1(D)

EVALUATION CRITERIA & PRICE BID ISSUE

The broad guidelines for evaluation of Bids will be as follows:

(a) Only those Bids will be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the Request for Proposal, both technically and commercially.

(b) Bids forwarded by the Bidders will be evaluated by the Buyer with reference to the technical specification of the items as mentioned in the Request for Proposal. The Price Bids of only those Bidders will be considered whose Bids would meet the technical parameters.

(c) The Lowest Bid will be decided upon the lowest price quoted by the particular Bidder as per the Price Format. The Lowest Bid will be decided upon the lowest price quoted by responsive suitable technically qualified Bidder. Lowest cost will be decided upon lowest process quoted for each lines / items. Purchase Order would be placed to L1 firm who meets all criteria mentioned in the tender as and when requirement arises.

(d) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price will be corrected. If there is a discrepancy between words and figures, the amount in words will prevail for calculation of price.

(e) The Lowest Acceptable Bid will be considered further for placement of contract / Supply Order after complete clarification and price negotiations as decided by the Buyer. The Buyer will have the right to award contracts to different Bidders for being lowest in particular items. The Buyer also reserves the right to do Apportionment of Quantity, if it is convinced that Lowest Bidder is not in a position to supply full quantity in stipulated time.

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Signature and seal of the bidder:



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 of the items	Qty.	Unit Price (in Rs)	Total Cost without tax (in Rs)
1.	Made of unbreakable milky body with transparent lid Size: 4.5cm x 3cm x 2.5cm (Size No.1)	400 Nos.		
2.	Made of unbreakable milky body with transparent lid Size: 6cm x 4.5cm x 2.5cm (Size No.2)	250 Nos.		
3.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 28 mm Outer Diameter Cap Size: 25mm and Height 60mm Capacity 20ml	300 Nos.		
4.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 28mm Outer Diameter and Cap Size: 25mm Height 80mm Capacity 25ml	123 Nos.		
5.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 35mm Outer Diameter and Cap Size: 25mm Height 80mm Capacity 30ml	50 Nos.		
6.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 28mm Outer Diameter and Cap Size: 25mm Height 100mm Capacity 30ml	100 Nos.		
7.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 60mm Outer Diameter and Cap Size: 45mm Height 130mm Capacity 100ml	40 Nos.		
8.	Round Shape, Flat Bottom, Long Screw Neck, fitted with natural cap (Made of Borosilicate Glass) Size: 40mm Outer Diameter and Cap Size: 32mm Height 90mm Capacity 50ml	57 Nos.		
			ADD: GST Amount…….. %	
			Net bid price with GST in Rs	

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Signature and seal of the bidder: