



GOVERNMENT OF INDIA

Zoological Survey of India
Kolkata-700053

**REQUEST FOR PROPOSAL FOR
INSECT BOXES, CAMERA LENS,
PROFESSIONAL ENVIRONMENTAL METER ETC
SINGLE BID SYSTEM**

Ref. No ZSI/56-1/2016-17/ST

Date: 07 SEP 2016

On behalf of the President of India, Director Zoological Survey of India, New Alipore, Kolkata-53 invites sealed tenders / bids / from Registered Firm / Vendor / Suppliers for supply of Insect Boxes, Camera Lens, Professional Environmental Meter, Spherical Crown Densimeter & Solar Insect Light Trap mentioned in the Schedule of Requirement (SOR) of this Request for Proposal (RFP) under National Mission on Himalayan Studies.

Part-1(A to C): "TERMS & CONDITIONS", "VENDOR EVALUATION FORM", "SOR" & "TECHNICAL BID" of the tender.

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

The main details of Tenders are as follows:-

BID REFERENCE No.	: ZSI/56-1/2016-17/ST
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: 14-10-2016 UPTO 03:30 PM
DATE AND TIME OF OPENING OF BIDS	: 14-10-2016 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.

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 03.30pm on 14 Oct 2016 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/56-1/2016-17/ST** on the main envelop of the correspondence

The sealed envelope containing “Terms & Conditions”, “Vendor Evaluation Form”, “SOR” and “Financial Bid” on prescribed tender document should reach the DIRECTOR, ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA on or before 14 Oct 2016 up to 1530 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.

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.

Stores Officer, ZSI



PART – 1(A)

TERMS & CONDITIONS OF REQUEST FOR PROPOSAL
INSECT BOXES, CAMERA LENS,
PROFESSIONAL ENVIRONMENTAL METER ETC

1. **Last date and time for depositing the Bids:- 1530HRS 14 Oct 16**

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 14 Oct 16**

(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 14 Oct 2016 at 1600HRS.

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, Service Tax Registration No, VAT/CST 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.
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 will not be considered.
12. **Validity of Bids**: The Bids should remain valid till 90 days from the last date of submission of the Bids.
13. **Language of Bids**: All documents relating to the bid shall be in the English Language.
14. **Currency of the Bids and Payments**: The Unit Prices and amounts shall be quoted by the bidder entirely in Indian Rupees only.
15. **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.

16. Firms registered with ZSI who fulfill following criteria are only eligible for purchase contract:-

(a) Registered with Sales / VAT / with TIN No. Must have registered shop/office/show room.

(b) Experience of supplying of items in Central Government Organization (please attach requisite documents).

(c) Firms having valid PAN No.

17. For further information/clarification in this respect, please contact 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, VAT / Sales Tax 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. **Delivery Period:** - Delivery period for supply of items would be 60 days from the issuance of Purchase Order. 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 or without applicability of LD clause.

23. **TERMS OF DELIVERY**

Local Delivery at Site

DATE OF DELIVERY

The date on which the delivery is made at the consignee's site mentioned in the Purchase Order.

24. **Consignee details** -

Zoological Survey of India
New Alipore, Kolkata-53

25. **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 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 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.

26. 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.

27. **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 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.

28. 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 quality verified.

(b) 100% after supply and installed as per Purchase Order and physically verified by the competent authority against invoice with PAN number, TIN No raised by the firm contractor. TDS will be deducted as Govt of India rules / instructions.

29. 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.

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

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

32. All disputes subject to Kolkata jurisdiction only.

Stores Officer, ZSI

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 32. 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)



सत्यमेव जयते

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 : Registration No:	
3	Are you a OEM or dealer / Firm (please attach relevant document)	
4	Are you a Registered Firm with Zoological Survey of India	
5	Annual turnover in last 3 financial years in Lacs. (Please attach documentary proofs) (i) Year 2012-2013 (ii) Year 2013-2014 (iii) Year 2014-2015	
6	Proof of experience for supplying items in Central Government Organization (please attach requisite documents)	
7	VAT /Trade Tax / Sales Tax Registration No with Place	
8	Income Tax Registration No with place	
9	Whether the firm accepts the terms and conditions of Request for Proposal	

Signature and seal of the bidder:

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PART – 1(C)

SCHEDULE OF REQUIREMENT

SI No	Description	Qty	Specification																		
1	Insect Boxes	50 No	Insect Storage Box 45 x 30 x 7.5cm Mica top & MDF board bottom Washable EVA sheet RI-61-02																		
2	Camera Lens	04 No	<ul style="list-style-type: none"> • 105mm Macro, f2.8 G IF-ED • 1:1 reproduction ratio • VR (Vibration Reduction) • Nano Crystal Coat Nikon AF-S Micro Nikkor 105mm Macro, f2.8 G IF-ED																		
3	Professional Environmental Meter	07 No	Dimensions: 12.7 x 4.5 x 2.8 cm Weight: 102 Grams <table border="1"> <thead> <tr> <th>Sensor</th> <th>Resolution</th> <th>Range</th> </tr> </thead> <tbody> <tr> <td>Wind Speed</td> <td>0.1km/h</td> <td>2.2-144km/h</td> </tr> <tr> <td>Ambient Temp</td> <td>0.1° C</td> <td>-29° to 70°C</td> </tr> <tr> <td>RH</td> <td>0.1% RH</td> <td>10 to 90%, 25°C non-condensing</td> </tr> <tr> <td>Pressure</td> <td>0.01 PSI</td> <td>10.15-15.95 PSI</td> </tr> <tr> <td>Compass</td> <td>1°</td> <td>0-360°</td> </tr> </tbody> </table> Shock-resistant Waterproof AA Lithium Battery	Sensor	Resolution	Range	Wind Speed	0.1km/h	2.2-144km/h	Ambient Temp	0.1° C	-29° to 70°C	RH	0.1% RH	10 to 90%, 25°C non-condensing	Pressure	0.01 PSI	10.15-15.95 PSI	Compass	1°	0-360°
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Pressure	0.01 PSI	10.15-15.95 PSI																			
Compass	1°	0-360°																			
4	Spherical Crown Densiometer	07 No	Convex Model, cross-shaped grid of 24 quarter-inch square, Walnut instrument case is 3" x 3". Built-in levelling bubble MPN: 43887 UNSPSC: 27111800																		
5	Solar Insect Light Trap	10 No	<ul style="list-style-type: none"> • Operating Voltage : 6V DC • Solar PV : 3W / 6V DC • Battery : 6V, 5.0AH • LED : 24no's of Ultraviolet – A Range 5mm, 3V, 30ma LED's • Ultra Violet–A – Lighting • Auto Turn ON prior auto Turn OFF • Fully Solar chargeable • High power LED lights technology. • Portable 																		

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)

SI No	Description	DOQ	Quantity	Unit Price (in Rs)	Total Cost (in Rs)
1	2	3	4	5	Column 4 X Column 5 = Column 6
1	Insect Boxes	EA	50		
2	Camera Lens	EA	04		
3	Professional Environmental Meter	EA	07		
4	Spherical Crown Densimeter	EA	07		
5	Solar Insect Light Trap	EA	10		

	Percentage (%)	Included	Excluded	Not applicable
CST/VAT				
Service Tax if any				
Any other cost if applicable				

Bidders are requested to quote the price as per price bid format only.
Lowest cost will be decided upon lowest process quoted for each lines / items.