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GOVERNMENT OF INDIA

Zoological Survey of India
Kolkata-700053

REQUEST FOR PROPOSAL FOR PURCHASE OF STORAGE PLASTIC, INSECT PINS

SINGLE BID SYSTEM

Ref. No ZSI/40-6/2011-12/Stores **Date: 19 Oct 15**

Sealed Tenders are invited on behalf of the Director, Zoological Survey of India, Kolkata from the reputed firm / OEM / authorized dealer / reseller for the Supply of Storage Plastices, Insect Pins as per Schedule of Requirement mentioned in part 1 (C) of tender document. 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.

Please superscribe the above mentioned 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 09 Nov 15 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.

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 09 Nov15 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.giv.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

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PART – 1(A)

TERMS & CONDITIONS
PURCHASE OF STORAGE PLASTIC, INSECT PINS
ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA

1. **Last date and time for depositing the Bids**:- **1530HRS 09 NOV 2015**
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. 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 09 NOV 15**
(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, Ist Floor Room No-106, 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. **Place of opening of the Bids**:- Conference Hall or any other place of Zoological survey of India. Place will be intimated by the Head of Office of the Department. 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**:- Bid would be opened on 09 Nov 15 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, 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. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

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.

12. **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 Sales / VAT / Service Tax with TIN No. Must have registered shop/office/show room.

(b) Experience of supplying similar items to reputed organisation (please attach copy of order/bill etc.).

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

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

16. Zoological Survey of India may provide following documents.

(a) Custom Duty concessional certificate.
(b) Excise Duty exemption certificate

17. In case, excise duty and/or trade tax/sales tax etc are 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.

18. 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:** - Delivery period for supply of items would be 30 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 applicability of LD clause.

20.	**TERMS OF DELIVERY**	**DATE OF DELIVERY**
	Local Delivery at Site	All working days except Saturday, Sunday and Holidays declared by Director ZSI and Govt of India.

21. **Consignee details** -

Zoological survey of India
Prani Vigyan Bhawan, M-Block,
New Alipore
Kolkata-700053

22. **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.

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 upto 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 on the basis of requirement arises up to period of one year.

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.

(b) Bills are required to be submitted by successful firms separately for each project.

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

30. This Request for Quotation 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 Quotation.

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.

(UK Singh)
Stores Officer

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 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: Signature:

Address: Name:

Designation:
On behalf of:
(Company Seal)

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PART – 1(B)

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

1.	Name of the Company	
2.	Full address of company alongwith Telephone no. Fax no. E-mail address :	
3.	Local address of company for communication, if any	
4.	Are you a manufacturer or dealer / reseller (please attach relevant document)	
5(a)	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	
5(b)	Experience of supplying similar items such as Storage Plastic, insect pins etc or items listed in SOR to reputed organisation (please attach copy of order/bill etc.). ((i) Year 2012-2013 (ii) Year 2013-2014 (iii) Year 2014-2015	
5(c)	Trade Tax / Sales Tax Registration no. with Place	
5(d)	Income Tax Registration no. with place	

Signature and seal of the bidder:
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PART – 1(C)

SCHEDULE OF REQUIREMENT

AICOPTAX (Coleoptera: Scarabeoidea) Project

Sl No	**Items**	**Quantity**	**Preferred Brand**
1	Storage plastic Vials (2 ml capacity)	2000 Nos.	Tarsons
2	Insect Pins (0, 1, 2, 3,4, 5)	15 packets each	Chinese Made
3	Insect Pins (Minutent)	1 packet	-
4	Insect Brush (No. 1)	10 Nos.	Camel
6	Insect Brush (No. 3)	10 Nos.	Camel
7	Cotton	5 rolls	
8	Phenol	5 bottles (500 ml)	Merk
9	Camphor	20 bottles (100 gm)	Nice
10	Benzene	4 bottles (500 ml)	Merk/ Nice
11	Ethyl Acetate	5 bottles (500 ml)	Merk/ Nice
12	Naphthalene Powder	4 Packets (500gm)	Bengal Chemicals
13	Sodium Hydroxide Pellets	4 bottle (500gm)	Nice
14	Rotring Pen (No. 2)	5 Nos.	Rotring
15	Rotring Pen (No. 4)	3 Nos.	Rotring
16	Envelops Large Size (Butter Paper)	5000 Pieces	
17	Envelops Medium Size (Butter Paper)	5000 Pieces	
18	A4 Size Printing Paper (75 GSM)	10 bundles	Copier
19	External Hard Disc (1 TB capacity)	1 Pieces	Seagate
20	Glass Dropper (5 ml)	20 Pieces	------
21	Maglite ML300L (3 Cell D LED)	1 Piece	Maglite
22	Mercury Bulb (160 w)	2 Pieces	Philips
23	Blank DVD	100 pieces	Moserbaer
24	Blank CD	100 pieces	Moserbaer
25	Plastic Petri dish (6 inches)	4 pieces	
26	Plastic Petri dish (4 inches)	4 pieces	

Chhatisgarh Project (**“Faunal Diversity of Protected Areas of Chhattisgarh”)**

Sl No	Items	Quantity	**Preferred Brand**
1	Insect Boxes 45x30x7.5 cm (RI-61-02)	50 Nos.	Rescholar
2	Insect Cabinet (Steel Body) (small) with 20 showcases (RI-64-05)	4 Nos.	Rescholar
3	Insect Pins (0, 1, 2, 3,4, 5)	10 packets each	Chinese make
4	Stretching Board	5 Pieces	
5	2ml Storage Vial Storage Boxes	10 Pieces	

Chhatisgarh Project (**“District-Wise Faunal Diversity of Chhattisgarh”)**

Sl No	Items	Quantity	**Preferred Brand**
1	Insect Boxes 45x30x7.5 cm (RI-61-02)	40 Nos.	Rescholar
2	Insect Cabinet (Steel Body) (small) with 20 showcases (RI-64-05)	3 Nos.	Rescholar
3	Insect Pins (0, 1, 2, 3,4, 5)	10 packets each	Chinese Make
4	Stretching Board	5 Pieces	
5	2ml Storage Vial Storage Boxes	10 Pieces	

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)
1	2	3	4	5	Colum 4 X Column 5 = Column 6
(a)		EA	01		
1.	Storage plastic Vials (2 ml capacity)	EA	2000		
2.	Insect Pins (0)	Packet	35		
3.	Insect Pins (1)	Packet	35		
4.	Insect Pins (2)	Packet	35		
5.	Insect Pins (3)	Packet	35		
6.	Insect Pins (4)	Packet	35		
7.	Insect Pins (5)	Packet	35		
8.	Insect Pins (Minutent)	Packet	1		
9.	Insect Brush (No. 1)	EA	10		
10.	Insect Brush (No. 3)	EA	10		
11.	Cotton	Roll	5		
12.	Phenol (500 ml)	Bottle	5		
13.	Camphor (100 gm)	Bottle	20		
14.	Benzene (500 ml)	Bottle	4		
15.	Ethyl Acetate (500 ml)	Bottle	5		
16.	Naphthalene Powder (500gm)	Packet	4		
17.	Sodium Hydroxide Pellets (500gm)	Bottle	4		
18.	Rotring Pen (No. 2)	EA	5		
19.	Rotring Pen (No. 4)	EA	3		
20.	Envelops Large Size (Butter Paper)	EA	5000		

21.	Envelops Medium Size (Butter Paper)	EA	5000		
22.	A4 Size Printing Paper (75 GSM)	Bundle	10		
23.	External Hard Disc (1 TB capacity)	EA	1		
24.	Glass Dropper (5 ml)	EA	20		
25.	Maglite ML300L (3 Cell D LED)	EA	1		
26.	Mercury Bulb (160 w)	EA	2		
27.	Blank DVD	EA	100		
28.	Blank CD	EA	100		
29.	Plastic Petri dish (6 inches)	EA	4		
30.	Plastic Petri dish (4 inches)	EA	4		
31.	Insect Boxes 45x30x7.5 cm (RI-61-02)	EA	90		
32.	Insect Cabinet (Steel Body) (small) with 20 showcases (RI-64-05)	EA	7		
33.	Stretching Board	EA	10		
34.	2ml Storage Vial Storage Boxes	EA	20		
	Net bid price in Rs				

	Percentage (%)	Included	Excluded	Not applicable
Packing and forwarding				
Excise Duty				
Customs Duty				
CST/VAT				
Insurance				
Service Tax if any				
Freight				
Any other cost if applicable				

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

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