



GOVERNMENT OF INDIA

Zoological Survey of India
Kolkata-700053

REQUEST FOR PROPOSAL
DEVELOPMENT OF WEB ENABLED ONLINE SPECIES PAGE AND SPECIES
MANAGEMENT SYSTEM OF INDIAN FAUNA AND INDIAN FAUNA PORTAL IN
ZOOLOGICAL SURVEY OF INDIA
TWO BID SYSTEM

Ref. No ZSI/NIT/01/2017-18

Date: 12 MAY 2017

On behalf of the President of India, Director Zoological Survey of India, New Alipore, Kolkata-53 invites sealed tenders / bids / from Firm / Vendor / Service Provider for Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India in Two Bid System. The bidder must submit their offer in two separate sealed envelopes. Both the Technical Bid and Price Bid envelopes should be securely sealed and stamped separately and clearly marked as “**Envelope No.1 - Technical Bid**” and “**Envelope No.2 - Price Bid**” respectively. Both the sealed envelopes should be placed in a third larger envelope. All the three envelopes should be sealed properly. The Tender is divided into following five parts:-

- Part-1: “INSTRUCTIONS TO BIDDERS” & “Vendor Evaluation Form” of the Tender
- Part-2: “SCOPE OF WORKS” of the Tender
- Part-3: “EVALUATION CRITERIA & PRICE BID ISSUE” of the Tender
- Part-4: “PRICE BID FORMAT” of the Tender
- Part-5: “CONTRACT (AGREEMENT) & INTEGRITY PACT FORM” of the Tender

The main details of Tenders are as follows:-

BID REFERENCE No.	: ZSI/NIT/01/2016-17
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: 30-06-2017 UPTO 03:30 PM
DATE AND TIME OF OPENING OF BIDS	: 30-06-2017 UPTO 04:00 PM
PLACE OF OPENING OF BIDS	: Zoological Survey of India New Alipore, Kolkata – 700053
TENDER FEE	: Rs. 5000.00 (Non-Refundable)
BID SECURITY (EMD)	: Rs. 2,00,000.00 (Two Lakh Only)

Tender Fee, EMD, 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 – 24 Pages

Please superscribe the Title (Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India), NIT No (ZSI/NIT/01/2016-17) and date of opening of the Bids (30-06-2017) 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 30 Jun 2017 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/NIT/01/2017-18** on the main envelop of the correspondence

The sealed envelope containing "INSTRUCTIONS TO BIDDERS" & "Vendor Evaluation Form", "SCOPE OF WORKS", "ELIGIBILITY CRITERIA AND EVALUATION OF BID", "CONTRACT (AGREEMENT) FORM" and "PRICE BID FORMAT" on prescribed tender document should reach the DIRECTOR, ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA-700053 on or before 30 Jun 2017 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. Name of bidders and important technical specification 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 Tender Fee and Earnest Money Deposit (EMD) for amount of Rs 5000/- (Rupees Five Thousand only) and Rs 2,00,000/- (Rupees Two Lakh only) respectively along with their bids. Tender Fee & 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**. 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 <http://www.zsi.gov.in> or <http://www.moef.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.

Head of Office, ZSI



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PART – 1

INSTRUCTIONS TO BIDDERS **DEVELOPMENT OF WEB ENABLED ONLINE SPECIES PAGE AND SPECIES** **MANAGEMENT SYSTEM OF INDIAN FAUNA AND INDIAN FAUNA PORTAL IN** **ZOOLOGICAL SURVEY OF INDIA**

1. **Last date and time for depositing the Bids:- 1530HRS 30 JUN 17**

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. Bid should be submitted along with Tender Fee for Rs 5000/- (Non-refundable) in the form of Bank draft in favor of PAO, (BSI/ZSI) payable at Kolkata. No exemption for tender fee will be allowed for this tender. 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 30 Jun 17**

(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. **Two Bid System:-** Technical would be opened on 30 Jun 2017 at 1600HRS. 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 at this department.

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. Bidders are requested to carefully read the Request for Proposal before forwarding the bids.
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. **Earnest Money Deposit**:- Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 2,00,000/- (Rupees Two Lakh) 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. All tenders 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 released after receipt of Performance Guarantee. 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.

17. Bidders will be called for Power Point Presentation during the Technical Evaluation and are required to give Power Point Presentation which should be based on the following:-

- (a) Understanding of the job
- (b) About Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India. Bidder will incorporate and suggest improvements for bringing out further improvements in the services.
- (c) Any other innovative plan for Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India
- (d) Statue of various points asked in this bid – should be in a gist form and in one or two slide only.
- (e) About your present services being provided in other Govt Organization

18. If bidder does not turn up for presentation on the specified date, it shall be treated as non-responsiveness bid and it will be technically disqualified.

19. Interested parties who fulfill following criteria are only eligible for service contract:-

- (a) Registered with Service Tax / Sales / VAT / with TIN No. Must have registered shop/office/show room.
- (b) Eligibility Criteria must be as per Part 2 & 3 of this Tender. Vendor Evaluation form must be filled up by the firm.
- (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.

20. For further information/clarification in this respect, please contact Head of Office, ZSI during working hours. Email id: zsilolkata@gmail.com Telephone: 033-24008595

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

22. In case, Service Tax / 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.

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

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. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee for a sum equal to 10% of the Contract Value / PO value by way of Demand Draft issued in favour of PAO, BSI/ZSI payable at Kolkata within 30 days of receipt of the confirmed order. Performance Guarantee should be valid up to 60 days beyond the date of expiry of contract. No exemption with regard to Performance Guarantee will be given to any firm.

26. **COMPLETION OF JOBS / DELIVERY PERIOD:** - Purchase Order would be placed to successful bidder. **Development of Software for all the species of fauna from India, Digitization of Species for 60,000 Species, Publication for 3,00,000 links and GIS data for 60,000 Species in respect of Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India are to be completed within Two years from issuance of Purchase Order in phase manner. 1st Phase will be required to be completed for Digitization of Species for 30,000 Species, Publication for 1,50,000 links and GIS data for 30,000 Species within one year from Issuance of Purchase Order and 2nd Phase will be required to be completed for Digitization of Species for 30,000 Species, Publication for 1,50,000 links and GIS data for 30,000 Species within two years from Issuance of Purchase Order in respect of Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India.** Completion of job will be calculated on the basis of actual /physical measurement. This is on the basis of approximation and actual quantity may differ. However entire project is required to be completed within two years otherwise heavy penalty will be imposed with sole discretion of ZSI. Please note that Contract can be cancelled unilaterally by the Buyer in case services not performed within one year & two years for the 1st phase & 2nd Phase respectively. Extension of contracted delivery period will be at the sole discretion of the Buyer, with or without applicability of LD clause.

27. **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.

28. **Consignee details** -

Zoological Survey of India
New Alipore, Kolkata-53

29. **Penalty for use of Undue influence**: The Service Provider / 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.

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

31. **Liquidated Damages** In the event of the Service Provider / seller's failure to complete the jobs / supply the stores/goods / services as mentioned in the purchase order the Buyer may, at this discretion, withhold any payment until the completion of the contract. The **Buyer (ZSI)** may also deduct from the **seller (Service Provider)** as agreed, liquidated damages to the sum of 1% of the purchase order price of the delayed/undelivered stores / services for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores / services.

32. 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 by ZSI in Phase Manner. Payment will be released for the 1st Phase for **Digitization of Species for 30,000 Species, Publication for 1,50,000 links and GIS data for 30,000 Species after one year from Issuance of Purchase Order and 2nd Phase for Digitization of Species for 30,000 Species, Publication for 1,50,000 links and GIS data for 30,000 Species after two years from Issuance of Purchase Order in respect of Development of Web enabled online Species Page and Species Management System of Indian Fauna and Indian Fauna Portal in Zoological Survey of India.**

(b) Payment will be released for the works done by the Service Provider and physically verified by the competent authority against invoice with PAN number, TIN No raised by the firm / contractor. TDS shall be deducted as Govt of India rules / instructions.

33. The Lowest Bid will be decided upon the lowest price quoted by responsive suitable technically qualified Bidder. Lowest cost will be decided upon lowest prices quoted for each lines / items. Purchase Order would be placed to L1 firm.

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

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

36. All disputes subject to Kolkata jurisdiction only.

Head of Office, ZSI

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 36. 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)



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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 / Firm (please attach relevant document)	
4	Annual turnover in last 3 financial years in Lacs. (Please attach documentary proofs) (i) Year 2014-2015 (ii) Year 2015-2016 (iii) Year 2016-2017	
5	Details of Tender Fee i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
6	Details of EMD Fee i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
7	Services Tax Registration No with Place	
8	Income Tax Registration No with place	
9	Proof of experience for similar works (Attested copies of Performance Certificates / Job Completion Certificate from Organization)	
10	Notarized Affidavit of undertaking that the firm has not been blacklisted / debarred by any Department of Govt of India	
11	Whether the firm accepts the terms and conditions of Request for Proposal	

Signature and seal of the bidder:

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PART – 2)
SCOPE OF WORKS

DEVELOPMENT OF WEB ENABLED ONLINE SPECIES PAGE, DEVELOPMENT OF SPECIES MANAGEMENT SYSTEM, OF INDIAN FAUNA AND THE INDIAN FAUNA PORTAL IN ZOOLOGICAL SURVEY OF INDIA

The Zoological Survey of India (ZSI), is a premier Indian organization in zoological research and studies. It was established on 1st July 1916, to promote the survey, exploration and research of the fauna in the region. The ZSI's primary objectives have remained unchanged over the years. ZSI proposes to develop Species Management System for preserving and disseminating all species/specimen information. The ZSI will digitize metadata of specimens phase-wise and create 360 degree image of each specimen. The digitized 360 degree image specimen will be uploaded on Species Management System along with complete details of the species- including Taxonomic hierarchy/position, valid name, references/publications (journal articles, books, and reports etc.) and also geo-co-ordinated geographic distribution.

Bidders / Service Providers are invited to participate in this tender having experience in execution of projects involving digitization of rare books, documents, and development of content management portals. The solution providers also need to capture and create metadata for each specimen along with publication details and GIS information as mentioned in the technical details.

The entire project being onsite - all infrastructure hardware-including desktop computers, scanners, other equipments, all software and manpower to carry out the work are to be arranged by the Bidder / Service Provider at their own cost. The solution provider/agency will take back the said equipments upon the completion of the assignment and will ensure complete deletion of data on equipment being taken back. Also, the solution provider will install the required software and all other systems and supporting software required to carry out the digitization work along with the team to carry out the digitization, indexing work and transfer complete source code of the Indian Fauna Spectrum on NIC/Cloud server. However the ZSI will provide the Space, Electricity and basic fixture for which proposal must enclose the minimum requirement of expectations.

The work order in full or in part will be allocated to the vendor/agency based on fulfillment of minimum requisite criteria mentioned in tender. The work involves the entire process of formal handing over to the creation of digital format with the desired level of indexing and source code of Indian Fauna Spectrum on the digital media file in duplicate as per the laid out specifications and recommended by the vendor in their solution.

Technical Requirements for Digitization& Metadata

1. The collection of species housed at the headquarters of the ZSI, Kolkata are to be digitized in situ.
2. The faunal species are of various sizes, with the largest measuring up to several meters and smallest measuring a few microns. The service provider has to use overhead camera, microscope camera and camera based solution accordingly.
3. Aerial, dorsal and two side view images needs to be captured for each specimen. The 360 degree image is to be developed based on the digitized images of the specimen.
4. The images need to be of sufficiently high quality so that sculpture details on the specimens are not lost.
5. The output should be of acceptable readability, reasonable accuracy, consistent in term of tone and color reproduction. Use neutral common rendering for all images.
6. The final output should be in TIFF format for all species and specimens. Back up file for each species or specimen should be supplied in cleaned TIFF and also in PDF format.
7. Uncompressed cleaned TIFF and PDF files should be devoid of digital noise, centering, skew, collating, and touch up (as is basis). The removal of digital noise will include removal of stain-marks etc. to the maximum possible extent, while keeping the colour information intact.
8. The resolution should have minimum of 300 dpi (dot per inch) optical responses or resolutions.
9. Image Enhancement – Basic Enhancement Raster cleaning, De-skew, De-Speckle Cropping & hole removal etc., to be carried out on each images for optimum image clarity.
10. The scanning specifications for text support - the production of a scan that can be reproduced legible at the same size as the original (at 1:1, the smallest significant character should be legible).
11. Cleanliness of work area, digitization equipment, and originals like canners, platens, and copy boards will have to be cleaned on a routine basis to eliminate the introduction of extraneous dirt and dust to the digital images.
12. Many specimens tend to be fragile, hence will have to be handled with care.
13. A file-naming scheme should be established prior to capture. The same will be provided by the ZSI after consultation with vendor.
14. The master files containing final documents should be stored as back up on portable hard disk.

15. Also, the solution provider will install the required hardware, software and all other systems and supporting software required to carry out the digitization work along with the team and transfer the completed work in running condition to requisite media. ZSI will provide the hardware infrastructure for take over of the project.

16. The metadata for each species should be captured and created using International zoological meta-data standards like Darwin core. The service provider has to finalize the metadata fields after discussing with ZSI.

17. Uploading of all digitized specimen images (360 degree) along with metadata on the Species Management System.

18. Collection of GIS information for each species and uploading the GIS data on Indian Fauna Spectrum, will be undertaken.

19. Collection of publication details (journal articles, books, book chapters, proceedings, reports etc.) for each species and uploading Species Management System. The vendor should link the metadata of the journal article along with every species and link the subscription of the bibliographic database to the portal.

Digitized Image Quality

Image quality at capture can be defined as the cumulative result of the resolution, the bit depth of the image, the enhancement processes and the compression applied the device or technique used, and the skill of the operator. Original raw image shall be saved. The raw image shall be processed to remove dirt, worm marks, water marks, noise, shadow, scratch marks, skew etc. Adjustment of brightness and contrast, gamma correction, sharpening and blurring, removing patterns and adjusting colors will also be the part of Image Processing. Cleaned image shall be saved as per Clean Master Specification. Images are to be provided as Access File = 600-800 pixels and Thumbnail = 100 pixels , with the following quality checks .

- Not color cast
- Histogram (Not clipped – No loss of detail in high-lights shadows –256 shades of gray represented – tonal variation)
- Over all not Too Dark/ Too Light
- Un even tonal values/flare
- Excessive noise

Naming of images

The images will be named according to ID generated by the cataloguing software. Meta Data information for each National Zoological Collection photographed will be stored in the database and is identified by its Id. So the Id and the Accession Number given by the institute where the digitization is taking place forms the basis of naming the digitized images of each sample.

Description of images

To describe digital images there is a need for metadata that is structured data about specimens. Metadata can also be defined as data that facilitates the management and use of other data. Metadata information according to Darwin Core standards is stored through the software for each National Zoological Collection Specimens. The highest quality file produced is referred as Digital Master. These files are created as a result of direct image capture. Master file represents the original sample as close and correctly as possible. Derivative images are generated from the master image using photo editing software like CS /Photoshop. Unique identity number to each specimen will have to be allotted.

Digitized output

The agency should produce shadow free two sets of images for online purposes 300 dpi JPEG images of 24 bits true colours of 700 pixels width (7 inches) and 468 pixels height (4.68 inches), the storage requirement of this image would be 560 KB (maximum).

Access Image (Derivative Image)

File Format:	JPEG latest version
Compression:	Group 4 CCITT glossy compression
Spatial Resolution:	8" X 10", 96 dpi
Subject Metadata:	As per standards
File Naming:	As Specified

Thumbnail

File Format:	JPEG latest version
Compression:	Group 4 CCITT glossy compression
Spatial Resolution:	1" x 1", 96 dpi
Subject Metadata:	Nil
File Naming:	As Specified

Metadata Creation: Subject Metadata

Customized web-based System Application built on open-source (Linux/Apache/ Tomcat/**DSpace/PostgreSQL**) for storage & retrieval of digitized data along with metadata, would be provided by the Agency on their cost and would also maintain for at least one year after the last data is ported on the system. This system application should be compatible with other System Applications being run in ZSI at Kolkata. Production Servers would be provided by ZSI at Kolkata for porting the System Application after its development by the Agency or its outsourced company. The ownership of System Application would remain with ZSI, Kolkata. System Application Architecture would be shared with the Agency during the pre-bid meeting. Subject metadata to be created and entered by the Agency on his cost with the assistance of ZSI officials.

Digital image Deliverables

1. Receiving the materials to be digitized from ZSI after proper assessment of quality and quantity and ensure its registration in the log register prior to digitization.
2. Preparation of the material along with adequate treatment prior to digitization.
3. The agency shall digitize 100 nos. each of the different sets of materials in compliance with the Proof of Concept (PoC).
4. Digitization and Storing the Data as per specification –Access Image (Derivative Image) and Thumbnail
5. Mirroring of the digitized data along with additional back-up on hard disk drive.
6. Indexing the digitized data.
7. Handing over the original materials back to the ZSI as per the log register.
8. Submission of digitized/processed data for quality assessment / evaluation as per the standard format.
9. Delivery of the digitized/processed data in softcopy format to ZSI.
10. Integrating the data (indexed / digitized) after quality assessment, Storage, Retrieval and dissemination through intra- and internet.

Technical Requirements for Species Management System

- A web based application should be developed to store, search and retrieve all the digitized species images along with metadata information of each species, publications, GIS data etc.
- The software platform need be Apache-Java based technology, which can be deployed both on both Windows and Linux operating system.
- The application should be built using an open source stack. Free and Open Source Software (FOSS) should be used.
- The application should be extensible so that it can accommodate upto one million species and all the related publication and GIS information.
- The application should be able to store multiple publications with all publication types (articles, books, book chapters, theses, reports, presentations, audio and video files) and multiple GIS data into the integrated database. The journal article metadata should be linked with the portal.
- Information relating to each species must be stored along with the digital images and all the related metadata and GIS information.
- The application should have the provision to create the Taxonomic Hierarchy Categories and link each species accordingly.
- There should be provision to easily update the species list, along with images and also new distribution records in the map.
- A search engine that can process all the metadata to retrieve pages, images etc. must be created. The search engine must have full-text capabilities.
- Report generation facility with customizable parameters and fields should be included.
- There must be a facility to access the digitized species data in multiple ways - for example (1) through taxonomy, (2) by browsing species serially, (3) by specifying the scientist and species and (4) by publications.
- There should be provision to allow creating of users and user groups.

- Automated backup facility and restoration of script of database on a periodic basis, should be provided.
- The portal must ensure that it provide faster search and retrieval where user can search for any species via a simple and advance search and also have browsing option for different fields like taxonomic hierarchy , specimen, scientist, etc.
- Proposed solution should have basic accessibility features like zoom in/out functionality.
- Proposed portal should be compatible with all Browser, i.e., Internet explorer, Mozilla Firefox, Chrome, etc.
- The portal should have Authentication facility: The mechanism whereby there is a provision in a system where staff/user(s) can register in the system and create their account and system may also securely identify their users.
- The portal should have Authorization facility: The mechanism by which a system determines what level of access a particular authenticated user should have to secure resources controlled by the system.
- Proposed solution should have approval mechanism before publishing any content on solution.
- Statistics to evaluate the usage of the Portal should be provided by the service provider.
- The service provider should provide source code of solution to the ZSI.
- Connectivity to other global databases as that of GBIF should be checked and ensured.
- The system should contain a mechanism for email verification while registering and a payment gateway should be integrated with the system for downloading the full text content.
- The application should be installed in the NIC server.
- One year warranty for the database and platform, should be provided, with Annual Maintenance Facility thereafter.

Deliverables

- All the digitized species should be delivered in reliable and high quality of external hard disk. One copy of the digitized documents will also be kept in a storage media at ZSI server.
- A customized, unique, web based, Species Management System, which will be hosted on NIC/Cloud server. The portal should be customized with new UI design along with ZSI logo, static pages and images. This portal should be able to handle the digital specimens, which have been scanned previously and are lying in the custody of the ZSI. A copy of entire source code along with complete data and database backup should be provided in reliable and high quality of external hard disk.

Demonstration of the project

An onsite demonstration of the project deliverables for 2-3 species will have to be given by the tender applicants. Final evaluation of the tender will be done subject to the compliance of the specifications in full and the work output / quality. Demonstration will have to be given within a week of opening of the tender.

Evaluation of project

At the end of each 500 species digitised, ZSI shall conduct an evaluation test to assess the species pages created, including quality of photographic digitization output, GIS data recorded, distribution map created, reference lists and publication links added.

The quality shall be objectively evaluated and the data for evaluation to be furnished in reporting formats prescribed by ZSI. The evaluation will be conducted in an impartial and objective manner.

Signature and seal of the bidder:

.....



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.

Signature and seal of the bidder:

.....



PART – 4

ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA

PRICE BID FORMAT

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

SI No	Description	Unit Price (in Rs)	Total Cost (in Rs)
1	Development of Software for all the species of fauna from India		
2	Digitization of species for 60,000 species		
3	Publications for 3,00,000 links		
4	GIS data for 60, 000 species		
Total Price in Rs			

	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.***



PART – 4

ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA

CONTRACT (AGREEMENT) FORM

THIS AGREEMENT made the day of ... 20..... Between Zoological Survey of India, Kolkata-700053 (hereinafter referred to as 'ZSI') of the one part and (*Name of Supplier*) of(*City & Country of Supplier*) (hereinafter called "the Supplier") of the other part :

WHEREAS ZSI is desirous for Development of Web enabled online species page, development of Species Management System, of Indian Fauna and Indian Fauna Portal in Zoological Survey of India in the sum of (*Contract price in Words and Figures*) (hereinafter, called the "Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Approved rates;
 - (b) Purchase Order;
 - (c) the Technical Specifications; and
 - (d) the Conditions of Contract;In addition to the above, the other terms and conditions of the tender (Ref No ZSI/NIT/01/2016-17 shall also be applicable with this contract)
3. In consideration of the payment to be made by ZSI to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with ZSI to provide the Development of Web enabled online species page, development of Species Management System, of Indian Fauna and Indian Fauna Portal in Zoological Survey of India and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. ZSI hereby covenants to pay the Service provider in consideration of the provision of the Development of Web enabled online species page, development of Species Management System, of Indian Fauna and Indian Fauna Portal in Zoological Survey of India and the remedying of defects therein, the value of ordered items on the Contract rates or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

DELIVERY & INSTALLATION SCHEDULE :

All the items shall be digitized within 02 Years from the date of issue of the purchase order. Installation and demonstration to be arranged by the service provider free of cost and the same is to be done within 30 days of the completion of job.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws of the day and year first above written.

Signed, Sealed and Delivered by the

said(For ZSI)

in the presence of

Signed, Sealed and Delivered by the

said(For the Service Provider)

in the presence of

INTEGRITY PACT

Between
Zoological Survey of India (ZSI) hereinafter referred to as “**The Principal**”, and
..... (Name of Service Provider) hereinafter referred to as “**The Bidder/
Contractor**”

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for Development of Web enabled online species page, development of Species Management System, of Indian Fauna and Indian Fauna Portal in Zoological Survey of India, Kolkata. The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

Section 1 – Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

(a) No employee of the Principal, personally or through family members, will in connection with the tender for , or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.

(b) The Principal will exclude from the process all known prejudiced persons.

2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 – Commitments of the Bidder(s)/ contractor(s)

1. The Bidder(s)/ Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during the contract execution.

(a) The Bidder(s)/ Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder(s)/ Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.

(c) The Bidder(s)/ Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s)/ Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractors(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s)/Contractors(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. Further details as mentioned in the "Guidelines on Indian Agents of Foreign Suppliers" shall be disclosed by the Bidder(s)/Contractor(s).Further, as mentioned in the Guidelines all the payments made to the Indian agent/representative have to be in Indian Rupees only.

(e) The Bidder(s)/ Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.

2. The Bidder(s)/ Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s)/Contractor(s) from the Contracts or take action as per the procedure mentioned in the "Guidelines on Banning of business dealings".

Section 4 – Compensation for Damages

If the Principal has terminated the contract or if the Principal is entitled to terminate the contract, the Principal shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5 – Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process / contracts.

2. If the Bidder makes incorrect statement on this subject, he can be disqualified from the Contract or action can be taken as per the procedure mentioned in "Guidelines on Banning of business dealings".

Section 6 – Criminal charges against violating Bidder(s) / Contractor(s) /Subcontractor(s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 7 – Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract. If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharged / determined by Director of the Zoological Survey of India.

Section 8 – Other provisions

(1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Kolkata.

(2) Changes and supplements as well as termination notices need to be made in writing.

(3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.

(4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

(For & On behalf of the Principal)
Contractor)

(For & On behalf of Bidder/
Contractor)

(Office Seal)

(Office Seal)

Place -----

Date -----

Witness 1:

(Name & Address)

Witness 2:

(Name & Address)

