



**GOVT. OF INDIA**

Zoological Survey of India  
Central Zone Regional Centre  
Scheme No: 05; Plot No 168/169  
Vijay Nagar, Jabalpur (MP)-482002

**REQUEST FOR PROPOSAL FOR  
INSTALLATION OF DISPLAY UNITS IN THE HABITAT SHOWCASE AT CZRC,  
JABALPUR (MP)**

**SINGLE BID SYSTEM**

**Ref. No 46-2 Museum part-II-2018**

**Date: 22<sup>nd</sup> October 2018**

On behalf of the President of India, Officer-in-Charge, Central Zone Regional Centre, Jabalpur-482002 invites sealed tenders / bids / from reputed and experienced OEM / Firm / Contractor / Service Provider / Suppliers for installation of display units (13 units in various size) in the Habitat showcase at Central Zone Regional Centre, Jabalpur. 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.

The main details of Tenders are as follows:-

BID REFERENCE No.	: <b>46-2 Museum part-II-2017</b>
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: <b>15 days from the date of publication</b> (upto 03:00 PM)
DATE AND TIME OF OPENING OF BIDS	: <b>15 days from the date of publication</b> (04:00 PM)
PLACE OF OPENING OF BIDS	: Zoological Survey of India, Central Zone Regional Centre, Plot No.: 168/169, Scheme No.: 05, Vijay Nagar, Jabalpur (M.P.)- 482002

**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 from 15 days of the date of publication ( upto 3.00PM) 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 **46-2 Museum part-II-2018** on the main envelop of the correspondence

The sealed envelope containing “Terms & Conditions” and “Financial Bid” on prescribed tender document should reach to **“The Officer-in-Charge, Central Zone Regional Centre, Plot No.: 168/169, Scheme No.: 05, Vijay Nagar, Jabalpur-482002” 15 days from the date of publication in the ZSI website up to 1500 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. Important technical clauses / Rate quoted by the all the Bidders will read out in the presence of the representatives of all the Bidders during technical & financial bid opening respectively. 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.

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Officer-in-Charge  
Central Zone Regional Centre



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## GOVT. OF INDIA

Zoological Survey of India  
Central Zone Regional Centre  
Scheme No: 05; Plot No 168/169  
Vijay Nagar, Jabalpur (MP)-482002

### **PART – 1(A)** **REQUEST FOR PROPOSAL FOR** **INSTALLATION OF DISPLAY UNITS IN THE HABITAT SHOWCASE AT CZRC,** **JABALPUR (MP)**

1. **Last date and time for depositing the Bids:-** 15 days from the date of publication (upto 3..PM). 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 at CZRC, Jabalpur 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:

Officer-in-Charge  
Central Zone Regional Centre, Zoological Survey of India  
Scheme No 05, Plot No 168/169, Vijay Nagar, Jabalpur (MP)-482002

3. **Time and date for opening of Bids:-** 04:00PM from 15 days of the date of publication.(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:-**

**Central Zone Regional Centre, (Zoological Survey of India), Scheme No 05, Plot No 168/169, Vijay Nagar, Jabalpur (MP)-482002**

Only those Bids that are found in the tender box/received through speed post/registered post 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. Make and Model and Technical Terms & Condition quoted by all Bidders will be read out in the presence of the representatives of all the Bidders at the time of technical bid

opening and Rates and important commercial clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders at the financial bid opening. This event will not be postponed due to non-presence of your representative.

6. **Single Bid System**:- Bid would be opened on 15 days from the date of publication (Time 04:00PM.)

7. **Forwarding of Bids**:- Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like GST No etc and complete postal & e-mail address of their office.

8. **Clarification regarding contents of the NIT**:- A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 10 (ten) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents if desired by bidders.

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 60 days from the last date of submission of the Bids.

13. Firms who fulfill following criteria are only eligible for purchase contract:-

- (a) Registered with GST No. Must have registered shop/office/show room.
- (b) Experience of supplying items to reputed organization (please attach copy of order/bill etc.).
- (c) Condition to be filled as per Vendor Evaluation Form (Part 1-B).

14. For further information/clarification in this respect if required, please contact Officer-in-Charge, ZSI, CZRC, Jabalpur (MP) during working hours.

15. Purchase Order may be placed to technically suitable qualified L1 firm / bidder on the basis of evaluation done at this Department.

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

17. In case, GST 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 Period:** - Delivery period for supply of items would be 90 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**  
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.

21. **Consignee details** -

Central Zone Regional Centre,  
(Zoological Survey of India)  
Scheme No 05, Plot No 168/169  
Vijay Nagar, Jabalpur (MP)-482002  
Tele-0761-2641792

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 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 10% of the value of delayed stores.

24. **Repeat Order Clause:** The contract / Purchase Order will have a Repeat Order Clause, wherein the Buyer can order upto 50% quantity of the items under the present contract within six months from the date of supply/successful completion of this contract, the cost, terms & conditions remaining the same. The Bidder is to confirm acceptance of this clause. It will be entirely the discretion of the Buyer to place the Repeat order or not.

25. **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 Institute regulations.

26. CZRC, 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).

27. The prices quoted should be inclusive of all taxes, packing, forwarding and freight up to CZRC, ZSI Campus, Jabalpur.

28. Payment for the items to be supplied by the vendor against the purchase order shall be made by ZSI as follows:-

- (a) Payment will be calculated on the basis of actual works done.
- (b) 100% after supply and installed as per Purchase Order and physically verified by the competent authority.

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

30. This Tender 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 Tender.

31. Decision of the Director of the Institute will be final and binding for all concerned.

32. All disputes subject to Jabalpur jurisdiction only.

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Officer-in-Charge  
Zoological Survey of India,  
Central Zone Regional Centre  
Jabalpur (M.P.)

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**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 tender document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document 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**

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 / Service Provider ( please attach relevant document)	
4	Annual turnover in last 3 financial years in Lacs. (Please attach documentary proofs)  (i) Year 2015-2016 (ii) Year 2016-2017 (iii) Year 2017-2018	
5	Proof of experience for supply Equipment / items in Central Government Organization (please attach requisite documents)	
6	GST Registration No with Place	
7	Income Tax Registration No with place	
8	Notarized Affidavit of undertaking that the firm has not been blacklisted / debarred by any Department of Govt. of India	
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)**

### **TECHNICAL BID (SPECIFICATION)**

Quotations are invited from eligible firms for the installation of 13 numbers of Display Boards of various sizes and fitting of front glass panel with LED lighting inside, in two showcases. The display boards should be high quality translit vinyl printing, glass and acrylic sandwiched boards, along with LED lighting and SMPS fitting. The firm will be provided with readymade and pre-designed materials to be printed in the specified sizes.

#### **Specifications**

Size specification and number of units to be developed are as follows.

<b>Sl. No.</b>	<b>Size (in foot)</b>	<b>No. of display units</b>
1	2.5' X 7'	3 Nos.
2	3.25' X 7.25'	3 Nos.
3	2.75' X 4.75'	1 No.
4	1.25' X 4.75'	4 Nos.
5	1.25' X 2.25'	2 Nos.

Size specification of Showcases for fitting of front glass panel with LED lighting inside

<b>Sl. No.</b>	<b>Size (in foot)</b>	<b>No. of display units</b>
1	1.25' X 2.25'	2 Nos.

Interested firms may send their quotation along with **rate chart per square foot** for the Display board to the Officer-in-Charge, Zoological Survey of India, Central Zone Regional Centre, Scheme No.: 05; Plot No.: 168/169, Vijay Nagar, Jabalpur, Madhya Pradesh – 482 002.



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**PART – 2**

**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
	High quality translit vinyl printing, glass and acrylic sandwiched boards, along with LED lighting and SMPS fitting				
	Fitting of front glass panel with LED lighting inside the showcases of 1.25' X 2.25' size				
	Net bid price in Rs				

	Percentage (%)	Included	Excluded	Not applicable
GST				
Any other cost if applicable				

**Bidders are requested to inspect site before submitting the bids.**

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