



**GOVERNMENT OF INDIA**

Zoological Survey of India  
Kolkata-700053

**REQUEST FOR PROPOSAL**  
**DEVELOPING DESIGNING, DEVELOPMENT**  
**AND MAINTENANCE OF NEW PORTAL DEDICATED TO 'A CATALOGUE OF**  
**INDIAN LEPIDOPTERA'**

**TWO BID SYSTEM**

**Date: 08 Oct 2021**

On behalf of the President of India, Director Zoological Survey of India, New Alipore, Kolkata 700053 invites sealed tenders / bids / from interested reputed and experienced OEM / Firm / Vendor / Service Provider for developing designing, development and maintenance of new portal dedicated to 'a catalogue of Indian Lepidoptera' in Two Bid system. The bidder must submit their offer in two separate sealed envelopes. Both the technical bid and commercial 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.

Part-1(A to E): "TERMS & CONDITIONS" , "VENDOR EVALUATION FORM" ,  
"BACKGROUND, OBJECTIVES & SPECIFICATIONS", and "EVALUATION CRITERIA" of  
the tender.

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

The main details of Tenders are as follows:-

BID REFERENCE No.	: <b>ZSI/NIT/WEB PORTAL LEPIDOPTERA</b>
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: <b>18-10-2021</b> UPTO 03:00 PM
DATE AND TIME OF OPENING OF BIDS	: <b>18-10-2021</b> UPTO 04:00 PM
PLACE OF OPENING OF BIDS	: Zoological Survey of India New Alipore, Kolkata – 700053
BID SECURITY (EMD)	: Rs. 20,000.00 (Twenty Thousand Only)

**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 – 14 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 03.00pm on 18 Oct 2021 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/WEB PORTAL LEPIDOPTERA on the main envelop of the  
correspondence

The sealed envelope containing “Terms & Conditions”, “Vendor Evaluation Form”, “SOR”, “Technical bid”, “Evaluation Criteria” and “Price Bid” on prescribed tender document should reach the DIRECTOR, ZOOLOGICAL SURVEY OF INDIA, NEW ALIPORE, KOLKATA on or before 18 Oct 2021 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. 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 Earnest Money Deposit (EMD) for amount of Rs 20,000/- (Rupees Twenty Thousand only) respectively along with their bids. Tender EMD may be submitted in the form of Account payee Demand 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> 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

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## **PART – 1(A)**

### **TERMS & CONDITIONS** **DEVELOPING DESIGNING, DEVELOPMENT** **AND MAINTENANCE OF NEW PORTAL DEDICATED TO 'A CATALOGUE OF** **INDIAN LEPIDOPTERA'**

1. **Last date and time for depositing the Bids:- 1500HRS 18 Oct 2021.**  
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 18 Oct 2021**

(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 18 Oct 2021 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, GST, 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 has 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 20,000/- (Rupees Twenty Thousand) 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 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. Interested parties who fulfill following criteria are only eligible for development of web portal:-

(a) Registered with GST.

(b) Experience of designing, development and maintenance of new portal (please attach requisite documents).

(c) The firms/bidders should not have been blacklisted by any Department of Govt of India. The tendering firms/ bidders shall have to give a notarized affidavit on a stamp paper of appropriate value to the effect that they have not been blacklisted or their business dealings with Department of Govt of India have not been banned.

(d) Those firm only be eligible for participating in the tender who participated and present on 27 Sep 2021 for Expression of Interest In this regard refer clause of Expression of Interest.

18. For further information/clarification in this respect, please contact Head of Office, ZSI during working hours.

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

20. In case, GST is 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.

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

22. **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.

23. **Performance Guarantee:** EMD of successful bidder will be converted in to performance guarantee. Performance guarantee should be valid up to successful complaisance of services. No exemption with regard to Performance guarantee will be given to any firm.

24. **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.

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

26. **Liquidated Damages** In the event of the seller's failure to supply the stores/goods as mentioned in the purchase order the Buyer may, at this discretion, withhold any payment until the completion of the contract. The **Buyer** may also deduct from the **seller** as agreed, liquidated damages to the sum of 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. Supply means Developing Android Mobile Application for Faunal Species information of protected areas in India.

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

(a) Payment will be made after developing designing, development and maintenance of new portal dedicated to 'a catalogue of indian lepidoptera for Faunal Species information of protected areas in India and quality verified by ZSI.

(b) 100% after supply as per Purchase Order and physically verified by the competent authority against invoice with PAN number, GST raised by the firm / contractor. TDS will be deducted as Govt of India rules / instructions.

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

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

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

31. All disputes subject to Kolkata jurisdiction only.

Stores Officer, ZSI

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**DECLARATION BY THE FIRM / VENDOR**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the Request for Proposal for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial No 1 to 31. 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)



**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	Are you a Registered under Indian Companies Act (Please attach document).	
5	Annual turnover in last 3 financial years in Lacs. (Please attach documentary proofs)  (i) Year 2018-2019 (ii) Year 2019-2020 (iii) Year 2020-2021 (Please attach documentary proofs)	
6	Proof of experience for developing g designing, development and maintenance of new portal (please attach requisite documents)	
7	GST Registration No (please attach requisite documents)	
8	Notarized Affidavit of undertaking that the firm has not been blacklisted / debarred by any Department of Govt of India (please attach requisite documents)	
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)**  
**BACKGROUND, OBJECTIVES & SPECIFICATION**

India is bestowed with enormous climatic and topographic heterogeneity and is a home to exceptionally rich faunal resources making it one of the seventeen Megadiverse Countries in the world. In the recent times, biodiversity research, particularly faunal inventorying, including documentation of rare taxa, description of new taxa and taxonomic revisionary studies on Indian fauna has increased significantly. Thus, the scientific information on the diversity and distribution of faunal species is enriching day by day and equally, the taxonomic status of various faunal groups/ taxa is changing too.

In this dynamic scenario, Zoological Survey of India, one of the premier scientific organizations with more than 100 year's history of documenting and disseminating knowledge on the faunal richness of India has an indispensable role to play in enlightening the scientific fraternity/academicians and the general public with updated information on the faunal diversity of India. The best and most promising way of disseminating such information is to generate easily accessible, user friendly and updatable digital platforms enriched with information on diversity and distribution of faunal taxa of India along with their detailed illustrations and taxonomy through World Wide Websites.

Indian Lepidoptera diversity is extremely rich and fascinating with nearly 15,000 species reported in scattered sources. Among Lepidoptera, butterflies are relatively well worked out which represents 10% of the total Lepidopteran diversity of India, leaving hyper-diverse moths as the 'lesser known kin'. In recent times, the systematic status of many Lepidoptera taxa have significantly updated or in the process of continuous changes due to advent in molecular taxonomy. Based on these rationales, preparation of a website exclusively dedicated to the 'Catalogue of Indian Lepidoptera' is the actual need of the hour with the following below-mentioned objectives:

- To disseminate the updated and consolidated information on the diversity of Indian Lepidoptera to the scientific fraternity of India as well as of the world,

Environmentalists, Agriculturists, Forest forces, amateur naturalists, and many more.

- To generate a common platform among academicians throughout the world for sharing scientific knowledge regarding any updated information on the diversity of Indian Lepidoptera.
- To make taxonomic identification and validation of Lepidopteran specimens easy and accurate.
- To create a user friendly interface for gathering any information on Indian Lepidoptera chiefly for research purpose.

### **SPECIFICATIONS/DETAILS:-**

Terms and Condition and Specification for Designing, Development and Maintenance of New Web Portal dedicated to 'A Catalogue of Indian Lepidoptera'

1. Eligibility Criteria: The service provider/firm/company should have a turnover of more than 3.5 lakhs.

Copies of Company/firm/ agency balance sheet should submit, certified by the Chartered Accountant.

For Web Portal development

- a. The service provider /firm should have minimum of 3 years of experience of web site development.
- b. The service provider /firm should have experience of working on cross platforms and must have experience of developing and designing web portal for at least 2 government clients having turnover more than 3.5 lakhs during last 3 years. Completion certificate/purchasers contact details to be submitted as proof.

2. Competencies:

- a. Past experience in creating and maintaining the professionally and creative websites/web portals.
- b. Information technology skills and project management skills
- c. Strong management team with communications skills to write clearly and compellingly in English.
- d. Ability to judge priorities and deadlines, and perform well under pressure
- e. Ability to respond quickly to the maintenance requirement in the post commissioning phase

- f. Awareness on the latest smart technologies for website/ web portal development
- g. Ability to regularly maintain, update the developed website/ web portal.

### 3. Essential knowledge and experience:

- a. Good information technology skills, with previous experience of website/ web portal maintenance, management, editing, and development.
- b. Expertise with HTML and content-management systems and latest trends and technology in website/ web portal content and social media.
- c. Strong analytical and research skills, including the ability to analyse audiences, attitudes, communications products and messages and to translate them into the design and implementation of effective websites/ web portal.
- d. Knowledge of the mandate and work of a government department website/ web portal would be desirable.

### 4. Final Deliverables:

- a. A searchable (with advance searches), and updatable online taxonomic information on the diversity and distribution of Indian Lepidoptera, which should be easily accessible by browsing with relevant/any of the keywords. Also, it should be user friendly and capable of continuous uploading of new material/ information.
- b. Web Portal aims to include updated information on all the species (about 15,000) of Indian Lepidoptera, including, but not limited to, their first references, synonymy, and detailed distribution in India with distributional maps.
- c. Web Portal should be capable of providing information about the Lepidoptera diversity in general and in particular of different States, all the 10 biogeographic zones and various protected areas of India (As per the data available/provided on real time basis)
- d. Further updating will be done by including all the possible illustrations (adult images, morpho- variations, external male & female genitalia, etc.), diagnoses, taxonomic notes, ecology, habitat preference, host information, and published literature, etc.
- e. Higher categories of each species will be part of the information.
- f. Links to other websites, such as LepIndex, nic.funet.fi (Lepidoptera), GLOBIZ, Sphingidae taxonomic Inventory, Moths of Borneo, Moths of India, Butterflies of India etc. is desired.

### 5. Technical requirements:

- a. New Web Portal hosted and maintained on the new server and space will be provided by Service provider/firm
- b. Data will be provided by ZSI. Conversion to suitable format and uploading, editing and proof reading in real time will be done by Service provider/firm

- c. The web portal should compatible for various gadgets/device, Desktops, Laptops, Mobiles etc.
  - d. Service provider/firm will provide maintenance services including spares/software etc. free of cost for the first year. Extended warranty will be done on the basis of cost provided by the Service provider/firm in the initial price bid format.
  - e. Required NIC Compliances/ Quality certificates provided by empaneled agency of NIC.
  - f. Web portal is required to be audited by the third party for security reasons as per prescribed NIC/Govt. of India norms .
  - g. Basic design of web portal should be customizable for any change in future.
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**PART – 1(E)**

**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:**

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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 only)

SI No	Description	Unit Price (in Rs)	Total Cost (in Rs)
1	Developing Designing, Development And Maintenance Of New Portal as per specification (Including One Year Warranty)		
2	Extended warranty for one year (This will be further to the warranty period)		
	Net Bid Price in Rs		

	Percentage (%)	Included	Excluded	Not applicable
GST				
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 prices quoted by the bidder.***

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