

**Notice for Empanelment of Contractors for Annual Maintenance contract for Civil, Sanitary & Plumbing works at Zoological Garden, Alipore , Kolkata- 700027 for the year 2018-19.**

Application are invited from established, reputed and experienced agencies having proven experience for pre-qualification in the prescribed format for “**Annual Maintenance contract for Civil, Sanitary & Plumbing works at Zoological Garden, Alipore , Kolkata**”. Each estimate will be below Rs.2,00,000.00( two lakh) with total financial value approximately Rs.70,00,000/- ( Seventy lakh ) in the financial year 2018-19.

The eligible and interested contractors may collect the Pre-qualification form for empanelment from the office of the Director ,Zoological Garden, Alipore by paying non-refundable fee of Rs.500/- (Five hundred only) by way of Cash/Demand Draft favoring Zoological Garden, Alipore Payable at Kolkata, within 3-00 P.M. till ...16.05.2018. excepting Thursday .

Alternatively, the document can also be downloaded from the website of Zoological Garden, Alipore namely [www.kolkatazoo.in](http://www.kolkatazoo.in) and the document fee of Rs. 500/- as detailed above(in the form DD) may be submitted along with the duly filled in document. The document submitted without the prescribed fee will be liable for rejection. Applicants who have already paid Rs.500/- , while purchasing the application directly from our office, need not enclose DD while submitting the filled in application form.

Pre-qualification form will be sold at Rs. 500/-(one thousand only) each from the office of the Zoological Garden, Alipore within 3-00 P.M. till . 16.05.2018. Excepting Thursday .

The duly completed document in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as “Application for Empanelment of **Annual Maintenance contract for Civil, Sanitary & Plumbing works at Zoological Garden, Alipore , Kolkata 2018-19**” with total earnest money of Rs. 25,000/- by Cash/DD and shall be submitted to the above mentioned office of Zoological Garden, Alipore on or before 18.05.2018 up to 3.00 P.M.

The Zoological Garden, Alipore reserves the right to accept or reject any or all the applications without assigning any reasons thereof ,and their decision of selection will be final.

Date : 21.04.2018

Director,  
Zoological Garden, Alipore.

## General Rules and Instructions to the intending applicants:

1. Generally, the routine works of the Garden are awarded, procurements are made on calling competitive tenders/quotations from the empanelment contractors and in case of emergent works of small magnitude, the garden may opt to award the work or procure material from any of the empanelled contractors, depending on the exigencies of the work on empanelment basis and also has the right for open tendering process for any particular work, depending on the nature & magnitude of the work from the empanelled agencies.
2. The details of the applicants and their experience shall be furnished in the prescribed "Application format" only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
3. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Garden.
4. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders or such other documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
5. The authorized person of the firm/company shall sign in all the pages of the application with seal of the company/firm.
6. The evaluation will be based on the experience, reputation empanelment with other organization in support of the applicant, their financial capabilities, quality consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which, necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled and no further correspondence will be entertained. The empanelled contractors will only be informed by post or website.
7. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Garden Authority at a later date, the empanelment of such applicant will be cancelled immediately.
8. Applications received after the due date and time is liable for rejections.
9. The empanelment shall be valid for a period of **Ten months** from the date of intimation letter to the empanelled contractors.
10. The present empanelment is mainly for works for value up to the limits as mentioned here at.
11. Garden reserves its right to reject any/or all the applications without assigning any reasons whatsoever.
12. The selected agencies will have to deposit Rs.25,000/- (twenty five thousand) only as Security money.

PRE-QUALIFICATION FORM FOR SELECTION OF AGENCIES FOR “ANNUAL MAINTENANCE CONTACT FOR CIVIL, SANITARY & PLUMBING WORKS AT ZOOLOGICAL GARDEN, ALIPORE” Kolkata-700027 FOR THE YEAR 2018-19.  
(All information should be given in the following format with complete details and documents must be self attested)

- 1.Name of Agency :
2. Full postal Address :
- 3.Telephone No. / Fax No. / E-mail Address :
- 4.Types of Firm( Whether proprietorship or Partnership) :
- 5.Name(s) of the Proprietor or of Partner/s :
- 6.Number of staff and Tools and Tackles (list encl) :
7. Description of Major Maintenance Works of Civil & plumbing carried out preferably in zoo campuses in last three years in Govt. Organization (Attach copy of the work order & completion certificate etc.)in a separate sheet indication the following :
- a) Name of the Organization :
- b) Work Order No. :
- c) Duration of work
- d) Schedule of payment received:
- 8 .Present important assignments(Supporting documents in a separate sheet)
9. Annual turnover of the firm for last three years ending 31<sup>st</sup> March,2017
10. a) PAN card No.(Attach copy)  
b) I.T.Return for last three years ending 31<sup>st</sup> March.2017
11. P.F.Code No issued by the R.P.F.Commissioner (preferably)
12. Trade License. (Attach copy) :
13. GST Registration No. (Attach copy)

Certified that the information furnished above are true to the best of my /our knowledge. It is hereby declared.

Place:

Date:

Signature with Date & Seal