

WEST BENGAL ZOO AUTHORITY

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NOTICE INVITING E-TENDER

E-Tender No. 3/WBZA/2015-16

Dated : August 18th, 2015

Online E-Tender is invited by the West Bengal Zoo Authority, Kolkata, for supply of *Tranquilising Equipments Drugs & Accessories* by the eligible vendors. Interested vendors may follow the instructions as given below for submission of their tenders under online mode :

1. General Instructions:

In the event of e-tendering intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the website of West Bengal Forest Department, www.westbengalforest.gov.in, Zoological Garden Alipore, Kolkata, Padmaja Naidu Himalayan Zoological Park, Darjeeling & North Bengal Wild Animals Park, Siliguri, website : www.kolkatazoo.in, www.pnhzp.gov.in & www.northbengalwildanimalspark.in.

2. Submission of bids :

Both Technical aspects and Financial aspects are to be submitted under Single Bid System after duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorizaton from the company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedule:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 10 given below.

4. Eligibility for Quoting :

Manufacturers of Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no.5, are only eligible for quoting. Manufacturers not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements :

Vendor having average annual Turnover for last three financial years is more than Rs.30 lakh in India or equivalent foreign currency in the respective foreign country for the year 2012-13, 2013-14 & 2014-15 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in one folder at a time (Fee/Pre Qual/Technical/Financial), both for Technical matters and Financial matter. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Documents Format (PDF) to the portal in the designated locations. For Technical issues, bidder needs to upload files at several folders earmarked for Technical Files. For Financial issues, bidder needs to fill up the BOQ in the designated cell and upload the same in designated location. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Necessary Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) may be remitted through Demand Draft / Pay Order issued from any authorized banks & banks as per Finance Deptt. Memo No. 6426-F(Y) Kolkata 25/7/12 in favour of the "**West Bengal Zoo Authority**", payable at **Kolkata** and also to be documented through e-filling. The original Demand Draft / Pay Order against Earnest Money Deposit (EMD) should be submitted by **Registered Post/Speed Post/Courier** only to the Office of **The Member Secretary, West Bengal Zoo Authority, KB-19, Sector III, Salt Lake City, Kolkata - 700098**, under sealed cover on as per Sequence of tender as mentioned in Clause 10 .

6.3 Online Submission of Single Bid

The Bid should contain scanned copies and/or declarations and other file in the following standardised formats in one cover (folder) :

I. Fee/PreQual/Technical/Financial Folder (Statutory Cover) containing both Technical Issued and Financial Issues :

1. **Notice Inviting Tender (NIT)** - The NIT as published is to be downloaded and then uploaded the same digitally signed (*to be submitted in "NIT" folder*)
2. **Annexure -**
 - a) Basic Information (Vide Annexure I) (*to be submitted in "Annexure" folder*)
 - b) Application for Tender - (Vide Annexure II) (*to be submitted in "Annexure" folder*)
 - c) Authorization letter - (Vide Annexure III) (*to be submitted in "Annexure" folder*)
 - d) Affidavit Proforma - (Vide Annexure IV) (*to be submitted in "Annexure" folder*)
3. **Bill of Quantities (BOQ)** - The contractor has to quote the rate through computer in the space marked in excel file for quoting rate in the BOQ (*to be submitted in "BOQ" folder*).

Note : **Tenders will be summarily rejected if any item in the statutory cover is missing.**

II. My Document (Non-Statutory Cover) containing as follows :

Sl.No.	Category	Sub-Category	Sub-Category Description
1	Certificates	Certificates	PAN Card of the Bidder
			VAT/CST Registration Certificate
2	Company Details	Company Details 1	Trade Licence / Enlistment OR. Registration with ROC OR Memorandum of Articles for Limited Companies
			Details of After Sales Service
3	Credential	Credential 1	1. Copy of the purchase order & Invoice for supplying similar nature of items at least for last 5 years in an Institute/Govt. Department.
			2. Copy of Technical Details of the Item quoted.
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2012-13
			Income Tax Returns submitted for the Assessment year 2013-14
			Income Tax Returns submitted for the Assessment year 2014-15
		Payment Certificate 2	VAT/CST Returns (of the last quarter) for the year 2012-13
			VAT/CST Returns (of the last quarter) for the year 2013-14
			VAT/CST Returns (of the last quarter) for the year 2014-15
		P/L & Balance Sheet	Audited P/L & Balance Sheet 2012-13
			Audited P/L & Balance Sheet 2013-14
			Audited P/L & Balance Sheet 2014-15

7. The tenderers are not required to submit hard copies of any file. Submission of hard copy is totally prohibited and files are only to be submitted through online through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, all the files contained in the appropriate folders for Technical Issues will be assessed critically with scores as follows :

Sl. No.	CRITERIA	BASIS FOR EVALUATION	MAXIMUM SCORE	SUPPORTING DOCUMENTS
1	No. of similar Items sold in last 5 years	1-5 : 05 6-10 : 10 10-15 : 15 Above 15 : 20	20	Documentary evidence i.e. Purchase Order & Invoice Copy duly certified by the concerned institutions as goods received.
2	Turnover for last three(3) years	Average from Rs.30 Lakh to Rs.50 Lakh 5 Average from Rs.50 Lakh to Rs.100 Lakh 10 Above Rs. 100 Lakh 20	20	To be supported by Audited Statement of Accounts duly signed by a Chartered Accountant
3	Degree of matching with tender specification	As to be decided by the Members of the West Bengal Zoo Authority	40	Documentary evidence on Technical Specification of the item(s) quoted
4	Warranty Clause	Up to 2 years 3 Up to 3 years 5 Above 3 years 10	10	Certification in the Annexure-II made by the bidder
5	Infrastructure for providing After Sales Service	No. of Service Engineer along with the location of service centre	10	Certification in the official pad of the bidder regarding list of service persons with their qualifications and address of the service centre
		Total Score	100	

Minimum 50 (fifty) marks to be secured by a Bidder for being qualified. However, in case the number of Bidder securing 50 (fifty) marks or more is less than three (3) then West Bengal Zoo Authority reserves the discretion to consider the bidder (s) securing score less than 50 as qualified.

Financial Issues will be assessed thereafter for which another 100 marks will be considered and minimum 50 marks is to be secured by the bidder. The bidder who has been qualified after technical evaluation as stated above will be considered for financial evaluation. In this case, the technically qualified bidder with lowest financial quote will score 100 marks and the marks for other technically qualified bidder will be reduced on proportionate basis considering the lowest quote as the base mark. Final selection of the vendor will be made after evaluation of both the technical and financial aspects based on total score secured out of 200 marks.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY :

9.1 Bid Information :

a) **The Bid shall be made for the full item. Partial Bid for any part (s) of the item will not be accepted and tender will be liable for cancellation.**

b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price but should be indicated separately in the price bid.

c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on an account.

d) Currency will be made either in INR or from any of the foreign currencies like USD, GBP, EURO and JPY.

9.2 Award of Contract : The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchase reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.3 Warranty : The vendor shall be fully responsible for the comprehensive onsite warranty (3/3/3-part/labour/onsite) in all respect of the equipments, accessories etc. including spares and services for a period of two years from the date of supply with extended comprehensive onsite AMC for a further period of one year. Warranty will be effective from the date of inspection.

9.4 Adequate support service facility : The bidder /manufacturer should have adequate service support centre in India for any emergency fault offering facility within 48 hours and should be agreeable to provide AMC facility after 2 year.

9.5 Training : User training regarding the operation of the equipments shall be arranged by the supplier/vendor at no extra cost.

9.6 Document in support of Manufacturer/Dealer and Service Provider : Bidder must submit such sorts of documents are to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

9.7 Credentials : Bidder must submit documents having previous experience for last 5 years for supplying similar kind of instruments at any Institute along with the tender.

9.8 DSIR Certification : The facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification may be obtained as per procedure and norms.

9.9 Make & Model : Bidder must mention Make and Model in the appropriate column under para 3 of Annexure-II and must upload softcopy of the product details/catalogue/brochure in the "Annexure" folder.

9.10 Time Schedule : The supply and installation work must be completed within 30 days from the date of receipt of the purchase order.

9.11 Validity of Offer : A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of the tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

9.12 Place of Delivery : West Bengal Zoo Authority, KB-19, Sector III, Salt Lake City, Kolkata-700 098.

9.13 Payment Schedule : Payment will be made after successful delivery and installation of the items.

9.14 Performance Security :

Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/Bank Guarantee immediately before issuing purchase order from West Bengal Zoo Authority. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. West Bengal Zoo Authority may forfeit the Security Money in the event of the following circumstances :

i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.

ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.

iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.

iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the items itself or for its installation and not for any reason caused by the West Bengal Zoo Authority and the supplier denies to take the responsibility to make the supplied items in order.

v) In case of any false submission/statement by the bidder.

vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.

9.15 Issue of Quantity : Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

9.16 Requisite Documents to be submitted : Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for under Clause 6.2.II of this tender.

9.17 Turnover Criterion : Bidder must have average annual turnover of Rs.30 lakh in last three financial year ending 2014-15.

9.18 Disposal of Disputes : In case of any dispute, the West Bengal Zoo Authority's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.19 Conversion of FC Rate : Generally, the West Bengal Government Portal is equipped enough for conversion of Foreign Currency (FC) rate into INR. In case of any problem arising out of the West Bengal Government Portal for e-tender regarding the conversion rate against foreign currencies quoted by the bidders in the BOQ, the conversion rate as existing in the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

9.20 Discretion of the West Bengal Zoo Authority : West Bengal Zoo Authority may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.

9.21 West Bengal Zoo Authority may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

9.22 West Bengal Zoo Authority reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

10 Dates & Information :

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC : https://webtenders/gov.in	August 20, 2015
2	Documents download (online)	August 24, 2015 (from 10.00 a.m.)
3	Pre Bid Meeting (in West Bengal Zoo Authority)	August 28, 2015 at 2.00 p.m. at the office of West Bengal Zoo Authority
4	Bid Submission Starting Date (Online)	August 31, 2015 (from 10.00 a.m.)
5	Bid Submission Closing Date (Online)	September 30, 2015 (up to 4.00 p.m.)
6	Last date of submission of original copy of Earnest Money deposit (Offline) to West Bengal Zoo Authority	October 3, 2015 (up to 4.00 p.m.)
7	Bid Opening Date (Online)	October 5, 2015 (from 2.00 p.m.)
8	Date of uploading of list of bidders along with the approved Rate	To be notified

11. The decision of West Bengal Zoo Authority for selection of vendor will **BE NOTIFIED LATER ON.**

Bid can be seen and accessed by the bidder through the NIC Portal online after opening of bid online. No objections raised by any Bidder in this respect will be entertained by the West Bengal Zoo Authority. No informal tender will be entertained in the Bid further.

- 12 During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.
- 13 The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**14. LIST OF TRANQUILISATION EQUIPMENTS AND DRUGS & ACCESSORIES
REQUIRED TO SUPPLY**

Sl.No.	Description of Items	Quantity
1	Dist-Inject Gas Operated Dart Projector Mod.72 with accessories complete set with carry case (Pistol can be converted into a gun & with folding stock)	6 Nos.
2	Spring Projector Gun Model 35N in 11 & 13 mm Kaliber	3 Nos.
3	Steel Barrel 70 cm with Foresight Std. for Mod.72 for above projector dia 13mm, 76.5cm	6 Sets
4	Reducing Allum. Tube, 11mm dia. 70cm length for above Mod.72 dia 11 Mod. 35N	
5	Special Pressure-pump & Additional Pressure Chamber for above Mod.72	6 Nos.
6	Dist-Inject Syringe Projector Pneumatic Blowpipe 'DELTA' Mod.45 with Special Equipment	8 Nos.
7	Additional Pressure Chamber with Manometer for Mod.45 'DELTA'	8 Nos.
8	Automatic Pole Syringe (Jab Stick) 5ml for single injection 35cm with complete kit & Extension Pole Element 85cm for the above	11 Nos.
9	Allum. Barrel for Metal Syringe 2 ml size (13mm dia)	110 Nos.
10	Allum. Barrel for Metal Syringe 3 ml size (13mm dia)	110 Nos.
11	Allum. Barrel for Metal Syringe 5 ml size (13mm dia)	110 Nos.
12	Allum. Barrel for Metal Syringe 7 ml size (13mm dia)	110 Nos.
13	Allum. Barrel for Metal Syringe 10 ml size (13mm dia)	55 Nos.
14	Rubber Piston for Metal Syringe	305 Nos.
15	Feathered Stabilizer for Metal Syringe	220 Nos.
16	Needle for Metal Syringe - NC1 19mm with Barb	220 Nos.
17	Needle for Metal Syringe - NC1 28mm with Barb	90 Nos.
18	Needle for Metal Syringe - NM2 32mm with Collar	50 Nos.
19	Needle for Metal Syringe - NM4 45mm with Collar	40 Nos.
20	Needle for Metal Syringe- M5 51mm with Collar	20 Nos.
21	EASY Syringe 3 ml(Gas press.)without Canula	160 Nos.
22	EASY Syringe 5 ml (Gas press.)without Canula	160 Nos.
23	MINIJECT 2000 Syringe with Canula with Load of 25mm and Woollen Stabilizer - size 1 ml	50 Nos.
24	MINIJECT 2000 Syringe with Canula with Load of 25mm and Woollen Stabilizer - size 2ml	20 Pcs.
25	MINIJECT 2000 Syringe with Canula with Load of 35mm and Woollen Stabilizer - size 3ml	160 Nos.
26	MINIJECT 2000 Syringe with Canula with Load of 35mm and Woollen Stabilizer - size 5ml	60 Nos.
27	Canula Barbed for EASY/MINIJECT with load 25mm for Mod.45	80 Nos.
28	Canula Smooth for EASY/MINIJECT with load 35mm for Mod.45	80 Nos.
29	Nylon Syringe(Extra) for Art. 6011 Pole Syringe	160 Nos.
30	Extra Needles for above Syringe 1.5 x 25mm	160 Nos.
31	KETAMIL - 50 ml vial (Ketamine HCL 100 mg/ml)	50 MLx4 20 MLx8
32	XYLAZIL - 100 x 50 ml vial (Xylazine HCL 100 mg/ml)	100 MLx4 20 MLx8

Annexure I

FURNISHING BASIC INFORMATION

(To be furnished in the Company's Official letter pad)

1	Name of the Bidder	
2	Address for Communication	
3	Contact Number (s)	
4	E-main ID	
5	Trade Licence No. (Please enclose copy of Trade Licence)	
6	PAN (please enclose copy of PAN Card)	
7	VAT No. (Please enclose copy of VAT)	
8	Do you have previous experience for supplying similar nature of Items at Institute/Govt. Department (Please enclose copy of Purchase Order, if yes)	Yes / No. (Please put tick mark)
9	Annual Turnover as per Audited Statement Accounts	2012-13 : Rs. 2013-14 : Rs. 2024-15 : Rs. Average Annual Turnover : Rs.
10	Status of the bidder (Please enclose copy authenticating your status)	Manufacturer / Dealer / Distributor/ Selling Agent / Stockist (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the West Bengal Zoo Authority.

**Signature of the Bidder
(with Seal)**

Annexure II

APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no., E-mail address etc.)

To
The Member Secretary,
West Bengal Zoo Authority,
2nd Floor, KB – 19, Sector – III,
Salt Lake City, Kolkata – 700 098,
West Bengal, India.

Sub. : NIT for the supply of Tranquilising Equipments Drugs & Accessories.

Ref. : Tender Ref. No. 3/WBZA/2015-16 dated August 18th, 2015.

Sir,

Having examined the pre-qualification & other documents published in the N.I.T., I/we/ hereby submit all the necessary information and relevant documents for evaluation :

1. That the application is made by me / us on behalf of in the capacity duly authorised to submit the offer. The authorisation letter from the Company is attached in Annexure III.
2. We accept the terms and conditions as laid down in the tender document vide Clause 9 and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We are offering rate for the following item/items with manufacturing capacity and assured supply to the West Bengal Zoo Authority, Kolkata.

Sl.No.	Description of Items	Quantity	Make	Model	Offer Validity	Discount (if any)

4. We are providing years onsite comprehensive warranty for th above equipments(s) on 3/3/3 basis.

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date :

Signature of applicant including title and capacity in which application is made
Contact No. :
E-mail address :
Postal Address :

Annexure III

(Authorization letter in favour of the applicant (other than Managing Director/
Proprietor/Partner) from the competent authority)

FORMAT

(To be furnished in the Company's official letter pad with full address
and contact no., E-mail address etc.)

TO WHOM IT MAY CONCERN

This is to certify that Mr. (Name),
employee of the Organisation as (Official Designation) is
hereby authorised to submit tender online, vide NIT No. Tender Ref. No. 3/WBZA/2015-16 dated
August 18th, 2015 on behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.

..... is hereby attested.

Signature of the competent authority with Seal

Annexure IV

(Affidavit Proforma)

(To be furnished in Non-Judicial Stamp Paper of appropriate value duly notarized)

I, Sri/Smt.

The Managing Director/Proprietor)etc. of the Firm,

..... (Name of the Firm)

At (address)

do hereby solemnly affirm and declare as follows :

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals / Equipments/other items to any Govt. or Govt. undertaking Organization/Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipments and other items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State of States(if any case is pending, state the details).
3. That I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine and correct.

Deponent (s)

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