

ZOOLOGICAL GARDEN, ALIPORE
2, Alipore Road, Kolkata-700 027

Memo No.381

Date: 27.07.2014

Notice Inviting e-Tender No. 3/ZGA/E-TENDER/14-15, invites e-tender for the work detailed in the table below.

(Submission of Bid through online)

List of Schemes:

Sl. No	Name of the work (1)	Quoted on rate (Rs.) (2)	Earnest Money (Rs.) (3)	Price of Technical & Financial Bid documents and other annexure (Rs.) (4)	Period of Award (5)	Name of the Concerned Officer (6)	Eligibility of Contractor (7)
1.	Hoarding Advertisement in Zoo Premises. (description in Sl. No. 4.)	Group (BOQ)	20,000/-	1000/-	2 Years	Director Zoological Garden, Alipore	1) Minimum 3 (three) years of experience in such nature. 2) Professional Tax registration & current challan 3) Income Tax current return. 4) Current Trade License 5) VAT Registration No(if necessary) 6) Service Tax 7) Minimum annual turnover of Rs. 25 lakh. Audited Balance Sheet and Profit & Loss for last 3 (three) years. 8) Company's profile

In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> (the web portal of West Bengal Zoo Authority) directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) and Earnest Money may be remitted through Demand Draft / Pay Order issued from any nationalized bank in favour of the "Zoological Garden, Alipore" payable at KOLKATA and also to be documented through e-filling. The original Demand Draft / Pay Order against cost of tender document, Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Office of Director, Zoological Garden under sealed cover before 24 Hrs. of the date and time of opening of tender.

- Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in> Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 03. Technical bid will be accompany the above documents mentioned in column – 7 and photocopy of demand draft both cost of tender documents & earnest money and special terms & conditions. A hard copy of the Technical bid documents to be submitted in our office before opening of the technical bids.(see bidder instructions)
- The FINANCIAL OFFER of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the Director, ZGA. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

3) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	28.07.2014
2	Documents download/sell start date (Online)	28.07.2014 at 11.00 AM
4	Bid submission start date (On line)	28.07.2014 at 14.00 PM
5	Bid Submission closing (On line)	18..08.2014 at 15.00 PM
6	Last Date of submission of original copies for the cost of Tender Documents (Demand Draft) and Earnest Money Deposit (Demand Draft) and hard copy of technical bit documents Off line	19.08.2014 at 15.00 PM
7	Bid opening date for Technical Proposals (Online)	19.08.2014 at 14.00 PM
8	Date of uploading list for Technically Qualified Bidder(online)	19.08.2014 at 16.00 PM
10	Date for opening of Financial Proposal (Online)	20.08.2014 at 15.00 PM

4 . Description of Hoarding Board

Particulars of the Hoarding boards	Measurement of the Hoarding Board	Instruction
a) Advertisement board within the compound of the Zoo near main gate	450 sq. ft.(30 ft x 15 ft.) out of which (30 ft x 8 ft.)240 sq. advertisement space to be utilized by the agency	The back side of the all hoardings will be utilized by the authorities of this garden for publishing educative documents at the cost by the successful tenderer
b) Advertisement board at the right side of the main gate	200 sq. ft.(20 ft x 10 ft.)	Same
c) Advertisement board at the left side of the main gate	200 sq. ft.(20 ft x 10 ft.)	Same
d) Advertisement board to be installed within the compound of the Aquarium Zoo near main gate	200 sq. ft.(20 ft x 10 ft.)	Same

5) **Cost of Tender** : the cost of tender is Rs. 1000/- (one thousand) to be deposited in the shape of Bank Draft / Pay Order of any nationalized bank drawn in favour of the "Zoological Garden, Alipore payable at Kolkata" against the tender as per the NIT.

6) **Earnest Money**: The amount of Earnest Money Rs.20,000/- to be deposited in the shape of Bank Draft / Pay Order of any nationalized bank drawn in favour of the , "Zoological Garden, Alipore payable at Kolkata" against the tender as per the NIT. The Earnest Money of all the unsuccessful and successful tenderers deposited in favour of Zoological Garden, Alipore will be refunded by the Director, Zoological Garden, Alipore on receipt of application from tenderers ..

7) **Security Deposit**: The contractor whose tender is accepted will be required to furnish security deposit by Pay Order/ Demand Draft amounting to 25% of the value of the annual licence fee. No interest will be paid on Security Deposit.

8) The Bidder, at his own responsibility and risk is encouraged to visit and examine the place and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the place shall be at his own expense.

9) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the garden authority. The tender accepting authority of Zoological Garden. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.

10) Conditional / Incomplete tender will not be accepted under any circumstances.

11) The intending tenderers are required to quote the rate *online*. The rates are insisted both for conventional and digital display system.

12) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.

13) The Director, Zoological Garden, Alipore reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

14) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.

15) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances without any reference to the lowest tenderer.

16) Qualification criteria:

The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

a) Financial Capacity

b) Experience / Credential & others eligibilities mentioned in coloumn-7.

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in Column no. 7. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any notice.

17. Escalation of Price on any ground and consequent cost over run shall not be entertained under any circumstances. Rates should be quoted accordingly.

18. No. price preference and other concession will be allowed.

copy forwarded for information to:-

a) Member Secretary, West Bengal Zoo Authority.

Director, Zoological Garden, Alipore

ANNEXURE-A

GENERAL TERMS AND CONDITIONS

Zoological Garden, Alipore offers advertisement rights to interested parties/firms/agencies for displaying hoarding within Zoological garden area for a period of two years from the date of execution of agreement .

1. The following number & size of hoardings will be utilized by the agency for displaying of advertisement as identified by Zoological Garden, Alipore.

(a) One advertisement board within the compound of the Zoo near main gate, measuring 450 Sq. ft.(30 ft x 15 ft.) out of which 240 Sq.ft. advertisement space to be utilised by the agency and the rest space to be devoted to the authority of the Zoological Garden, Alipore for publishing educative documents at the cost by the successful tenderer.

(b) One advertisement board at the right side of the main gate on Alipore Zoo, measuring 200 Sq. ft.

(c) One advertisement board at the left side of the main gate on Alipore Zoo, measuring 200 Sq. ft.

(d) One advertisement board to be installed with the compound of the Aquarium measuring 200 Sq.ft.

2. The tenderers are required to quote in their tenders, the amount of the licence fee per annum in English both in figure and in words legibly, which is payable to the garden authorities for hoarding advertisements for the aforesaid four boards.

3. The Director, Zoological Garden, Alipore may terminate the contract earlier by issuing of one calendar month's notice.

4. (a) Tender should be submitted for the above spaces along with the following certified copies of licences and documents etc.

i) Minimum 3 (three) years of experience in such nature.

ii) Professional Tax registration & current challan

iii) Income Tax current return.

iv) Current Trade License

v) VAT Registration No(if necessary)

vi) Service Tax (If necessary)

vii) Minimum annual turnover of Rs. 25 lakh. Audited Balance Sheet and Profit & Loss for last 3 (three) years.

viii) Company's profile

5. An amount of Rs. 20,000/- (Rupees twenty thousand) only in cash as earnest money shall have to be deposited along with tender which will be forfeited if the successful tendered is unwilling to execute agreement on acceptance of the tender by the Director, Zoological Garden, Alipore.

6. The Director, Zoological Garden, Alipore is not bound to accept the highest or any tender and will be at liberty to fix the licence fee. **No conditional tender will be considered.**

7. The licence fee fixed by the Director, Zoological Garden, Alipore will be payable at the office of the Zoological Garden Alipore, as per terms and conditions of the contract.

8. The licence fee will not include any other charges for running the business. The firm shall have to bear all such charges required for conducting their business.
9. The tenderer whose tender will be accepted must enter into an agreement and shall have to furnish security deposited equivalent to 25% of annual licence fee, so fixed by the Director, Zoological Garden, Alipore.
10. The licence, so granted by the Director, Zoological Garden, Alipore to the firms, can not be assigned or sublet in whole or in part to any one else.
11. Erection of the Advertisement Boards should be made at the cost of the successful contractor subject to approval of designs by the authorities of this Garden at the sites mentioned here above.
12. No relaxation in licence fee will be given to the successful licence for the loss time required for erection of the hoarding boards.
13. The agency besides paying the quoted bid price to the Zoological Garden will be liable to pay such other Government dues/fees as well be levied to such authority on his own responsibility without burdening the Zoological Garden on that count.
14. Beyond the mentioned area if the advertiser want to put any hoarding should have to take permission from the undersigned .
15. If any hoarding fallen/ or about to fall by any means should remove immediately without delay by the agency.
16. Taxes as applicable by Govt. time to time will have to bear by the advertisers.
17. The decision of the Director, Zoological Garden, Alipore will be final and binding in all the cases.
18. The service taxes if any will be paid by the advertisers.
19. The licensee will be liable to make good the damages caused to the property of the ZGA, if any, during the execution/creation /erection of the structures etc. The full liability and responsibility will also lie over the agency due to any damage to the property, animal or human due to any unforeseen incident/accident caused by the said structures etc.
20. All dispute in any matter arising out of this tender shall be settled by the Director, Zoological Garden, Alipore .
21. Successful tenderer is required to get an agreement executed with the tendering authority before issue of work order as per usual procedure.

Director
ZOOLOGICAL GARDEN, ALIPORE,

INSTRUCTION TO BIDDERS

SECTION – A

General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://etender.wb.nic.in> (the web portal of West Bengal Zoo Authority) the contractor is to click on the link for e-Tendering site as given on the web portal.

Digital Signature certificate (DSC)

Each provider is required to obtain a class-II or Class-III Digital Signature Certificate(DSC) for submission of tenders, from the approved service provider of the National Information's Centre(NIC) on payment of requisite amount, details are available at the Web Site stated in Clause 2 of Guideline to Tenderer DSC is given as a USB e-Token.

The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Submission of Tenders.

General process of submission - Tenders are to be submitted through online to the website stated in Cl. 2 in two folders at a time for work, one in Technical Proposal & the other is Financial Proposal before the prescribed date &time using the Digital Signature Certificate (DSC).The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory Cover Containing:-

- 1) Photocopy of Demand Draft/bankers cheque of cost of tender documents and Earnest money as prescribed in the NIT.
- 2) General Terms & condition (Annexure –A)
- 3) Professional Tax registration & current challan
- 4) Income Tax current return.
- 5) Current Trade License
- 6) VAT Registration No. (if necessary)
- 7) Service Tax Registration No.(if necessary)
- 8) Minimum annual turnover of Rs. 25 lakh.Audited Balance Sheet and Profit & Loss for last 3 (three) years.

Note:- Failure of submission of any of the above mentioned documents (as stated in A1) will render the tender liable to summarily be rejected the statutory cover.

**THE ABOVE STATED STATUTORY/TECHNICAL DOCUMENTS
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Statutory Documents'. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Director, Zoological Garden, Alipore will function as Head of Evaluation Committee for selection of technically qualified contractors.

Opening of Technical Bid:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Technical Proposal will be opened first. If there is any deficiency in the Technical Proposal the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Bid

The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (per sq. ft.) online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished .

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant Act.

Rejection of Bid:

Tendering authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tendering authority's action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement in prescribed Format will incorporate all agreements between the Tender Inviting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T. along with requisite cost through Demand Draft / Pay Order issued from any nationalised bank in favour of the Zoological Garden, Alipore within time limit to be set in the letter of acceptance.

