

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

Memo No:- 867/ZGA/Accts/E-tender/2024-25

Date : 05.08.2024

Notice inviting e-Tender No. e-Tender No. 13/Accts/ZGA/e-tender/2024-25 , invites e-tender for the work detailed in the table below.

(Submission of Bid through **online**)

List of Schemes:

Sl. No	Name of Work (1)	Base price (Rs.) (2)	Earnest Money (Rs.) (3)	Period of Award (4)	Name of the Concerned Officer (5)	Eligibility of Contractor (6)
1.	Food Stall Near Bardhaman house inside Zoological Garden, Alipore.	Group ( BOQ ) Minimum Rate Rs. 1,20,000/-	20,000/-	1 Year	Director Zoological Garden, Alipore	1) Minimum 3 (three) years of experience in such nature. 2) Professional Tax regn. No. & payment challan 3) Income Tax current return 4) Valid Trade License 5) GST Registration No. payment challan 6) Valid Prevention & food adulteration License 7) Minimum annual turnover of Rs. 15,00,000/- ( Fifteen Lakh ) Audited Balance Sheet and Profit & Loss for last 3 (three) Years 20-21, 21-22, 22-23

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 Scheduled public sector/private sector banks (except co-operative banks) 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 as per schedule (sl. 3) date and time.

1) 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 accompany the above **documents mentioned in column – 6 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)

2) 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 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)	07.08.2024 AT 10.00 HRS
2	Documents download/ submission start date (Online)	07.08.2024 AT 10.00 HRS
3	Bid Submission closing date (On line)	20.08.2024 AT 16.00 HRS
4	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	20.08..2024 AT 17.00 HRS
5	Bid opening date for Technical Proposals (Online)	22.08.2024 AT 16.00 HRS
6	Bid opening date for Financial Proposals (Online)	24.08.2024 AT 16.00 HRS

### 4 . Description of Stall

Particulars of the stall	Type of the Stall	Location of Stall	Instruction	Type of Food
(a) Measuring (7' x8')56 Sq. ft. space to be utilised by the agency at the cost by the successful tenderer	(a) Food Stall	1) Near Bardhaman House	List of the catering food items and their rates should be submitted with the tender (hard copy).The rate should be approved by the authority before selling of the food items. No addition of rate will be taken from the visitors by the party in case of company's product	No cooking allowed with open flame/ induction oven. Only Packaged /Processed/Ready to eat food and Beverage.

5) **Earnest Money:** The amount of Earnest Money Rs.20,000/- to be deposited in the shape of Bank Draft / Pay Order of Scheduled public sector/ private sector banks (except co-operative banks) 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 .

6) **Security Deposit:** The contractor whose tender is accepted will be required to furnish security deposit equivalent to 1 (One) month license fees by Pay Order/ Demand Draft. No interest will be paid on Security Deposit. **The stall will be run by the party for a minimum period of one year failing which security deposit will be forfeited and the party will be blacklisted.**

7) 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 food stall 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.

8) 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 reimbursed 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.

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

10) The intending tenderers are required to quote the rate into financial bid *online*.

11) 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.

12) 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.

**13) If there be any objection regarding disqualifying 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.**

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

15) 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-6.

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. 6. 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.

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

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

Sd/-  
CCF & 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 regn. No. & payment challan
- 4) Income Tax current return
- 5) Valid Trade License
- 6) GST Registration No. payment challan
- 7) Prevention & food adulteration License
- 8) Minimum annual turnover of Rs. 15, 00,000/- (Fifteen 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.

#### **Tender Evaluation Committee (TEC)**

Evaluation Committee constituted by the Director, Zoological Garden, Alipore will function 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 Propose 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 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 (monthly), (Above / At per) 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 Scheduled public sector/ private sector banks (except co-operative banks) in favour of the Zoological Garden, Alipore within time limit to be set in the letter of acceptance.

## ANNEXURE-A GENERAL TERMS AND CONDITIONS

Zoological Garden, Alipore offers Fast food Centre to interested parties/firms/agencies for catering within Zoological garden area for a period of one year from the date of execution of agreement, this tenure may be extended for further period at the same terms & condition.

1. (a) Tender should be submitted online for the above spaces along with the following copies of Licences and documents etc.
  - i) Minimum 3 (three) years of experience in such nature.
  - ii) Professional Tax regn. No. & payment challan
  - iii) Income Tax current return
  - iv) Valid Trade License
  - v) GST Registration No. payment challan
  - vi) Prevention & food adulteration License
  - vii) Minimum annual turnover of Rs. Rs. 15, 00,000/- (Fifteen lakh.)  
Audited Balance Sheet and Profit & Loss for last 3 (three)  
Years 20-21 , 21-22, 22-23
2. The Stall will be decorated by the agency as identified by Zoological Garden, Alipore.

**(a) The stall inside of the Zoo Garden, space to be utilised by the agency at the cost by the successful tenderer. If additional space occupied alongside by the vendor additional 20% (twenty percentage) amount on monthly rent of stall will be charged proportionally.**

3. The licensee exhibit any advertisement except displaying his own name. If the licensee exhibits any advertisement other than his own name, his license will be terminated.
4. The successful tenderer will have to allow 30% rebate on approved rate of food articles, tea etc. as are prepared by them in their stall to the garden staff.
5. Without the approval of the Director, Zoological Garden, Alipore, rate/rates of any food items can not be increased by the licensee.
6. The tenderer must satisfy the Director, Zoological Garden, Alipore about the hygienic conditions of their products and articles offered for sale as well as the reasonableness of the process of each item of food and drinks offered for sale at the stall
7. The tenderers are required to quote rate online in their tenders, the amount of the licence fee per month in English both in figure and in words legibly, which is payable to the garden authorities for food stall.
8. The food stall will be run by the party for the entire period of one year, if the party is desirous to stop running of the food stall at any time of the contract period, the party shall have to pay Licence Fee for rest period of the contract tenure and in such case Security Deposit money will be adjusted to the License Fee on request of the party. Failing which Security Deposit will be forfeited and the party will be blacklisted and a certificate case/legal action against the party will be initiated by the Zoological Garden, Alipore towards recovery of the due License Fee plus interest thereto and the cost of legal expenses to be incurred by this end for this purpose

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

10. An amount of Rs. 20,000/- (Rupees twenty thousand) only in Draft/pay order 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.

11. 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.**

12. The tenderer whose tender will be accepted must enter into an Agreement and shall have to furnish security money deposit equivalent to 1(one) month license fees. The licensee has to pay the license fee within or before 7 th day of every month. The security money is liable to forfeiture if the agency fails to deposit license fee as aforesaid within the last day of the respective month with additional charges of **twenty percent of the monthly license fee.**

13. The license fee will not include any other charges for running the business of fast food centre. The licensee shall have to bear all such charges e.g. electricity and water etc. if any.

14. 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.

15. The licence, so granted by the Director, Zoological Garden, Alipore to the firm, can not be assigned or sublet in whole or in part to any one else.

16. Stall should be made at the cost of the successful tenderer subject to approval of designs by the authorities of this Garden at the sites mentioned here above.

17. No relaxation in licence fee will be given to the successful licence for the loss time required for creation of the stall

18. The agency besides paying the quoted bid price to the Zoological Garden will be liable to pay such other Government dues/fees as well as be levied to such authority on his own responsibility without burdening the Zoological Garden on that account.

19. Beyond the mentioned area if the licensee want to put any kiosk/space should have to take permission from the under signed.

20. Taxes as applicable by Govt. time to time will have to bear by the licensee.

21. The decision of the Director, Zoological Garden, Alipore will be final and binding in all the cases.

22. Extension of area or creation of additional kiosk/stall outside the refreshment pavilion will not be permitted.

23. The licensee will be liable to make good the damages caused to the property of the ZGA, if any, during the execution/creation of the refreshment pavilion/food stall. 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 food stall.

24. The agency shall handover the peaceful possession of the food stall (land & structure and other fittings owned by this garden) and remove all particles/assets of their own within seven days from the date of expiry/ termination of the contract, failing which, the Zoo garden Authority will take the possession of the food stall with immediate effect, necessary expenses for this purpose incurred by the garden authority will be paid by the party on demand, failing which it will be deducted from the security Deposit money.

25. Separate private Meter for consumption of electricity in the pavilion/ food stall will have to be installed by the successful tenderer at their own cost before commencement of their business.

26. Conditions may be modified/added/deleted in the final agreement.

27. All dispute in any matter arising out of this tender shall be settled by the Director, Zoological Garden, Alipore

28. Successful tenderer is required to execute an agreement with the tendering authority before commencement of business as per usual procedure.

**CCF & Director  
ZOOLOGICAL GARDEN, ALIPORE,**