

ZOOLOGICAL GARDEN, ALIPORE**2, Alipore Road, Kolkata-27**

Memo No:- 1070/ZGA/E-tender/2024-25

Date : 10.09.2024

Notice inviting e-Tender No. e-Tender No. 16/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 the work (1)	Earnest Money (Rs.) (3) 2%	Period of Completion (4)	Name of the Concerned Officer (5)	Eligibility of Contractor (6)
1.	Supplying of branded quality T-shirt at Zoological Garden , Alipore.	Rs. 15,000.00	7 (Seven) days from the date of commencement.	Director Zoological Garden, Alipore	1) Bonafide, resourceful Contractor / Agencies having experience of works . 2) valid Trade License 3) Professional Tax Regn. No. & Current challan 4) Income Tax Pan No. & I.T. Return(Last 3 years) 5) GSTIN Regn. No. with current challan. 6) EPF & ESI registration

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. 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. Earnest Money Deposit (EMD) or documents in support should be submitted physically in the Office of Director, Zoological Garden under sealed cover said 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.

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.

The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 3 (three) years. Such abandonment or rescission will be considered as disqualification towards eligibility. **(A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)**

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum. **Joint Ventures will not be allowed.**

A prospective bidder shall be allowed to participate in the instant job either in the capacity of individual or as a partner of a firm. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of running bill is 05 (five) lakh or 20% of the tendered amount whichever is less.

No mobilization advance and secured advance will be allowed.

Security Deposit : Retention money towards performance Security amounting to 10% (*ten percent*) of the value of the work shall be deducted from the running account bill of the tenderer as per prevailing order. **No interest will be paid on Security Deposit.**

All materials required for the proposed work shall be of specified grade in conformity with relevant code of practice (latest revision) accordingly and shall be procured and supplied by the agency at their own cost including all taxes. If required by the Engineer-in-Charge, further testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.

Constructional Labour Welfare CESS @ 1% (one percent) of cost of construction will be deducted from every Bill of the executing agency as per norms.

There shall be no provision of Arbitration.

Bid shall remain valid for a period of 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)	11.09.2024 AT 10.00 HRS
2	Documents download / sell / submission start date Online)	11.09.2024 AT 10.00 HRS
3	Bid Submission closing (On line)	17.09.2024 AT 17.00 HRS
4	Last Date of submission of original copies of Tender Documents and Earnest Money Deposit (Demand Draft) Off line & hard copy of Tender documents	17.09.2024 AT 17.30 HRS
5	Bid opening date : Technical Bid	19.09.2024 AT 17.00 HRS

4) The Prospective Bidder shall have to execute the work in such a manner so that appropriate service level of the work is maintained during progress of work. If any defect / damage is found during the period of 6(six) months after the completion of work, the contractor shall restore the damage/defect at his own cost to the specification at par with instant project work. On failure to do so, penal action against the contractor will be imposed by the garden authority as deemed fit. The contractor may quote his rate considering the above aspect and after visit. Refund of Security Deposit will only be made after successful maintaining of appropriate service level of the work as mentioned above after 12 (twelve) months from the date of completion of the work.

5) Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.

- 6) Earnest Money: The amount of Earnest Money in the shape of Bank Draft / Pay Order of any Scheduled public sector/private sector banks (except co-operative banks) drawn in favour of the , **“Zoological Garden,Alipore” payable at Kolkata against the work as per the NIT.** The said amount will be adjusted with the security money of the successful bidder.
- 7) The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings 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 site 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 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 thereof whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 9) Refund of EMD: The Earnest Money of all the unsuccessful tenderers deposited in favour of Zoological Garden,Alipore will be refunded by the Director ,Zoological Garden, Alipore on receipt of application from tenderers .
- 10) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in **‘Instructions to Bidders’** stated in Section – ‘A’ before tendering the bids.
- 11) Conditional / Incomplete tenders will not be accepted under any circumstances.**
- 12) The intending tenderers are required to quote the rate *online*.**
- 13) Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) minimum wages Act. 1948 of the notification thereof or any other laws relating there to and the rules made and order issued there under from time to time.
- 14) 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.
- 15) 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.

16) 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.

17) Before issuance of EACH 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.

The work will be commenced after the fund is available with the authority.

18) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:

- 4) N.I.T.
- 5) Special Terms & Conditions
- 6) Technical Bid
- 7) Financial Bid

19) **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) Technical Capability and Eligibility as required in Column no. 6 in the table.
- c) Experience / Credential

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.

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

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Director

Zoological Garden, Alipore

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SECTION - A

INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

i. 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 (the web portal of ZGA the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. Digital Signature certificate (DSC):

Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.

iii. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. Submission of Tenders:

Tenders are to be submitted through online to the website stated in Clause A.1. 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 in one covers (folders).

Statutory Cover Containing the following documents:

a) **TENDERS FEES, EMD AND OTHER DOCUMENTS:**

- Demand Draft towards cost of tender documents as prescribed in the N.I.T. against the work in favour of the Zoological Garden, Alipore.
- Demand Draft towards Earnest Money (EMD) as prescribed in the N.I.T. against the work in favour of the Zoological Garden, Alipore.

● **Eligibility of Contractor**

- 1) Bonafied, resourceful Contractor / Agencies having experience of works credentials
- 2) Valid Trade License
- 3) Professional Tax Regn. No. & Current challan.
- 4) Income Tax Pan No. & Income tax return acknowledgment, audited balance sheet and p & I accounts for last 3 years.
- 5) GSTIN Regn. No. with current challan.
- 6) Terms & conditions (Section –B)
- 7)EPF & ESI registration
- 8) Registered Deed of partnership Firm / Article of Association & Memorandum (if any).
- 9) Registration Certificate under Company Act. (if any).

b) **N.I.T.**

(NIT & Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tenderer liable to be rejected.

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 & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

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 Statutory Documents Ref. Sl. No. A.5.(a)&(b.) will be opened first. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-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 serial number of 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.

i. **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 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 in Section - B.

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 Form No. 2911(ii) 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 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.

Section -B

ZOOLOGICAL GARDEN, ALIPORE Special Terms, Conditions and Specifications.

1) General:

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned either in—

GOODS AND SERVICE TAX (GST) will be applicable as per Notification No.5050-F(Y) dt. 16.08.2017 of Finance Department, Audit Branch, Govt. of West Bengal.

Constructional Labour Welfare Cess shall be @1% of the bill value . GST, Royalty & all other Statutory levy/ Cess will have to be borne by the selected contractor..

GST (Goods & Service Tax) in tender online e-Procurement System of Govt. of West Bengal or wherever shall be applicable as per rules .

2) Definition of Engineer-in-Charge and commencement of work:

The word “Engineer-in-Charge” means the concerned Chief Engineer. The word “Department” appearing anywhere in the tender documents means WBZA, who have jurisdiction, administrative or executive, over part or whole of the works forming the subject matter of the tender or contract. The word “approved” appearing anywhere in the documents means approved by the Engineer-in-Charge. In case, the work is transferred to any other Chief Engineer under whom the work will be executed should be treated as the Engineer-in-Charge. The work shall have to be taken up within seven days of the receipt of the work order or otherwise mentioned therein. Failure to do so will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

3) Transportation arrangement:

The contractor shall arrange for all means of transport required for carriage and supply of materials and also the materials required for the construction work. The contractor must consider this aspect while quoting rate.

4) Contractor's Site Office:

The contractor shall have an office adjacent to the work as may be approved by the Engineer-in-Charge where all directions and notice of any kind whatsoever, which the Engineer-in-Charge or his representative may desire to give to the contractor in connection with the contract, may be left or sent by post to such office or delivered to the contractor's authorized agent or representative. For such intimation to the contractor's site office, it shall be deemed to be sufficient enough to be served upon the contractor..

8) Electrical Supervisor :-

The Contractor shall engage one Electrical supervisor for supervision of electrical works having valid supervisory competency Certificate issued by the Directorate of electricity .

9) Eligibility criteria for participation in tender :-

- 1) Neither prospective Tendered nor any of the constituent partners had been debarred to participate in any Tender by the State/ Central Government, State /Central Government undertaking, Statutory/ Autonomous bodies constituted under the Central/ State statute during the last 5 (five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format in non-judicial stamp paper, must be uploaded with both sides of Stamp Paper - Affidavit-Y).**
- 2) An affidavit mentioning the name of technical staff.**
- 3) Bidders are required to have Trade License, P-Tax Registration and GST Registration with Government of West Bengal.**
- 4) Up to date p-tax challan, EPF & ESI registration.**
- 5) Bidders shall be in similar business for more than 5 years.**

- 6) Bidders are required to submit income tax return acknowledgement, audited balance sheet and p & I accounts for last 5 years.
- 7) Agencies are required to give a detail work programmer in the form of a bar chart/work flow chart along with tender
- 8) All affidavits are required to be submitted with stamp paper both side scanned. Without both side scanned stamp paper participation of bidder will be disqualified during technical evaluation
- 9) Where an individual person submitting tender on behalf of a company or the firm of which he happens to be a director or partner, such individual person shall, while submitting any tender for and on behalf of such company or firm, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908

Contractors with experience who have worked with West Bengal Forest Department and West Bengal Zoo Authority for a period of at last 5(five) consecutive years with satisfactory performance

10) Additional Conditions:

A few additional conditions under special terms and conditions:

- 11) Rate quoted shall be inclusive of clearing site as per direction of the Director.
- 12) Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax, Octroi and all other duties, if any.
- 13) Display board (Informatory) of size 150 cm X 90 cm is to be provided at the work-site with aluminum plate hoisted on steel tubular pipe / angle post to a height of 1.5 Metre at the cost of the contractor including fitting, fixing, painting, lettering, etc. complete as per direction of Engineer-in-Charge.
- 14) The Contractor is to display caution board at his own cost as per direction of Director.

- 15) Deep excavation of trenches and left out for days shall be avoided.
- 16) Labour welfare CESS will be deducted @ 1% (*one percent*) of gross bill value as per rule.
- 17) The whole work will have to be executed as per departmental drawings available in this connection at the tender rate.
- 18) Income Tax will be deducted from each bill of the contractor as per applicable rate and rules in force.
- 19) In accordance with the West Bengal Taxation Laws (amendment) Ordinance, 1993 amending the West Bengal Finance (Sales Tax) Act, 1994 necessary LWS will be deducted as per rate in force from the bill in addition to other deduction as per extent rules.

17) For Electrical works the Contractor shall have one Electrical Diploma Engineer / One Supervisor in its pay roll having expertise in electrical works with valid Supervisory Certificate of Competency issued by the Directorate of Electricity, Govt. of West Bengal .

The Agency shall have the following measuring instruments :

- i. Insulation Tester (500V) Megger
- ii. Digital Multi-meter
- iii. Tong Tester .

The electrical work shall be progressed with the progress of civil work. No claim of the contractor shall be entertained by the Department for the idle labour.

The conduit shall be laid in the RCC works in general well before their concreting and in walls well before their plastering and in polythene pipes as per instruction of Engineer-in-Charge for electrical work.

Samples of electrical materials are to be approved by the concerned SAE , Electrical Wing before use. If I.S.I marked material is not available it should be conforming to BIS specification amended up to date.

The contractor shall submit the completion certificates and completion Plans for Electrical work as per General Specification.

AFFIDAVIT – “Y”

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

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. I have all machineries as per NIT & all will be at site during entire period of work. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in tender by the any Government Department during the last 3 (three) years prior to the date of this N.I.T. I/We have presently.....nos of works in my hand & I would finish the work in time.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied certified that I have applied in the tender in the capacity of individual/ as a partner of a firm/authorized representative of company or society and I will not handover the job to any other person except my employee to supervise.

Signed by an authorized officer of the firm.

Title of the officer

Name of the Firm with

Seal Date: