

ZOOLOGICAL GARDEN

Alipore, Kolkata 700027

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Memo No.1238/ZGA/E-tender/2025

Date : 12.06.2025

Notice Inviting e-Tender NIT No: 49/ZGA/E-Tender/2025

For the Designing of Existing 02 no. of Tableau Vehicle in Connection with Van Mahotsav 2025.

The The Director, Zoological Garden Alipore invites e-tenders for the following work(s) from the eligible persons/agencies/companies, including consortium and partnership firms as detailed in the table below. [Collection (downloading) and Submission (uploading) of Tender can be made online through the website <https://wbttenders.gov.in> only].

A. List of Works:-

Name of Project	Estimated Amount Put to tender (Rs.)	Amount of Earnest Money to be deposited (Rs.)	Period of Completion of the work	Eligibility of Contractor
Designing of Existing 02 no. of Tableau Vehicle in Connection with Van Mahotsav 2025.	2,99,545.00	Rs. 5,991.00	10 days	(Eligibility Criteria as per SL No. 5 mentioned below)

In the event of e-filling, intending bidder may download the tender documents from the website <https://wbttenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of Earnest Money may be remitted through NEFT/ RTGS issued from any bank in favour of the “Zoological Garden, Alipore” payable at KOLKATA (Account no 10916349980, IFSC: SBIN0000004, NAME: ZOOLOGICAL GARDEN ALIPORE) and also to be documented through e-filling.. Partial bidding is allowed.

Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	12.06.2025 & 15.00 Hrs.

2	Documents download/sell/submission start date (Online)	12.06.2025 & 15.00 Hrs.
3	Bid Submission closing (On line)	19.06.2025 & 17.00 Hrs.
4	Bid opening date for Technical Proposals (Online)	21.06.2025 & 17.00 Hrs.
5	Date for opening of Financial Proposal (Online) and physically sample Presentation	The date and time of financial bid opening will be announced after Technical bid evaluation

Note:

- 1) In case of any **unscheduled holiday** or on days of **Strike or natural calamity** on the previously mentioned dates, the next working day will be treated **as scheduled / prescribed date** for the same purpose.
 - 2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bids in case of exigent circumstances like breakdown of communications link or conditions of force majeure.
 - 3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.
 - 4) Intending bidder who wants to transfer **EMD through NEFT / RTGS** .
 - 5) Bidders are also advised to **submit EMD of their bid, at least 03 (three) working days before the bid submission**
- Closing date as it requires time for processing of Payment of EMD.
- 6) Bidders eligible for exemption of EMD as per Government rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents. **In the absence of valid documents from the competent authority, the bid will be summarily rejected**

INSTRUCTION TO BIDDERS (ITB)

Section – A

1. General Guidance for e-Tendering

1.1 Instructions / Guidelines for renderers for electronic submission of the tenders online have been shown in Web site <https://wbtenders.gov.in>

1.2Registration of Contractors

Any contractor willing to take part in the process of e tendering will have to be enrolled and registered with the Government e-Procurement System.

1.3 Digital Signature Certificate (DSC)

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

1.4 Collection of Tender Documents

The contractor can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1.1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

1.5 Participation in more than one work

A prospective bidder shall be allowed in the job either in the capacity of individual or as a partner of a firm or registered company.

1.5 Refund of EMD

The Earnest Money of all the unsuccessful tender deposited online through e-procurement portal of Government of West Bengal Website <https://wbtenders.gov.in> with the tender will be refunded accordingly to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016.

2. Submission of Tenders:

2.1 General process of submission:

Tenders are to be submitted online through the website stated in Clause 1.1 in two folders, at a time for each work, one is Technical Proposal, and the other is Financial Proposal, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded, virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

2.2 Technical Proposal

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

A. Technical File (Statutory Cover) containing

- i. **NOTICE INVITING TENDER (NIT)** (to be submitted in “NIT” Folder).
- ii. Section B (Form I, Form II, Form III., **Annexure-A (Additional Security Performance to be filled by bank authority)** and **AFFIDAVIT – Y [to be submitted affidavit notarized format]** (to be submitted in “FORMS” Folder).
- iii. Instructions to Bidders. (to be submitted in “ITB” Folder)
- iv. General Terms & Conditions of Contract. (to be submitted in “GT AND CC” Folder)
- v. Technical Specification. (to be submitted in “TS ” Folder)
- vi. Drawing if any to (“DRAWING” Folder)

Note:

Technical Bid & Financial bid both will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in> Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender Schedule.

vii. **Addenda/Corrigenda, if published:** Contractors are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above, digitally signed, along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as invalid and liable to be rejected. Bidders shall keep track regarding the addendum/corrigendum in the west Bengal e-tenders website and the same shall not be published in the newspapers.

B. My Document

Sl. No.	Category Name	Sub-Category Description		Document Name
A	Certificates	Certificates	1.	EMD
			2.	GST Registration Certificate and Latest GST Return of the last month
			3.	PAN Card
			4.	Voter ID Card
			5.	PT deposit receipt challan
			6.	ESI and EPF registration Certificate.
B.	Company Details	Company Details & Trade License	1	Proprietorship Firm –(Trade License)
			2	Partnership Firm –(Partnership Deed) (Trade Licence)
			3	Ltd. Company –(Incorporation Certificate), Trade License
			4	Society (Society Registration Copy) , Trade License Power of Attorney, MOA and AOA of the Company
C.	Credential Certificate	Credential -1	1	Similar nature of work done and completion certificate as per NIT clause – 5. (XIII & XIV).
D.	Financial	Turn Over	1	I.T.R Acknowledgement latest receipt
			2	Profit and loss balance sheet for last 3 financial years.
			3	Bidder's Annual Turn Over should be at least 100% of estimated project of this NIT in the last 3 preceding years.
			4	Bidder's Profit should have made after taxes for each of these last 3 financial years.
			5	Auditors Report /Tax Audit Report

			6	Form-I (Structure & Organization)
			7	Form-II Experience Profile (List of completed project of similar nature)
			8	Form-III Financial Statement
			9	Form-IV (In case of Civil & Electrical Works Only)
			10	Annexure-A (Additional Security Performance to be filled by bank authority as applicable)
E	Affidavit	Affidavit	1	Affidavit-Y to be submitted in Notarized format.
			2	List of Technical Staffs with Qualification and Experience to be submitted in Notarized format.

1. Non-Statutory Documents:

- i. The Bidder must have valid Electrical Contractors License with Electrical Supervisor holding Supervisor competency on the parts **1, 2, 11, 4, 3,6A.** as per I.E. Rules.(Only in case of Electrical Works).
- ii. The prospective bidders shall have in their full-time engagement of experienced technical personnel i.e minimum being one Engineering Degree holder or one Engineering Diploma holder in related subject in case of Civil & Electrical Works and at least one Horticulturist/Landscaping architect/Field Botanist in case of Landscaping & Beautification, Plantation Works(Authenticated documents in respect of qualification and engagement shall be furnished for Technical Evaluation.)([Non statutory Documents]
- iii. In case of Proprietorship, Partnership Firms and The Company, Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account (for last 3 financial years) in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents).
- iv. Partnership Deed (for Partnership Firm only), Certificate of Incorporation (in case of company) along with Memorandum of Association to be submitted along with application. (Non-Statutory documents)
- v. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application. (Form-3)
- vi. A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job.
- vii. The Agency must procure the materials from the Manufacturer/OEM or from their authorized sales channel so that the standard warranty / support of the Manufacturer/OEM become applicable to the products to be delivered and installed by them.

- viii. Documents that authenticate such procurement from the Manufacturer/OEM or from their authorized sales channel and standard warranty/ support should be sent from the e-mail of the Manufacturer/OEM/ authorized sales channel to the e-mail of Engineer-in-Charge and hard copy of it to be submitted during execution of work/ submission of bill.
- ix. If any refurbished material is supplied and installed, penal action will be taken as per existing rules.
- x. The intending tenderer must up load the working mobile phone number and the e-mail id of the company duly signed by the applicant. (Non-Statutory documents). **Non-submission of working mobile number and e-mail ID is the sufficient reason for rejection of the bid.**

4. Financial Proposal

- i) The financial proposal should contain the Bill of Quantities (B.O.Q) in one cover (folder). The contractor is to quote the **percentage rate** indicating
 - Excess in % or
 - Less in % or
 - Excess or Less 0.00% to indicate at par
 in the space marked for quoting rate in the BOQ.
 - ii) Only downloaded copy of the B.O.Q. are to be uploaded quoting the rate, virus scanned & digitally signed by the contractor.

5. Eligibility Criteria for participation in tender:

- I. The intending bidders/agencies should have the following qualifications for enlistment:
- II. Credentials to prove their satisfactory past services in Govt., PSU & Other enterprises. Valid Goods & Service Tax Registration certificate, PAN Registration, PF/ESI (wherever applicable) registration, Professional Tax Registration certificate, work completion certificate.
- III. Tender submitted by any Agency/Firm/State Govt. /Central Govt./State & Central Govt. undertakings who has been blacklisted by any State Government/Central Government/State & Central Undertakings and / or convicted by a Court of law will be summarily rejected.
- IV. Audit Report for three financial years for Companies and Tax Audit Reports for other than company.
- V. The Selected Bidder must have its offices in West Bengal. Agencies operating from outside the state without office(s) in West Bengal will not be considered. Selected Bidder must give the proper address of office in west Bengal and its registered office. In case of insufficient bidders participation then TIA may consider other agencies as per requirement.
- VI. Govt. owned enterprise having similar business experience might also participate. Bid document shall not be issued from the Office by post or by courier.

- VII.** The partnership firm shall furnish the Registered Partnership Deed and the Company shall furnish the Memorandum of Association (MOA) and Article of Association (AOA.) [Non-statutory Documents]
- VIII.** Registered Un-employed Engineers' Co-operative Societies / Labour Co- operative Societies are required to furnish the following documents: - [Non-statutory Documents]
- a. Current "No Objection Certificate" from the Assistant Registrar of Co-operative Societies.
 - b. Supporting documents showing area of operation.
 - c. Bye-laws duly approved by the Assistant Registrar of Co-operative Societies.
 - d. Name with address and signature (in original) of the present Board of Directors of the Co-operative Society
 - e. Copies of Minutes of last Annual General Meeting and Audit Report of the Co-operative Society with the evidence of submission of the same to the concerned Authorities, duly attested.
- IX.** The prospective Tenderers or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
- X.** Joint Ventures will not be allowed.
- XI.** A prospective Tenderer shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If the prospective Tenderer is found to have applied severally in a single job, all his applications will be rejected for that job.
- XII.** No conditional / Incomplete Tender will be accepted under any circumstances.
- XIII. Financial Tender Eligibility: -**
- i) Intending tenderers should produce credentials of a similar nature of completed work of the minimum value of 40% of the estimated amount put to the tender during 5 (five) years prior to the date of issue of the tender notice; or,
 - ii) Intending tenderers should produce credentials of 2 (two) similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during 5 (five) years prior to the date of issue of the tender notice; or,
 - iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above;
- In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e. the tenderer. (PWD Memo No: 04-A/PW/0/10C-02/14 Dated : 18.03.2015)
- XIV. Financial Tender Eligibility in respect of (2nd Call & 3rd Call): -**
- The financial eligibility criteria of the tender will be followed according to the PWD Memo No:

6. Opening of Technical Proposal: -

Technical proposals will be opened by the authorized representatives electronically from the website stated in Clause 2.1, using their Digital Signature Certificate. Intending tenderers may remain present, if they so desire.

Cover (Folder) for Statutory Documents should be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory Cover will be downloaded, and handed over to the Tender Evaluation Committee (constituted for evaluation of tenders).

7. Uploading of summary list of technically qualified tenderers:

Pursuant to scrutiny and decision of the Tender Evaluation Committee (TEC), the summary list of eligible tenderers with the serial number of work(s) for which their Financial Proposals will be considered will be uploaded in the web portals.

While evaluation, the Committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated period, their proposals will be liable for rejection.

8. Final publication of summary list of technically qualified tenderers:

Date of opening of financial bid will to be intimated in the final summary list.

9. Opening and Evaluation of Financial Proposal:

Financial proposals of the tenderers declared technically eligible by the Tender Evaluation Committee will be opened electronically from the web portal stated on the prescribed date.

The encrypted copies will be decrypted and the rates will be read out to the contractors remaining present at that time.

After evaluation of Financial Proposal, by the appropriate Authority of Director, Zoological Garden, Alipore, Kolkata, may upload the final summary result containing inter-alia, name of contractors and the rates quoted by them against each work provided Tender evaluation committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

10. Procedures to be followed when one / two technically qualified tenderers participated in any tender:

Financial bid of technically qualified single / two tenderers may not be opened immediately.

2nd call may be invited immediately after technical evaluation and uploading the list of the technically qualified bidders(s) of the 1st call.

11. Acceptance of Tender (Technically eligible/qualified)

Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders.

12. Penalty for suppression / distortion of facts

If any tender fails to produce the original hard copies of the documents (especially completion certificates and audited balance sheets), or 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 or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the **Tender Inviting Authority (TIA)** may take appropriate legal action against such defaulting tenderer.

13. Payment procedure:

a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.

iv. Earnest Money may be remitted through NEFT/ RTGS issued from any bank in favour of the “Zoological Garden, Alipore” payable at KOLKATA (Account no 10916349980, IFSC: SBIN0000004, NAME: ZOOLOGICAL GARDEN ALIPORE) and also to be documented through e-filling.. Partial bidding is allowed.

- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

i) On selection of RTGS/NEFT as the payment mode.

- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the **NEFT/RTGS** process to complete, in order to verify the payment made and continue the bidding process.

iv. Earnest Money may be remitted through NEFT/ RTGS issued from any bank in favour of the “Zoological Garden, Alipore” payable at KOLKATA (Account no 10916349980, IFSC: SBIN0000004, NAME: ZOOLOGICAL GARDEN ALIPORE) and also to be documented through e-filling.. Partial bidding is allowed.

- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

B. Refund/Settlement Process:

- I. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- II. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. .
- III. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- IV. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- V. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the Director, Zoological Garden, Alipore, Kolkata through GRIPS or concerned Bank Account of the TIA along with the bank particulars of the L1 bidder, as the case may be.
 - b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updating.

All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (If any) were initiated.

14. Validity of contract is usually for a period of one year, whichever is earlier. However, the contract is extendable for such period as may be decided by the competent authority even after expiry of the contract until fresh tender is floated, on existing terms & conditions of earlier contract, strictly on the basis of satisfactory performance, at the sole discretion of TIA. During extension of the tender outside the contract period, the contractor has to mandatorily extend the services in the existing terms and conditions.

15. Opening of Tender:

- (a) The Technical Bid shall be publicly opened by the authority receiving tender or by his authorized representative, as per the Date & time Schedule mentioned in NIT.
- (b) Prospective Tenderers or their authorized representatives may be present during the opening process.
- (c) Financial Bids of only those tenderers who would qualify in the Technical Bid evaluation will be opened.
- (d) The intending Tenderers shall clearly understand that whatever may be the outcome of the present Invitation of Tender, no cost of Tendering shall be reimbursable by the Government. The Director, Zoological Garden, Alipore, Kolkata reserves the right to reject any tender or all Tenders without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Tenderer at any stage of Tendering.
- (e) The acceptance of the tender rests with The Director, Zoological Garden, Alipore, Kolkata, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all the tenders received without assigning any reason thereof.
- (f) The Contractor/Bidder should see the site of works and Tender Documents, Drawings etc. before submitting e-Tender and satisfy himself/herself regarding the condition and nature of works and ascertain difficulties that might be encountered in executing the work, carrying materials to the site of work, availability of drinking water and other human requirements & security etc. Work on riverbanks may be interrupted due to a number of unforeseen reasons. Sudden rises in water levels, inundation during flood, inaccessibility of working site for carriage of materials. Engineer-in Charge may order the contractor to suspend work that may be subjected to damage by climate conditions. No claim will be entertained on this account. There may be variation in alignment, height of embankment or depth of cutting, location of revetment, structures etc. due to change of topography, river condition and local requirements etc. between the preparation and execution of the scheme for which the tendered rate and contract will not stand invalid. The Contractor will not be entitled to any claim or extra rate on any of these accounts.

16. The selected Contractor must arrange to procure all materials required for the proper completion of the work (as per the Technical Specifications of the tender document). The Employer will not on any account be responsible for procuring the same.

17. The selected contractor shall apply to The Director, Zoological Garden, Alipore, Kolkata for seeking permission for utilization of land at the close proximity of the site for arranging required (if any) plant & machineries, store of materials, labour shed, laboratory etc. at his own cost and responsibility. All such temporary shed etc. shall have to dismantle and all debris etc. cleared from site post completion of the work or as directed by The Director, Zoological Garden, Alipore, Kolkata. Once an order to the effect is issued from Director, Zoological Garden, Alipore, Kolkata. in this regard, it shall be brought to effect by the contractor without contest.

18. Validity of Bids:

Bid shall remain valid for a period not less than **120 (One Hundred Twenty) Days** after it may be extended beyond the stipulated time, the stipulated date for Financial Bid/Sealed Bid Submission. Bid validity for a shorter period shall be rejected by Tender Accepting Authority as non-responsive.

If any Tenderer withdraws his offer before Bid validity period without giving any satisfactory explanation for such withdrawals, he may be disqualified for submitted tender to this Office and Directorate of Forests, Government of West Bengal for a minimum period of 1 (one) year and legal action will be taken against him.

19. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of issuance of work order as well as payment, if any. Intending bidders may consider these criteria quoting their rates.

Note: Work Order shall be issued only after obtaining of Administrative Approval (AA) and Financial Sanction (FS) from the Competent Authority and after completion of the notarized agreement.

20. Bidders participating in the tender shall ensure acceptance of all the above clauses, sub-clauses, and terms & conditions. Further, no issues will be entertained after closing of bidding and the observations of the Tender Inviting Authority (TIA) will be final and is binding on all bidders.

21. Verification of credentials/onsite projects:

Before issuance of the work order, the Tender Accepting Authority may verify the credential and other documents of the lowest Tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest Tenderer is either manufactured or false in that case, work order will not be issued in favour of the Tenderer under any circumstances and legal action will be taken against him.

22. Cancellation of Tender:

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

23. Security Deposit:

The successful Tenderer to whom a Letter of Acceptance (LoA) has been issued shall submit within 7(seven) days from the date of Letter of Acceptance, **Performance Security/Security Deposit which is 10% (Ten Percent) (2% EMD of successful bidder will be converted into Security Money rest of the 8% will be deducted from the running bill/bills) of the contracted value of work.** Failure in depositing this amount and / or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. **Any necessary extension of validity of Instrument shall be obtained by contractor. No interest would be paid on the Performance Security Deposit.**

24. Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase and for clarification a memorandum has been made vide Memo No. 796-F(Y) Dated: 25.02.2022 from Finance

Department, Audit Branch. To be enclosed in the prescribed format as mentioned Annexure-A in the NIT only will be accepted

25. Technical Specification and Quality of Works (To be read in conjunction with “Specification of Works”):

Unless otherwise stipulated, all the works are to be done as per the Technical Specifications of the tender document. Contractor may refer to the relevant PWD (W.B.) Schedule of Rates for the working area including up to date addenda and corrigenda, if any, published by Public Works Department/ Forest Department, Government of West Bengal. The project should be executed as per current procedure and practice of Directorate of Forests, Govt. of West Bengal for Plantation works.

26. Deduction of Taxes Etc.:

Deduction of Income Tax from the Contractor's bill will be made as per Govt. rules. Labour Welfare Cess @ 1 %(one percent) of the cost of works will be deducted from every Bill of the selected agency. GST &all other statutory levy/ Cess will have to be borne by the contractor as per Govt. Rules and the rate in the B.O.Q. is inclusive of all the taxes &cess stated above.

27. The bidders, at his own responsibility and risk encouraged to visit on examine the site of work 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/her own expense.

RATES ARE FIRM FOR THE PERIOD OF THE PROJECT. IN CASE ANY ABNORMAL DEVIATION IS OBSERVED DURING THE COURSE THE TENDER ACCEPTING AUTHORITY MAY REFER TO THE APPROPRIATE HIGHER AUTHORITY OF DIRECTORATE OF FORESTS, GOVT. OF WEST BENGAL IN DECIDING ON THE RATE REVISIONS (IF NEEDED).

Conservator of Forests &

Director, Zoological Garden, Alipore, Kolkata

Memo No. 206 /1-3

Date: 21.02.2025

Copy forwarded for kind information to:

- 1) The Principal Chief Conservator of Forests, (HoFF), West Bengal, AranyaBhavan, Salt Lake.
- 2) The Member Secretary, WBZA
- 3) The Chief Conservator of Forests, Conservation & Extension
- 4) The Chief Conservator of Forests, MIS Cell, AranyaBhaban, with a soft copy for uploading in Department Website.
- 5) The Conservator of Forests, Parks and Gardens Circle, West Bengal.
- 6) Assistant Divisional Forest Officer, Zoological, Garden, Alipore, Kolkata.

- 7) The Guard File
- 8) Notice Board

Conservator of Forests &

Director, Zoological Garden, Alipore, Kolkata

Section – B

FORM – I
STRUCTURE AND ORGANISATION

A.1. Name of the applicant (Tenderer):

A.2. Office Address:

Telephone No.:

Fax No.:

e-mail :

A.3. Name and address of Bankers:

A.4. Attach an organization chart showing the structure of the company with names of key personnel and technical staff with Bio-data

Date:_____

Signature of authorized officer of the Farm:_____

Title & Capacity of the officer:_____

Name of the Firm with Seal:_____

Note: 1. Application covers Proprietary Farm, Partnership, Pvt. Ltd. Company or Corporation.

FORM – II
EXPERINECE PROFILE

List of Projects completed that are similar in nature to the works

Name of the TIA	Name, Location and Nature of work	Name of authorised supervisor with Designation	Contract Price Indian Rupees	Percentage of participation of company	Original Date of starting work	Original date completion of work	Actual date of starting of work	Actual date of Completion of work	Reason for delay in completion

FORM –III
FINANCIAL STATEMENT

B.1. Name of Applicant:

B.2. Summary of Annual Turnover based on the audited financial statement of the last three financial years. (Attach copies of the audited financial statement of the last three financial years)

	Year 2021-2022(Rs. In Lakh)	Year 2022-2023(Rs. In Lakh)	Year 2023-2024(Rs. In Lakh)
a)Annual Turnover			
b)Average Turnover			

Certified and Signed by the

Chartered Accountant of the Firm

Sign by:-
Membership No:-

Name of the Officer

.....

Name of the Firm with Seal

ANNEXURE-A

SPECIMEN FORMAT FOR THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

(*To be submitted if the bid price quoted by the bidder is below 20% of the estimated cost put to tender

Otherwise the tender will be treated as invalid and rejected)

To,

WHEREAS (name and address of Contractor) (hereafter called “the Contractor”) has undertaken, in pursuance of Contract No: dated to execute (name of Contract and brief description of Works) (hereinafter called “the Contractor”). AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled commercial bank for the sum specified therein for ‘**ADDITIONAL PERFORMANCE SECURITY DEPOSIT**’ for compliance with his obligation in accordance with the Contract:

AND WHEREAS we (Indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we; (Indicate the name of bank and branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs.(Amount of guarantee) (in words). We undertake to pay you, upon your first written demand and without cavil or argument, a sum within the limits of (amount of guarantee) as afore said without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We (Indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We (Indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present absolute and unequivocal.

The payment/so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (Indicate the name of the bank and branch) further agree that no change or addition or other modification of the terms of the Contract or of the works to be performed there under or of any of the contract documents which may be made between you and the contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (Indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing. This guarantee shall be valid upto ----- . It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of six months for the Bank Guarantee. Notwithstanding, anything mentioned above, our liability against this guarantee is restricted to Rs (Rs.) and unless a claim in writing is lodged with us within the validity period, i.e. upto.....of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this day

SIGNED, SEALED AND DELIVERED

For and on behalf of the BANK by:

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES:

The bank guarantee should contain the name, designation, and code number of the officer(s)

Signing the guarantee. The address, telephone number, and other details of the Head Office of the Bank as well as of the issuing Branch (within West Bengal only to be accepted) should be mentioned on the covering letter of issuing Branch.

Section-B

AFFIDAVIT – Y

(To be furnished in Non-judicial stamp paper of Rs. 10.00 (Rupees Ten Only) duly notarised after publication of E-NIT & e-NIT No. & date should be mentioned in the body of Affidavit)

Subject: Name of the Work with Tender reference no. _____.

Reference: (N.I.T No.)_____

Dear Sir / Madam,

1. Having examined the Statutory, Non-statutory and NIT documents, I/We hereby submit all the necessary information and relevant documents for evaluation.
2. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for application and for completion of the contract documents is attached herewith.
3. I/We understand that
 - (a) Tender Inviting Authority and Accepting Authority can amend the scope and value of the contract bid under this project
 - (b) Tender Inviting Authority and Accepting Authority reserve the right to reject any tender without assigning any reason.
 - (c) The application is made by me/us on behalf of _____in the capacity of _____duly notarized to submit the tender.
4. I/We refer to the tender notice issued by you for the work in _____ division vide tender reference no. _____mentioned above.
5. I/ We do hereby offer to perform, provide execute, complete and maintain the works in conformity with the drawings, conditions of contract, specifications, Schedule of Quantities for the sum of Rs.....(quoted _____ in _____ Financial _____ BOQ)..... only at the respective quoted ITEM WISE rates mentioned in the Schedule of Quantities.
6. I/ We have satisfied myself/ ourselves as to the site conditions, examined the drawings and all aspects of tender conditions, subject above, I/ We hereby agree, should this tender be accepted in whole or in part, to:
 - (a) Abide by and fulfil all the terms and provisions of the said conditions annexed hereto;
 - (b) Complete the works within.....days.
7. I/ We have deposited the earnest money of Rs._____only which, I/ We note that deposited EMD, will not bear any interest and is liable for forfeiture-
 - (i) If our offer is withdrawn within the validity period of acceptance.
 - (ii) If the contract is not executed within 15 days from the date of receipt of the letter of acceptance.

- (iii) If the work is not commenced within 10 days after issue of work order/handing over of the site whichever is later.
8. I/ We understand that you are not bound to accept the lowest or any tender you receive.
 9. I/We undersigned do certify that all the statements made in the attached documents are true and correct. 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 undersigned.
 10. I/We the undersigned also hereby certifies that neither our firm M/S_____ nor any of constituent partners had been debarred to participate in tender by the Directorate of Forests /Government of West Bengal or any of the Statutory Bodies or Government Organizations in favour of whom credentials are preferred by the undersigned towards eligibility criteria claim; during the last 5 (five) years prior to the date of this N.I.T.
 11. I/We The undersigned would authorize and request any Bank, person, Firm, or Corporation to furnish pertinent information as deemed necessary and/or as requested by The Director, Zoological Garden, Alipore, Kolkata. herein referred to as the Tender Inviting & Accepting Authority, to verify this statement.
 12. I/We The undersigned understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Tender Inviting & Accepting Authority.
 13. Certified that I have applied in the tender in the capacity of individual/as partner of a firm & I have not applied severally for the same job.

Date:_____

Signature of authorized officer of the firm:_____

Title & Capacity of the officer:_____

Name of the Firm with Seal:_____

Enclosure:

- (1) Statutory Documents
- (2) Non Statutory Documents

GENERAL TERMS & CONDITIONS OF CONTRACT

11. Drawing / Map:

The work is to be carried out in accordance with drawings / maps (if any) related to these contract and specification, the price schedule of probable items with approximate quantities and directions or instructions which may be issued by the TIA or his Representative from time to time during the execution of the contract.

2. Interpretations:

In constructing these conditions, the specifications, the schedule of quantities, tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject of context otherwise requires:

I) The term **TIA/AUTHORITY** shall mean **Director, Zoological Garden, Alipore**, Kolkata and include its successor and assigns or the Officers authorized to deal with any matters which those presents are concerned on its behalf.

II) The term **REPRESENTATIVE** shall mean Authorized Office of the Director, Zoological Garden, Alipore, Kolkata.

III) **CONTRACTOR** shall mean the firm or company or person whose tender has been accepted by the TIA and includes his (their) heirs, legal representative assigns and successors.

IV) **SITE** shall mean the site of the contract work including any erections thereof and any other land adjoining thereto (inclusively as aforesaid allotted by the TIA for the contractor's use).

V) This **CONTRACT** shall mean **Articles of Agreement**, these conditions, the schedule of quantities, the general instructions to the Contractor, the specifications, the drawings / maps and correspondences by which the contract is added, amended, valued or modified in any way by mutual consent.

(I) **ACT OF INSOLVENCY** shall mean any act of insolvency as desired by the Presidency Towns Insolvency Act or the Provincial Insolvency Act or any amending statutes.

(II) **THE WORKS** shall mean the work or works to be executed or done under this contract.

(III) **The DRAWINGS / MAP** shall mean the drawing/map or drawings/maps mentioned in NIT and any modifications of them approved by the TIA or any further Working drawings/maps or sketches by the TIA or any further working drawings/maps or sketches which may be furnished or approved in writing by the TIA.

(IV) The **SPECIFICATION** shall include the plantation specification and general specifications forming part of this contract.

(V) The **SCHEDULE OF QUANTITIES, BILL OF QUANTITIES** shall mean the Schedule or Quantities as specified and forming part of contract.

(VI) The **PRICED SCHEDULE OR QUANTITIES** shall mean the schedule duly priced.

(VII) **NOTICE IN WRITING or WRITTEN NOTICE** shall mean a notice in writing typed or printed characters sent (unless delivered personally) or otherwise proved to have been received by Registered Post to the last known private or business address as registered office of the addressee and shall be deemed to have been received when in the ordinary course of post it would have been delivered. If the TIA feels that the contractor (who has signed the agreement) should himself come & personally meet to the TIA for necessary discussion in connection with the work; he must contact personally. In case the contractor (not his authorized person) does not meet personally and intentionally avoids or do not reply the letter, the matter will fall under the breach of the contract. The work progress should be in the proportionate of the period set forth for the completion of the works.

(VIII) The term **APPROVED, DIRECTED, or SELECTED** mean the approval direction or selection of the TIA and where ever the words ALLOW, INCLUDE, and PROVIDE occurs the cost of the items is as the risk of the contractor. **COMPLETION** shall mean that the plantation in the opinion of the Tender Inviting Authority; completed in all respect.

(IX) **WORDS** imputing persons include Firms and Corporation, words imputing the singular only also the plural and vice/versa where the context so requires.

18. Agreement:

The successful Tenderer shall have to enter into an agreement with the TIA. Stamp duty and all other costs connected with execution of such agreement shall be borne by the successful Tenderers.

22. Earnest Money & Security Deposit:

EARNEST MONEY:

Earnest money as mentioned in tender notice is to be maintained properly. No tender will be considered without the above deposit.

SECURITY DEPOSIT:

The successful Tenderer to whom a Letter of Acceptance (LoA) has been issued shall submit within 7(seven) days from the date of Letter of Acceptance, **Performance Security/Security Deposit which is 10% (Ten Percent) (2% EMD of successful bidder will be converted into Security Money rest of the 8% will be deducted from the running bill/bills) of the contracted value of work.** Failure in depositing this amount and / or non-submission within the specified time shall render the contract liable to termination without reference to the contractor and in such case; the deposited earnest money shall stand forfeited to the Government. **Any necessary extension of validity of Instrument shall be obtained by contractor. No interest would be paid on the Performance Security Deposit.**

23. PAYMENT:

Payment on shall be made on completion of the works and after verification of the works to the Satisfaction of the Competent Authority. Intermediate payments shall be regarded as running bills(RA Bills) against the final payment any and not preclude the requiring of bad unsound and imperfect or unskilled work to be demolished, removed and taken away and reconstructed, or to be any part thereof in any respect or the accruing of any claim, nor shall it conclude, determine or affect in any way the powers of the competent authority, under these conditions or any of them so as to the final settlement and adjustment of the accounts or otherwise or in any other way vary or affect the contract. ***Payment on Bill (if any as directed by the TIA) will be made after deduction of statutory deductions like, I.Tax, Labour Welfare Cess, GST etc as per rule.*** Payment on materials stocked at site shall not be made. Payment of supplementary items shall only be made after those ones entered properly in the site instruction book, approved, and sanctioned by the Competent Authority.

24. Final Payment:

The final bill shall be accompanied by a certificate of completion from the concerned authority. Payment of final bill shall be made within stipulated period of submission of the same. The security money shall be refunded as per **Clause 19 of the NIT and Clause 22 of the GT & CC** to the satisfaction of the TIA. The acceptance of payment of the final bill by the Contractor would indicate that he will have no further claim in respect of the work executed.

25. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any. Intending bidders may consider these criteria quoting their rates.

26 .Bidders participating in the tender ensure acceptance of all the above clauses, sub-clauses and terms & conditions. Hence, no further issues will be entertained after closing of bidding

27. Substitution:

Should the Contractor desire to substitute any materials and workmanship, he must obtain the approval of the TIA, in writing for any such substitution well in advance. Materials designated in this specification indefinitely by such terms and 'Equal' or other Approved etc. shall be considered as coming under the provisions of this clause as substitutions and no such materials shall be used until specific approved by the TIA has been obtained in writing.


**Conservator of Forests & Director,
Zoological Garden, Alipore, Kolkata**