



West Bengal Zoo Authority
Office of The Director
North Bengal Wild Animals Park,
5th Mile, Sevoke Road, Salugara, Siliguri-734008 (W.B.)
Email Id: - dirnbwap@gmail.com

Memo No. 139/NIT No. 07/NBWAP/2022-23

Dated, Siliguri, the: 11/05/2022

NOTICE INVITING TENDER

Notice Inviting Tender No. 07/**NORTH BENGAL WILD ANIMALS PARK /2022-23** of The Director, North Bengal Wild Animals Park, Siliguri invites tender in sealed applications from reputed and experienced agencies/distributors/suppliers etc having similar nature of works.

SUBMISSION OF BID THROUGH OFFLINE

The eligible and interested agency/firm/company etc may collect the tender form/ application from office of the Director, North Bengal Wild Animals Park, Siliguri by paying non-refundable fees of Rs. 1000/- (Rupees One Thousand only) for each project by way of Demand Draft/Cheque favoring Director, NBWAP, Siliguri .

The documents submitted without the prescribed fee shall be rejected. The duly filled in application in prescribed format along with all supporting documents as well as Earnest Money in the form of Demand Draft in favour of Director, NBWAP, Siliguri shall be sealed in a cover and submitted to the office of the Director, NBWAP, Siliguri as per the time schedule given below.

A. List of works:

Sl. No.	Project No.	Description of work	Amount put to Tender (In Rs.)	Earnest Money @ 2 % Rs.	Cost of tender document Rs.	Period of completion
1	07	Supply of Drugs & Medicine, /Dressing & Surgical Pre-requisite & Instruments / Laboratory Pre-requisite & Instruments at Veterinary Hospital, NBWAP, Siliguri Work as per enclosed Annexure A,B,C,D,E,F,G,H,I & J)	As per BOQ	10,000/- LS	1,000/-	FY- 2022-23

B. Date and Time Schedule :

Sl no	Particulars	Start/End	Date and time
1	Date of Publication of Tender Notice in Newspaper and Official Website		12/05/2022
2	Date of Collection of Tender form/application from NBWAP	Start	12/05/2022 (11:00AM)
		End	20/05/2022 (02:00PM)
3	Date of Submission of sealed Tender with all supporting documents and EMD	Start	12/05/2022 (11:00AM)
		End	20/05/2022 (05:00PM)
4	Date of opening of Tender.		23/05/2022

In case of any unscheduled holiday or bundh or natural calamity on the aforementioned dates, next working day will be treated as scheduled/prescribed date for the same purpose.

Tender inviting authority reserves the right to defer the time and date of opening of the bids.

Terms and conditions

- 1 Bids are invited from suppliers for the below enlisted dressing Items, Surgical Requisites, laboratory Equipments, Chemicals and Reagents as per catalogue enclosed from Reputed Manufacturers with valid manufacturing licence issued by Drug Control Administration and GMP certificate.
- 2 The supply must confirm to the given specifications in the tender.
- 3 Any loss, damage or breakage or leakage or shortage on receipt to be replenished by the supplier/agency within 48 hours or as directed by the park authority. No any additional charges/cost will be paid by authority in this respect.
- 4 All supplies of items should invariably display the following particulars on its label and/or cartoon in a distinct manner.
 - i) Pharmaceutical Name, if there be any. Brand/Trade Name of the Product.
 - ii) Manufacturing Date
 - lii) Expiry Date
 - iv) Batch Number
 - v) Name and Address of Manufacturer and manufacturing License.
 - Vi) Exact composition of all items.
- 5 A tenderer is to quote rates in figures as well as in words for the product as per specification in the catalogue.
- 6 The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the submitted documents of the tenderer is found qualified by the **'Tender Committee' formed by the Director, NORTH BENGAL WILD ANIMALS PARK**, West Bengal Zoo Authority, Government of West Bengal. The decision of the 'Tender Committee' will be final and absolute in this respect.
- 7 Fluctuations in rates due to market variation will not be considered as a reason for non-supply.
- 8 Earnest money (EMD) as mentioned in the tender notice should be submitted in the form of Bank Draft or any valid instrument in any Nationalised Bank pledged to the office of the Director, NBWAP, Siliguri, along with completed application in a sealed cover failing which the tender will be summarily rejected.

- 9 The tender must be written legibly in English and any correction must be initiated by the tenderer. No tender with erasing or overwriting will be accepted.
- 10 No conditional rates will be considered. Rates shall be quoted exclusive of GST and GST be shown separately for each item. The rate should be FOR DESTINATION.
- 11 The tender will be opened by the Director, NBWAP or his representative at a place and time as notified in the tender notice as well as office notice board.
- 12 The final acceptance of the tender is subject to the approval of the Director, NBWAP, Siliguri.
- 13 The Director, NBWAP, Siliguri reserves the right to accept the tender either wholly or partially or reject the tender without assigning any reason.
- 14 The successful tenderer shall have to execute an Agreement of contract and deposit security money (SD) as specified in the tender notice for due performance of the work within a week from the date of receiving letter of acceptance. This security deposit will be refunded in accordance with the terms of contract upon certifying satisfactory of the work by the competent authority. The conditions in the tender notice shall be a part of the agreement. In the event of failure to execute formal tender agreement within the allotted time the Agency/Supplier/Tenderer will be liable for punishment and deposited Earnest Money will be forfeited & debarred to participate in any Tender Works by the Director, NBWAP.
- 15 The contract shall begin from 01/06/2022 and continue till 31/03/2023 or for such further period not exceeding 3 (three) month as the Director, NBWAP, Siliguri may direct.
- 16 Valid 15 digit GSTIN under GST Act, 2017 issued by the competent authority in favour of the firm must be attached with the Tax invoice otherwise payment of the bill will not be made (Vide G.O. NO. 4374-F (Y) dated 13/6/2017 of the Principal Secretary, Finance Deptt., Govt. of West Bengal.
- 17 The earnest money of all unsuccessful bidders/agencies will be released only after issued of acceptance to successful (L1) bidder and receipt of application or cancellation of the tender without assigning any reason thereof.
- 18 The earnest money of successful bidders/agencies will be released only after the security money has been deposited and an agreement executed in the prescribed form in this respect and receipt of application or cancellation of the tender without assigning any reason thereof.
- 19 EMD submitted by successful bidder shall be converted as part of the security deposit. Remaining part of the Security Deposit of the accepted tender value will be adjusted from the bill of the contractor. No interest will be paid on Security Deposit (SD) by the authority.
- 20 The security deposit will be released on satisfactory completion of the work after such deductions as the case may be necessary under terms of the contract but not before 90 (ninety) days are over after completion of the work.
- 21 The successful tenderer will have to enter into an agreement on terms and conditions of the contract. In the event of failure to execute formal tender agreement within the allotted time the Tenderer will be liable for punishment and deposited Earnest Money will be forfeited & he / she will be debarred from participating in any Tender Works by the Director, NBWAP.
- 22 The Security Money Deposit furnished by abider is liable for forfeiture in full (including excess amount of Security Money, if deposited) along with cancellation of order without prejudice in the event of failure/refusal to maintain delivery schedule and/or non-observance of terms and condition of tender and /or contracted specification and/or quality/ quantity and the authority will be at liberty to terminate the contract as a whole.
- 23 In case, the delivery programme is not followed and the competent authority is compelled to procure the ordered articles from open market at a higher rate than the accepted price in tender, the excess cost incurred on this account will have to be borne by the firm which will be deducted from their outstanding bills apart from forfeiture of Security Money in full.

Besides, failure to maintain delivery schedule/stoppage may lead to termination of contract along with forfeiture of Security Money in full and such firms shall be liable to be Black Listed in addition to any legal action as deemed fit & required.

- 24 The successful tenderer shall not assign or subject any portion of the work to any other supplier.
- 25 Tenderer may however appoint one or more representatives. The selection of the authorised representative/s is subject to prior approval from the undersigned or his representative given there in the name of the work, name and address of the representative/s he wants to appoint and specific purpose for which the representative/s will be authorised.
- 26 Any notice correspondence etc., issued to such authorised representative/s or left at his/her address will be deemed to have issued to the successful tenderer himself. The successful tenderer shall be responsible for all actions of his authorised representative/s who must abide by terms and conditions in force and any breach of these will be dealt with the relevant acts and rules.
- 27 Drugs and Medicines from Manufacturers without valid manufacturing licence issued by Drug Control Administration and GMP certificate will be summarily rejected and has to be removed from Park premises immediately at suppliers own cost.
- 28 The quality and quantity of the items shall be checked by the Veterinary Officer or representative of the Director at the time of delivery, before being finally accepted. The supply will be made as per requirement basis time to time or periodically or as per direction of the park authority.
- 29 Bills with supporting signed challans, orders shall be presented to the office of the undersigned within 1 (one) week of delivery of goods and payment will be made after proper checking.
- 30 In accordance with the provision of Income Tax Act and GST Act, taxes will be deducted as per prevailing rules as applicable.
- 31 Canvassing in any form whether direct or implied will be a disqualification.

**Director,
North Bengal Wild Animals Park**

General Rules and Instructions to the intending applicants

1. Generally, the routine works of the Park are awarded/procurements are made on calling competitive tender from the empanelment contractors and in case of emergent works of small magnitude the Park may opt to award the work/procure work from any of the empanelled contractors, depending on the exigencies of the work on empanelment basis and also has the right for open tendering process for any particular work, depending on the nature and magnitude of the work from the empanelled agencies.
2. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" only. Wherever required and if the spaces provide is not sufficient, particulars can be furnished in Annexure but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be dully signed by the Applicant or their authorized representative.
3. No costs incurred by the applicant in applying in providing necessary clarifications or attending discussions conferences or site visits will be reimbursed by the Park.

4. Eligibility criteria for participation in the tender

- i) Completed Application form
 - ii) Completed rate offered list (Annexure- A,B,C,D,E,F,G,H,I & j)
 - iii) Income Tax Return for the latest Assessment year 20-21
 - iv) P.T. Deposit Challan for the year 20-21,
 - v) PAN Card,
 - vi) GST Registration Certificate,
 - vii) Trade License (valid)
 - viii) Drugs License
5. Documentary proof with respect to the prequalification criteria shall be furnished along with the application form. In this regard, copies of the work orders and completion certificates and or such other document, if any shall be submitted. Incomplete applications or application without proper proofs for establishing their credentials will be liable for rejection and no correspondence will be entertained in this regard.
6. The authorized person of the firm/company must sign in all the pages of the application and supporting documents with seal of the company/firm.
7. The evaluation will be based on the experience, reputation empanelment with other organization in support of the applicant, their financial capabilities, quality, consciousness, etc and if found necessary may also include inspecting the works undertaken by them for which necessary co-ordination shall be made by them. Based on the details furnished and inspection of works, eligibility criteria, the applicants will be empanelled and not further correspondence will be entertained. The empanelled contractors will only be informed by concerned office.
8. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Park Authority at a later date, the empanelment of such applicant will be cancelled immediately.
9. Applications received after the due date and times or without inclusive of EMD with application are liable for rejections.
10. The Director, NORTH BENGAL WILD ANIMALS PARK, Siliguri ,West Bengal Zoo Authorities, Government of West Bengal reserves the right to cancel the tender notice due to unavoidable circumstances and no claim in this respect will be entertained.
11. Before issuance of the WORK ORDER, the tender inviting authority will 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.
12. The payment for the works will be made by the Director/NBWAP after fulfilling the necessary official formalities and checking by Veterinary Officer and the office of Director, NBWAP, Siliguri.
13. The present empanelment is mainly for works for value up to the limits as mentioned.
14. The Director, NBWAP reserves the right to reject any/or all the applications without assigning any reasons whatsoever.

15. Deduction of STDS, TDS, GST & Other tax, if applicable shall be made as per rule in vogue.
16. The successful tenderers will not assign the work or part of the work to any other supplier/agency.
17. Rate offered in the enclosed annexure (A,B,C,D,E,F,G,H,I, & J) is the final and bidder will not have any further claim for any revision. The offered rate will be counted as inclusive of all taxes. No extra payment will be given by the authority except offered rate.
18. For any typographical mistake in case of Unit, Rate, Quantity, Amount, any type of nomenclature in items of works / item itself including description etc. whatsoever as stated in documents, that can't be claimed during agreement or so.
19. This will also be the part of Terms & Conditions of the bid.

**Director,
North Bengal Wild Animals Park**

Memo No. 139/NIT No. 07/NBWAP/2022-23

Dated, Siliguri, the: 11/05/2022

Copy forwarded for information to:-

- 1) The Member Secretary, WBZA
- 2) The Asst. Director, NBWAP
- 3) The Range officer, NBWAP
- 4) The Veterinary Officer/Veterinary Asst.
- 5) Zoo Biologist, NBWAP
- 6) Office Display Board.
- 7) Official Web site of NBWAP
- 8) Official Web Site of WBZA

**Director,
North Bengal Wild Animals Park**

WEST BENGAL ZOO AUTHORITY
OFFICE OF THE DIRECTOR
NORTH BENGAL WILD ANIMALS PARK,
5TH Mile, Sevoke Road, Salugara, Siliguri– 734008, W.B.

TENDER APPLICATION FORM

FORM FOR SELECTION OF AGENCIES FOR **“Supply of Drugs & Medicine, /Dressing & Surgical Pre-requisite & Instruments / Laboratory Pre-requisite & Instruments”** at Veterinary Hospital, North Bengal Wild Animals Park, Siliguri during the period 2022-23 under Tender-07/NBWAP/2022-23 (Project No.).

(All information should be given in the following format with complete details)

Any wrong information/ uncompleted documents or without prescribed tender form shall be liable of rejection of application.

1	Name of Agency	
2	Full Postal Address	
3	Telephone No. /Fax No./E-mail No.	
4	Type of Firm (whether proprietorship or partnership)	
5	Name & Professional qualification of the Proprietor or of Partner/s	
6	Number of Staff (Technician, Supervisor, Labour) employed in the firm	
7	Description of Major work carried out preferably in zoo campuses in last three years in Govt. Organization (attach copy of the work order and completion certificate etc	
8	Name of the Organization	
9	Work Order/work completion Number. if any	
10	Duration of Work	

11	Schedule of Payment received	
12	Present important assignments (submit supporting documents)	
13	IT Regd. No./details (latest)	
14	PAN No.	
15	GST No.	
16	Trade License No.	
17	PT Regd. No.	
18	Application submitted for (With project no.)	
19	MRP Value (As per enclosed Annexure)	
20	Rate quoted on MRP value (Less/Above/At par) % Rs. (For Annexure A to J)	
21	EMD Details	
22	Security Deposit	
23	Others details, if any	

Note:-Please attach relevant documents (with sign & seal) with application form.

Date:-

Place: -
& seal

Signature (in full)