

WEST BENGAL ZOO AUTHORITY

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NOTICE INVITING E-TENDER

E-Tender No. 02 /WBZA/2016-17

Dated : 2nd June ,2016

Online E-Tender is invited by the West Bengal Zoo Authority, Kolkata, for purchase of Maruti Suzuki Ertiga ZD1+(Euro IV)/Maruti Suzuki Ertiga ZD1 (Euro IV)/ Maruti Suzuki Ertiga VD1 (Euro IV) for use in West Bengal Zoo Authority Office, Padmaja Naidu Himalayan Zoological Park, Darjeeling, North Bengal Wild Animals Park, Siliguri and Zoological Garden, Alipore, Kolkata. Total no. of vehicles to be purchased 4 (four) nos. Interested and eligible Dealers/Agents/Distributors may follow the instructions as given below for submission of their tenders under online mode . **Vehicle shall be purchased on DGS&D rate or below.**

Sl.No.	Name of the Vehicles & Make and Model	Delivery Period	Application Fee	Earnest Money
1	Maruti Suzuki Ertiga ZD1+ (Euro IV)	15 Days	Rs.1,000/- (non refundable)	Rs.20,000/-
2	Maruti Suzuki Ertiga ZD1 (Euro IV)	15 Days	Rs.1,000/- (non refundable)	Rs.20,000/-
3	Maruti Suzuki Ertiga VD1 (Euro IV)	15 Days	Rs.1,000/- (non refundable)	Rs.20,000/-

1. General Instructions:

In the event of e-tendering intending bidder may download the tender documents from the website : <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). For further details Bidder can also visit the website of West Bengal Forest Department, www.westbengalforest.gov.in, Zoological Garden Alipore, Kolkata, Padmaja Naidu Himalayan Zoological Park, Darjeeling, North Bengal Wild Animals Park, Siliguri, & West Bengal Zoo Authority website : www.kolkatazoo.in, www.pnhzp.gov.in & www.northbengalwildanimalspark.in, www.wbza.co.in.

2. Submission of bids :

Both Technical aspects and Financial aspects are to be submitted under Double Bid System after duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorizaton from the company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedule:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No. 9 given below.

4. Eligibility for Quoting :

Dealers/Distributors/Agents duly authorised by the manufacturers who are able to supply the assured quantities as per requirement & have requisite Annual Average Turnover, as per clause no.5, are only eligible for quoting. Dealers/Distributors/Agents not having the capability to supply the required quantity solely need not apply. Failure of submission of declaration of full supply will lead to cancellation of tender.

Further, vendors who were declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements :

Vendor having average annual Turnover for last three financial years is more than Rs.1.0 crore for the year 2013-14, 2014-15 & 2015-16 are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause 1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Both the Technical and Financial Bid are to be submitted concurrently in two folders duly digitally signed in the website <https://wbtenders.gov.in>.

The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Documents Format (PDF) to the portal in the designated locations. For Technical issues, bidder needs to upload files at several folders earmarked for Technical Files. For Financial issues, bidder needs to fill up the BOQ in the designated cell and upload the same in designated location. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Necessary Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty thousand only) may be remitted through Demand Draft / Pay Order issued from any authorized banks & banks as per Finance Deptt. Memo No. 6426-F(Y) Kolkata 25/7/12 in favour of the " West Bengal Zoo Authority", payable at Kolkata and also to be documented through e-filing. The original Demand Draft / Pay Order against Earnest Money Deposit (EMD) should be submitted by Registered Post/Speed Post/Courier only to the Office of The Member Secretary, West Bengal Zoo Authority, KB-19, Sector III, Salt Lake City, Kolkata - 700098, under sealed cover on as per Sequence of tender as mentioned in Clause 10 .

6.3 Online Submission of Double Bid

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 Date and Time Schedule.

Bid Proposal is submitted in two parts. The two parts of the proposal are :-

(i) Part – 1 : Technical proposal (ii) Part – 2 : Financial proposal

Eligibility criteria for participation in the tender :

Certificate of authorised Dealership are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

Bill of Quantities (BOQ) - The contractor has to quote the rate through computer in the space marked in excel file for quoting rate in the BOQ (*to be submitted in "BOQ" folder*). Only DGS&D rate or below need to be quoted.

Note : Tenders will be summarily rejected if any item in the statutory cover is missing.

7. The tenderers are not required to submit hard copies of any file. Submission of hard copy is totally prohibited and files are only to be submitted through online through NIC portal.

8. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY :

8.1 Bid Information :

- a) **The Bid shall be made for the full item. Partial Bid for any part (s) of the item will not be accepted and tender will be liable for cancellation.**
- b) All duties, taxes and other levies payable by the vendor under the contract shall be included in the total price but should be indicated separately in the price bid.
- c) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on an account.
- d) Currency will be made either in INR or from any of the foreign currencies like USD, GBP, EURO and JPY.

8.2 Award of Contract : The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially. Purchase reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

8.3 Warranty : The vendor shall be fully responsible for the comprehensive onsite warranty (3/3/3-part/labour/onsite) in all respect of the equipments, accessories etc. including spares and services for a period of two years from the date of supply with extended comprehensive onsite AMC for a further period of one year. Warranty will be effective from the date of inspection.

8.4 Adequate support service facility : The bidder /manufacturer should have adequate service support centre in India for any emergency fault offering facility within 48 hours and should be agreeable to provide AMC facility after 2 year.

8.5 Training : User training regarding the operation of the equipments shall be arranged by the supplier/vendor at no extra cost.

8.6 Document in support of Manufacturer/Dealer and Service Provider : Bidder must submit such sorts of documents are to be submitted along with the tender paper. If the bidder is not the manufacturer, proper manufacturer's authorization and warranty from manufacturer is required.

8.7 Credentials : Bidder must submit documents having previous experience for last 3 years for supplying similar kind of instruments at any Institute along with the tender.

8.8 DSIR Certification : The facility of procuring items at Concessional Customs Duty and without incurring any excise duty as per DSIR certification may be obtained as per procedure and norms.

8.9 Make & Model : Bidder must mention Make and Model in the appropriate column and upload softcopy of the product details/catalogue/brochure in the folder.

8.10 Time Schedule : The supply and installation work must be completed within 15 days from the date of intimation of the purchase order as per design, colour and modification for safari purpose on Forest Road.

8.11 Validity of Offer : A bidder should spell out in the tender that it shall remain valid for a minimum period of six months from the date of opening of tender and during this period, the bidder shall not be entitled to revoke or cancel its offer.

8.12 Place of Delivery : Kolkata / Siliguri.

8.13 Payment Schedule : Payment will be made after successful delivery and installation of the items.

8.14 Performance Security : Successful bidder should deposit Performance Security money equivalent to the 10% of the order value in the form of DD/Bank Guarantee immediately before issuing purchase order from West Bengal Zoo Authority. Such security will be refunded after completion of the warranty period in normal case without any accrued interest. West Bengal Zoo Authority may forfeit the Security Money in the event of the following circumstances:

- i) Selected bidder withdraws the bid before expiry of its validity but after receipt of the Purchase Order.
- ii) Selected bidder does not accept the order after issuing the same or fails to enter into a contract within validity period of offer.
- iii) Selected bidder fails to supply the items within the scheduled time as specified in the Purchase Order.
- iv) If before expiry of the warranty period, the supplied items break down or do not function satisfactorily due to the cause related with the items itself or for its installation and not for any reason caused by the West Bengal Zoo Authority and the supplier denies to take the responsibility to make the supplied items in order.
- v) In case of any false submission/statement by the bidder.
- vi) In case of any refusal to abide by terms and conditions or refusal to enter into a written agreement as per prefixed terms and conditions.

8.15 Issue of Quantity : Quantity as stated in the tender document may subject to change at the time of issuing purchase order due to the fund crunch or for other valid reasons.

8.16 Requisite Documents to be submitted : Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, VAT, Audited Statement of Accounts and other documents as sought for.

8.17 Turnover Criterion : Bidder must have average annual turnover of Rs.100 lakh in last three financial year ending 2014-15.

8.18 Disposal of Disputes : In case of any dispute, the West Bengal Zoo Authority's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata High Court jurisdiction only.

8.19 Conversion of FC Rate : Generally, the West Bengal Government Portal is equipped enough for conversion of Foreign Currency (FC) rate into INR. In case of any problem arising out of the West Bengal Government Portal for e-tender regarding the conversion rate against foreign currencies quoted by the bidders in the BOQ, the conversion rate as existing in the official website of the Reserve Bank of India (RBI) as on the date of opening the Financial Bid will be considered for Financial Bid Evaluation.

8.20 Discretion of the West Bengal Zoo Authority : West Bengal Zoo Authority may take decision about non-purchase of the said equipment even after selection of vendor due to its fund constraints.

8.21 West Bengal Zoo Authority may seek documents from the bidder in addition to the scanned documents sent by them at the time of uploading technical bid for verification and evaluation of tender.

8.22 West Bengal Zoo Authority reserves the right to relax any clause as stated hereinabove for selection of responsive vendor.

9. Dates & Information :

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online)	06.06.2016 at 1 PM
2	Documents download (online)	06.06.2016 at 3 PM
3	Pre bid meeting at office of the Director,	08.06.2016 at 2 PM
4	Bid submission start date (online)	09.06.2016 onwards
5	Bid Submission closing date (online)	23.06.2016 upto 4 PM
6	Date & time of submission of Demand Draft against Earnest Money Deposit to The Member Secretary, West Bengal Zoo Authority	24.06.2016 upto 4 PM
7	Bid opening date for Technical Proposals (Online)	27.06.2016 at 11AM
8	Date of opening financial proposal (online)	27.06.2016 at 4 PM

10 The decision of West Bengal Zoo Authority for selection of vendor will **BE NOTIFIED LATER ON.**

Bid can be seen and accessed by the bidder through the NIC Portal online after opening of bid online. No objections raised by any Bidder in this respect will be entertained by the West Bengal Zoo Authority. No informal tender will be entertained in the Bid further.

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

12 The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

13 Special / Compulsory Provisions

Compliance of the provisions of law as stated hereinafter shall be the responsibility of the manufacturer / supplier of the coaches / vehicles.

Construction, equipment and maintenance of the coaches / vehicles shall satisfy the provisions of -

- **Section 109 of Motor Vehicles Act, 1988 read with Rule 93 and Rule 128 of Central Motor Vehicles Rules 1989.**
- **Chapter VII of WB Motor Vehicles Rules, 1989.**

Note : (i) The provisions under reference shall prevail on specification etc. provided when they are found contradictory.

(ii) An undertaking shall be required with the Technical Bid to the effect that the aforesaid provisions shall be duly complied with.

(Copy of the text of the aforesaid Act and Rules may be downloaded from relevant Government websites)

14. SPECIFICATIONS OF VEHICLE

Sl. No.	I t e m s	Minimum Requirement
1	Length (mm)	4265
2	Width (mm)	1695
3	Height (mm)	1685
4	Wheel Base (mm)	2740
5	Turning Radius (m)	5.2
6	Seating Capacity	7
7	Karb Weight	1260/1265
8	Engine Type	D13A SHVS
9	Capacity (cc)	1248
10	Compression Ratio	17.6
110	Bore X Stroke (mm)	69.6x82
12	Power (kW @ RPM)	66 @ 4000
13	Torque (Nm @ RPM)	200 @ 1750
14	Fuel Tank Capacity (L)	45
15	Drive	2WD, FF
16	Transmission	SMT
17	Break Front	Ventilated Disc
18	Break Rear	Drum
19	Suspension Front	McPherson Strut
20	Suspension Rear	Torsion Beam
21	Tyre Size	185/65 IRS
22	Emission Type	BS IV
23	Driver Seat - height adjusted with front Seat Belt	
24	Armrest 2nd Row	
25	Seat Back Pocket (CO-DR)	
26	Colour	White
27	Air Conditioning	Manual

15. Applicable Permit : Commercial Permit

INSTRUCTION TO BIDDERS

A . 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.

A.1 Registration of Contractor:

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

A .2 Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National 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.

A.3 The contractor can search and download N.I.T., Tender Document(s) and Addenda & Corrigenda (if any) 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.

A.4.1 Technical Proposal:

The Technical proposal should contain scanned copies of the following in respective cover (folder).

A.4.1.1 **Statutory Cover Containing the following documents:**

(i) Demand Draft towards Earnest Money (EMD) & Tender fees as prescribed in the N.I. e -T. against the work in favour of West Bengal Zoo Authority, payment at Kolkata.

(ii) N.I.T. (download 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.

(iii) Special terms & conditions and specification of works.

A.4.1.2 **Non-statutory Cover Containing the following documents :**

Certificate of authorised Dealership are to be accompanied with the Technical Bid Documents.

[Non-statutory documents]

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

Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents ’ to send the selected documents to Non-Statutory folder.

Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	1. Certificate of authorized dealership

A. 4. 2 Tender Evaluation Committee (TEC)

A.4 .2.1 Evaluation Committee constituted as per Order of the Member Secretary, West Bengal Zoo Authority function as Evaluation Committee for selection of technically qualified contractors.

A.4.2.2 Opening & evaluation of tender:

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

A.4.2.3 Opening of Technical Proposal:

Technical proposals will be opened by the atleast 2 (two) members of TEC from the website using their Digital Signature Certificate (DSC) .

A.4.2.4 Intending tenderers may remain present if they so desire.

A.4.2.5 Cover (folder) for Statutory Documents (Ref. Sl. No . A .4 .1 .1 .) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.4 .1 .2 .) will be opened .

A.4.2.6 Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

A.4.2.7 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 .

A.4.2.8 During evaluation the committee may summon of the tenderers & seek clarification /information 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.

A.4.3 Financial Proposal

A.4.3.1 The financial proposal 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 .

A.4.3.2 Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

A.4.3.3 Only DGS&D rate of the vehicles to be quoted. Preference will be given to the quoted rate of DGS&D and the rate below DGS&D rate.

A. 5. Rejection of Bid:

Employer 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 Employer's action .

A. 6. Award of Contract

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

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

The Agreement in West Bengal Form No . 2 9 1 1 (ii) will incorporate all agreements between the Tender Accepting 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 along with requisite cost (Ref: Sl. 3 6 of this N .I.T .) through Demand Draft / Pay Order issued from any nationalised / scheduled bank in favour of the Member Secretary, West Bengal Zoo Authority of the concerned work within time limit to be set in the letter of acceptance .

**Member Secretary
West Bengal Zoo Authority**

Memo No: - 132(1) /WBZA/ 15-16

Dated : 02 / 06 /2016

Copy forwarded for favour of his information with a request to make a wide publicity to:-

1. Principal Secretary, Deptt. of Forest, Govt. of West Bengal
2. Principal Chief Conservator of Forest (HoFF), Govt. of West Bengal
3. Principal Chief Conservator of Forests, Wildlife & Chief Wildlife Warden, West Bengal
4. Director, Zoological Garden, Alipore, Kolkata
5. Director, Padmaja Naidu Himalayan Zoological Park, Darjeeling
6. Director, North Bengal Wild Animals Park, Siliguri

**Member Secretary
West Bengal Zoo Authority**