



# GLUCONATE HEALTH LIMITED

(A GOVT. OF WEST BENGAL UNDERTAKING)  
Under Health & Family Welfare Department.  
H.O. & R. O.: 2, Durga Charan Doctor Lane,  
Kolkata - 700 014.

R.O. & H.O. Phone: 2265 0001/2/3  
Fax : (033)2265 8537  
Factory Phone: 2566 5936 /5479  
Fax : (033)2566 2075  
Website : [www.gluconatehealth.co.in](http://www.gluconatehealth.co.in)  
e-mail : [ghlpurchase@rediffmail.com](mailto:ghlpurchase@rediffmail.com)

## Tender Form : Two Bid System

Tender Ref.No –NIT/PT/19 /24-25

Dated: **08.08.2024.**

Tender ID : 2024\_HFW\_730339\_1

Transportation of Medicines to different health district of West-Bengal as per Annex-1 .

### Date & Time schedule:

Sl. No.	Particulars	Date & Time
01.	Documents online (Publishing Date)	08.08.24
02.	Documents download/sell start date (Online)	08.08.24 from 9.15 am
03.	Documents download/sell end date (Online)	22.08.24 at 3.00 pm
04.	Bid submission start date (Online)	08.08.24 from 9.30 pm
05.	Bid submission closing (Online)	22.08.24 at 3.00 pm
06.	Bid opening date for technical proposals (Online)	24.08.24 at 3.00 pm
07.	Date of uploading list for technically qualified bidder (Online)	Will be uploaded after technical bid evaluation
08.	Date & place for opening of Financial proposal (Online)	Will be uploaded after technical bid evaluation
09.	Date of uploading of list of bidders along with the offer rates through online <hr/> Also if necessary for further negotiation through offline for final rate	Will be uploaded after opening of financial bid.

Finance Manager



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Ref: NIT/PT/19 /24-25

Dated: 08.08.2024.

Tender ID : 2024\_HFW\_730339\_1

Dear Sirs,

You are requested to submit your lowest offer through e-tendering system only as per guidelines given.

**The following conditions must be followed strictly**

1. The rates quoted should be from Gluconate Health Limited at our factory at 1, Health Institute Road, Dum Dum Cantonment, Kolkata 700065 to different destination..
2. The Transporter should provide big Truck ( LPT truck capacity 4 ton ) to 407 truck as & when required by the company
3. The credit period should be 15 days from the date of submission of bill along with proper documents (4<sup>th</sup> copy of bill & challan) duly signed and stamped from the concerned authority.
4. The terms & conditions as enumerated in the enclosed Annexure-II shall be complied with while submitted the offer. The rates quoted without complying with the above terms and conditions shall not be considered.
5. Please quote rates for each destination separately as per the format given.
6. Offers submitted with counter conditions will not be considered. The technical bids will be rejected if the terms and conditions of the tender are not compliance with.
7. The offers should be kept valid for minimum period of one year during which no price escalation at any ground will be considered.

Finance Manager

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## GENERAL INFORMATION TO TENDERERS

### 1. (A) Object of the Contract

The Contractors shall transport medicines from our works of 1, Health Institute Road, Kolkata-65 to the CMOH office/DRS/ Hospitals of 29 Health Districts of West-Bengal as directed from time to time by the Authority of Gluconate Health Limited.

### (B) Brief description of work

i) Transportation of Medicines of different CMOH offices/ DRS /Hospital of 29 Health District Destinations as per Annexure-I.

ii) The Tenderer must get themselves fully acquainted with the size and location of godowns vis-a-vis loading /unloading points before submission of the tender. The rates quoted by Tenderer shall be deemed to have been done after such acquaintance. No Tenderer will be entitled to any compensation arising out of any misapprehension in this regard. Before tendering, the Tenderer must also get acquainted with the conditions of route to be taken by him for transportation of medicines. Once the tender is submitted, the Tenderer will be deemed to have fully acquainted himself with the route and he will not be entitled for any compensation on account of road blockade, diversions etc. on the route.

### (C) Volume of work

No definite volume of work to be performed can be guaranteed during the currency of the contract. However, some items of general information are given in Annexure-I to the tender. The particulars given in the Annexure-I are intended merely to give the Tenderer an idea of the approximate quantum of work so as to help in making their own assessment for quoting the rates in accordance with the conditions of the Contract. It should be clearly understood that no guarantee is given that all the items of work as shown in the Annexure to tender will be required to be performed.

2. The Contract, if any, which may arise from this tender shall be governed by the terms and conditions of the Contract as set out in the invitation/General Information to the Tenderer and as given in the Annexures.

### 3. Qualification conditions for Bidding:

(I) **Tenderer should have experience of Transportation duly obtained from Manufacturer/PSU/Govt. Dept./Public Ltd. Company/Private Limited Company dealing in the field of Medicines .**

(II) Experience certificate shall be produced from customers stating proof of satisfactory execution and completion of the contract(s) besides duly certifying nature, period of contract, and value of work handled.

### 4. Disqualification Conditions.

(I) Tenderer who have been blacklisted or otherwise debarred by any department of Central or State Government or any other Public Sector Undertaking will be ineligible during the period of such blacklisting or for a period of five years, whichever is earlier.

(II) Any Tenderer whose contract with any department of Central or State Government or any other Public Sector Undertaking has been terminated before the expiry of the contract period at any point of time during last five years, will be ineligible.



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Tender Ref.No – NIT/PT/19 /24-25

Dated: 08.08.2024.

## ANNEX-1

### DESTINATION:

Sl.No	Name of the Districts	Approx.To and fro Distance ( Km.)	EMD
01	ALIPURDUAR	1364	Rs.30,000.00
02	ASSANSOL	416	
03	BANKURA	396	
04	BARDHAMAN	184	
05	BASIRHUT	118	
06	BIRBHUM	378	
07	BISHNUPUR	360	
08	COOCHBEHAR	1400	
09	DAKSHIN DINAJPUR	864	
10	DARJEELING GTA	1200	
11	DARJEELING SMP	1110	
12	DIAMONDHARBOUR	160	
13	HOOGLY	94	
14	HOWRAH	26	
15	JALPAIGURI	184	
16	JHARGRAM	354	
17	KALINGPONG	1240	
18	KOLKATA	22	
19	MALDA	666	
20	MURSIDABAD	476	



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21	NADIA	146	
22	NANDIGRAM	270	
23	NORTH 24 PARGANAS	27	
24	PASCHIMMEDINIPUR	262	
25	PURBA MEDINIPUR	354	
26	PURULIYA	604	
27	RAMPURHUT	440	
28	SOUTH24 PARGANAS	80	
29	UTTARDINAJPUR	864	

N.B

No definite volume of work to be performed can be guaranteed during the currency of the contract. However Last year we delivered the following quantum medicines to different Health District in the State of West Bengal.

- 1) Capsules: 11 Cores
- 2) Tablets : 18 Cores
- 8) liquids : 1.3 Core

Finance Manager

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1. Necessary Earnest money will be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank . Intending bidders will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective bank. For NEFT/RTGS, bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.
2. In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Technical Bid and Financial bid both will be submitted concurrently duly digitally signed. Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per tender time schedule stated. The documents submitted by the bidders should be properly indexed & digitally signed.
3. Both Technical document and Financial bid are to be submitted in technical ( Statutory& Non-statutory folder ) and financial folder concurrently duly digitally signed in the website <https://wbtenders.gov.in>. The Technical document and Financial Bid submission : as per table given.
4. The Financial offer of the prospective bidder will be considered only if the Technical Document (both Statutory and Non-statutory) of the bidder found qualified by the authority.
5. Eligibility criteria for participation in the tender :
  - i) The prospective bidders shall have satisfactorily completed as a prime agency during the last 3 (three) years from the date of issue of this Notice the similar nature of supplies to State/Central Govt undertaking/Statutory Bodies and having a magnitude of 40% of the amount of the tender. ( Non statutory documents )
  - ii) Valid up to date Income Tax return/GST Registration Certificate/ Trade License/ Turn over certificate are to be accompanied with the Technical documents to be submitted ( Non Statutory documents ).
6. Bids shall remain valid for a period not less than 365 (Three hundred sixty five ) days after the deadline date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the GHIL authority as non-responsive. If the bidder withdraws the bid during the period of bid validity, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
7. Earnest Money : As mentioned in the table.
8. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in ‘Instruction to Bidders’ before tendering the Bids.
9. Conditional/Incomplete tender will not be accepted under any circumstances.
10. The intending bidders are required to quote the rate on line as per the format given.



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## 11. Location of Critical Event :

Bid Opening : Online opening: At the Head Office of Gluconate Health Ltd at 2, Durgacharan Doctor Lane Kolkata -700014.

## 12. Qualification criteria : The tender inviting & Accepting Authority will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :

a. Financial Capacity\Technical Capacity.

b. Experience/Credential

i) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the minimum criteria as mentioned above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

13. Before issuance of the ORDER, the tender inviting authority may verify the credential and other documents of the lowest bidder if necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case order will not be issued in favour of the said bidder under any circumstances and the Earnest Money deposited by the bidder will be forfeited by the Tender Inviting Authority without assigning any reason thereof.

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## ANNEXURE II

Ref : NIT/PT/19 /24-25

Dated: 08.08.2024.

Tender ID : 2024\_HFW\_730339\_1

### TERMS & CONDITIONS

1. The Contractors shall transport medicines from our works of 1, Health Institute Road, Kolkata-65 to the CMOH office/DRS/ Hospitals of 29 Health Districts of West-Bengal as directed from time to time by the Authority of Gluconate Health Limited. Destinations as per Annexure-I.

**2. It is not binding on the purchaser to place order on the lowest or any other tenderer against this enquiry. GHL reserves the right to cancel the tender without showing any reason.**

3 The Tenderer must get themselves fully acquainted with the size and location of go downs vis-a-vis loading /unloading points before submission of the tender. The rates quoted by Tenderer shall be deemed to have been done after such acquaintance. No Tenderer will be entitled to any compensation arising out of any misapprehension in this regard. Before tendering, the Tenderer must also get acquainted with the conditions of route to be taken by him for transportation of medicines. Once the tender is submitted, the Tenderer will be deemed to have fully acquainted himself with the route and he will not be entitled for any compensation on account of road blockade, diversions etc. on the route.

4. The offer shall be kept valid for a period of minimum 365 days from the date of opening of tenders.

5.No definite volume of work to be performed can be guaranteed during the currency of the contract. However, some items of general information are given in Annexure-I to the tender. The particulars given in the Appendix-I are intended merely to give the Tenderer an idea of the approximate quantum of work so as to help in making their own assessment for quoting the rates in accordance with the conditions of the Contract. It should be clearly understood that no guarantee is given that all the items of work as shown in the Annexure to tender will be required to be performed

6 Tenderer should have experience of Transportation duly obtained from Manufacturer/PSU/Govt. Dept./Public Ltd. Company/Private Limited Company dealing in the field of Medicines . Experience certificate shall be produced from customers stating proof of satisfactory execution and completion of the contract(s)

7. Tenderer who have been blacklisted or otherwise debarred by any department of Central or State Government or any other Public Sector Undertaking will be ineligible during the period of such blacklisting

8. The Contractor shall provide sufficient number of tarpaulins for each truck to cover the cartons of medicines and take reasonable precautions to avoid wetting/damage/loss to medicines during the transport.



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9. The Contractor shall be liable for all costs, damages, registration fees, charges and expenses suffered or incurred by the Company due to the Contractor's negligence and unworkmanlike performance of any services under this Contract, or breach of any terms of the Contract, or failure to carry out the work under the Contract, and for all damages or losses occasioned to the Company, or in particular to any property or plant belonging to the Company, due to any act, whether negligent or otherwise, of the Contractor or his employees. The decision of the authority regarding such failure of the Contractor and their liability for the losses, etc. suffered by the Company, and the quantification of such losses, shall be final and binding on the Contractor.

10. Managing Director have without prejudice to other rights and remedies, the right, in the event of breach of the contract of any of the terms and conditions of the contract to terminate the contract forthwith and to get the work done for the unexpired period of the contract at the risk and cost of the contractors and/ or forfeit the security deposit or any part thereof for the sum or sums due for any damages, losses, charges, expenses or cost that may be suffered or incurred by the Corporation due to the contractor's negligence or unworkman like performance of any of the services under the contract.

11. **PAYMENT TERMS:** If otherwise not specified, 100% payment shall be released on 15 days from the date of submission of bill along with proper documents (4<sup>th</sup> copy of bill & challan) duly signed and stamped from the concerned authority.

10. **ARBITRATION:** All disputes arising out of this order shall be referred to an arbitrator to be nominated by the Managing Director, GHL. The award of the arbitrator shall be final and binding on both the parties.

11. **LEGAL PROCEEDINGS:** All disputes and legal proceedings arising out of this Tender shall be lodged and admissible in Kolkata Courts only and not outside Kolkata.

12. **PRICE ESCALATION:** The price escalation clause shall not be acceptable.

13. **ACCEPTANCE OF WORK ORDER:** Purchase Orders shall be sent by Courier, by e-mail or by Fax. The supplier should ensure to send the acknowledgment of receipt of purchase order. The unconditional confirmations of receipt of purchase order may be mailed/faxed. In case no acknowledgement is received within 2 days, it will be assumed that the order is duly accepted by the supplier.

14. **PERIOD\_** The Contract shall commence from the date as mentioned in the work order and will be valid upto a maximum period of three years. Initially, the order will be issued for one year and it will be renewed on yearly basis subject to the satisfactory performances.



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15. The Company have the exclusive right to appoint one or more Contractors for any or all the services and to divide the work between such Contractors in any manner that the Company may decide and no claim shall lie against the Company by reason of such division of work.

16. **DESPATCH ADVICE & DOCUMENTS:** After delivery the medicines the transporter will collect 4<sup>th</sup> copy of challan/Invoices duly signed and stamped from concerned authority and that will be submitted to the authority of

17. **INVOICE / BILL :**

(i) Invoice/Bill should be duly signed, clearly marked and properly made with regard to description, specifications and quantity of goods.

(ii) GST Regn. No. should be printed on the Invoice/Bill

(iii) A copy of Work Order must be attached with the invoice/Bill for smooth processing of the invoice/bill.

(iv) Purchase Order No. and date should invariably be quoted by the supplier in all correspondence relating to supplies.

18. **DAMAGE, SHORTAGE:** Transporter will sole responsible if there is found any damaged or shortage of medicines.

19. No compensation shall be admissible to the Contractor in respect of detention of trucks at the godown or any other loading/unloading points or any other place

20. **Penalty:** Penalty will be imposed for delayed delivery @ 0.5% per day and as per the clauses of the Purchase Order.

21. EMD will be returned to the unsuccessful supplier after completion of evaluation. For successful suppliers, EMD will be returned after completion of the contract period

22. Documentary evidences are to be submitted establishing the Bidder's qualification to perform the contract if the bid is accepted.

ABOVE TERMS ARE ACCEPTED

(Signature of Tenderer/Supplier with stamp

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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.

1. Registration of Contractor :

Any agency 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 Bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each Bidder 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. The Bidder can search & download NIT & Tender Document(s) electronically from computer once he logs on to the website using the Digital Signature Certificate. This is the only mode of collection of tender Documents.

3. Participation :

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

4. Submission of Tenders :

Tenders are to be submitted through online to the website in two folders at a time for each 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).

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded

5. Technical Proposal :

The Technical proposal should contain scanned copies of the following in two covers (folders) :

Statutory Cover Containing the following documents :

a) NIT along with terms and conditions (download properly and upload the same with signature and stamp). **Pages 1 to 10**

Non-Statutory Cover containing the following documents :

- (i) Registration Certificate under Company Act, (If any).
- (ii) For prospective bidders having Credential for completion of similar nature of service.
- (iii) Declaration (Ref:- As per format shown in Section-B)



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## 1. Tender Evaluation Committee (TEC)

Evaluation Committee constituted as Purchase Officer, Accounts Officer, Quality Assurance Manager & Senior Clerk will function as Evaluation Committee for selection of technically qualified contractors.

## 2. Exempted from EMD :

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

## 3. Opening of Technical Proposal :

Technical proposals will be opened by the Managing Director, Purchase Manager, electronically from the website using their Digital Signature Certificate (DSC).

4. Intending bidders may remain present if they so desire.

5. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

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

7. Summary list of technically qualified bidders will be uploaded on line.

8. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders and the items for which their proposal will be considered will be uploaded in the web portals.

9. During evaluation the committee may summon of the bidders & 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.

## 10. Financial Proposal

(i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate on line through computer in the space marked for quoting rate in the BOQ.

(ii) The bidder Should fill up the page " Price Bid" positively.

(iii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

(iv) Penalty for suppression / distortion of facts :

If any bidder 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 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 bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

(v)



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(vi) Rejection of Bid :

The company 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 Purchase Order 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.

(vii) Award of Purchase Order:

The Bidder who's Bid has been accepted will be awarded the Purchase Order in specific format of the Company and will be notified accordingly.

**Finance Manager**



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Fax : (033)2265 8537

Factory Phone: 2566 5936 /5479

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Website : [www.gluconatehealth.co.in](http://www.gluconatehealth.co.in)

e-mail : [ghlpurchase@rediffmail.com](mailto:ghlpurchase@rediffmail.com)

## SECTION -B DECLARATION

**(To be furnished in The Company letter head duly signed by authorized person of the company)**

1. I, the under-signed 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 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 Gluconate Health Limited during the last 3 (three) years prior to the date of this NIT.
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 Company 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 Company.

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Signed by an authorized officer of the firm

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Name of the Firm with Seal

Date