



**GLUCONATE HEALTH LIMITED**  
(A GOVT. OF WEST BENGAL UNDERTAKING)

H.O. & R. O.: 2, DurgaCharan Doctor Lane,  
Kolkata - 700 014.

Ph No.(033)2265-0001/2/3, Fax033-22658537  
(Under Health & Family Welfare Department)

**: Tender Form : Two Bid System**

Tender Ref.No –NIT/PT- 37 /25-26 Dated:10.11.2025.

Tender ID : 2025\_HFW\_944343\_1

Supply of DIARY for the year 2026 as per Annex-1 .

Date & Time schedule:

Sl. No.	Particulars	Date & Time
01.	Documents online (Publishing Date)	10.11.2025
02.	Documents download/sell start date (Online)	10.11.25 from 5-15 PM
03.	Documents download/sell end date (Online)	20.11.25 at 3.00 PM
04.	Bid submission start date (Online)	10.11.25 from 5-15PM
05.	Bid submission closing (Online)	20.11.25 at 3.00 pm
06.	Bid opening date for technical proposals (Online)	22.11.25 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



**GLUCONATE HEALTH LIMITED**

(A GOVT. OF WEST BENGAL UNDERTAKING)

H.O. & R. O.: 2, DurgaCharan Doctor Lane,

Kolkata - 700 014.

**Ref:NIT/PT- 37/25-26 Dated: 10.11.2025.**

Tender ID : 2025\_HFW\_944343\_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 FOR Gluconate Health Limited at our factory at 1, Health Institute Road, Dumdum Cantonment, Kolkata 700065 only.
2. The credit period should be 60 days from the date of receipt of materials at our factory at 1, Health Institute Road, Dumdum Cantonment, Kolkata 700065
3. 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.
4. Please quote rates for each item separately as per the format given.
5. GST must be clearly mentioned in terms of rate as well as amount, else the same will not be payable in the invoice.
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 a period of fourmonths during which no price escalation at any ground will be considered.

Finance Manager

Gluconate Health Ltd.



ANNEX 1

**GLUCONATE HEALTH LIMITED**  
(A GOVT. OF WEST BENGAL UNDERTAKING)

H.O. & R. O.: 2, DurgaCharan Doctor Lane,  
Kolkata - 700 014.

Ph No.(033)2265-0001

(Under Health & Family Welfare Department)

**Tender Form : Two Bid System**

Tender Ref.No –NIT/PT- 37/25-26

Dated: 10.11.2025.

Tender ID : 2025\_HFW\_944343\_1

Requirement of Diary for the year 2026

Sl.no.	Name of Items	Quantity	EMD (Rs.)
01	Executive Diary (Big Size) with cover. Leather Binding , Company's name and Logo to be printed on Diary and cover	50 nos	3,000.00
02	Diary (Big Size) with cover Company's name and Logo to be printed on Diary and cover	1100 pc	

**Bidder should provide sample of quoted item. Bidders may visit our H.O of 2 , Durga Charan Doctor Lane , Kolkata-14, to check the sample before submit their tender.**

**Order quantity has to be supplied within 15 days. Offer should be valid for a minimum period of 30 days from the date of price bid opening,during which no price escalation at any ground will be considered.**

Finance Manager

Gluconate Health Ltd.

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 one (one) year from the date of issue of this Notice the similar nature of supplies to State/Central Govt undertaking/Statutory Bodies/Pharmaceutical Industries 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/ Drug 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 180 (one hundred eighty ) 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. As mentioned in the table. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing cost of Tender Documents and Earnest money(if) having valid NSIC certificate for MSEs.
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.

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.

Finance Manager  
Gluconate Health Ltd.



## GLUCONATE HEALTH LIMITED

(A GOVT. OF WEST BENGAL UNDERTAKING)

H.O. & R. O.: 2, DurgaCharan Doctor Lane,

Kolkata - 700 014.

**ANNEXURE -I I**

**Ref :NIT/PT- 37/25-26**

**Dated: 10.11.2025.**

Tender ID : 2025\_HFW\_944343\_1

### **TERMS & CONDITIONS**

1. The rate should be quoted as free delivery at our works at Gluconate Health Limited, 1, Health Institute Road, Dum Dum Cantonment, Kolkata700065 exclusiveGST. The rate (percentage) and amount of GSTshould be clearly indicated, otherwise, tender is liable to ignored.
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 manufacturer's name on the containers should be indicated in case of bulk drugs, chemicals & excipients, the name of the manufacturer, date of manufacturing and expiry and the batch Nos. gross & tare weight etc. should clearly be depicted on the labels of the containers.
4. The offer shall be kept valid for a period of minimum 30 days from the date of opening of tenders in case of bulk drugs, chemicals & excipients etc. Tenders not giving the required validity period may be rejected at the discretion of purchaser.
5. For the rates quoted as F.O.R. GHl H.O, all the expenses like packing, forwarding, insurance, cartage and freight etc. are to be borne by the supplier.
6. The delivery period shall be the essence of the order. The supplier has to adhere to the delivery schedule as per order, failing which they will have to pay liquidated damages/penalties. Declaration should be submitted for confirmation of capability and time bound execution for supply.
7. OPENING: As mentioned , through on line system only.

8. **RISK PURCHASE :** Non-supply or failure to supply the material within the delivery period shall cause risk purchase by the purchaser. Failure to supply of materials as per delivery schedule shall be at the risk and cost of supplier. In such events, the purchaser would procure the material from alternate source and the additional cost incurred (if any) will be recovered from the defaulter/supplier. However no financial advantage shall be passed onto the supplier if materials are purchased at lower rate and amount of EMD will be forfeited.

9. **PAYMENT TERMS:** If otherwise not specified, 100% payment shall be released on 60 days credit from the date of receipt of material, subject to issue of GRN.

10. **ARBITRATION:** All disputes arising out of this order shall be referred to an arbitrator to be nominated by the Managing Director, GHIL. 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. **MATERIAL PACKING:** Suppliers must ensure that the materials should strictly conform with the specifications, tests, and sizes etc. mentioned in the purchase order. The material should be properly packed so as to avoid loss, damage, and other hazards of transportation.

14. **ACCEPTANCE OF PURCHASE 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.

15. **TRANSPORTATION:** Materials should be transported preferably by any Bank approved carrier, or transporter having its godown at Kolkata.

16. **DESPATCH ADVICE & DOCUMENTS:** As soon as the consignment is delivered to the transporter a copy of consignment note, challan, delivery No. etc. indication the order No. and date should be sent, immediately to Gluconate Health Ltd.

17. **INVOICE / BILL :**

(i) GST 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, Failing which no GST will be paid.

(iii) Invoice/Bill must indicate the Number and date of consignment note or challan, including the name of carrier.

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

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

18. **TEST CERTIFICATES:** Test, guarantee, Warranty, Performance certificate, or any other documents evidencing or testifying the quality, specification or description of goods should invariably be sent along with the dispatch documents. Payments are liable to be with-held incase of non-compliance.

19. **DAMAGE, SHORTAGE:** Damage/Shortage, if any, notified by the consignee will be reported to the supplier within a reasonable period. The suppliers shall be bound to arrange prompt replacement/rectification on receipt of such intimation.

20. **ACCEPTANCE OF DELIVERY:** The delivery of goods shall be deemed to be accepted only when the goods are declared "Passed" by our Quality Control Department. The holding-up of goods for testing and inspection is not be regarded as exercising the right of ownership by purchaser.

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

22. **REJECTION & REMOVAL OF GOODS :**The declaration of rejection of goods by our

Inspecting Officer shall be final and binding and shall be intimated to the supplier within fifteen days of the receipt of material. The rejected goods are to be removed by the supplier at his own risk and cost within a period of one week from the date of rejection intimation received by them.

23. 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

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

Finance Manager

Gluconate Health Ltd.

ABOVE TERMS ARE ACCEPTED

(Signature of Tenderer/Supplier with stamp)

## 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 8**

Non-Statutory Cover containing the following documents :

- (i) Registration Certificate under Company Act, (If any).
- (ii) Valid up to date of Income Tax return/ Pan Card/GST Registration Certificate/ Trade License/ Drug License/ Turn over certificate
- (iii) For prospective bidders having Credential for completion of similar nature of supplies to the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 40% (forty percent) of the estimated amount put to tender during the last 3 (three) years prior to the date of issue of this NIT is to be furnished.
- (iv) Declaration (Ref:- As per format shown in Section-B)

N.B. : Failure of submission of any of the above mentioned documents as stated above will render the bidder liable to be rejected for both statutory and non statutory cover.

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.

S.No.	Category	Sub Category	Sub Category Description	Format /File
1	CERTIFICATES	CERTIFICATES	GST REGISTRATION CERTIFICATE ALONG WITH LAST RETURN ACKNOWLEDGEMENT, PAN ,LATEST I.T ACKNOWLEDGEMNT, DRUG LICENSE, Turn over certificate	
2	COMPANY DETAILS	COMPANY DETAIL 1	TRADE LICENSE, COMPANY REGISTRATION CERTIFICATE	
3	CREDENTIAL	CREDENTIAL 1	COMPLETION CERTIFICATES	
4	DECLARATION	DECLARATION FILE 1	SECTION -B	

1. Tender Evaluation Committee (TEC)

Evaluation Committee constituted as Purchase Officer, Accounts Officer, Sr.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 Finance Manager , Purchase Officer, 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) 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.
- (vi) 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**

**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 Heath 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.

-----  
Signed by an authorized officer of the firm

-----  
Name of the Firm with Seal

Date :