



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

e-mail : ghlpurchase@rediffmail.com

Tender Form : Two Bid System

Tender Ref.No –NIT/PT- 26 /22-23

Dated: 16.11.2022.

Providing Manpower in the category of Security Service, Gun man ,House Keeping and Adhoc Labour as per Annex-1 .

Date & Time schedule:

Sl. No.	Particulars	Date & Time
01.	Documents online (Publishing Date)	16.11.22
02.	Documents download/sell start date (Online)	16.11.22 from 5.00 pm
03.	Documents download/sell end date (Online)	05.12.22 at 3.00 pm
04.	Bid submission start date (Online)	16.11.22 from 5.30 pm
05.	Pre Bid meeting date	30.11.2022 at 2-00 pm
06.	Bid submission closing (Online)	05.12.22 at 3.00 pm
07.	Bid opening date for technical proposals (Online)	07.12.22 at 3.00 pm
08.	Date of uploading list for technically qualified bidder (Online)	Will be uploaded after technical bid evaluation
09.	Date & place for opening of Financial proposal (Online)	Will be uploaded after technical bid evaluation
010.	Date of uploading of list of bidders along with the offer rates through online	Will be uploaded after opening of financial bid.
	Also if necessary for further negotiation through offline for final rate	

Managing Director



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Ref: NIT/PT-26 /22-23

Dated: 16.11.2022.

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

TENDER DOCUMENT

Gluconate Health Limited invites sealed quotations from the eligible, registered and authorized contractors/agencies having experience and expertise in providing manpower in the category of Security Service , Gun men , House keeping Service and Adhoc Labour

PLACE OF POSTING.

Personnel shall be provided by the agency at GLUCONATE HEALTH LIMITED having its Works at 1, Health Institute Road ,Dum Dum Cantonment, Kolkata -700065 and its Head Office at 2,DurgaCharan Doctor Lane ,Kolkata-700014.

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.

SCOPE OF WORK

1. The contractor should have to provide Security Guards, Gunmen , House keepers and Adhoc labour at our Factory of 1, health Institute Road , Dum Dum Cantonment, Kolkata -700065 and our Head Office at 2,DurgaCharan Doctor Lane ,Kolkata-700014. as per the schedule under Annexure "A" attached herewith
2. The Company may call for proof of fitness, including police verification from the contractor in respect of above-mentioned employees, if necessary.
3. The contractor shall supply following information regarding Name, Father's Name,Date of Birth, Educational Qualification with permanent address and a passport size photograph with identity proof of employees to the authority of Gluconate Health Limited



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4. The contractor shall not substitute any employee at factory without the approval of the appropriate authority since they have been engaged in core Production area as necessitated considering the technicalities of Pharma Industries.
5. Gluconate Health Limited may advise replacement of any or all of the employee(s) of the contractor if they do not fully meet the required service.
6. The employee provided by the contractor to the company shall be treated as employees of the contractor for all purposes.
7. The company may issue letter to the contractor to reduce/increase staff strength as necessitated and the contract value will be changed proportionately.
8. Considering security point of view and specific nature of job in Pharmaceutical Industries ,Agency will have to deploy all existing Security Guards, Gun men and House keeping staffs at factory. The Agency will not either change or replace any security guard,Gunman and Housekeeping staff at factory with out prior approval of the management of the Company.

DUTIES

1. To extend all courtesy to visitors, officers and employees of the Company and maintain integrity, orderliness and discipline and be in proper uniform while on duty and should carry out all duties and tasks allotted by Company's officials sincerely and to the best of his ability.
2. To guard/check during day and night time and ensure that no theft, pilferage, trespass, accident, nuisance, disturbance of peace etc. takes place in the area of his/her duty.
3. To regulate and check the flow of visitors, materials, transport, vehicles etc. at the entry points and also ensure the entry/exit is as per valid documents and expeditious record of the same is maintained as per order.
4. To Seize goods not found in order or suspected to be stolen.
5. To watch the fire equipment installed in the area under his watch in working condition.
6. To bring to the immediate notice of his supervisor or the company's authority any unwanted occurrence on the premises.
7. To perform incidental and allied duties as may be required to be performed.
8. Operate the lift properly.



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9. Misc. work like shifting of furniture/goods/locking and unlocking office rooms as and when required.

10. Any other work assigned by the Authority/In-Charge of Office/Senior Officers. '

EMD : Bidders has to submit EMD amounting of Rs. 50,000|- (Rupees Fifty Thousand) only. Necessary Bid Security Fee as mentioned above should be submitted through online

Terms of Payment

1) Agency will be responsible for payment of wages to their employees under minimum wage act and rules of the Govt. of W.B. including bonus and contribution towards ESI & Provident Fund and other allowances. However, Company will fix the wages/salaries time to time .

2) Agency will pay the monthly wage to its employees within 7 days of next month. The same shall be reimbursed by account payee cheque after submission of bills along with certified attendance sheet. **The agency will get service charge on basic pay only.**

3) Service charge should not be less than 2%

4) Agency shall pay wages/salary to their employees as per instructions from GHIL time to time including payment of Bonus, Overtime, Revision of salary if any

5) Statutory obligation as applicable will be deducted from the bill

6) GST will be paid extra as applicable.

7) PF/ESI of employer's part will be paid extra as applicable.

7) Necessary pay slips showing (statutory deductions) should be issued to the employees.

8) Agency would continue to pay for three consecutive months even if payment of their bills is delayed for any technical reasons.



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GENERAL TERMS AND CONDITIONS

1. Agency must have experience at least 3 years for execution of such job in a Pharmaceutical Company.
2. In order to ensure that the security guards/Security Assistant are able to discharge their duties, the contractor/agency shall provide them all necessary facilities in the form of uniform (2 sets in a year), torches, umbrella, batons, shoes & 2 pairs of socks (one set in a year) stationery items and allied articles etc. at his own cost and arrangement.
3. The Liability of any compensation for injury to any employees arising as a result of duties shall be that of the contractor/agency.
4. With regard to the interpretation of the terms and conditions of this documents, GHL's decision shall be final.
5. If any loss of property of the Company is noticed, the compensation shall be borne by the agency/contractor as levied by the Company.
6. Agency will take appropriate action for retirement of employees after attaining superannuation age of 60 or any other age as governed by concerned Rules .after discussion with GHL
7. Each Bidder shall submit one Bid. A Bidder who submits or participates in more than one Bid will be disqualified. Incomplete bid will be rejected.
8. GHL reserves the right to cancel the entire bidding process at its discretion without assigning any reason.
9. If the Bidder fails to submit any document asked for or furnish incomplete document GHL may reject the quotation.
10. The price should be quoted in the BOQ in excel format only and the same should be valid for 365 days from the date of bid opening.



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ANNEXURE: "A"

SCHEDULE FOR REQUIREMENT OF PERSONNEL UNDER GLUCONATE HEALTH LIMITED

Sl.no	Address of Working Place	No. of Security Guard (08 hrs duty)	No. of Gun men (12 hrs duty)	No.of sweeper (08 hrs duty)	No.of Adhoc Labour (08 hrs duty)	EMD
01	1, Health Institute Road Dum Dum Cantonment Kol - 700065	Male : 17 Female : 1	02	07	45	Rs.50000.00
02	2, Durga Charan Doctor Lane . Kolkata - 700014	04 nos	xx	01	xx	

Managing Director

Gluconate Health Ltd.



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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-filing, 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 be reputed in the particular field and 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 service in Pharmaceutical Industries. (Non statutory documents)
 - ii) Average annual turnover from this business should be minimum 5 (five) Core for last three years.
 - iii) Valid up to date Income Tax return/GST Registration Certificate/ Trade License/ Turn over certificate, Contract labour Licence /EPF /ESI Registration 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.

Managing Director
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ANNEXURE II

Ref : NIT/PT-26 /22-23

Dated: 16 .11.2022

TERMS & CONDITIONS

1. **It is not binding on the GHL 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.**
2. The offer shall be kept valid for a period of minimum 365 days from the date of opening of tenders.
3. 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
4. **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.
5. **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.
6. **PRICE ESCALATION:** The price escalation clause shall not be acceptable.
7. **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.
8. **INVOICE / BILL :**
 - (i) Invoice/Bill should be duly signed, clearly marked and properly made with regard to description.
 - (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) Work Order No. and date should invariably be quoted by the supplier in all correspondence relating to supplies.



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9. GST shall be paid extra as applicable

10. EPF/ESI of Employer's part shall be paid extra.

11. Service charges **will** be paid on basic wages only. No service charges **will** be paid on EPF/ESI Special Allowance/Other Allowance & Bonus.

12. 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

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

14. Company, GHIL, reserves the right to cancel the contract or to withhold the payment in the event of non-commencement or unsatisfactory performance of the work contract. In such an eventuality the Company further reserves to get the work done from other agencies at the risk and cost of the respective service provider. The Agency may also be black listed by GHIL for a period up to 5 (five) years from participating in such type of tenders and the earnest money/performance security deposit may also be forfeited.

ABOVE TERMS ARE ACCEPTED

(Signature of Tenderer/Supplier with stamp

Managing Director

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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) Valid up to date of Income Tax return/ Pan Card/GST Registration Certificate/



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Trade License/ Turn over certificate

- (iii) For prospective bidders having Credential for completion of similar nature of service to the authority of Pharmaceutical Industries/ State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government 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 , PAN , ESI, LATEST I.T , Labor welfare , 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	



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1. Tender Evaluation Committee (TEC)

Evaluation Committee constituted as Purchase Officer, Accounts Officer, Establishment Officer & 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



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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.

Managing Director



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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.

Signed by an authorized officer of the firm

Name of the Firm with Seal

Date