



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

Supply of Raw Materials as per Annex-1

- Tender reference no. : RM-19/19-20**
Issuing date : 12.07.2019
Last date of submission : 22.07.2019 up to 2 pm at the above address.
Date of opening : 22.07.2019 at 3 pm at the same venue.
**Form submission : Downloaded Tender Form (pages 1 to 6) to be submitted
duly sealed and signed by the Bidder along with Price Bid.**

For Gluconate Health Limited

Managing Director



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Dear Sirs,

You are requested to submit your lowest offer in sealed cover marked with Tender no., Tender date & Due date , so as to reach this office latest by 2.00 pm on 22.07.2019. The offers received up-to stipulated time and date will be opened on the same day at pm. 3 pm.

The following conditions must be followed strictly:

- The rates should be quoted only F.O.R. Gluconate Health Limited at our factory at 1, Health Institute Road, Dum Dum Cantonment, Kolkata- 700 065.
- The credit period should be 90 days from the date of receipt of materials at our factory at 1, Health Institute Road, Dum Dum Cantonment, Kolkata- 700 065.
- The terms & conditions as enumerated in the Annexure-II should be complied with while submitting the offer. The rates quoted without complying with the terms and conditions will not be considered and will be rejected.
- Please quote rates for each item separately in Bidder's letter head as per format (Price Bid) herewith.
- GST must be mentioned clearly in terms of rate as well as in amount, else the same will not be payable in the Invoice.
- **Offers submitted with counter conditions will not be considered and will be rejected.**
- The offers should be kept valid for a period of three months from the date of opening. During this period no price escalation on any ground will be considered.
- No EMD is required.
- Company reserves the right to cancel this tender partly or in full without showing any reason.

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Requirement of inactive Ingredients:

Sl. no.	Name of the Items	Quantity (Kg)	EMD `
01	Sodium Saccharine IP	250	Not required
02	Gelatin IP	600	

- Order quantity may be increased or decreased.
- Please mention the name of the manufacturer in quotation.
- Delivery to be made within stipulated period as mentioned in the order.
- Offer should be valid for a minimum period of 90 days and during this period no price escalation on any ground will be considered.

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TERMS & CONDITIONS

1. **RIGHTS:** It is not binding on the purchaser to place order on the lowest or any other tenderer against this enquiry. GHJ reserves the right to cancel the tender without showing any reason.
2. **OFFER VALIDITY:** The offer shall be kept valid for a period of minimum 90 days from the date of opening of tenders. Tenders, not giving the required validity period may be rejected at the discretion of the purchaser.
3. **TENDER OPENING:** Interested Tenderer or their representatives may present at the time of opening the tenders to witness the tender opening.
4. **FREIGHT:** The rate should be quoted as free delivery at our works at Gluconate Health Limited, 1, Health Institute Road, Dum Dum Cantonment, Kolkata- 700 065 exclusive of GST.
5. **GOODS & SERVICE TAX:** GST must be mentioned clearly in terms of rate as well as in amount, else the same will not be payable in the Invoice.
6. **EXTRA CHARGES:** For the rates quoted as F.O.R. GHJ factory, all the expenses like packing, forwarding, insurance, cartage and freight etc. are to be borne by the supplier.
7. **DELIVERY PERIOD:** 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.
8. **PAYMENT TERMS:** If otherwise not specified, 100% payment shall be released on 90 days credit from the date of receipt of material, subject to issue of GRN.
9. **PRICE ESCALATION:** The price escalation clause shall not be acceptable.
10. **LABELING:** The name of Manufacturer, Manufacturing Date, Expiry Date, Batch no., Gross weight, Tare weight etc. should clearly be depicted on the labels of the containers.
11. **MATERIAL PACKING:** Suppliers must ensure that the materials should strictly conform to the specifications, tests, and sizes etc. mentioned in the purchase order. The material should be properly packed so as to avoid any loss, damage, contamination or any other hazards on transportation.

12. **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.

13. **ACCEPTANCE OF PURCHASE ORDER:** Purchase Orders will be sent by Courier/ e-mail/ 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. **TRANSPORTATION:** Materials should be transported preferably by any Bank approved carrier, or transporter having its godown at Kolkata.

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

16. **INVOICE / BILL:**

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

(ii) GST Registration 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 to 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 supply.

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

18. **DISCRIPANCY:** 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.

19. **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 will not be regarded as exercising the right of ownership by purchaser.

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

21. **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.

22. **EMD:** Deposited Earnest Money will be returned to the unsuccessful bidders after completion of evaluation. For successful bidders, EMD will be returned after completion of the contract period.

23. **DOCUMENTS:** Documentary evidences are to be submitted establishing the Bidder's qualification to perform the contract if the bid is accepted.

24. **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.

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

For **Gluconate Health Limited**

Managing Director

Declaration: ABOVE TERMS ARE ACCEPTED

(Signature of Tenderer/Supplier with stamp)

PRICE BID

(To be furnished in the Company Letter Head duly signed by an authorized person of the Company)

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FORMAT FOR QUOTATION

- 1. **Name of item**
- 2. **Basic Rate per Kg**
- 3. **GST**
- 4. **Total**
- 5. **Name of the manufacturer**
- 6. **Other Details if any**

Authorized Signatory with stamp