



# 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- 30 /22-23

Dated: 24.12.2022.

### Providing Canteen Service Annex-1

#### Date & Time schedule:

Sl. No.	Particulars	Date & Time
01.	Documents online (Publishing Date)	24.12.22
02.	Documents download/sell start date (Online)	24.12.22 from 9.15 AM
03.	Documents download/sell end date (Online)	14.01.23 at 3.00 pm
04.	Bid submission start date (Online)	24.12.22 from 9.30 AM
05	Pre Bid meeting date (Will be held at factory, 1HealthInstitute road, Kolkata-65)	05.01.2022 at 3-00 pm
06.	Bid submission closing (Online)	14.01.23 at 3.00 pm
07.	Bid opening date for technical proposals (Online)	16.01.23 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 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-30 /22-23

Dated: 24.11.2022.

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 online quotations from the eligible, registered and authorized contractors/agencies having experience in canteen service .

**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 .

No. of EMPLOYEE : 149

**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 AND TERMS AND CONDITIONS**

1. The contractor should have to provide canteen service at our Factory of 1, health Institute Road , Dum Dum Cantonment, Kolkata -700065 . as per the schedule under Annexure "A" attached herewith
2. Management will provide Kitchen ,Utensils, Electricity ,Water. Management will also pay Rs. 700.00 for each working day and Rs.75.00 each for Morning and Evening shift as fuel.
3. The contractor shall serve tea twice for each shift . Contractor also serve lunch for Morning and General shift and Tiffin for evening shift.
4. The Management will also give subsidy in the tune of Rs. 3.50 for each cup of Tea .
5. The Contractor shall have to guarantee the quality of goods provided, strictly as per specification of purchase order



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- 6.If the food is found not as per order 's specification, the material shall be liable for rejection. On intimation the contractor shall have to arrange replacement of food as per specification
7. Agency must have experience at least 3 years for execution of Canteen service in a recognized organization.
8. With regard to the interpretation of the terms and conditions of this documents, GHIL's decision shall be final.
9. If any loss of property of the Company is noticed, the compensation shall be borne by the agency/contractor as levied by the Company
10. GHIL reserves the right to cancel the entire bidding process at its discretion without assigning any reason.
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
11. All Statutory obligation as applicable for Contractor's employee should have to comply by the contractor.
12. If the Bidder fails to submit any document asked for or furnish incomplete document GHIL may reject the quotation.

## **Terms of Payment**

1. Contractor will liable to collect price of Tea, Lunch, Tiffin etc from the person who will take these.
2. The management will pay the subsidy to the contractor on monthly basis after receiving bill.
3. GST will be paid extra as applicable.
4. EMD : Bidders has to submit EMD amounting of Rs. 25,000|- (Rupees Twenty-five Thousand ) only.  
Necessary Bid Security Fee as mentioned above should be submitted through online



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Ref: NIT/PT-30 /22-23

Dated: 24.12.2022

ANNEXURE: "A"

## Providing Canteen Catering Service

Sl.no	ITEMS	EMD
01	Tea (Good Quality)	Rs.25,000.00
02	Rice(good quality)/ 5 pcs.Chapatti, Dal, Veg-Curry, Chutney	
03	Rice/ 5 pcs.Chapatti, Dal, Veg-Curry, Egg-Curry, Chutney	
04	Rice/ 5 pcs.Chapatti, Dal, Veg-Curry, Fish-Curry, Chutney	
05	Rice/ 5 pcs.Chapatti, Dal, Veg-Curry, Chicken-Curry, Chutney	
06	Extra Rice-50gm	
07	Extra Egg Curry-1Pc.	
08	Extra Fish	
09	Boiled Egg	
10	Chapati	
11	Omlet	
12	Fuel Charge ( Provide by company) Rs,700.00/Day	
13	Additional Fuel Charge ,per shift (morning or evening) ( Provide by company) Rs.75.00	

Finance Manager

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.
  - ii) Average annual turnover from this business should be minimum 2.8 lakh 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 GHJ 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-30 /22-23**

**Dated: 24 .12.2022**

### 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. . 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

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

12.. 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

Finance Manager

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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 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/



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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 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 / Documents 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 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.

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Signed by an authorized officer of the firm

-----  
Name of the Firm with Seal

Date