



GOVT. OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
GOVT. OPUIM & ALKALOID WORKS

GHAZIPUR (U.P.)-233001

☎ 0548-2220237, 2221201, Fax- 2220601, GSTIN No.09AAAGG0195B1ZS,

E-mail: goawgzup@gmail.com, <http://goaf.gov.in>

F. No.- 8/8/PS/2019

Date:09.06.2021

TENDER –NOTICE
INVITING TENDER NO :
GOAW/GZP/038/2021-22

1. The Office of the General Manger, Government Opium and Alkaloid Works, Ghazipur, U.P. (located nearly 73 KMs from Varanasi) invites Single Bid online tenders (Financial Bid only) for **Annual Maintenance Contract of D.G. Sets**. Tenderers are advised to download Notice Inviting Tender along with other tender documents from the e-tendering portal <https://eprocure.gov.in/eprocure/app>. The tender has to be submitted online.
2. The specifications of the DG sets are given below:

Sl. No.	Model	Unit	Make	Capacity of DG Set	Single-Bid / Two Bid
1	NTA 743 G	01 No.	Cummins	200 KVA	Single Bid
2	KT 1150 G	01 No.	Cummins	320 KVA	
3	KT 1150 G	01 No.	Cummins	320 KVA	

2 . CRITICAL DATES OF TENDER

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	09.06.2021 & 16:00 Hrs
2	Sale / Document Download Start Date & Time	09.06.2021 & 16:00 Hrs
3	Sale / Document Download End Date & Time	30.06.2021 & 15:00 Hrs
4	Clarification Start Date & Time	09.06.2021 & 16:00 Hrs
5	Clarification End Date & Time	30.06.2021 & 12:00 Hrs
6	Bid Submission Start Date & Time	09.06.2021 & 16:00 Hrs
7	Bid Submission End Date & Time	30.06.2021 & 15:00 Hrs
8	Bid Opening Date & Time	01.07.2021 & 15:30 Hrs

3. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site <http://eprocure.gov.in/eprocure/app> as per the schedule given in time schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should enroll/register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders shall submit their quotation online on <http://eprocure.gov.in/eprocure/app> as per the tender document published. Bidders are requested to follow the instructions carefully as per the tender document and the instructions given in the above said website.
4. The tenders shall be submitted **online, in one part i.e. Financial Bid only, along with all the tender documents**. The format of Financial Bid is given in BOQ. All the pages of the bid must be sequentially numbered and signed. Over writing, if any, has to be duly certified/ attested by the bidder or his authorised signatory irrespective of nature of content of the documents before uploading. Bids submitted without copies of documents specified shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website <https://eprocure.gov.in/eprocure/app> shall not be considered. No correspondence will be entertained in this matter.
5. Interested parties are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum/ addendum/ amendment.
6. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.
7. Interested parties may also download the tender from the official websites - www.goaf.gov.in. The bids, complete in all respects should be submitted exclusively through the Government e-procurement portal <https://eprocure.gov.in/eprocure/app> **on or before 15.00 PM on 30.06.2021**.
8. For any clarification Shri A.K Rai, Factory Engineer, GOAW, Ghazipur may be contacted at Mobile number given below:
Mob. No. 8736958722 ; 9415209358.

-Signed-
Manager,
GOAW, Ghazipur

Enclosures:

- (i) Annexure–A (General Information for Tenderer & Terms and conditions)**
- (ii) Annexure -B (Tender Acceptance Letter)**
- (iii) Annexure –C (Special Instructions for e-submission of bids)**
- (iv) Annexure-D (Amount of EMD to be deposited)**

Ministry of Finance, Dept. of Revenue, Govt. Opium &
Alkaloid Works, Ghazipur(U.P)

TENDER No : GOAW/GZP/038/2021-22

TENDER DOCUMENTS

GENERAL INFORMATION FOR THE TENDERERS

1. With reference to this office tender notice issued vide F. No -8/8/8/PS/2019 dated 09.06.2021, sealed tenders are invited for **Annual Maintenance Contract of D.G. Sets** from established/ reputed manufacturers/distributors or their accredited agents as per specification enclosed with the Tender Documents.
2. Last date for uploading of tenders is up to 15:00 Hrs. of 30.06.2021. Tenders uploaded after due date, time and not in prescribed tender document will not be considered. The tenders are to be submitted (Uploaded) in the prescribed Tender Documents, in respective covers.
3. Tenders uploaded upto prescribed time and date will be opened on 01.07.2021 at 15.05 HRS
4. Financial Bid in the prescribed format as per BOQ shall be duly filled in and signed by the authorised signatory and uploaded online by the bidder along with the self-attested and stamped scanned copies of the following documents: -

Cover-I

- a. **Scanned Copy of the current and valid Trade License and Dealership Certificate as applicable.**
- b. **Certificate for minimum 2 year experience of maintenance of 320 KVA or above capacity of Cummins make DG set.**
- c. **Scanned Copy of the current and valid GST Registration Certificate.**
- d. **Tender Acceptance Letter in format given in Annexure-B**
- e. **Scanned Copy of EMD.**
- f. **A Self declaration on stamp paper shall be submitted duly notarized to the effect that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India**
- g. **The Financial Bid (as in BOQ) shall be duly filled in, digitally signed and uploaded online by the bidder.**

Financial bid should be submitted online through Central Public Procurement Portal e-tender system website <http://eprocure.gov.in/eprocure/app>. Off line Bids shall not be accepted.

Note :

1. Price Bid in BOQ Excel form.
2. Price bid format may be download from e-procurement site <https://eprocure.gov.in/eprocure/app/>
3. Tenderers should not modify the price bid .
5. In case the tenderer fails to submit any of the documents as stated above, financial bids of the bidder shall not be considered for opening and shall be rejected straight away without any further reference.

6. If it is noticed that the goods supplied do not conform to the specification of the order, GOAW, Ghazipur shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.
7. Earnest Money of the unsuccessful tenderers shall be released after finalization of the tender, as per General Financial Rules 2017. Interest on the Earnest Money Deposit / Security Deposit will not be paid on any score, what-so-ever.
8. A Self declaration on stamp paper shall be submitted duly notarized to the effect that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India.
9. The General Manager, Govt. Opium & Alkaloid Works, Ghazipur reserves the right to reject or accept any tender without assigning any reason.

-Signed-
Manager,
GOAW, Ghazipur

TERMS AND CONDITIONS

1. Only those firms are eligible to quote the rate that has minimum 2 years' experience of maintenance of 320 KVA or above capacity of Cummins make DG set.
2. The maintenance contract will be valid for a period of one year from the date of contract
3. Successful tender shall deploy his experienced service/maintenance/inspection engineer or technician to 12 visits in a year, one visit in every month for each unit and engineer should have experience of minimum 3 years in the field and he will produce experience certificate during the visit.
4. The visiting hours will be 8 hours for one working day, it can be extended by 4 hours more in emergency/necessity.
5. During each visit the service/maintenance engineer shall check/inspect/attend minor repairs/adjustment, alignment; cleaning/greasing etc. as per required and/ or necessary and he will produce the inspection/service report to the Factory Engineer of GOAW, Ghazipur.
6. The successful tenderer will provide all necessary tools and tackles for above mentioned work.
7. All major repair/maintenance/overhauling on the basis on normal wear and tear and aging effects are outside the scope of this contract and it will be charged extra as per nature of work. The repair/maintenance overhauling will be certified by Factory Engineer of GOAW.
8. The Govt. Opium Factory will procure and made available all types of spares required for necessary replacement/repair for the service/maintenance.
9. The contractor will be responsible for any damage caused to the panel/or alternator by any person authorized by him who did not take sufficient care for safeguard of the DG Set.
10. If firm does not render the service to the satisfaction of the Opium Factory according the contract, the factory shall the authority to cancel the contract unilaterally by giving notice writing without assigning any reason thereof.
11. The Opium Factory will report the complaint in writing or on telephonic call. The firm will attend the complaint within eight hours. If the job is not attended within 8 hours a sum of Rs.500/- per day will be deducted from their bill.
12. The payment will be made on quarterly basis through A/c payee cheque/DD only after obtaining certificate from concerned section.
13. Conditional rate will not be accepted in any case.
14. The bid security/EMD as mentioned in annexure-E in the form of A/c payee demand draft, fixed deposit receipt, Bankers cheque or Bank guarantee from any of the commercial Banks drawn in favour of Assistant Chief Accounts Officer, Govt. Opium and Alkaloid Works, Ghazipur (except Micro and small enterprises (MSEs) as defined in MSE procurement policy issued by department of Micro, Small and Medium Enterprises (MSME) or registered with the Central Purchase Organisation or the concerned Ministry or department) must be accompanied along with duly signed terms and conditions and self declaration.

The bid security is to be valid for a period of forty five days beyond the final bid validity period. The EMD of successful bidder shall be released after furnishing of Security deposit at the earliest. The EMD of unsuccessful bidders shall be released at the earliest after

expiry of the final bid validity and latest on or before the 30th day after the award of the supply of the material will be made to the GOAW, Ghazipur.

15. In case, the tenderer withdraws his offer or in the event of tenderer failing to execute, after his tender is accepted, the Earnest Money Deposit furnished by him shall be forfeited without any prejudice to other rights of Govt. of India under any law.
16. In the event of tender being accepted, the Work Order will be placed by the Competent Authority of Govt. Opium & Alkaloid Works, Ghazipur.
17. The successful tenderer to whom Work order is issued, shall have to furnish Security Deposit in the form of Account payee Demand Draft drawn in favour of Assistant Chief Accounts Officer, Govt. Opium and Alkaloid Works, Ghazipur/ Bank Guarantee/ Fixed Deposit Receipt from a commercial bank at the rate of 10 % of the total value of the order. Such Security deposit should remain valid for a period of sixty days after the successful completion of the contract.
18. In case of exigencies, unforeseen circumstances, the Competent Authority of GOAW, Ghazipur reserves the right to cancel the work/ contract order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.
19. Legal proceedings, if any, emanating from the Contract/ Work Order shall fall within the jurisdiction of the competent court of Ghazipur as the case may be.
20. **Validity of Bids:** The Bids should remain valid for 90 days from the date of Financial bid opening.
21. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
22. If any tenderer submit more than one financial bid, the bid would be liable to be rejected out rightly.
23. As this is the tender of AMC rates should be valid for one year from the date of finalization of contract.

-Signed-
Manager,
GOAW, Ghazipur

TENDER ACCEPTANCE LETTER

To

The General Manager
Govt. Opium and Alkaloid
Works, Ghazipur (U.P)
Pin-233001.

Sir,

Subject: Acceptance of Terms & Conditions of tender for " **Annual Maintenance Contract of D.G. Sets**".

Tender Reference No: GOAW/GZP/038/2021-22

1. I/ We have downloaded / obtained the tender document(s) for the above-mentioned tender from the ~~web~~ site(s) namely..... as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.
3. The corrigendum(s), issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by me/ us/ our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Date:
Address:

Signature:
Name of the Authorised Signatory :
Designation:
Seal/Stamp:

**Ministry of Finance, Govt. Opium and Alkaloid
Works, Ghazipur (U.P)**

TENDER No. : GOAW/GZP/038/2021-22

Instructions for Online Bid Submission

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

REGISTRATION

- a. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / e-Mudhra etc.), with their profile.
- e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- c. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- d. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- i. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time
i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- ii. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- iv. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- v. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- vi. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315.

AMOUNT OF EMD TO BE DEPOSITED

Sl. No.	Name of Work	Amount of EMD to be deposited in INR
1	Annual Maintenance Contract of D.G. Sets	7,000/-