



GOVT. OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF REVENUE
GOVT. OPIUM & 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- 8/8/13/PS/2013-I

Date:25 .04.2022

NOTICE INVITING TENDER No:
GOAW/GZP/005/2022-23

1. महाप्रबन्धक, शासकीय अफीम एवं क्षारोद कारखाना, गाजीपुर द्वारा नन्दगंज रेलवे स्टेशन, गाजीपुर से प्रतिष्ठान तक एस्कार्टिंग करने के कार्य को पूर्ण करने के छोटे चार-पहिया वाहनों को भाडा पर लिय जाने बाबत निविदा आमंत्रित किया जाता है।

Sub: Providing small vehicle for Nandganj Railway Station to Opium Factory Ghazipur for opration Sanjivani – reg.		
क्रम स०	कार्य का विवरण	अनुमानित मात्रा
1.	नन्दगंज रेलवे स्टेशन, गाजीपुर से प्रतिष्ठान तक आने जाने बाबत छोटे चार पहिया वाहनों जिनका कार्य कार्य आरम्भ से कार्य समाप्ति तक लगातार रहेगा।	8 वाहन
	वाहनों का दर दैनिक अथवा किलोमीटर की दर से स्वीकार्य होगा फर्म को दर विवरण पूरे स्पेशिफिकेशन के साथ देना होगा	
	वाहन के किसी भी खराबी, तेल, टैक्स, ड्राइवर आदि का व्यय/ जिम्मेदारी फर्म का होगा	
	चयनित दर का 5 प्रतिशत जीएसटी प्रतिष्ठान द्वारा जमा किया जायेगा	

2 . CRITICAL DATES OF TENDER

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	26.04.2022 & 09:00 Hrs
2	Sale / Document Download Start Date & Time	26.04.2022 & 18:00 Hrs
3	Sale / Document Download End Date & Time	02.05.2022 & 12:00 Hrs
4	Clarification Start Date & Time	26.04.2022 & 12:00 Hrs
5	Clarification End Date & Time	02.05.2022 & 12:00 Hrs
6	Bid Submission Start Date & Time	26.04.2022 & 09:00 Hrs
7	Bid Submission End Date & Time	02.05.2022 & 12:00 Hrs
8	Bid Opening Date & Time	03.05.2022 & 12:00 Hrs

3. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site http://eprocure.gov.in/e_procure/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/e_procure/app. The portal enrolment is free of cost. Bidders shall submit their quotation online on http://eprocure.gov.in/e_procure/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 parts 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 authorized 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/e_procure/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/e_procure/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/e_procure/app **on or before 12.00 PM on 02.05.2022** .
8. For any clarification Shri O.P.Rai, Manager, GOAW, Ghazipur may be contacted at the Tel. No. 0548-2221201 (Office) & Mob. No. 9891249214.

-sd/-
Manager
GOAW, Ghazipur

Enclosures:

- (i) Annexure-A (Terms and conditions) .**
- (ii) Annexure-B (Amount of EMD to be deposited)**
- (iii) Annexure – C (General Information for the Tenderers)**
- (iv) Annexure – D (Tender Acceptance Letter)**
- (v) Annexure – E (Instructions for Online Bid Submission)**

नियम एवं शर्तें

निविदा की शर्तें –

1. फर्म को रेलवे रैक के आगमन की सूचना प्राप्ति पर मॉग किये गये वाहना दो घंटे पूर्व प्रतिष्ठान में मय ड्राइवर उपलब्ध कराना होगा उसके पश्चात आदेशानुसार कर्मचारियों को लेकर नंदगंज रेलवे स्टेशन पर जाना आना करना होगा।
2. दर की वैधता आदेश देने की तिथि से एक वर्ष तक मान्य होगा। रेलवे रैक के आगमन बाबत फर्म को स्वयं जानकारी प्राप्त करते रहना होगा।
3. फर्म को गाजीपुर जिले का होना चाहिये।
4. रेलवे रैक का आगमन मई के प्रथम सप्ताह में हो सकता है, अतः उक्त समय में ही वाहन की उपलब्धता होनी चाहिये।
5. कार्य स्थल को आवश्यकतानुसार बदला जा सकता है
6. फर्म को उक्त आदेश के अलावा स्टेशन प्रभारी द्वारा आदेशित कार्य किया जायेगा।
7. आदेशित फर्म को आदेशित कार्य के अनुरूप वाहनों मय ड्राइवर को कार्य समाप्ति तक उपलब्ध कराना होगा, जिनके खान पान की जिम्मेदारी फर्म की होगी।
8. फर्म द्वारा उपलब्ध कराये गये समस्त वाहन एवं ड्राइवरों के प्रपत्र सही होने चाहिये तथा वाहन अच्छे कंडीशन में होने चाहिये।
9. किसी भी प्रकार के विवाद में महाप्रबंधक का निर्णय अन्तिम एवं मान्य होगा।

- Sd-

MANAGER

ANNEXURE:B

Amount of EMD

Sl no.	Particulars	Amount of EMD to be deposited in INR
1	Providing small vehicle for Nandganj Railway Station to Opium Factory Ghazipur for opration Sanjivani	1,000/-

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

TENDER No. : GOAW/GZP/005/2022-23

TENDER DOCUMENTS
GENERAL INFORMATION FOR THE TENDERERS

1. With reference to this office tender notice issued vide F.No-8/8/13/PS/2020 dated 08.04.2022, sealed tenders are invited for **Providing small vehicle for Nandganj Railway Station to Opium Factory Ghazipur for operation Sanjivani** 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 12:00 Hrs. of 02.05.2022. 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 up to prescribed time and date will be opened on 03.05.2022 at 12.00 Hrs
4. Financial Bid in the prescribed format as per BOQ shall be duly filled in and signed by the authorized 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. **Scanned Copy of the current and valid GST Registration Certificate.**
 - c. **Tender Acceptance Letter in format given in Annexure-D**
 - d. **Scanned Copy of EMD.**
 - e. **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**
 - f. **The Financial Bid (as in BOQ) shall be duly filled in, digitally signed and uploaded online by the bidder.**
5. 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 .

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 tenderes 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 by-

MANAGER

TENDER ACCEPTANCE LETTER

To

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

Sir,

Subject: "Acceptance of Terms & Conditions of tender.

Tender Reference No: _____

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 Authorized Signatory :
Designation:
Seal/Stamp:

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

TENDER No. : GOAW/GZP/005/2022-23

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 / eMudhra 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.

