



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

Neemuch (M.P.)-458441

☎ 07423-220199, Fax- 220647, GSTIN No.23AAALG3870G1ZD,

E-mail: gmopiummh@dataone.in

F.No.- I(22)31/adm/12/pt-II

Date:- 03 -06-2021

TENDER -NOTICE
INVITING TENDER NO :
GOAW/NMH/03/2021-22

1. The Office of the General Manager, Govt. Opium & Alkaloid Works, Neemuch (located nearly 133 KMs from Ratlam) invites online E-tenders in Single Bid (Financial Bid only) from the Parties for the under mentioned items to this notice Inviting Tender.

Subject :- Cleaning of Latrine & Bathroom etc. of Factory.


Sl. No.	Sections	Latrine	Washrooms	Unit
01.	Production building (Alkaloid Plant)	02	02	One job X 03 Months Daily basis cleaning (कारखाने परिसर में गेट के अन्दर सभी वाश रूम शौचालय (उत्पादन भवन, अनुसंधान अनुभाग, वर्कशॉप, डिस्पेंसरी, प्रसाशनिक भवन, ओपियम फैक्ट्री, ओपियम लैब, , केन्टीन इत्यादि) अल्कालॉयड गेस्ट हाउस को प्रत्येक दिन फिनायल के साथ धुलाई करना होगा ।)
02.	R & D building	02	02	
03.	Work Shop	01	01	
04.	Dispensary	01	01	
05.	Adm. premises	06	06	
06.	Opium Factory	02	02	
07.	Opium Lab	02	02	
08.	Alkaloid Guest House	11	11	
	Total	27	27	
	अन्य शर्तें- 1. कार्य विशिष्टियों के अनुसार होगा । 2. कार्य समय से पूरा करना होगा । 3. बिल भुगतान हेतु तिमाही प्रस्तुत की जायेगी । आवश्यकता पड़ने पर टेलीफोनिक संदेश पर कार्य अधिक से अधिक 24 घंटे के अन्दर करना होगा ।			

1. उपरोक्त सम्पूर्ण कार्य को एक कार्य मानते हुये फर्म के द्वारा प्रस्तावित राशि को कुल तीन माह के लिये की दर / राशि से स्वीकार किया जायेगा जिसकी वैद्यता तीन माह होगी ।

कार्य की विशिष्टियां -

2. कारखाने परिसर में गेट के अन्दर सभी वाश रूम शौचालय (उत्पादन भवन, अनुसंधान अनुभाग, वर्कशॉप, डिस्पेंसरी, प्रसाशनिक भवन, ओपियम फैक्ट्री, ओपियम लैब, , केन्टीन इत्यादि) अल्कालॉयड गेस्ट हाउस को प्रत्येक दिन फिनायल के साथ धुलाई करना होगा ।

3. शौचालय व Washrooms में स्थापित वास बेसिन/यूरिनल पाट में हमेशा नेपथलीन गोली उपलब्ध होनी चाहिये, जोकि फर्म द्वारा उपलब्ध कराना होगा ।
4. शौचालय, Washrooms की सफाई में लगने वाली सभी सामग्री फर्म द्वारा उपलब्ध कराना होगा ।
5. कार्य कराने वाली फर्म द्वारा नियुक्त सफाई कर्मी को प्रत्येक कार्य दिवस को कार्य करने के बाद एक रजिस्टर में संतोषजनक टिप्पणी प्रत्येक अनुभाग के प्रभारी से अंकित कराना होगा ।
6. सेप्टिक टैंक, सोकपिट लैट्रिन, बाथरूम के पाइप लाइन आदि जाम होने की स्थिति में उसे फर्म द्वारा ठीक कराना होगा । इस कार्य में लगने वाली सामग्री जैसे-पाइप, सीमेन्ट, ईट इत्यादि कारखाने द्वारा उपलब्ध कराया जायेगा ।
7. Washrooms, शौचालय में स्थापित डब्लू सी पेन वासबेसिन यूरिनल पाट्स, टाइल्स आदि की टूट-फूट होने पर फर्म द्वारा बदला जायेगा, परन्तु लगने वाली सभी सामग्री कारखाने द्वारा उपलब्ध कराया जायेगा ।
8. कार्य अवधि के दौरान यदि कोई सेप्टिक टैंक या सोक पिट भर जाता है जिससे चोकिंग हो जाने की परेशानी बढ़ती है तो उस स्थिति में सेप्टिक टैंक, सोकपिट , पाइप लाइन इत्यादि की सफाई फर्म द्वारा करना होगा तथा निकले हुये कचड़ा व मलबे को नगरपालिका निर्धारित स्थान पर फेकना होगा ।
9. फर्म की यह शतप्रतिशत जिम्मेदारी होगी कि Washrooms शौचालय हमेशा दुर्गन्धरहित हो तथा इसके लिये लगने वाली सामग्री फर्म द्वारा उपलब्ध कराना होगा ।


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2. CRITICAL DATES OF TENDER

Sl.No.	Particulars	Date & Time
1.	Uploading on CPP Portal and Department's web-site	04.06.2021 18.00
2.	Bid Submission Start Date & Time	04.06.2021 18.30
3.	Bid Submission End Date & Time	25.06.2021 15.00
4.	Bid Opening Date & Time	26.06.2021 15.30

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 the times schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should enrolled/registered before participating through the website <http://eprocure.gov.in/eprocure/app>. The Portals enrolment is free of Cost. Bidder 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 instrument given in the above said website.

4. The tenders shall be submitted **online, in one part viz. Financial Bid, 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/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 website 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 For any clarification Shri Jagdish Narayana Meena, Administrative Officer, GOAW, Neemuch may be contacted at the office or on telephone number or Mobile number given below:

Tel. No. 07423-220773 (Office)
09407423883

Enclosures:

- (i) Annexure- A (Terms & Conditions).
- (ii) Annexure-B (Amount of EMD to be deposited)
- (iii) Annexure-C (Tender Acceptance Letter)
- (IV) Annexure-D(Assistance to bidders)

नियम एवं शर्तें

(I) TenderE-procurement की वेबसाइट पर जारी BOQमें ही प्रस्तुत किया जाना चाहिए, अन्यथा उस पर विचार नहीं किया जायेगा।

(II) अपंजीकृत फर्मों के द्वारा Tender दिए जाने के समय (Bid Security) रू0 4000\)- (डिमांड ड्राफ्ट,एफ.डी.आर.,बैंकर्स चेक एवं बैंक गारंटी के रूप में) अग्रिम जमानत राशि, आहरण एवं वितरण अधिकारी, सरकारी अफीम एवं क्षारोद कारखाना, नीमच के नाम जमा करना होगा। अग्रिम जमानत राशि टेण्डर के साथ न होने की स्थिति में, टेण्डर पर विचार नहीं किया जाएगा।

(III) न्यूनतम दर दाता को विभाग द्वारा सूचना देने के अनुसार सामग्री के कुल लागत का 5 से 10 प्रतिशत (Performance Security) (डिमांड ड्राफ्ट,एफ.डी.आर.,बैंकर्स चेक एवं बैंक गारंटी के रूप में) जमानत राशि, आहरण एवं वितरण अधिकारी, सरकारी अफीम एवं क्षारोद कारखाना, नीमच के नाम जमा करना अनिवार्य होगा।

(IV) न्यूनतम दर दाता को Performance Security जमा करने हेतु विभाग द्वारा जारी आदेश पत्र में निर्धारित तिथि तक यदि Performance Security जमा नहीं की जाती है तो सम्बन्धित दर दाता को कार्य आदेश न देकर उसकी निविदा को निरस्त किया जा सकता है एवं साथ ही न्यूनतम दर दाता द्वारा जमा Bid Security जब्त की जा सकती है।

(V) फर्मों द्वारा प्रस्तुत दरो की तुलना वस्तुओं के कुल मूल्य (FOR, GOAW ,Neemuch) टैक्स सहित जोड़कर किया जायेगा।

(VI) फर्मों द्वारा दिए गए दर की वैधता Tender खोले जाने के तिथि/दिन से 90 दिन की होगी। इस सम्बन्ध में 90 दिन से कम की वैधता मान्य नहीं होगी। Bidder द्वारा कम दिनों की वैधता देने की दशा में उनके कोटेशन पर विचार नहीं किया जाएगा।

(VII) उपरोक्त कार्य को आदेश दर्शाये गये समय के निर्धारित समय के लिए करनी होगी।

(IX) प्रतिष्ठान के सुरक्षा क्षेत्र में कार्य सम्पूर्ण करने हेतु जाने के लिए गेट पास जारी होने के पश्चात् प्रवेश करना होगा। कार्य हेतु सुरक्षा क्षेत्र में जाने के लिए टेकेदार द्वारा श्रमिकों को ले जाने के लिए उनके पहचान पत्र जैसे कि आधार कार्ड/ड्राइवरी लाइसेंस (जिसमें कि सम्पूर्ण पता लिखा हों) जिसके आधार पर ही पास जारी किया जायेगा।

(X) बी.पी.पी. आधार पर लेन देन स्वीकार्य नहीं होगा तथा कार्य सम्पूर्ण होने तथा वैरीफाई होने के बाद लगभग 15 से 20 दिनों के अन्दर बिना किसी ब्याज के भुगतान किया जायेगा।


(XI) निविदा धारक के द्वारा अन्य कोई शर्तें मान्य नहीं होगी। दर दाता द्वारा अपनी तरह से अन्य शर्तें देने की दशा में उसे अनिच्छुक माना जायेगा, तथा ऐसे कोटेशनों को बिना कोई कारण बताये स्वतः निरस्त समझा जायेगा।

(XII) कार्य को सम्पूर्ण होने में अयुक्तियुक्त (unreasonable) देरी होने से कार्य आदेश जारी होने से पूर्व किसी भी समय निरस्त किया जा सकता है। इस सम्बन्ध में महाप्रबंधक का निर्णय अन्तिम एवं मान्य होगा।

(XIII) देरी से (निर्धारित या बढ़ी हुई समय सीमा के बाद) कार्य करने पर निविदा कर्ता को कार्य आदेश में दिए गए नियमों के अनुसार जुर्माना देना होगा।

(XIV) यह प्रतिष्ठान केन्द्रीय नियम (सेंट्रल रूल) सं0 195/1957 के अन्तर्गत पंजीकृत है एवं प्रतिष्ठान का जी.एस.टी. सं0 23AAALG3870GIZD है।

(XV) महाप्रबंधक के पास किसी या सभी निविदाओं को निरस्त करने का अधिकार होगा जिसके लिए कोई भी सूचना देना आवश्यक नहीं होगा।


एस.एस.मंगल
प्रबंधक

Details of amount of EMD to be deposited

Sr no.	Name of Items	Amount of EMD to be deposited in INR.
1.	Cleaning of Latrine Bathroom etc. of Factory	4000/-

TENDER ACCEPTANCE LETTER

To,

The General Manager
Govt. Opium and Alkaloid
Works, Neemuch (M.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 ~~website(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 the rein.
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:

Signature:

Address:

Name of the Authorised Signatory:

Designation:

Seal/Stamp:

Ministry of Finance, Govt. Opium and Alkaloid Works,
Neemuch(M.P.)

TENDER No. : GOAW/NMH/02/2021-22

Special Instructions fore-submission of bids

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 enrol 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 / n Code / 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 Help desk.

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 2337315.


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