

भारत सरकार  
वित्त मंत्रालय  
राजस्व विभाग  
कार्यालय महाप्रबन्धक,  
शासकीय अफीम एवं क्षारोद कारखाना,  
नीमच.458441 (म.प्र.)



GOVERNMENT OF INDIA  
Ministry of Finance  
Department of Revenue,  
Office of the General Manager,  
Govt. Opium - Alkaloid Works,  
Neemuch-458441 (M.P.)

टेलिफोन Telephone: 07423-220199

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F.NO.II(3)06/Estt./2012-PT-I

DATE: 11.03.2020

**NOTICE INVITING TENDER No:**  
**GOAW/ET/001/2019-20-& 2020-21**

1. The Office of the General Manger, Government Opium and Alkaloid Works, Neemuch invites Single-Bid online tenders (Financial Bid) for APPOINTMENT OF DOCTOR for the period of 11 month at GOAW, Neemuch on contract basis .
2. **CRITICAL DATES OF TENDER**

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	11.03.2020 & 18:00 Hrs
2	Document Download Start Date & Time	11.03.2020 & 18:00 Hrs
3	Document Download End Date & Time	23.03.2020 & 15:00 Hrs
4	Bid Submission Start Date & Time	11.03.2020 & 18:00 Hrs
5	Bid Submission End Date & Time	23.03.2020 & 15:00 Hrs
6	Bid Opening Date & Time	24.03.2020 & 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 enrol/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 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. 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.

5. 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.

6. Interested parties may also download the tender from the official websites - [www.goaf.gov.in](http://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 03.00 PM on 23.03.2020.

7. For any clarification Shri. N.M. Rudresh, Foreman (C), may be contacted at the office or on Tel. No. 07423-220463 (Office) and Shri S. S. MANGAL, Manager, GOAW, Neemuch may be contacted at the office or on Tel. No. 07423-220444 (Office).

  
(S. S. Mangal)  
MANAGER

Enclosures:

- (i) Annexure – A (General information for the tenderers & 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 )
- (v) Annexure –E(Form of Basic Details duly field as Annexure)

Ministry of Finance, Dept. of Revenue, Govt. Opium &  
Alkaloid Works, Neemuch (M.P)

TENDER No. : GOAW/ET/001/2019-20 & 20-21

**TENDER DOCUMENTS**

**GENERAL INFORMATION FOR THE TENDERERS**

1. With reference to this office tender notice issued vide F.No II/3/6/ESTT-I/2012-Pt-I(Dated 11.03.2020, sealed tenders are invited for APPOINTMENT OF DOCTOR for the period of 11 month at GOAW, Neemuch on contract basis.
2. Last date for uploading of tenders is up to 15:00 Hrs. of 23.03.2020 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 24.03.2020 at 15.30 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 Essential education qualification of Doctor & Registration certificate for medical practice.
- b. Tender Acceptance Letter in format given in Annexure-B
- c. Scanned Copy of EMD.
- d. Scanned Copy of Age limit certificate
- e. Basic Details duly filled as Annexure E
- f. A self declaration on stamp paper shall be submitted duly authorized to the effect that the Doctor is not Black listed .
- g. The Financial Bid (as in BOQ) shall be duly filled in, digitally signed and uploaded online by the bidder.
- h. Scanned copy of experience certificate.

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 downloaded from eprocurement site <https://eprocure.gov.in/eprocure/app/>
3. Tenderers should not modify the price bid .
4. 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.
5. 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.
6. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right to reject or accept any tender without assigning any reason.

  
(S. S. Mangal)  
MANAGER

**TERMS AND CONDITIONS**

1. The work is completely based on contract basis/temporary for 11 months period or till the appointment of permanent doctor by Health Ministry, Govt. of India, whichever is earlier. Therefore it may not be considered as permanent job.
2. Office timing of contract based doctor will be from 9.30 to 18.00 hrs and he must be present in the Organization during this time. The attendance will be monitored through biometric system.
3. Doctor will not have any right for extending the contract period.
4. Minimum education qualification required is MBBS/Equivalent degree from Medical Council of India .
5. Doctor must be registered under Medical Council of India .
6. It is mandatory for the doctor to attach degree certificate ,registration certificate and work experience, if any, along with the Tender/ application.
7. Working days will be Monday to Saturday in the week. In case of being on leave in the month proportionate amount as per the rate , will be deducted .
8. Transportation Allowance will not be paid separately.
9. Monthly Payment will be paid only after verification of attendance from Bio-metric.
10. Doctor must attach duly signed and certified valid identity proof as authorized by Govt. of India along with the tender/application.
11. Doctor must have 10 years of experience of work.
12. Doctor must ensure to submit the bill/invoice (in three copies) pasting revenue ticket on it, in the office, on 5<sup>th</sup> of next month .
13. Doctor appointed on contract basis have to come during any emergency i.e. in night or on any holiday, if called by office.
14. If doctor refuses to give services during emergency, then Management has the right to terminate the contract of Doctor.
15. Contract may be cancelled at any time without any prior intimation. The decision of General Manager, Govt. Opium & Alkaloid Works, Neemuch in this regard, will be final.
16. In case of any dispute, jurisdiction will be Neemuch (M.P.).
17. In case of the Doctor retired from any Govt. organisation, then the amount of monthly pension shall be deducted from the contracted amount. In such case, the Doctor has to provide the documental evidence in regard to the amount of pension he /she receive .
18. Income tax shall be deducted from the basic rate as per the Govt. Norms and accordingly to the slab in which the bidder annual income exit .

**Copy for information :-**

1. Notice Board, Govt. Opium & Alkaloid Works, Neemuch.
2. Notice Board of Collector Office, Neemuch ( M.P)
3. Incharge Portal Govt. Opium & Alkaloid Works,

(S.S. Mangal )  
Manager

(S.S. Mangal )  
Manager

**TENDER ACCEPTANCE LETTER**

To

The General Manager  
Govt. Opium and Alkaloid  
Works, Neemuch (M.P)

Sir,

Subject: Acceptance of Terms &amp; Conditions of tender for " APPOINTMENT OF Doctor".

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 Authorised Signatory :  
Designation:  
Seal/Stamp:

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

TENDER No. : GOAW/PUR/021/2019-20

Special Instructions for e-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 / 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.

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**AMOUNT OF EMD TO BE DEPOSITED**

Sr no.	Name of service	Amount of EMD to be deposited in INR
1	Doctor	<b>30,191/-</b>



**:: Form ::**

1. Name of Doctor : .....
2. (Male / Female) : .....
3. Father/ Husband's Name: .....
4. Date of Birth (in digits): .....  
(In words ): .....
5. Permanent Address: .....  
.....  
.....
6. Telephone/ Mobile No.: .....
7. Educational Qualifications:-----

Sl. No	Name of Examination	Course/ Class	Name of University	Year of passing	% of Marks Obtained

8. Registration number of Medical Council of India : .....
9. Details of Research Documents, if any : .....
10. Work experience (in years) : .....

**Declaration**

I \_\_\_\_\_, Son / Daughter of Shri \_\_\_\_\_, do hereby declare that the information given above and is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false / not true at any point of time, my application may be cancelled and that my services may be terminated.

Date: .....

Signature of Doctor: .....

Place: .....

Name of Doctor : .....