
 <b>Government eProcurement System</b>		eProcurement System Government of India	
Tender Details			
		Date : 24-Aug-2023 04:20 PM	
 <a href="#">Print</a>			
<b>Basic Details</b>			
<b>Organisation Chain</b>	Department of Revenue  Office of Chief Controller of Factories  Govt. Opium and Alkaloid Works-Neemuch (M.P.)		
<b>Tender Reference Number</b>	GOAW/PUR/008/2023-24		
<b>Tender ID</b>	2023_DREV_768381_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Supply
<b>Tender Category</b>	Goods	<b>No. of Covers</b>	1
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Offline	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No
<b>Payment Instruments</b>		<b>Cover Details, No. Of Covers - 1</b>	
Offline	<b>S.No</b>	<b>Instrument Type</b>	
	1	Bankers Cheque	
	2	Bank Guarantee	
	3	Demand Draft	
	4	FDR	
	<b>Cover No</b>	<b>Cover</b>	<b>Document Type</b>
	1	Fee/PreQual/Technical/Finance	.pdf
			.pdf
			.pdf
			.pdf
			.pdf
			.pdf

			is not BLACK LISTED
		.xls	Financial Bid (as in BOQ)

**Tender Fee Details, [Total Fee in ₹ \* - 0.00]**

<b>Tender Fee in ₹</b>	0.00		
<b>Fee Payable To</b>	Nil	<b>Fee Payable At</b>	Nil
<b>Tender Fee Exemption Allowed</b>	No		

**EMD Fee Details**

<b>EMD Amount in ₹</b>	3,92,000	<b>EMD through BG/ST or EMD Exemption Allowed</b>	Yes
<b>EMD Fee Type</b>	fixed	<b>EMD Percentage</b>	NA
<b>EMD Payable To</b>	ASSISTANT CHIEF ACCOUNT OFFICER GOAW NEEMUCH	<b>EMD Payable At</b>	NEEMUCH MP

[Click to view modification history](#)

**Work /Item(s)**

<b>Title</b>	SUPPLY OF NORMAL BUTANOL TO GOAW NEEMUCH ON ANNUAL RATE CONTRACT BASIS				
<b>Work Description</b>	SUPPLY OF NORMAL BUTANOL TO GOAW NEEMUCH ON ANNUAL RATE CONTRACT BASIS				
<b>Pre Qualification Details</b>	Please refer Tender documents.				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	1,30,62,600	<b>Product Category</b>	Drugs and Pharmaceutical Products	<b>Sub category</b>	NORMAL BUTANOL
<b>Contract Type</b>	Rate Contract	<b>Bid Validity(Days)</b>	90	<b>Period Of Work (Days)</b>	365
<b>Location</b>	GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP	<b>Pincode</b>	458441	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	24-Aug-2023 06:30 PM	<b>Bid Opening Date</b>	15-Sep-2023 03:30 PM
<b>Document Download / Sale Start Date</b>	24-Aug-2023 06:30 PM	<b>Document Download / Sale End Date</b>	14-Sep-2023 03:00 PM
<b>Clarification Start Date</b>	NA	<b>Clarification End Date</b>	NA
<b>Bid Submission Start Date</b>	24-Aug-2023 06:30 PM	<b>Bid Submission End Date</b>	14-Sep-2023 03:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	NIT	1572.65	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)

1	Tender Documents	Tenderdocs.pdf	TENDER DOCUMENTS	1560.03
2	BOQ	BOQ_807739.xls	PRICE BID	281.00

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	vg.darbha@gov.in	Venu Gopal Darbha	venu gopal darbha
2.	shrivastava.1968@gov.in	Rajesh Kumar Shrivastava	RAJESH KUMAR SHRIVASTAVA
3.	chiragazad@rediffmail.com	Azad Chirag Arun Kumar	azad chirag arun kumar

**GeMARPTS Details**

<b>GeMARPTS ID</b>	7W841S6BYFSO
<b>Description</b>	NOT AVAILABLE ON GEM
<b>Report Initiated On</b>	26-Jul-2023
<b>Valid Until</b>	25-Aug-2023

**Tender Properties**

<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Show Bids Details</b>	No
BoQ Comparative Chart model	Normal	BoQ Compactive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

**GEM/TIA Undertaking**

S.No	Undertaking	Mandatory	Status	Remarks
1	<a href="#">PPP-MII Order 2017</a>	No	Agreed	
2	<a href="#">MSEs Order 2012</a>	Yes	Agreed	

**Tender Inviting Authority**

<b>Name</b>	GENERAL MANAGER
<b>Address</b>	GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP

**Tender Creator Details**

<b>Created By</b>	Venu Gopal Darbha
<b>Designation</b>	Shift Chemist
<b>Created Date</b>	24-Aug-2023 03:54 PM

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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

Fax : 07423-220647

Email- gmopiumnmh@dataone.in

F.NO. GOAF/I(20)60/2023

DATE : 24.08.2023

**TENDER No: GOAW/PUR/008/2023-24**

1. The Office of the General Manger, Government Opium and Alkaloid Works Neemuch invites single bid online tenders (Financial Bid only) for supply of **NORMAL BUTANOL** from manufacturers/distributors or their accredited agents for supply of the under noted stores on ANNUAL RATE CONTRACT/SUPPLY ORDER basis strictly as per the specifications mentioned in Annexure 'A' to this Notice Inviting Tender.

SR NO.	Name of Chemical/store	Quantity	Single-Bid / Two Bid
1	<b>NORMAL BUTANOL</b>	82,000 KILOGRAM	SINGLE BID

**2 . CRITICAL DATES OF TENDER**

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	<b>24.08.2023 &amp; 18:30 Hrs</b>
2	Sale / Document Download Start Date & Time	<b>24.08.2023 &amp; 18:30 Hrs</b>
3	Sale / Document Download End Date & Time	<b>14.09.2023 &amp; 15:00 Hrs</b>
4	Bid Submission Start Date & Time	<b>24.08.2023 &amp; 18:30 Hrs</b>
5	Bid Submission End Date & Time	<b>14.09.2023 &amp; 15:00 Hrs</b>
6	Bid Opening Date & Time	<b>15.09.2023 &amp; 15:30 Hrs</b>

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.

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4. The tenders shall be submitted **online, in one part i.e. Financial Bid, along with all the tender documents**. The format of Financial Bid(BOQ) may be downloaded along with the tender documents . 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](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 14.09.2023** .
8. For any clarification Shri NM Rudresh, Tel. No. 07423-220614 (Office) and Shri SHAITAN SINGH BENIWAL, Dealing Assistant, GOAW, Neemuch may be contacted at on Mobile, mob. No. 7976852767.

**In-Charge Purchase Section**  
**Govt. Opium and Alkaloid works**  
**Neemuch, M.P. (458441)**

**Enclosures:**

- (i) Annexure-A (Technical Specifications ) .
- (ii) Annexure – B (General Instructions & Terms and conditions)
- (iii) Annexure – C (Tender Acceptance Letter)
- (iv) Annexure – D (Special Instructions for e-submission of bids)
- (v) Annexure-E(Details of EMD to be deposited)
- (vi) Annexure-F (Non Blacklisting declaration)

**TECHNICAL SPECIFICATIONS: NORMAL BUTANOL**

S.No	Description	Specification
01.	Description	Clear, Colorless , free from sediment and matter in suspension
02.	Solubility	Miscible with water & chloroform
03.	Residue on evaporation Max. (g/100ml)	0.01%
04.	Clarity & colour of solution	Not more intensely colored than reference Solution -YS6.
05.	Relative density at 20°C	0.810 to 0.815
06.	Purity% by mass	min 99.50 %
07.	Distillation range at 760 mm Hg	116-118 °C
08.	Colour , Hazen	max 10
09.	Acidity (as CH <sub>3</sub> COOH) % by mass	0.015
10.	Sulphuric acid test, max.	50

**Note: The sample should confirm as per IS: 361: 2009.**

**The material must be supplied in neat and clean tanker load.**

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

TENDER No. : GOAW/PUR/008/2023-24

**TENDER DOCUMENTS**

**GENERAL INFORMATION FOR THE TENDERERS**

1. With reference to this office tender notice issued vide F.No. GOAF/I(20)60/2023 dated 24.08.2023, sealed tenders are invited for purchase **NORMAL BUTANOL** 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 14.09.2023. 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 15.09.2023 at 15.30 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. Scanned Copy of the current and valid GST Registration Certificate.
  - c. Tender Acceptance Letter in format given in Annexure-C.
  - d. Scanned copy of Certificate of Analysis from the manufacturer from where supply is to be made or complete specification of offered material.
  - e. Scanned Copy of EMD or certificate regarding waive of EMD like MSME etc..
  - f. A Self declaration as per annexure F 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.
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 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.

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6. If it is noticed that the goods supplied do not conform to the specification of the order, GOAW, Neemuch 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. 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.
8. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right to reject or accept any tender without assigning any reason.

**In-Charge Purchase Section**  
**Govt. Opium and Alkaloid works**  
**Neemuch, M.P. (458441)**



**TERMS AND CONDITIONS**

1. The bid must contain complete specification of the **NORMAL BUTANOL** clearly showing compliance with prescribed technical specifications.
2. The basic price on F.O.R. (Free on Rail/Road) price and GST/other taxes should necessarily be indicated in the price bid. No any other charges shall be paid by this office.
3. The rates offered will remain valid till the completion of supply of entire quantity of the store or the validity of Annual Rate contract. Conditional tenders shall not be accepted.
4. In the event of tender being accepted, the Supply Order will be placed by the Competent Authority of Govt. Opium & Alkaloid Works, Neemuch.
5. The successful tenderer to whom Supply 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, Neemuch/ Bank Guarantee/ Fixed Deposit Receipt from a commercial bank at the rate of 5 % 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 supply.
6. In case of delay or failure to execute the Supply Order (s) against the contract, the General Manager, Govt. Opium & Alkaloid Works, Neemuch without prejudice to any other right, under laws, shall have the option :
  - a) To recover liquidated damage (LD) of the value of stores which is not delivered or delayed shall be recovered as follows :  
In case of the delivery of stores or any installment thereof is accepted after expiry of the original delivery period, the GM may recover from the supplier the LD equivalent to 0.5(Half) percent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The maximum LD shall not exceed 10(Ten) percent of the value of delayed goods.
  - b) To purchase from other sources at the risk and cost of the supplier to extent of material not delivered.
  - c) To cancel the Supply Order without any liability on G.O.A.W.
  - d) To blacklist and debar the company from making any future supplies to any Govt. Department / PSU of Govt. of India.
7. In case of exigencies, unforeseen circumstances, the Competent Authority of GOAW, Neemuch reserves the right to cancel the supply order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.
8. Legal proceedings, if any, emanating from the Supply Order shall fall within the jurisdiction of the competent court of Neemuch as the case may be.
9. The stores when received at the delivery place / destination shall be inspected for its quantity and quality.
10. No advance payment on any account shall be made for the supply. After inspection of the material supplied and on the material found satisfactory, payment shall be released by way of PFMS.
11. The material can be inspected at the premises of manufacturers / suppliers by the officers of this organization to ensure the quality of the material as per specification.
12. The competent Authority also reserve the right to increase or decrease the quantity of chemical/material to be supplied based on assessment of the final requirement & tender agrees

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to supply such revised quantities at the same rates and terms of this tender.

13. **Validity of Bids:** The Bids should remain valid for 90 days from the date of Financial bid opening.

14. **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.

15. If any tenderer submit more than one technical and /or financial bid, the bid would be liable to be rejected out rightly.

16. Since the tenders are invited on annual rate contract basis therefore the items shall be supplied to this works as and when required basis till the completion of validity of Annual Rate Contract.

17. Canvassing for obtaining tender will be disqualified the bidder from tender process.

18. As this is the tender of ARC, rates should be valid for one year from the date of finalization of rate contract.

19. Successful bidder must ensure to make GST payment and file all the GST returns in time.

**20. Force Majeure clause.**

(a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that was not known earlier and have arisen after the conclusion of the present contract.

(b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.

(c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 5(Five) days from the moment of their beginning.

(d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.

(e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

**21.** The "Public Procurement (preference to make in India) Order 2017" issued by Department of Industrial Policy and Promotion (now Department for Promotion of Industry and Internal Trade, DPIIT), Ministry of Commerce and Industry, Government of India vide No - P45021/2/2017-PP (B.E.-II) dated 15/06/2017 and Amended order 16.09.2020 or as amended from time to time and as applicable on the date of submission of tender, herein after referred as "PPP-MII Order 2017" is applicable for participation in this tender. The bidders are required to upload relevant documents as per the "PPP-MII Order 2017" along with their bid to avail benefits of this Order.

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**21.1 :-** Purchase Preference will be given to eligible bidders in accordance with the “Public Procurement (preference to make in India) Order 2017” issued by Department of Industrial Policy and Promotion(now Department for Promotion of Industry and Internal Trade, DPIIT), Ministry of Commerce and Industry, Government of India vide No - P-45021/2/2017-PP (B.E.- II) dated 15/06/2017, as amended from time to time and as applicable on the date of submission of tender, herein after referred as “PPP-MII Order 2017”. The minimum local content for the items covered under this tender shall be as per nodal Ministry’s Order in this regard. The margin of purchase preference and procedure of purchase preference shall be as specified in the “PPP-MII Order 2017”.

**22.** Public Procurement Policy for Micro & Small Enterprises (MSEs), order 2012 and Amendment order, 2018 under Micro, Small and Medium Enterprises Development Act, 2006 of Government of India or as amended from time to time and as applicable on the date of submission of tender herein after referred as “Micro & Small Enterprises (MSEs), order 2012 and Amendment order, 2018” is applicable for participation in this tender, The bidders are required to upload relevant documents as per Micro & Small Enterprises (MSEs), order 2012 and Amendment order, 2018 under Micro, Small and Medium Enterprises Development Act, 2006 of Government of India.

**22.1 :-** Purchase Preference will be given to eligible bidders in accordance with Micro & Small Enterprises (MSEs), order 2012 and Amendment order, 2018 under Micro, Small and Medium Enterprises Development Act, 2006 of Government of India or as amended from time to time or in force at the time of opening of bids.

**In-Charge Purchase Section  
Govt. Opium and Alkaloid works  
Neemuch, M.P. (458441)**

**TENDER ACCEPTANCE LETTER**

To

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

Sir,

Subject: Acceptance of Terms & Conditions of tender for "Supply of NORMAL BUTANOL  
on annual rate contract basis".

Tender Reference No: GOAW/PUR/008/2023-24

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/008/2023-24**

**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 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

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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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**AMOUNT OF EMD TO BE DEPOSITED**

Sr no.	Name of Chemical/store	Amount of EMD to be deposited in INR in favour of “Assistant Chief Account officer, GOAW , Neemuch”
1	NORMAL BUTANOL	<u>3,92,000 /-</u>

I/1370734/2023

**Annexure “F”**

***Non- Blacklisting (On company's letterhead)***

Date:

To,

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

Respected Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Document for tender ***for supply of Normal Butanol to GOAW, Neemuch on annual rate contract basis*** . I / We hereby declare that presently our Company/ firm .....is having unblemished record and is not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period of time by any State/Central Government/PSU.

We further declare that presently our company/firm.....is not blacklisted and not declared ineligible for reasons other than corrupt and fraudulent practices by any State/Central Government/PSU on the date of Bid Submission. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)