

**Government  
eProcurement  
System**

**eProcurement System Government of India**

**Tender Details**

Date : 20-Jun-2023 12:02 PM

**Print**

**Basic Details**

|   |   |  |        |
|---|---|--|--------|
| <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/002/2023-24  |  |        |
| <b>Tender ID</b>                            | 2023_DREV_758429_1  | <b>Withdrawal Allowed</b>                    | Yes    |
| <b>Tender Type</b>                          | Open Tender   | <b>Form of contract</b>                      | Supply |
| <b>Tender Category</b>                      | Services  | <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     |

**Payment Instruments**

| Offline | S.No | Instrument Type |
|---------|------|-----------------|
|         | 1    | Bankers Cheque  |
|         | 2    | Bank Guarantee  |
|         | 3    | Demand Draft    |
|         | 4    | FDR             |

**Cover Details, No. Of Covers - 1**

| Cover No | Cover                         | Document Type | Description  |
|----------|-------------------------------|---------------|--|
| 1        | Fee/PreQual/Technical/Finance | .pdf          | Scanned Copy of the current and valid GST Registration Certificate as applicable |
|          |                               | .pdf          | Tender Acceptance Letter in format given in Annexure-C                           |
|          |                               | .pdf          | Scanned Copy of EMD  |
|          |                               | .pdf          | NON BLACKLISTING CERTIFICATE OF FIRM   |
|          |                               | .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> | 1,16,500  | <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 MP | <b>EMD Payable At</b>                             | NEEMUCH MP |

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| Work /Item(s)                        |  |                           |                    |                       |  |
|--------------------------------------|--|---------------------------|--------------------|-----------------------|--|
| Title                                | TENDER FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL,MUMBAI TO GOAW NEEMUCH |                           |                    |                       |  |
| Work Description                     | TENDER FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL,MUMBAI TO GOAW NEEMUCH |                           |                    |                       |  |
| Pre Qualification Details            | Please refer Tender documents.   |                           |                    |                       |  |
| Independent External Monitor/Remarks | NA   |                           |                    |                       |  |
| Show Tender Value in Public Domain   | No   |                           |                    |                       |  |
| Tender Value in ₹                    | 37,56,270  | Product Category          | Hiring of Vehicles | Sub category          | TRANSPORTAION SERVICE                    |
| Contract Type                        | Rate Contract  | Bid Validity(Days)        | 90                 | Period Of Work (Days) | 365                                      |
| Location                             | GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP   | Pincode                   | 458441             | Pre Bid Meeting Place | NA                                       |
| Pre Bid Meeting Address              | NA   | Pre Bid Meeting Date      | NA                 | Bid Opening Place     | GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP |
| Should Allow NDA Tender              | No   | Allow Preferential Bidder | No                 |                       |  |

| Critical Dates                      |                      |                                   |                      |
|-------------------------------------|----------------------|-----------------------------------|----------------------|
| Publish Date                        | 20-Jun-2023 03:00 PM | Bid Opening Date                  | 12-Jul-2023 03:30 PM |
| Document Download / Sale Start Date | 20-Jun-2023 03:00 PM | Document Download / Sale End Date | 11-Jul-2023 03:00 PM |
| Clarification Start Date            | NA                   | Clarification End Date            | NA                   |
| Bid Submission Start Date           | 20-Jun-2023 03:00 PM | Bid Submission End Date           | 11-Jul-2023 03:00 PM |

| Tender Documents    |      |                    |                |                       |                       |
|---------------------|------|--------------------|----------------|-----------------------|-----------------------|
| NIT Document        | S.No | Document Name      | Description    | Document Size (in KB) |                       |
|                     | 1    | Tendernotice_1.pdf | NIT            | 364.56                |                       |
| Work Item Documents | S.No | Document Type      | Document Name  | Description           | Document Size (in KB) |
|                     | 1    | Tender Documents   | Tenderdoc.pdf  | Tender Documents      | 351.74                |
|                     | 2    | BOQ                | BOQ_797303.xls | FINANCIAL 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    |                      |
|---------------------|----------------------|
| GeMARPTS ID         | NS1J5YLRK4A3         |
| Description         | NOT AVAILABLE ON GEM |
| Report Initiated On | 12-Jun-2023          |
| Valid Until         | 12-Jul-2023          |



| <b>Tender Properties</b>              |        |                                     |     |
|---------------------------------------|--------|-------------------------------------|-----|
| <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>            | Yes |
| BoQ Comparative Chart model           | Normal | BoQ Compartive chart decimal places | 2   |
| BoQ Comparative Chart Rank Type       | L      | Form Based BoQ                      | No  |

| <b>Tender Inviting Authority</b> |  |
|----------------------------------|--|
| <b>Name</b>                      | GENERAL MANAGER                          |
| <b>Address</b>                   | GOVT OPIUM AND ALKALOID WORKS NEEMUCH MP |

| <b>Tender Creator Details</b> |                      |
|-------------------------------|----------------------|
| <b>Created By</b>             | Venu Gopal Darbha    |
| <b>Designation</b>            | Shift Chemist        |
| <b>Created Date</b>           | 20-Jun-2023 11:50 AM |



टेलिफोन Telephone : 07423-220199

Fax : 07423-220647

Email- gmopiumnmh@dataone.in

DATE: 19.06.2023

**NOTICE INVITING TENDER No:**  
**GOAW/PUR/002/2023-24**

1. The Office of the General Manger, Government Opium and Alkaloid Works Neemuch invites Single Bid online tenders (Financial Bid only) for **ANNUAL RATE CONTRACT FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL,MUMBAI TO GOAW NEEMUCH..**

| SR NO. | Name of Chemical/store  | Quantity   | Single-Bid / Two Bid |
|--------|---|--|----------------------|
| 1      | <b>TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH..</b> | 7,04,000 Litres<br>(During the whole year or till the validity of annual rate contract, As & when required in tanker load capacity of 24,000 Ltr)<br>Approx no. of trip : 32 | Single-Bid           |

**2 . CRITICAL DATES OF TENDER**

| Sl. No. | Particulars                                | Date & Time                       |
|---------|--|-----------------------------------|
| 1       | Publish Date & Time                        | <b>20.06.2023 &amp; 15:00 Hrs</b> |
| 2       | Sale / Document Download Start Date & Time | <b>20.06.2023 &amp; 15:00 Hrs</b> |
| 3       | Sale / Document Download End Date & Time   | <b>11.07.2023 &amp; 15:00 Hrs</b> |
| 4       | Bid Submission Start Date & Time           | <b>20.06.2023 &amp; 15:00 Hrs</b> |
| 5       | Bid Submission End Date & Time             | <b>11.07.2023 &amp; 15:00 Hrs</b> |
| 6       | Bid Opening Date & Time                    | <b>12.07.2023 &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 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

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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 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 11.07.2023**.
8. For any clarification Shri N M RUDRESH, I/c Purchase, GOAW, Neemuch may be contacted at the office : Tel. No. 07423-220614 (Office) and Shri Shaitan Singh Beniwal, Dealing Assistant, GOAW, Neemuch Mob. No. 7976852767.

(N. M. RUDRESH)

INCHARGE PURCHASE SECTION

GOAW, NEEMUCH, M.P.

Enclosures:

- (i) **Annexure-A Schedule for Transportation of Toluene pure from BPCL,mumbai.**
- (ii) **Annexure – B (General information for the tenderers & Terms and conditions)**
- (iii) **Annexure – C (Tender Acceptance Letter)**
- (iv) **Annexure – D (Special Instructions for e-submission of bids)**
- (v) **Annexure-E(Amount of EMD to be deposited )**

## ANNEXURE-A

**SCHEDULE FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING  
LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH**

| <b>Sr.<br/>No.</b> | <b>NAME OF<br/>CHEMICAL</b> | <b>TOTAL ANNUAL<br/>TRANSPORTATION<br/>QUANTITY OF<br/>TOLUENE</b>          | <b>PLACE<br/>FROM<br/>UPLIFTING<br/>BE MADE</b>   | <b>DISTANCE IN<br/>KILOMETER FROM<br/>UPLIFTING PLACE<br/>TO<br/>GOAW,NEEMUCH</b> |
|--------------------|-----------------------------|---|---|---|
| <b>1</b>           | <b>TOLUENE<br/>PURE</b>     | <b>APPROX<br/>7,04,000 LITRE<br/>(IN TANKER<br/>CAPACITY OF 24<br/>KL).</b> | <b>BPCL,<br/>CHEMBUR<br/>REFINERY,<br/>MUMBAI</b> | <b>815 KM</b>   |

## ANNEXURE-B

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

TENDER No. : GOAW/PUR/002/2023-24

**TENDER DOCUMENTS****GENERAL INFORMATION FOR THE TENDERERS**

1. With reference to this office tender notice issued vide F.No GOAF/I(20)/63/2023 dated 19.06.2023, Online tenders are invited for TRANSPORTATION OF TOLUENE IN BOTTOM LOADING LORRY FROM BPCL,MUMBAI TO GOAW NEEMUCH from reputed transporter 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 11.07.2023. 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 12.07.2023 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 GST Registration Certificate as applicable.
- b. Tender Acceptance Letter in format given in Annexure-C
- c. Scanned Copy of EMD.
- d. 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
- e. 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 eprocurement 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.

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6. 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.
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.

Sd/-

(N. M. RUDRESH)  
INCHARGE PURCHASE SECTION  
GOAW, NEEMUCH, M.P.



## **TERMS AND CONDITIONS**

1. The bid must contain complete details for Transportation of Toluene pure from BPCL,Mumbai refinery.
2. 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, Neemuch (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 30<sup>th</sup> day after the award of the The supply of the material will be made to the GOAW, Neemuch.

3. The rates offered will remain valid till the completion of transportation of whole quantity of toluene pure mentioned in Annexure-A or till the validity of Annual Rate Contract, whichever is earlier. Conditional tenders shall not be accepted.
4. The successful tenderer to whom contract 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
5. Net rates should be quoted after adding risk charge, in nature of insurance & deducting discount etc., whatsoever, it may be enroute expenses, if any will be borne by transporter.
6. All levies and miscellaneous expenditure if any during the transit other than those quoted in the tender shall be borne by transporter(s).
7. Quantity of transportation of toluene pure can be increased or decreased by the discretion of the General Manager, Govt. Opium & Alkaloid Works, Neemuch, Madhya Pradesh
8. The transporter shall have to provide **BOTTOM LOADING TANKER TRUCK**, specially as per the Maharashtra State Pollution Control Board guideline. The tanker should be neat, clean properly washed / cleaned and in good condition for transportation of Toluene pure.
9. The transporter shall have to arrange tanker truck within 24 hours from the date and time of receipt of the documents or information from the consignee's representative as and when ordered for uplifting(s) the subject material from the stock point of the consignor.
10. On failure for providing the tanker truck within 24 hours the consignee or his representative reserves the right to hire another tanker truck even on higher rates, if need be. In that case, the transporter shall be liable for payment of difference of amount paid by the consignee or its representative, if any, within 15 days from the date of receipt of such intimation by the transporter

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11. In case of exigencies, unforeseen circumstances, etc., the General Manager, Govt. Opium & Alkaloid Works, Neemuch, MP reserves the right to cancel the order for whole or the balance quantity or part of it at any time without assigning any reason, what so ever be.
12. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right not to accept the lowest or any quotation/tender or to split up the tenders and place order with one or more tenderer(s) without assigning any reason, whatsoever be.
13. The tanker when received at the Government Opium & Alkaloid Works, Neemuch, MP shall be inspected with respect to seal and tag. If seal/tag of BPCL is found break/opened, then tanker will not accepted and a legal action will made against you.
14. No advance payment on any account shall be made against the transportation of toluene pure. After inspection of the supplied item and on the supply being found satisfactory, payment against bills for transportation shall be made at the earliest by way of PFMS.
15. The rate of Transportation of toluene pure will be fixed irrespective of change in diesel rate during the year.
16. The transporter shall be responsible to fill full quantity ordered before the consigner and see that all the seals are intact before living the stock point of the consigner. It shall be personnel responsibility of transporter for intactness of the seals and correct delivery of the materials as regards to the quality, quantity etc.
17. The material transported shall be weighed, measured and inspected at the consignees work's for correct quality and quantity of materials deliver at actual by the transporter.
18. The transit losses up 0.5% due to evaporation, sensitivity of weigh bridge(s) etc. shall be allowed. In case of shortage over and above 0.5% of dispatched quantity necessary remarks will be recorded on the L.R./ Challan / GC Note verified by the Stores Officer or his representative. The claim shortage and loss in transit (more than 0.5%), if any due to any reason, whatsoever be shall made good and paid by you to the Government Opium & Alkaloid Works, Neemuch, Madhya Pradesh.
19. The transporter or driver of the tanker truck or his representative shall obtain a receipt of material delivered to the consignee from the stores officer of the consignee showing the quality, quantity, time and get and other particular, if any, and raise their bills on the basis of receipt so obtained. In case, any variation in the quality is found and shortage in the quantity of material is deducted, the transporter shall solely be responsible for the same. In case of variation in the quality and quantity of material delivered is detected, the same shall be recorded on the receipt of material in the presence of the driver of tanker truck by the consignee's representative or the Store Officer.
20. On submission of the transporter's bills in triplicate in the name of the General Manager of the Government Opium & Alkaloid Works, Neemuch, Madhya Pradesh, original one duly pre-receipted and stamped supported by the relevant Lorry Receipt / Challan / Goods Consignment note verified by the Stores Officer or his representative of the consignee the full payment will be made by way of PFMS in favour of the transporter at the earliest. Normal period for release of payment is within 30 days.
21. The consignee reserves the right to cancel whole or part of the rate contract at any time without assigning any reasons, whatsoever be.
22. 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.
23. The successful tenderer to whom Annual Rate contract is issued, shall have to furnish

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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.

24. 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.
25. In case of failure to comply with the terms and conditions of this order, the General Manager of this Works, reserves the right to forfeit part or whole of the Security Deposit & Earnest Money Deposit, if any, deposited by you in connection with supply of stores of this Works.
26. In case of exigencies, unforeseen circumstances, etc., the General Manager, Govt. Opium & Alkaloid Works, Neemuch, MP reserves the right to cancel the order for whole or the balance quantity or part of it at any time without assigning any reason, what so ever be.
27. Legal proceedings, if any, emanating from this Contract, shall fall within the Jurisdiction of the competent court of Neemuch, Distt. Neemuch, Madhya Pradesh.
28. **Validity of Bids:** The Bids should remain valid for 90 days from the date of Financial bid opening.
29. **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.
30. Since the tenders are invited on Annual rate contract basis therefore the requirement for Transportation of Toluene Pure is as and when require basis till the completion validity of Annual Rate Contract.
31. Canvassing for obtaining tender will be disqualified the bidder from tender process.

Sd/-

(N. M. RUDRESH)

INCHARGE PURCHASE SECTION

GOAW, NEEMUCH, M.P.

**TENDER ACCEPTANCE LETTER**

To

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

Sir,

Subject: Acceptance of Terms & Conditions of tender for "TRANSPORTATION OF  
TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL,MUMBAI".

Tender Reference No: GOAW/PUR/002/2023-24

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/002/2023-24**

**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

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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. | Description  | Amount of EMD to be deposited in INR |
|--------|--|--------------------------------------|
| 1      | TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING FROM BPCL, MUMBAI TO GOAW NEEMUCH | <u>1,16,500/-</u>                    |