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F.NO. GOAF/I/(20)/19/2024

DATE: 13.03.2025

**NOTICE INVITING TENDER No:**  
**GOAW/PUR/053/2024-25**

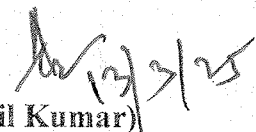
1. The Office of the General Manger, Government Opium and Alkaloid Works Neemuch invites open tender for the **Videography of sampling and testing work at GOAW, Neemuch, M.P.** The details of the work to be carried out is mentioned in "Annexure A" of this notice inviting tender.
2. **CRITICAL DATES OF TENDER**

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	13.03.2025 & 18:00 Hrs
2	Sale / Document Download Start Date & Time	13.03.2025 & 18:00 Hrs
3	Sale / Document Download End Date & Time	20.03.2025 & 15:00 Hrs
4	Bid Submission Start Date & Time	13.03.2025 & 18:00 Hrs
5	Bid Submission End Date & Time	20.03.2025 & 15:00 Hrs
6	Bid Opening Date & Time	21.03.2025 & 15:30 Hrs

3. Tender documents may be downloaded from Central Public Procurement Portal (CPMP) 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.
4. The tenders shall be submitted **online along with all the tender documents** as per annexure B. 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 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 20.03.2025**.
8. For any clarification Shri Anil Kumar, In-charge purchase at Mob. No. 9468740870 & Abhishek Bajpee, UDC, GOAW, Neemuch may be contacted on Mob. No. 8896652964.

  
(Anil Kumar)  
In-charge Purchase

**Enclosures Details:**

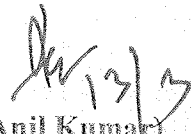
S. No.	Enclosures	Details of enclosures
1	Annexure – A	Work specification and description
2	Annexure – B	General information for the tenderers & Terms and conditions
3	Annexure – C	Tender Acceptance Letter
4	Annexure – D	Special instructions for e – submission of bids
5	Annexure – E	Amount of EMD to be deposited
6	Annexure – F	Format of Non Blacklisting Certificate

## ANNEXURE- A

Sr. No.	Description	QTY.
01	Video recording for Opium Sampling process with 6 camera; tripods and manpower as per requirement; Timing : 07:00 AM. to 12:00 AM.(As per directions of concerned officials) (Rates shall be applicable for those days when the videography of sampling work is done)	45 Days

**NOTE:-**

1. All above work is required to be carried out in highly secured & restricted area.
2. All the related incoming materials should have proper documents which shall be checked.
3. The manpower is allowed inside GOAW premises against proper ID Cards.
4. Frisking & checking at each gate shall be done by CISF at each gate.
5. The payment will be made per day and per camera basis when the sampling work is done.
6. The videography is to be done using your six cameras along with assisting staff
7. As per directions of the department, the firm should be able to provide one or two videography teams with each separate video cameras and its team respectively.
8. The sampling/ testing activities as directed by the department should be covered in videography.
9. At the end of every day, the recording of videography shall be transferred in a computer/ Hard disk of the department and handed over to officer concerned.
10. Any accessories peripherals required for the work like memory card etc. shall be arranged by the firm itself. Enough memory cards should be in spare so that backup data transfer and recording may be done simultaneously.

  
(Anil Kumar)  
In-charge Purchase

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

TENDER No. : GOAW/PUR/053/2024-25

**TENDER DOCUMENTS**

**GENERAL INFORMATION FOR THE TENDERERS**

1. With reference to this office tender notice issued vide F.NO. GOAF/1/(20)/19/2024 dated 13.03.2025, tenders are invited Videography of sampling and testing work at GOAW Neemuch.
2. Last date for uploading of tenders is up to 15:00 Hrs. of 20.03.2025. Tenders uploaded after due date, time and not in prescribed tender document will not be considered. The tenders are to be submitted (Uploaded) in the prescribed Tender Documents, in respective covers.
3. Tenders uploaded up to prescribed time and date will be opened on 21.03.2025 at 15.30 HRS
4. Bids in the prescribed format as per Annexure B shall be duly filled in and signed by the authorized signatory and uploaded online by the bidder in Cover-I 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.**
- b. **Tender Acceptance Letter in format given in Annexure-C**
- c. **Scanned copy of EMD / Document for exemption of EMD.**
- d. **Non blacklisted Certificate as per Annexure-F**
- e. **Copy of work order of videography done at any govt. organization at least for 1 year.**
- f. **Signed copy of Annexure 'A'.**

**Cover-II**

**The Financial Bid as in BOQ excel form shall be duly filled in, digitally signed and uploaded online by the bidder.**


Both Technical and Financial Bids 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.

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 :**

- Price Bid in BOQ Excel form.
- Price bid format may be download from e - procurement site <https://eprocure.gov.in/eprocure/app/>
- Tenderers should not modify the price bid.
- In case the tenderer fails to submit any of the documents as stated above, Financial bids of the bidder shall not be considered for opening and shall be rejected straight away without any further reference.

5. 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.
6. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right to reject or accept any tender without assigning any reason.
7. Evaluation of each firm shall be done and the supply/ work order shall be issued based on L1 quoted firm as per recommendations of Tender Committee.

  
(Anil Kumar)  
In-charge Purchase

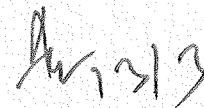
## TERMS AND CONDITIONS

1. Tenders not strictly in conformity with the specifications of the work given in the tender form shall not be considered.
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 **Drawing and Disbursing Officer, Govt. Opium and Alkaloid Works, Neemuch, M.P.** (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 Organization or the concerned Ministry or department must be accompanied along with duly signed terms and condition 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 unsuccessful bidder 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 supply of the material will be made to the GOAW, Neemuch.
3. Rates should be quoted on F.O.R. Neemuch basis (inclusive of all taxes/levies applicable). Neemuch is located 135 kms from Ratlam (MP) and 55Kms from Chittorgarh (Rajasthan).
4. In case of delay or failure to execute the Work 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 works which is not delivered or delayed shall be recovered as follows :

In case of the delivery of work is completed after expiry of the original completion period, the GM may recover from the supplier the LD equivalent to 0.5(Half) percent of the prices of any portion of work completed late, for each week or part thereof of delay. The maximum LD shall not exceed 10(Ten) percent of the value of delayed works.
  - b) To get the work done from other sources at the risk and cost of the supplier to extent of material not delivered.
  - c) To cancel the Work Order without any liability on G.O.A.W.
  - d) To blacklist and debar the company from making any future work to any Govt. Department / PSU of Govt. of India.
5. In case of exigencies, unforeseen circumstances the General Manager reserves the right to cancel the work order for whole work or part of it by way of one month notice without assigning any reason.
6. Legal proceedings, if any, emanating from this contract shall fall within the jurisdiction of the competent court of Neemuch, District Neemuch, State Madhya Pradesh.
7. Income tax – TDS will be deducted at prevailing rates as per applicable rule of Income tax act.
8. GST – TDS will be deducted at prevailing rate as per applicable rule of GST Act.
9. Vendor shall ensure to submit GST return in time. Vendor shall declare invoices in their GSTR – 1 and shall pay the tax to the government by filling GSTR – 3B or any other/form for payment of tax so that vendors invoice details appear in GOAW, Neemuch GSTR – 2A. In case of non-payment of tax or non-filing of GST return, tax amount will be recovered as per the decision of competent authority of GOAW, Neemuch.

10. The tenderer shall submit a copy of partnership deed in case of partnership firm or certificate of proprietorship in case of proprietary firm. In case of partnership firm the name of the person who is authorized to sign the documents & agreement etc. shall be submitted by the tenderer on required stamp papers.
11. 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/Performance security furnished by him shall be forfeited without any prejudice to other rights of Govt. of India under any law.
12. No advance payment on any account shall be made for the supply.
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 summarily 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 financial bid, the bid would be liable to be rejected out rightly.
16. Canvassing for obtaining tender will disqualify the bidder from tender process.
17. The stores/material when received shall be installed and demonstrated for satisfactory working. It will be the responsibility of contractor to replace or repair the defective parts during guarantee/warranty period.
18. Govt. Opium & Alkaloid works, Neemuch will not be responsible for any damages, losses to the property of the contractor during the period of work, similarly, the Govt. Opium & Alkaloid Works, Neemuch will not be responsible for any loss caused to any persons engaged by the contractor due to any reason what so ever.
19. If any damage caused to Govt. property during execution of the work, the same shall be made good/rectified by the contractor, for this no extra payment will be made.
20. All the general T& P required for executing the job is to be arranged by contractor and no extra payment will be done. T&P shall include spanners of inch size, mm sizes, hammer, screwdriver, chain pulley block, winches, other lifting equipment devices, sling, D shades, eyebolt, etc. for the above job.
21. Any other rules and regulations, conditions etc. what are in force at present and that any be framed by this works from time to time in connection with the contract will be binding and acceptable to the contractor.



(Anil Kumar)

In-charge Purchase

TENDER ACCEPTANCE LETTER

To

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

Sir,

Subject: Acceptance of Terms & Conditions of tender for "**Videography of sampling and testing at GOAW, Neemuch.**" Tender Reference No: -  
GOAW/PUR/053/2024-25

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 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:



## ANNEXURE-D

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

**TENDER No. : GOAW/PUR/053/2024-25**

### **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
- iii. 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.
- iv. 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 18002337315.

AMOUNT OF EMD TO BE DEPOSITED

S. NO.	Description of Work	Amount of EMD to be deposited in INR
1	Videography for sampling and testing work at GOAW, Neemuch	6,500/-

**Non – Blacklisting (On Company's letterhead)**

Date :

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

Respected Sir/Madam,

I have carefully gone through the Terms and Conditions contained in the Document for tender for **"Videography for sampling and testing work at GOAW, Neemuch, M.P."**

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 declared ineligible for reason 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)