



F.No. GOAF/II/(20)/6/2023

Dated: 02.09.2025

**NOTICE INVITING TENDER REF. No: GOAW/PUR/010/2025-26**

1. The Office of the General Manger, Government Opium and Alkaloid Works Neemuch invites Double Bid online tenders (Technical Bid and Financial Bid only) from reputed, experienced and eligible transporters or their accredited agents for **TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH ON ANNUAL RATE CONTRACT BASIS.**

SR NO.	Name of Work	Quantity	Single-Bid / Two Bid
1	TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH.	12,00,000 Litres (During the twelve months or till the validity of trip based rate contract, As & when required in tanker load capacity of 24,000 Ltr) Approx no. of trip : 50	Two Bid

2. **CRITICAL DATES OF TENDER**

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	02.09.2025 & 18.00
2	Sale / Document Download Start Date & Time	02.09.2025 & 18.00
3	Sale / Document Download End Date & Time	24.09.2025 & 15.00
4	Bid Submission Start Date & Time	02.09.2025 & 18.00
5	Bid Submission End Date & Time	24.09.2025 & 15.00
6	Bid Opening Date & Time	25.09.2025 & 15.30

3. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site <http://eprocure.gov.in/eprocure/app> as per the schedule given in 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 two parts i.e. Technical Bid & Financial Bid, along with all the tender documents. The format of Technical bid is given in Annexure-C and 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 24.09.2025**.
8. For any clarification Shri Manjesh Verma, In-charge Purchase at 9406612654 & Mob. No. 9893131373 & Shri Mohammed Zaki, Dealing Assistant, GOAW, Neemuch may be contacted on Mobile No. 9827562199.



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

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 (Technical Bid)
- (iv) Annexure-D (Tender Acceptance Letter)
- (v) Annexure-E (Special Instructions for e-submission of bids)
- (vi) Annexure-F (Bid Security Declaration)
- (vii) Annexure-G (Amount of EMD deposited)
- (viii) Annexure-H (Non Blacklisting declaration)



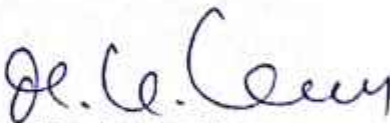
**Scope of Work**

The contractor will transport Toluene Pure in 24 KL bottom-loading lorry from BPCL, Mumbai to GOAW, Neemuch for approximately 50 trips annually (total 1200000 liters). Responsibilities include timely placement of tankers, ensuring safety compliance, sealing, proper documentation, cleanliness, and prevention of contamination. Loading will be done at BPCL, Mumbai by bottom loading, unloading at GOAW Neemuch. Any spillage, loss, or contamination will be borne by the contractor.

**SCHEDULE FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY  
FROM BPCL, MUMBAI TO GOVT. OPIUM & ALKALOID WORKS, NEEMUCH (MP)**

Sr. No.	NAME OF CHEMICAL TO BE TRANSPORTED	TOTAL ANNUAL TRANSPORTATION QUANTITY OF TOLUENE	PLACE FROM UPLIFTING MADE	DISTANCE IN KILOMETER FROM UPLIFTING PLACE TO GOAW, NEEMUCH
1	TOLUENE PURE	APPROX 12,00,000 LITRE (IN TANKER CAPACITY OF 24 KL).	BPCL, CHEMBUR REFINERY, MUMBAI (Maharashtra)	815 KM

**Note:** The bidder should own at least one bottom loading lorry of capacity 24 KL compliant with Petroleum and Explosives Safety Organisation (PESO) standards. The lorry should also be approved as per Bharat Petroleum Corporation Limited (BPCL) norms. The bidder should submit relevant documents of at least one lorry. The vehicle placed for loading shall not be suspended by BPCL, Mumbai.

  
**Production Manager**  
**GOAW, Neemuch**

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

**TENDER No. : GOAW/PUR/010/2025-26**

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

1. With reference to this office tender notice issued vide F.No GOAF/I(20)/55/2023 dated 02.09.2025, open tenders are invited **FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH ON ANNUAL RATE CONTRACT BASIS** from reputed transporter or their accredited agents as per schedule enclosed with the Tender Documents.
2. Last date for uploading of tenders is up to 15:00 Hrs. of 24.09.2025 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 upto prescribed time and date will be opened on 25.09.2025 at 15.30 Hrs.
4. Technical Bid in Annexure C and 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 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) Scanned Copy of registration certificate of at least one bottom loading lorry of capacity 24 KL and explosive license for the same.
- (c) Scanned copy of technical bid as per Annexure-C, duly filled and signed.
- (d) Tender Acceptance Letter in format given in Annexure-D.
- (e) Bid Security Declaration as per Annexure-F.
- (f) Scanned Copy of EMD or certificate regarding waive of EMD like MSME etc.
- (g) A Self declaration as per Annexure-H that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India

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.

**Cover-II**


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

Both Technical Bid and 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 .
6. Earnest Money of the unsuccessful tenderers 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. Bidders claiming exemption from EMD are required to ensure their Udyam Registration Certificate reflects the relevant NIC code or item description matching the tendered item. Failure to meet this condition may result in rejection of the bid.
9. 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 details of Transportation of Toluene Pure from BPCL Mumbai to GOAW, Neemuch.
2. The bid security declaration as mentioned in annexure-F must be accompanied along with duly signed terms and conditions.
3. The bidder should own at least one bottom loading lorry of capacity 24 KL compliant with Petroleum and Explosives Safety Organisation (PESO) standards. The lorry should also be approved as per Bharat Petroleum Corporation Limited (BPCL) norms. The bidder should submit relevant documents of at least one lorry. The bidders must possess valid licenses under Petroleum Rules for hazardous chemicals transport.
4. The consignee reserves the right to cancel whole or part of the rate contract at any time without assigning any reasons, whatsoever be.
5. The rates offered will remain valid till the completion of transportation of whole quantity of Toluene Pure as per Annexure-A or till the validity of annual rate contract, whichever is earlier. Conditional tenders shall not be accepted.
6. 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 & Security Deposit furnished by him shall be forfeited without any prejudice to other rights of Govt. of India under any law.
7. 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.
8. All levies and miscellaneous expenditure, if any, during the transit other than those quoted in the tender, shall be borne by transporter(s).
9. The quantity indicated is approximate and may vary depending on operational needs. 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. The contractor shall be bound to transport the revised quantity at the same rates of contract.
10. The transporter shall have to provide **BOTTOM LOADING TANKER TRUCK**, especially 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 and drivers deployed must have hazardous goods driving licenses and trained in chemical transport safety.
11. 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.
12. 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.
13. In the event of tender being accepted, the Annual Rate Contract will be placed by the Competent Authority of Govt. Opium & Alkaloid Works, Neemuch. Thereafter, letter/documents will be issued on as and when required basis.
14. The successful tenderer to whom rate 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.

15. In case of exigencies, unforeseen circumstances, the General Manager, GOAW, Neemuch reserves the right to cancel the order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.
16. 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.
17. 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 be accepted and a legal action will be made against transporter.
18. No advance payment on any account shall be made against the transportation of Toluene Pure. After inspection of the material supplied and on the material found satisfactory, payment shall be released by way of PFMS at the earliest.
19. The rate of Transportation of toluene pure will be fixed, irrespective of change in diesel rate during the year.
20. The transporter shall be responsible to fill full quantity ordered before the consigner and see that all the seals are intact before leaving the stock point of the consigner. It shall be the personnel responsibility of transporter for intactness of the seals and correct delivery of the materials as regards to the quality, quantity etc.
21. The material transported shall be weighed, measured and inspected at the consignee's work's for correct quality and quantity of materials delivered at actual by the transporter.
22. The transit losses upto 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 shall be made good and paid by transporter to the Government Opium & Alkaloid Works, Neemuch, Madhya Pradesh.
23. 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 date and other particulars, 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.
24. 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.
25. Legal proceedings, if any, emanating from the Annual Rate Contract/Supply Order shall fall within the jurisdiction of the competent court of Neemuch as the case may be.
26. The Annual Rate Contract (ARC) for TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI TO GOAW NEEMUCH may be extended for a



further period of up to three (03) months beyond its original expiry date, on the same rates, specifications, and terms & conditions as stipulated in the original ARC, subject to mutual consent of both the purchaser and the transporter.

27. The transporter shall be fully responsible for any leakage, spillage, fire, or accidents during transit.
28. **Validity of Bids:** The Bids should remain valid for 90 days from the date of Financial bid opening.
29. Only Bottom Loading Lorries/Tankers with proper earthing, vapour recovery systems, and emergency shut-off valves shall be allowed.
30. The transporter must ensure that transport of toluene pure must comply with applicable Hazardous and Other Wastes Rules, and Motor Vehicle Rules.
31. **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.
32. If any tenderer submit more than one technical and /or financial bid, the bid would be liable to be rejected out rightly.
33. 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.
34. Canvassing for obtaining tender will be disqualified the bidder from tender process.
35. As this is the tender of ARC, rates should be valid for one year from the date of finalization of rate contract. The General Manager reserves the right to extend the contract for a further period up to 3 months on the same rates, terms, and conditions.
36. Successful bidder must ensure to make GST payment and file all the GST returns in time.
37. Contractor shall insure the consignment for full invoice value against all transit risks including fire, theft, accident, and spillage. Insurance costs to be borne by the transporter.
38. The bid security/EMD as mentioned in annexure-G 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 contract. No interest shall be payable on the EMD amount.

39. **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.
40. 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.
- 40.1 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".
41. 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.
- 40.1 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)**



**Ministry of Finance, Dept. of Revenue, Govt. Opium  
& Alkaloid Works, Neemuch (M.P)  
TENDER No. : GOAW/PUR/010/2025-26**

**TECHNICAL BID**

- a. Name, Address, Email and Telephone number  
of the Firm/Bidder :
- b. Name & Address of the Authorized Signatory :  
Tel.No. of the Authorized Signatory :
- c. i) Details of the firm :  
ii) In case of direct dealers/ representatives/  
Distributor, submit copy of valid dealership  
license issued by the manufacturer :
- d. GST Registration Number  
(Copy of valid G.S.T Certificate may be  
submitted.) :
- e. Description of product :

I/We hereby declare that the above statements are true. I/We also declare that the quality standards of offered material is as per technical specification given in annexure 'A' of tender documents. I/We declare that the decision of GOAW, Neemuch regarding selection of eligible firms shall be final and binding on me/us.

Date:

Signature:

Address:

Name of the Authorised Signatory

:

Designation

**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 TO GOAW NEEMUCH ON ANNUAL RATE CONTRACT BASIS".

Tender Reference No: GOAW/PUR/010/2025-26

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/010/2025-26**

**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 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.
- .....



**BID SECURITY DECLARATION**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

General Manager  
Govt. Opium and Alkaloid Works  
Neemuch, Madhya Pradesh

- I/We. The undersigned, declare that:
- I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
- I/We accept that I/We may be disqualified from bidding for any contract with you for a period of minimum three years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because
- I/We
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
- I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed in the capacity of:

Name:

Seal and Sign of authorized signatory:

Dated on \_\_\_\_\_


day of \_\_\_\_\_

Corporate Seal (where appropriate)  
(Note: In case of a Joint Venture)

## Annexure "G"

**AMOUNT OF EMD TO BE DEPOSITED**

Sr no.	Name of Chemical/store	Amount of EMD to be deposited in INR in favour of "Drawing and Disbursing Officer, GOAW , Neemuch"
1	TRIP BASED RATE CONTRACT FOR TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING FROM BPCL, MUMBAI TO GOAW NEEMUCH	1,70,000/-

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



## Annexure "H"

**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 TRANSPORTATION OF TOLUENE PURE IN BOTTOM LOADING LORRY FROM BPCL, MUMBAI 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)