भारत सरकार
वित्त मंत्रालय
राजस्व विभाग
कार्यालय महाप्रबन्धक,
शासकीय अफीम एवं क्षारोद कारखाना,
गाजीपुर–233001

GOVERNMENT OF INDIA
Ministry of Finance
Department of Revenue,
Office of the General Manager,
Govt. Opium & Alkaloid Works,
Ghazipur- 233001.

टेलिफोन Telephone : 0548 2220237

Fax : 0548 2220601
Email- goawgzup@gmail.com

F. No-11/1/8/Sales/2010-11-I

Date:09.08.2023

NOTICE INVITING TENDER No GOAW/GZP/025/2023-24

1. The Office of the General Manger, Government Opium and Alkaloid Works Ghazipur invites Single-Bid online tenders (Financial Bid only) for **Arrangement of Hospitality items (Food, water etc.)** from bidders as the per under noted items:

Sl. No.	Description of items	Quantity
1	Breakfast Meal (04 Pudi, Sabji, Salad and desert)	400 Packet.
2	Lunch Meal	400 Plates
3	Dinner Meal	400 Plates
4	Potable water (01 ltr) Make: Kent/ Bisleri	1200 bottles
Note: 1. The Breakfast, Lunch and Dinner Meals along with the water bottles are to be arranged and served at GOAW and Dalla Cement Factory, dalla Cemant Area, Sonabdra as and when directed by the I/c Operations. 2. Bidders are advised to enquiry about the conditions before bidding the rates.		

2 . CRITICAL DATES OF TENDER

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	**09.08.2023 & 17:00 Hrs**
2	Sale / Document Download Start Date & Time	**09.08.2023 & 17:00 Hrs**
3	Sale / Document Download End Date & Time	**22.08.2023 & 17:00 Hrs**
4	Clarification Start Date & Time	**09.08.2023 & 17:00 Hrs**
5	Clarification End Date & Time	**22.08.2023 & 12:00 Hrs**
6	Bid Submission Start Date & Time	**09.08.2023 & 17:00 Hrs**
7	Bid Submission End Date & Time	**22.08.2023 & 17:00 Hrs**
8	Bid Opening Date & Time	**23.08.2023 & 17:00 Hrs**

3. Tender documents may be downloaded from Central Public Procurement Portal (CPPP) site **http: //eprocure.gov.in/eprocure/app** as per the schedule given in time schedule for tender as above. Aspiring Bidders who have not enrolled/registered for e-procurement should 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, in one part i.e. Financial Bid only, along with all the tender documents**. The format of Financial Bid is given in BOQ. All the pages of the bid must be sequentially numbered and signed. Over writing, if any, has to be duly certified/ attested by the bidder or his authorized signatory irrespective of nature of content of the documents before uploading. Bids submitted without copies of documents specified shall be summarily rejected. The offers submitted through any means other than uploading on the CPPP website https://eprocure.gov.in/eprocure/app shall not be considered. No correspondence will be entertained in this matter.

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 &** 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 **05.00 PM on 22.08.2023.**

8. For any clarification Ajay Kumar Rai, Factory Engineer, GOAW, Ghazipur may be contacted at the Mobile number: 9455495210.

-Sd-
Administrative Officer

Enclosures:

(i) Annexure- A (Amount of EMD to be deposited)
(ii) Annexure – B (General Instructions & Terms and conditions)
(iii) Annexure –C (Tender Acceptance Letter)
(iv) Annexure – D (Special Instructions for e-submission of bids

Annexure-A

Name of Item/ work	Amount of EMD to be deposited
Arrangement of Hospitality items (Food, water etc.) for hospitality	**Rs. 5000/-**

ANNEXURE-B

Ministry of Finance, Dept. of Revenue, Govt. Opium &
Alkaloid Works, Ghazipur (U.P)

TENDER No : GOAW/PUR/025/2023-24

TENDER DOCUMENTS

GENERAL INFORMATION FOR THE TENDERERS

1. With reference to this office tender notice issued vide F. No-11/1/8/Sales/2010-11-I dated 09.08.2023, sealed tenders are invited for **Arrangement of Hospitality items (Food, water etc.)** from established/ reputed manufacturers/distributors or their accredited agents as per specification enclosed with the Tender Documents.

2. Last date for uploading of tenders is up to 17:00 Hrs. of 22.08.2023. 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 up to prescribed time and date will be opened on 23.08.2023 at 17.00 HRS

4. Financial Bid in the prescribed format as per BOQ shall be duly filled in and signed by the authorised signatory and uploaded online by the bidder along with the self-attested and stamped scanned copies of the following documents: -

Cover-I

a. **Scanned Copy of the current and valid Trade License and Dealership Certificate as applicable.**
b. **Scanned Copy of the current and valid GST Registration Certificate.**
c. **Tender Acceptance Letter in format given in Annexure-C**
d. **Scanned Copy of EMD.**
e. **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**
f. **The Financial Bid (as in BOQ) shall be duly filled in, digitally signed and uploaded online by the bidder.**

5. Financial bid should be submitted online through Central Public Procurement Portal e-tender system website http://eprocure.gov.in/eprocure/app. Off line Bids shall not be accepted.

Note :

1. Price Bid in BOQ Excel form.
2. Price bid format may be download from e-procurement site https://eprocure.gov.in/eprocure/app/
3. 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.

6 If it is noticed that the goods supplied do not conform to the specification of the order, GOAW, Ghazipur shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.

7. 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.

8. 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.

9. The General Manager, Govt. Opium & Alkaloid Works, Ghazipur reserves the right to reject or accept any tender without assigning any reason.

-Sd-

Administrative Officer

TERMS AND CONDITIONS

1. The bid must contain complete specification of the **Arrangement of Hospitality items (Food, water etc.)** clearly showing compliance with prescribed technical specifications.

2. The bid security/EMD as mentioned in Annexure-A 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, Ghazipur (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 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 30th day after the award of the supply of the material at the General Store/ A.W Store at GOAW, Ghazipur.

3. The basic price on F.O.R. (Free on Rail/Road) price and GST/other taxes should necessarily be indicated in the price bid.

4. The rates offered will remain valid till the completion of supply of entire quantity of the store and till the validity of annual rate contract. Conditional tenders shall not be accepted.

5. 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.

6. In the event of tender being accepted, the Supply Order will be placed by the Competent Authority of Govt. Opium & Alkaloid Works, Ghazipur.

7. The successful tenderer to whom Supply order is issued, shall have to furnish Security Deposit in the form of Account payee Demand Draft drawn in favour of Assistant Chief Accounts Officer, Govt. Opium and Alkaloid Works, Ghazipur/ 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.

8. In case of delay or failure to execute the Supply Order (s) against the contract, the General Manager, Govt. Opium & Alkaloid Works, Ghazipur without prejudice to any other right, under laws, shall have the option :

   a) To recover liquidated damage (LD) of the value of stores which is not delivered or delayed shall be recovered as follows :
   In case of the delivery of stores or any installment thereof is accepted after expiry of the original delivery period, the GM may recover from the supplier the LD equivalent to 0.5(Half) percent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The maximum LD shall not exceed 10(Ten) percent of the value of delayed goods.

   b) To purchase from other sources at the risk and cost of the supplier to extent of material not delivered.

c) To cancel the Supply Order without any liability on G.O.A.W.
d) To blacklist and debar the company from making any future supplies to any Govt. Department / PSU of Govt. of India.

9. In case of exigencies, unforeseen circumstances, the Competent Authority of GOAW, Ghazipur reserves the right to cancel the supply order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.

10. Legal proceedings, if any, emanating from the Supply Order shall fall within the jurisdiction of the competent court of Ghazipur as the case may be.

11. The stores when received at the delivery place (General Store/ AW Store, GOAW, Ghazipur) shall be inspected for its quantity and quality.

12. No advance payment on any account shall be made for the supply. After inspection of the material supplied and on the material found satisfactory, payment shall be released by way of PFMS.

13. The material can be inspected at the premises of manufacturers / suppliers by the officers of this organization to ensure the quality of the material as per specification.

14. The competent Authority also reserve the right to increase or decrease the quantity of chemical/material to be supplied based on assessment of the final requirement & tender agrees to supply such revised quantities at the same rates and terms of this tender.

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

16. **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.

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

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

-Sd-

Administrative Officer

ANNEXURE-C

TENDER ACCEPTANCE LETTER

To

The General Manager
Govt. Opium and Alkaloid
Works, Ghazipur (U.P)

Sir,
Subject: "Acceptance of Terms & Conditions of tender.

Tender Reference No:_____

1. I/ We have downloaded / obtained the tender document(s) for the above-mentioned tender from the ~~web site(s) namely~~…….. as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc., which form part of the tender document) and signed on all the pages of the terms & conditions. I / we shall abide by the terms / conditions / clauses contained therein.

3. The corrigendum(s), issued from time to time by your department too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that we have not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by me/ us/ our firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department shall without giving any notice or reason thereof, shall summarily reject the Bid, without prejudice to any other rights or remedy.

Yours sincerely

Date:
Address:

Signature:
Name of the Authorised Signatory :
Designation:
Seal/Stamp:

ANNEXURE-D

Ministry of Finance, Govt. Opium and Alkaloid Works, Ghazipur (U.P)

TENDER No: GOAW/GZP/025/2023-24

Instructions for Online Bid Submission

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at https://eprocure.gov.in/eprocure/app

REGISTRATION

a. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrolment**" on the CPP Portal which is free of charge.
b. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
c. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
d. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
e. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to
ensure that they do not lend their DSC's to others which may lead to misuse.
f. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

i. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
ii. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
iii. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

a. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
b. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the

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.

<u>ASSISTANCE TO BIDDERS</u>

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.