



F.No. GOAF/II(20)/83/2023

Dated: 06.05.2026

NOTICE INVITING TENDER No: GOAW/PUR/002/2026-27

1. The Office of the General Manager, Government Opium and Alkaloid Works Neemuch invites Two-Bid online tenders (Technical bid and Financial Bid) for supply of **GLACIAL ACETIC ACID** from manufacturers/distributors or their accredited agents/traders for supply of the under noted stores on SUPPLY ORDER basis strictly as per the specifications mentioned in Annexure 'A' to this Notice Inviting Tender.

SR NO.	Name of Chemical/store	Quantity	Single-Bid / Two Bid
1	GLACIAL ACETIC ACID	17,000 Kgs.	Two-Bid

2. **CRITICAL DATES OF TENDER**

Sl. No.	Particulars	Date & Time
1	Publish Date & Time	06.05.2026 & 18.30
2	Sale / Document Download Start Date & Time	06.05.2026 & 18.30
3	Sale / Document Download End Date & Time	13.05.2026 & 18.30
4	Bid Submission Start Date & Time	06.05.2026 & 18.30
5	Bid Submission End Date & Time	13.05.2026 & 18.30
6	Bid Opening Date & Time	14.05.2026 & 19.00

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 & 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 **06.30 PM on 13.05.2026.**
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 (Technical specifications) .
- (ii) Annexure-B (General Instructions & 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 (Amount of EMD deposited)
- (vii) Annexure-G (Non Blacklisting declaration)
- (viii) Annexure-H (Documents for GMP compliance)

Product Technical Specification**Product Name : GLACIAL ACETIC ACID PURE**

Sr no.	Description	Technical Specification
1	Appearance	Clear, Colorless , liquid
2	Solubility	Miscible with water
3	Identification	Acidic
4	Glacial Acetic Acid content (by mass)	99.50%
5	Crystallization Tem ($^{\circ}\text{C}$)	15.60 $^{\circ}\text{C}$
6	Clarity & colour of solution	Not more intensely colored than reference Solution -YS6.
7	Limit Test Sulphate Chloride Iron Heavy metals	} As per IS 695:1986
8	Specific gravity (at 27 $^{\circ}\text{C}$)	1.0496

Note: 1. The material should confirm IS:695:1986
 2. The material must be supplied in neat & clean tanker load.


 Production Manager
 GOAW, Neemuch

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

TENDER No. : GOAW/PUR/002/2026-27

TENDER DOCUMENTS
GENERAL INFORMATION FOR THE TENDERERS

1. With reference to this office tender notice issued vide F.No GOAF/I(20)/83/2023 dated 06.05.2026, open tenders are invited for purchase of **GLACIAL ACETIC ACID** from established/reputed manufacturers/distributors/their accredited agents/traders as per specification enclosed with the Tender Documents.
2. Last date for uploading of tenders is up to 18:30 Hrs. of 13.05.2026. 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 14.05.2026 at 19.00 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 scanned copies of the following documents:

Cover-I

- (a) Current and valid GST Registration Certificate.
 - (b) Technical bid as per Annexure-C, duly filled and signed.
 - (c) Tender Acceptance Letter in format given in Annexure-D, duly filled and signed.
 - (d) Certificate of Analysis, duly seal and signed, from the manufacturer from where supply is to be made or complete specification of offered material or Acceptance of Annexure-A duly seal and signed.
 - (e) EMD or certificate regarding waive off EMD like MSME,etc. EMD to be submitted, in original.
 - (f) Terms & Conditions, duly sealed and signed.
 - (g) A Self declaration as per Annexure-G that the firm is not BLACK LISTED for Government transaction by any Department / PSU of Government of India, duly filled & signed.
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-2

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. If it is noticed that the goods supplied do not conform to the specification of the order, GOAW, Neemuch shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.
7. The L-1 (lowest) firm shall be required to submit all documents related to Good Manufacturing Practices (GMP) compliance as specified in Annexure-H, immediately after award of the Supply Order or at the time of first supply. Failure to furnish the said documents shall lead to suitable action against the firm.
8. The General Manager, Govt. Opium & Alkaloid Works, Neemuch reserves the right to reject or accept any tender without assigning any reason.



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

TERMS AND CONDITIONS

1. The bid must contain complete specification of the **GLACIAL ACETIC ACID** clearly showing compliance with prescribed technical specifications.
2. The basic price on F.O.R. (Free on Rail/Road) GOAW, Neemuch basis and GST/other taxes should necessarily be indicated in the price bid. No any other charges shall be paid by this office.
3. The rates offered will remain valid till the completion of supply of entire quantity of the store. Conditional tenders shall not be accepted.
4. The successful bidder (L-1 firm) shall be required to submit documents in support of Good Manufacturing Practices (GMP) compliance as specified in *Annexure-H*, at the time of first supply or immediately after award of the contract. In case the L-1 bidder is a trader, authorized dealer, distributor, or sub-dealer, such documents shall be furnished from the original manufacturer. Failure to submit the required GMP documents, shall lead to suitable action against the firm.
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, Neemuch.
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, Neemuch/ Bank Guarantee/ Fixed Deposit Receipt from a commercial bank at the rate of 3% 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), the General Manager, Govt. Opium & Alkaloid Works, Neemuch without prejudice to any other right, under laws, shall have the option :
 - a) To recover liquidated damage (LD) of the value of stores which is not delivered or delayed shall be recovered as follows :
In case of the delivery of stores or any installment thereof is accepted after expiry of the original delivery period, the GM may recover from the supplier the LD equivalent to 0.5(Half) percent of the prices of any portion of stores delivered late, for each week or part thereof of delay. The maximum LD shall not exceed 10(Ten) percent of the value of delayed goods.
 - b) To purchase from other sources at the risk and cost of the supplier to extent of material not delivered.
 - c) To cancel the Supply Order without any liability on G.O.A.W.
 - d) To blacklist and debar the company from making any future supplies to any Govt. Department / PSU of Govt. of India.

9. In case of exigencies, unforeseen circumstances, the Competent Authority of GOAW, Neemuch reserves the right to cancel the supply order for whole or the balance quantity or part of it by way of notice without assigning any reason, what-so-ever.
10. 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.
11. The stores when received at the delivery place / destination shall be inspected for its quantity and quality. The ordered material shall be supplied in such a manner so as to withstand hazard of transit and retain specified quality of the dispatched goods.
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 & tenderer 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.
19. Successful bidder must ensure to make GST payment and file all the GST returns in time.
20. The bid security/EMD as mentioned in annexure-F/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 30th day, after the award of the contract. No interest shall be payable on the EMD amount.

21. **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.
22. 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.
- 22.1** 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".
23. 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.

23.1 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/002/2025-27**

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/sub-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 "Supply of GLACIAL ACETIC ACID".**Tender Reference No: GOAW/PUR/002/2026-27**

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/002/2026-27

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.

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Annexure "F"

AMOUNT OF EMD TO BE DEPOSITED

S. no.	Name of Chemical/store	Amount of EMD
1	GLACIAL ACETIC ACID	44,000/-

Note: The EMD is to be deposited in favour of "DRAWING & DISBURSING OFFICER, GOVT. OPIUM & ALKALOID WORKS, NEEMUCH (MP).


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

Annexure "G"**Non- Blacklisting (On company's letterhead)**

Date:

To,

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

Respected Sir/Madam,

I have carefully gone through the Terms & Conditions contained in the Document for tender **for supply of 17000 kgs. GLACIAL ACETIC ACID to GOAW, Neemuch.** I / We hereby declare that presently our Company/ firmis 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)

**DOCUMENTS TO BE SUBMITTED IN SUPPORT OF GOOD MANUFACTURING
PRACTICES (GMP) COMPLIANCE**

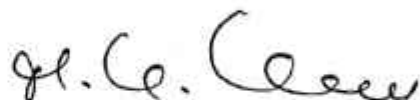
(To be submitted only by the L-1 firm after award of contract / at the time of first supply)

To ensure compliance with Good Manufacturing Practices (GMP) and maintain the highest quality standards of supplied materials, the following Vendor Qualification Documents shall be submitted only by the L-1 (lowest) firm after award of contract or at the time of first supply. Bidders are not required to upload these documents along with the Technical Bid (Cover-1). However, submission of following documents by L-1 firm is mandatory for verification of GMP compliance.

Non-submission of any of these documents by the L-1 firm shall lead to suitable action against the firm.

- (i) Filled Vendor's Self-Assessment Questionnaire (for GMP compliance). Copy attached.
- (ii) TSE & BSE Certificates (Transmissible Spongiform Encephalopathy / Bovine Spongiform Encephalopathy).
- (iii) Material Safety Data Sheet (MSDS) of the offered product.
- (iv) Residual Solvent Statement duly signed and stamped.
- (v) Copy of valid Manufacturing Licence issued by the Local Regulatory Authority showing validity dates or NOC issued by Pollution Control Board / Approved product list.
- (vi) Valid ISO Certificate(s) of the manufacturing unit.
- (vii) Fresh Solvent Declaration confirming that the solvent offered is freshly manufactured and not recovered/recycled.
- (viii) Declaration confirming that dedicated solvent tankers shall be used for supply and transportation of solvents, if applicable.
- (ix) Any other applicable supporting documents relevant to GMP and product quality compliance.

Note: In case the L-1 firm is a trader, authorized dealer, distributor or sub-dealer, all the above documents shall mandatorily be furnished from the original manufacturer from whom the material will be supplied.



Production Manager / I/c GMP
Govt. Opium and Alkaloid works
Neemuch, M.P. (458441)

VENDOR ASSESSMENT QUESTIONNAIRE FOR RAW MATERIAL & SOLVENTS

Please fill the following information (where applicable tick mark on square box) and return as early as possible.

Sr. No.	Description	Details
A.	General Information:	
1.	Name and address of the Manufacturer:	
2.	Contact details:	Name: Telephone No.: Alternate Contact No.: Email:
3.	Name of the Full description of Material:	Name Grade Type
4.	List of Approvals and Accreditation including ISO Certificates	1) 2) 3)
5.	No. of employees engaged in	a. Production : _____ b. QC / QA : _____ c. Stores : _____ d. Other if any : _____
6.	Total area of the site (in Sq. mtr)	
7.	Total construction area of the site (in Sq. mtr)	
8.	Age of the manufacturing site:	
9.	Surrounding types of industries on the four sides of the site (give brief description)	
10.	Source of water	
11.	Are your personnel aware that the products supplied shall be used for Pharmaceuticals?	
B.	QMS System	
12.	Do you have QMS system in place?	
13.	Attach organization chart	☐ Yes, ☐ No, ☐ NA
14.	Is there a commitment of the management to comply with GMP	

15.	Have you implemented a Quality Assurance system in your firm? If yes, write in brief	
16.	Is Manufacturing facility fully equipped?	☐ Yes, ☐ No, ☐ NA
17.	Do you maintain local inventory of raw materials?	
18.	What type of products do you store at the site? Please write.	
19.	How is batch numbering done?	
20.	Do you have well defined procedures for Handling of Rejected materials?	☐ Yes, ☐ No, ☐ NA
21.	Do you use any contract facilities to perform analytical testing for raw materials or stability samples? If so, which facilities conduct for what tests?	
22.	Has your facility audited by any external agencies (Give details)	
C.	QC System	
23.	Is QC unit fully equipped?	☐ Yes, ☐ No, ☐ NA
24.	Have you all Product MSDS?	☐ Yes, ☐ No, ☐ NA

D.	Documentation	
25.	List of customers – Export/ Domestic (attach separate sheet):	
26.	Have you an environment policy?	☐ Yes, ☐ No, ☐ NA
27.	Have your safety policy?	☐ Yes, ☐ No, ☐ NA
28.	Are there documents for:	☐ Yes, ☐ No, ☐ NA
	A. Standard Operating Procedure	☐ Yes, ☐ No, ☐ NA
	B. Raw material / Product specifications & test method	☐ Yes, ☐ No, ☐ NA
	C. Packaging material specifications & test method	☐ Yes, ☐ No, ☐ NA
	D. Batch Process Records	☐ Yes, ☐ No, ☐ NA
	E. Adequate Release Procedure	☐ Yes, ☐ No, ☐ NA
	F. How long are all record retained?	☐ Yes, ☐ No, ☐ NA

Attachment and declaration.

	Yes	No	NA
TSE/BSE Certificates Attached			
Approval/ Accreditation certificate Attached			
Solvent Declaration			

Supply of Fresh Solvent Declaration			
Declaration of Solvent Supply in Dedicated Tankers			
Samples for evaluation with COA Attached			
B. No.			
B. No.			
B. No.			

CERTIFICATION NOTE (To be filled by Vendor Authorized Signatory)	
I certify that the above information is correct related to specific material and can be verified.	
Name of the authorized signatory:	
Signature/ Date:	Stamp:
Designation:	

Questionnaire Reviewed and approved by (to be filled by GOAW QA):	
Name:	
Signature & date:	
Designation:	
Comments: Vendor Can be Approved	Not Approved