



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/4280764
Dated/दिनांक : 02-12-2023

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-12-2023 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-12-2023 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Chemicals And Fertilizers
Department Name/विभाग का नाम	Department Of Chemicals And Petrochemicals
Organisation Name/संगठन का नाम	Hindustan Organic Chemicals Limited
Office Name/कार्यालय का नाम	Ambalamugal,ernakulam
Item Category/मद केटेगरी	Custom Bid for Services - APPOINTING C AND F AGENT FOR THE CUSTOMS CLEARING AND FORWARDING WORK CONNECTED WITH THE IMPORTS SEZ PROCUREMENTS TO OUR FACTORY FOR A PERIOD OF 2 YEARS
Contract Period/अनुबंध अवधि	2 Year(s) 1 Day(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid

Bid Details/बिड विवरण

Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
4. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as

defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. 5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

BOQ - [1701518796.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1701517577.pdf](#)

Service Level Agreement (SLA):[1701517583.pdf](#)

Payment Terms:[1701517587.pdf](#)

GEM Availability Report (GAR):[1701517593.pdf](#)

Custom Bid For Services - APPOINTING C AND F AGENT FOR THE CUSTOMS CLEARING AND FORWARDING WORK CONNECTED WITH THE IMPORTS SEZ PROCUREMENTS TO OUR FACTORY FOR A PERIOD OF 2 YEARS (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	APPOINTING C AND F AGENT FOR THE CUSTOMS CLEARING AND FORWARDING WORK CONNECTED WITH THE IMPORTS SEZ PROCUREMENTS TO OUR FACTORY FOR A PERIOD OF 2 YEARS
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Balachandran B	682302,HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL ERNAKULAM	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

Manufacturer Authorization: Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

4. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. Purchase Preference (Centre)

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total value.

6. Purchase Preference (Centre)

Preference to Make In India products (For bids less than 200 Crore):Preference shall be given to Class 1

local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document 50%. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.

7. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

8. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Commercial Terms, Bid security declaration, Compliance form for land border as per given annexures should be filled, signed and submitted.
2. Submit BOQ sheet duly filled , signed and sealed along with financial document.
3. In custom bidding bidder have a provision for entering the total quoted rates only as a lumpsum value. Bidder should enter the Grand Total (All inclusive) value (rate in yellow cell in BOQ sheet) as the quoted rate.
4. **HOCL Purchase order copy will be issued along with GeM Contract to the technically qualified bidder**

10. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum

issued by DPIIT in this regard.

2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---



HINDUSTAN ORGANIC CHEMICALS LTD,
AMBALAMUGAL, COCHIN – 682 302
(A Government of India Enterprise)
Phone: (0484) 2720911, www.hoclindia.com

OPEN-E- TENDER NOTICE

HOCL Invites E-Bids under the two bid system for the following service.

Sl. No.	Description of item and Tender No.	Qty (Approx)
1	<p>We are interested in appointing C & F agent for the customs clearing & forwarding work connected with the imports/SEZ procurements to our factory for a period of 2 years from the date of issue of work order. The import consignments will be arriving at Kochi Port/Kochi International Airport. SEZ procurements will be from Mangalore MRPL, Karnataka. If you are meeting the eligibility criteria and interested in carrying out the above job, you may please submit your offers in two bid system as per details given below:</p> <p>HOCL TENDEDR REF : MAT/PUR/10909/23</p>	AS PER BOQ ATTACHED

Tender documents may be downloaded from www.hoclindia.com or www.eprocure.gov.in

Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers.

EARNEST MONEY DEPOSIT (EMD):- NIL

Due Date & time for bid submission : 15.12.2023 at 02.00 PM
Tender Opening Date & Time : 16.12.2023 at 2.00 PM

Thanking you,
Yours faithfully,
For HINDUSTAN ORGANIC CHEMICALS LTD.

B.BALACHANDRAN बी.बालचंद्रन
GM (Materials) महाप्रबंधक (सामग्री)

Government eProcurement System		eProcurement System Government of India	
Tender Details			
		Date : 02-Dec-2023 04:34 PM	
 Print			
Basic Details			
Organisation Chain	Hindustan Organic Chemicals Limited Materials Department - HOCL		
Tender Reference Number	MAT/PUR/10909/23		
Tender ID	2023_HOCL_783585_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Works
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No
Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	DOCUMENTS SATIFYING ELIGIBILITY CRITERIA
		.pdf	TENDER TERMS AND CONDITIONS DULY SIGNED AND SUBMITTED
		.pdf	COMMERCIAL BID FORMAT AS PER ANNEXURES TO BE FILLED, SIGNED AND SUBMITTED
		.pdf	UNPRICED BID FORMAT AS PER ANNEXURE TO BE MENTIONED QUOTED OR NOT QUOTED IN RESPECTIVE COLUMN
2	Finance	.xls	BOQ
Tender Fee Details, [Total Fee in ₹ * - 0.00]			
Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		
EMD Fee Details			
EMD Amount in ₹	0.00	EMD through BG/ST or EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	Nil	EMD Payable At	Nil
Click to view modification history			
Work / Item(s)			
Title	APPOINTING C AND F AGENT FOR THE CUSTOMS CLEARING AND FORWARDING WORK		
Work Description	APPOINTING C AND F AGENT FOR THE CUSTOMS CLEARING AND FORWARDING WORK FOR KOCHI / MANGALORE FOR A PERIOD OF 2 YEARS		
Pre Qualification Details	Please refer Tender documents.		

Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	25,00,000	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Rate Contract	Bid Validity(Days)	60	Period Of Work(Days)	731
Location	HOCL, AMBALAMUGAL	Pincode	682302	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	HOCL, AMBALAMUGAL
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	02-Dec-2023 06:00 PM	Bid Opening Date	16-Dec-2023 02:00 PM
Document Download / Sale Start Date	02-Dec-2023 06:15 PM	Document Download / Sale End Date	15-Dec-2023 02:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	02-Dec-2023 06:30 PM	Bid Submission End Date	15-Dec-2023 02:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	NOTICE INVITING TENDER

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	Tender Documents	TENDERDOC.pdf	TENDER TERMS AND CONDITIONS
	2	BOQ	BOQ_823675.xls	BILL OF QUANTITIES	297.00

Auto Extension Corrigendum Properties for Tender

Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	3	3

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	rajanknairhoc@gmail.com	RAJAN K	K RAJAN
2.	b.balachandran@hoclindia.com	BALACHANDRAN B	BALACHANDRAN BALAKRISHNANNAIR
3.	sk.mitharwal@hoclindia.com	SURENDRAKUMAR MITHARWAL	SURENDRA KUMAR MITHARWAL

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Considering the chance of non receipt of offer /over rated offer through GeM portal , HOCL has decided to float the Tender for appointing C AND F agent for the customs clearing and forwarding work through GeM Portal as well as NIC Portal .
Document Name	Exem.pdf
Document Size (in KB)	15.05

Tender Properties			
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No
Show Bid Details in Public Domain stage	Technical Bid Opening		

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	GM MATERIALS
Address	HOCL, AMBALAMUGAL, ERNAKULAM DIST, KERALA-682302

Tender Creator Details

Created By	BALACHANDRAN B
Designation	GM (MATERIALS)
Created Date	02-Dec-2023 03:25 PM



हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेड
HINDUSTAN ORGANIC CHEMICALS LTD
(भारतसरकारकाउद्यम Government of India Enterprise)
अंबलमुगल, कोचीAMBALAMUGAL, COCHIN – 682 302
दूरभाषPhone: (0484) 2720911, www.hoclindia.com

सामग्रीMAT/क्रयPUR/10909/23

30.11.2023

Dear Sirs,

We are interested in appointing C & F agent for the customs clearing & forwarding work connected with the imports/SEZ procurements to our factory for a period of **2 years** from the date of issue of work order. The import consignments will be arriving at Kochi Port/Kochi International Airport. SEZ procurements will be from Mangalore MRPL, Karnataka. If you are meeting the eligibility criteria and interested in carrying out the above job, you may please submit your offers in two bid system as per details given below.

Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers.

EARNEST MONEY DEPOSIT (EMD):- NIL

ESTIMATED VOLUME OF WORK

Approximate no. of AIR CONSIGNMENTS - 25 Nos/Year

Approximate no. of SEA CONSIGNMENTS - 6 Nos/Year (FCL/LCL)

Approximate no. of Tanker load CONSIGNMENTS from Mangalore - 600Nos/Year

Due Date & time for bid submission : 15.12.2023 at 02.00 PM

Tender Opening Date & Time : 16.12.2023 at 02.00 PM

Bids should be submitted as per details given in Annexure enclosed.

Opening date and time of Price Bids will be intimated to the technically qualified bidders.

Thanking you,
Yours faithfully,
For HINDUSTAN ORGANIC CHEMICALS LTD.

B.BALACHANDRANबी.बालचंद्रन
GM (Materials) महाप्रबंधक (सामग्री)

**INDEX – TENDER NOTICE FOR APPOINTING C & F AGENT FOR THE CUSTOMS CLEARING & FORWARDING
WORK**

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7	Bid Security Declaration	Annexure-VII
8	Compliance To Clause W.R.T Mandatory Registration Of Vendors From Countries Sharing Land Border With India, With DPIIT	Annexure-VIII

ऑनलाइन प्रस्तुतीकरणकेलिएअनुदेश Instructions for Online Submission

बोलीदाताओंकोअपनीबोलियोंकीसॉफ्टप्रतियाँमान्यडिजिटलसिग्नेचरसर्टिफिकेटकाउपयोगकरकेसीपीपीपोर्टलपरइलेक्ट्रॉनिक माध्यमसेजमाकरनीहै।नीचेदिएगएनिर्देशसीपीपीपोर्टलपरपंजीकरणकरनेमेंबोलीलगानेवालोंकीसहायताकरने, उनकीबोलियोंकोआवश्यकताओंकेअनुसारतैयारकरनेऔरअपनीबोलियोंकोसीपीपीपोर्टलपरऑनलाइनजमाकरनेकेलिएहैं।

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.

सीपीपीपोर्टलपरऑनलाइनबोलियांप्रस्तुतकरनेकेलिएउपयोगीजानकारी: <https://eprocure.gov.in/eprocure/app> परप्राप्तकीजासकतीहै।

information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

पंजीकरणREGISTRATION

- बोलीदाताओंकोसीपीपीपोर्टलपर"ऑनलाइनबोलीनामांकन"लिंकपरक्लिककरकेकेन्द्रीयसार्वजनिकखरीदपोर्टलकेई-प्रोक्योरमेंटमॉड्यूल) URL: <https://eprocure.gov.in/eprocure/app> परनामांकनकरनाआवश्यकहैजोनि : शुल्कहै।
Bidders are required to enroll 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 Enrollment" on the CPP Portal which is free of charge.
- नामांकनप्रक्रियाकेभागकेरूपमें, बोलीदाताओंकोएकविशिष्टउपयोगकर्तानामचुननाहोगाऔरउनकेखातोंकेलिएएकपासवर्डनिर्दिष्टकरनाहोगा।
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- बोलीदाताओंकोसलाहदीजातीहैकिवेपंजीकरणप्रक्रियाकेरूपमेंअपनावैधईमेलपताऔरमोबाइलनंबरपंजीकृतकरें।इन काउपयोगसीपीपीपोर्टलकेकिसीभीसंचारकेलिएकियाजाएगा।
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.
- नामांकनकेबाद, बोलीदाताओंकोअपनेप्रोफाइलकेसाथसीसीएंडडिया(जैसेSify / nCode / eMudhraआदि) द्वारामान्यताप्राप्तकिसीभीप्रमाणनप्राधिकरणद्वाराजारीकिएगएवैधडिजिटलहस्ताक्षरप्रमाणपत्र) डीएससी ()मुख्यउपयोगपरहस्ताक्षरकरनेकेसाथकक्षाIII प्रमाणपत्र (कोपंजीकृतकरनेकीआवश्यकताहोगी)।
Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (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.
- बोलीदाताद्वाराकेवलएकवैधडीएससीकोपंजीकृतकरना चाहिए।कृपयाध्यानदेंकिबोलीदातायहसुनिश्चितकरनेकेलिए ज़िम्मेदारहैंकिवेअपनेडीएससीकोदूसरोंकोउधारनदें, जिससेइसकादुरुपयोगहोसकताहै।
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
- बोलीदातातबअपनीयूजरआईडी / पासवर्डऔरडीएससी / ई-टोकनकेपासवर्डकोदर्जकरकेसुरक्षितलॉग-इनकेमाध्यमसेसाइटपरजासकताहै।
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.

निविदादस्तावेजोंकेलिएखोजSEARCHING FOR TENDER DOCUMENTS

1. सीपीपीपोर्टलमेंविभिन्नखोजविकल्पबनाएगएहैं, जिससेबोलीदाताओंकोकईमापदंडोंद्वारासक्रियनिविदाएंखोजनेमेंसुविधाहो। इनमापदंडोंमेंटेंडरआईडी, संगठनकानाम, स्थान, दिनांक, मूल्यआदिशामिलहोसकतेहैं। निविदाओंकेलिएउन्नतखोजकाएकविकल्पभीहै, जिसमेंबोलीदातासीपीपीपोर्टलपरप्रकाशितनिविदाकेलिएखोजकरनेकेलिएकईखोजमापदंडोंजैसेकि संगठनकानाम, अनुबंधकाप्रारूप, स्थान, दिनांक, अन्यकीवर्डआदिजोड़सकतेहैं।
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.
2. एकबारबोलीदाताओंनेउननिविदाओंकाचयनकरलियाहैजिनमेंवेरुचिरखतेहैं, वेआवश्यकदस्तावेज / निविदाकार्यक्रमडाउनलोडकरसकतेहैं। इननिविदाओंकोसंबंधित "मइटेडर" "फ़ोल्डर" मेंलेजाया जासकताहै। यहसीपीपीपोर्टलकोएसएमएस / ई-मेलकेमाध्यमसेबोलीलगानेवालोंकोयदिनिविदादस्तावेजमेंकोईभीशुद्धिपत्रजारीकियागया, सूचितकरनेमेंसक्षमकरेगा।
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.
3. बोलीदाताकोप्रत्येकनिविदाकोसौंपीगईअद्वितीयनिविदाआईडीकोनोटकरनाचाहिए, यदिवेहेल्पडेस्कसेकोईस्पष्टीकरण / सहायताप्राप्तकरनाचाहतेहैं।
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.

बोलीकीतैयारीPREPARATION OF BIDS

1. बोलीदाताकोअपनीबोलियांजमाकरनेसेपहलेनिविदादस्तावेजपरप्रकाशितकिसीभीशुद्धिपत्रपरविचारकरनाचाहिए। Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. बोलीकेसाथप्रस्तुतकिएजानेवालेआवश्यकदस्तावेजोंकोसमझनेकेलिएकृपयानिविदाविज्ञापनऔरनिविदादस्तावेजको ध्यानसेपढ़ें। कृपयाउनकवरोंकीसंख्यापरध्यानदेंजिनमेंबोलीदस्तावेजजमाकरनेहैं, दस्तावेजोंकीसंख्या - प्रत्येकदस्तावेजकेनामऔरसामग्रीसहितजिन्हेंप्रस्तुत करनेकी आवश्यकताहै। इनमेंसेकिसीभीविचलनसेबोलीकीअस्वीकृतिहोसकतीहै।
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.
3. बोलीदाताको, पहलेहीनिविदादस्तावेज / अनुसूचीमेंदर्शाएअनुसारप्रस्तुतकिएजानेवालेबोलीदस्तावेजतैयारकरनाचाहिएऔरआमतौरपर, वेपीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ / जेपीजीप्रारूपोंमेंहोसकतेहैं। बोलीदस्तावेजोंकोकालेऔरसफेदविकल्पकेसाथ100डीपीआईकेसाथस्कैनकियाजासकता हैजोस्कैनकिएगएदस्तावेजकेआकारकोकमकरनेमेंमददकरताहै।
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.

4. मानक दस्तावेजों जिनको प्रत्येक बोलीके साथ प्रस्तुत करनेकी आवश्यकता होती है, के एक जैसे सेटको अपलोड करनेमें लगनेवाले समय और प्रयास से बचनेके लिए, ऐसे मानक दस्तावेजों (जैसे पैन कार्ड प्रती, वार्षिक रिपोर्ट, लेखापरीक्षा प्रमाणपत्र आदि (को अपलोड करनेका प्रावधान बोलीदाताओंको प्रदान किया गया है। बोलीदाता इस तरहके दस्तावेज अपलोड करनेके लिए उनको उपलब्ध "मेरा स्थान "या" अन्य महत्वपूर्ण दस्तावेज" स्थानका उपयोग कर सकते हैं। ये दस्तावेज सीधे बोलीलगाते समय "मेरा स्थान "से प्रस्तुत किया जा सकता है, और बार-बार अपलोड करनेकी आवश्यकता नहीं है। इससे बोली प्रस्तुत करनेकी प्रक्रियाके लिए आवश्यक समयमें कमी आएगी।
- 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.

नोट: मई डोक्यूमेंट स्थानकेवल अपलोड करनेकी प्रक्रियाको आसान बनानेके लिए बोलीदाताओंको दिया गया एक संग्रहस्थान है। यदि बोलीदाताने मई डोक्यूमेंट स्थानमें अपने दस्तावेज अपलोड किए हैं तो यह इन दस्तावेजोंको तकनीकी बोलीके हिस्सेके रूपमें स्वयं सुनिश्चित नहीं कर सकता है।

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

बोलीकी प्रस्तुति SUBMISSION OF BIDS

- बोलीदाताको बोलीजमा करनेके लिए पहलेसे साइट पर लॉग इन करना चाहिए ताकि वे बोलीसमय पर अपलोड कर सकें यानि बोली प्रस्तुतिसमय पर या उससे पहले कर सकते हैं। बोलीदाता अन्य विषयोंके कारण किसी भी देरीके लिए जिम्मेदार होगा। 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.
- बोलीदाताको डिजिटली हस्ताक्षर करना होगा और आवश्यक बोली दस्तावेजोंको एक-एक करके अपलोड करना होगा जैसा कि निविदा दस्तावेजमें दर्शाया गया है। The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- बोलीदाताको यथालागू निविदा शुल्क / ईएमडीके भुगतानके लिए " ऑफलाइन " भुगतान विकल्पका चयन करना है और लिखतके विवरण दर्ज करना है। Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- बोलीदाताको निविदा दस्तावेजमें निर्दिष्ट निर्देशोंके अनुसार ईएमडी तैयार करना चाहिए। मूल प्रतिको बोलीजमा करनेकी अंतिम तिथितक यानि निविदा दस्तावेजोंमें निर्दिष्ट अनुसार, डाक / कूरियर द्वारा / संबंधित अधिकारीको व्यक्तिगत रूपसे दिया जाना चाहिए। भौतिक रूपसे भेजे गए डीडी/किसी भी अन्य स्वीकृत लिखतका विवरण, स्कैन की गयी कॉपीमें उपलब्ध विवरण और बोलीजमा करनेके समय दर्ज किए गए डेटाके साथ मेल खाना चाहिए। अन्यथा अपलोड की गई बोली अस्वीकार कर दी जाएगी। Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other

accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 5 बोलिदाताओंसेयह नोट करने का अनुरोध है कि उनको प्रदान की गई प्रारूप में अपनी वित्तीय बोलियां अवश्य रूप से प्रस्तुत करना चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि निविदा बोली के साथ मूल्य बोली को एक मानक बीओक्यू (BoQ) प्रारूप के रूप में दिया गया है, तो वही डाउनलोड किया जाना है और सभी बोलिदाताओं द्वारा भरा जाना है। बोलिदाताओं को बीओक्यू (BoQ) फ़ाइल डाउनलोड करना, उसे खोना और अपने संबंधित वित्तीय भाव और अन्य विवरणों (जैसे बोलिदाता का नाम (केसाथ सफेद रंग) असुरक्षित (स्थानों को पूरा करने की आवश्यकता होती है। किसी भी अन्य स्थानों में बदलाव नहीं करना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बोलिदाता को फ़ाइल सेव करके नाम बदले बिना इसे ऑनलाइन प्रस्तुत करना चाहिए। यदि बीओक्यू (BoQ) फ़ाइल को बोलिदाता द्वारा संशोधित पाया जाता है, तो बोलिदाता स्विकार कर दी जाएगी। Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6 सर्वर समय) जिसे बोलिदाताओं के डैशबोर्ड पर प्रदर्शित किया जाता है (को बोलिदाताओं द्वारा बोलियां प्रस्तुत करने के लिए समय सीमा को संदर्भित करने, बोलियां खोलने आदि के लिए मानक समय माना जाएगा। बोलिदाताओं के इस समय का पालन करना चाहिए। 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.
- 7 डेटा की गोपनीयता सुनिश्चित करने के लिए बोलिदाताओं द्वारा प्रस्तुत किए गए सभी दस्तावेजों को पीकेआईक्यूट लेखन (एन्क्रिप्शन) (तकनीकों का उपयोग करके क्यूट) एन्क्रिप्शन किया जाएगा। दर्ज किया गया डेटा अनधिकृत व्यक्तियों द्वारा बोलिदाताओं के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन प्रौद्योगिकी का उपयोग करके बनाए रखी जाती है। संवेदनशील क्षेत्रों का डेटा संग्रह एन्क्रिप्शन किया जाता है। सर्वर पर अपलोड किए गए कोई भी बोलिदाता वेब सिस्टम द्वारा जनित सममित कुंजी का उपयोग करके सममित एन्क्रिप्शन के अधीन है। इसके अलावा, इस कुंजी को क्रेताओं/बोलिदाताओं के द्वारा खोलने वालों की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन किया जाता है। कुल मिलाकर, अपलोड किए गए निविदा दस्तावेज प्राधिकृत बोलिदाताओं द्वारा निविदा खोलने के बाद ही पठनीय हो जाते हैं। All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8 अपलोड किए गए एंटेडर दस्तावेज अधिकृत बोलिदाताओं द्वारा निविदा खोलने के बाद ही पठनीय हो जाते हैं। The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9 बोलियों के सफल और समय पर प्रस्तुतीकरण) यानी पोर्टल में" फ्रीज बिड्स मिशन "पर क्लिक करने के बाद (, पोर्टल एक सफल बोलिदाता प्रस्तुत करने का संदेश देगा और बोलिदाताओं तथा अन्य सभी प्रासंगिक विवरणों के साथ बोलिदाता प्रस्तुत करने की तिथि और समय के साथ एक बोलिदाता शपदर्शित किया जाएगा।

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.

- 10 बोलीसारांशकाप्रिंटकियाजानाहैऔरबोलीप्रस्तुतकरनेकीपावतीकेरूपमेंरखाजानाहै।इसपावतीकाउपयोगकिसीभीबोलीखुलावबैठकोंकेलिएप्रवेशपासकेरूपमेंकियाजासकताहै।

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.

बोलीदाताओंकोसहायताASSISTANCE TO BIDDERS

1. निविदादस्तावेजऔरउसमेंनिहितनियमोंऔरशर्तोंसेसंबंधितकिसीभीप्रश्नकोनिविदाकेलिएनिविदाआमंत्रणप्राधिकरणकोयानिविदामेंउल्लेखितसंबंधितसंपर्कव्यक्तिकोसंबोधितकियाजानाचाहिए।
Any queries 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. ऑनलाइनबोलीप्रस्तुतकरनेकीप्रक्रियासेसंबंधितकोईभीप्रश्नयासामान्यरूपसेसीपीपीपोर्टलसेसंबंधितप्रश्न24 x 7 सीपीपीपोर्टलहेल्पडेस्ककोनिर्देशितकिएजासकतेहैं।
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.

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Annexure- II**GENERAL INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION**

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions attached as per instructions given below:-

1. HOCL has entered into an Agreement with NIC for e procurement through their portal www.eprocure.gov.in. Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in Annexures. The Price bid should be submitted in price bid format given.
2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid emails confirmed.
3. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."
4. The bids shall be neatly typed in English language with pages consecutively numbered and shall be signed on all pages by authorized persons. Bids shall be free from over writing and all corrections shall be duly attested by the bidder.
5. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
6. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
8. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
9. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.

ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE BID.**Offers of bidders who satisfy the following Eligibility Criteria only will be considered.**

1. Bidders should have handled clearing of imported consignments for major PSU's or Government Departments/Undertakings and shall be registered with valid CHA License. Bidders should furnish copies of PO/Service Orders executed during the previous three financial years and CHA License in support thereof. **Copies of C&F work contracts executed and valid CHA License for Kochi / Mangalore to be enclosed with technical bid without which the bid is liable to be rejected.** Vendors who have been blacklisted in the past by any PSU shall not submit the bids.
2. Vendor should have sufficient technical and commercial capability as per HOCL requirements'.
3. Vendor must have executed orders of minimum value of Rs.50lakhs for similar service in the last three financial years'.
4. Vendor should have executed at least one order of minimum value of Rs.12.5lakhs for the similar service in the last three financial years.
5. Vendor should submit balance sheet (Profit & Loss) for last three financial years.
6. Vendor should upload the satisfactory performance certificate/ Purchase Order copies from renowned customer.
7. Documentary evidence for all the above parameters is to be furnished by the bidder along with the Technical bid. However, the existing registered vendors of HOCL (for the said service) who were enlisted after ascertaining the above parameters may be exempted from furnishing the details against point no. 3,4,5 and 6.
8. MSE vendors as well as starts ups are eligible for relaxation on condition of prior turn over and prior experience subject to meeting of quality and technical specifications.
9. Any bidder from a country which shares a land border with India will be eligible to bid, only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT). Such bidders should submit the valid copy of registration certificate along with tender.

ANNEXURE – IV**GENERAL TERMS AND CONDITIONS OF THE TENDER****1. Period of Contract & Rate**

The contract shall be placed (unless terminated earlier) for a period of **2 years** from the date of Order placement. The company also reserves the right to terminate the contract at any time and without assigning any reason therefore by giving one month notice of their intention to do so in writing to the clearing agents and the clearing agents shall not be entitled to any compensation for such termination. **The rate quoted shall be firm for the contract period.**

Period of contract likely to be extended for another 6 months subject to the satisfactory completion of the 2 year contract period as desired by HOCL .

2. Working Hours

Whenever so required by the Company, the clearing agents shall be responsible for performing all or any of the services detailed in and arising out of the contract round the clock throughout the period of this contract without any additional remuneration whatsoever. For the purpose of operation of this contract, only the holidays as observed by the port and customs authorities shall be recognized as closed holidays of the clearing agents also.

3. Volume of Work

No guarantee can be given as to any definite volume of work which will be entrusted to the C&F agents at any time throughout the period of contract. Refusal or inability to handle all or any of such work allocated shall be deemed to be breach of contract. Hazardous cargo are also expected to be included in the incoming consignments.

4. Instructions for work, liaison etc.

The company will furnish complete shipping documents necessary for clearance of cargo with definite instructions of delivery point etc.

The clearing agents shall invariably attend/approach local agents/steamer agents/any other authority as and when and for the purpose of clearance/shipment of cargo, required for collection of data/particulars etc. necessary for processing bills of entry.

5. Service to be performed by the clearing agents

The clearing agents shall render all or any of the services stipulated hereinafter and as directed from time to time by the company. If the clearing agents fail at any time to render all or any of the services under the contract satisfactorily in the opinion of the company (whose decision shall be final and binding on the clearing agents) they may at their option get the work done by other parties at the risk and cost of the clearing agents.

6. Duties and responsibilities of clearing agents**A. CHA Procedure at Mangalore for Tanker loading from MRPL****Prior to Tanker Entry**

- i. User ID & Password of SEZ portal will be created by MRPL SEZ. Payment of Customs Duty will be made by HOCL through electronic transfer and details will be sent to C&F Agent at Mangalore.
- ii. Paper work related to Duty payment will be made by the CHA against the quantity mentioned in PO & Proforma Invoice through online or at bank.
- iii. CHA to obtain signature from SEZ Authorised Officer (AO) in the Bill of Entry and needs to provide a copy to MRPL.
- iv. All Tanker's should be inspected (for road worthiness, cleanliness etc.) before sending for loading from MRPL.

Before Tanker Exit

- i. Gate pass generated by MRPL has to be taken to SEZ AO for authorisation and submitted back to MRPL.
- ii. Collecting all documents like Tax invoice, Gate pass, Weighment slip etc. & take the vehicle out.

After Tanker Exit

- i. Generation of e-way bill.
- And also any other work related to the CHA procedure at MRPL from time to time.

B. For Imports

- i. Clearance instructions will be issued by the company giving particulars of cargo to be cleared, name of the steamer and place of delivery or dispatch alongwith relevant shipping documents whenever available.
- ii. On receipt of the instructions, the clearing agents shall immediately prepare the necessary papers for presenting to the customs, steamer agents, port authorities or other authorities like airlines etc. concerned and arrange to obtain delivery of the cargo.
- iii. If the documents received are not sufficient they shall arrange to present indemnity bonds or guarantee or such other documents that may be required to be presented for immediate clearance with the prior approval of the company. The clearing agents shall have to take all adequate steps for obtaining delivery of the goods at the earliest time possible.
- iv. The clearing agents shall watch and safeguard company's interest during the discharge of the company's cargo from the ships to the quay into the lighter and barge/boat/rafters/dockers. Immediately after the cargo is landed on the quay, stored in warehouse or sheds as the case may be and take possession. By the help of the port authorities, the clearing agent shall carefully check each consignment with the invoice and measurement/packing lists and shortage/damages if any noticed shall be brought to the attention of the steamer company within the prescribed time limits and obtain shortage certificates, arrange survey etc. in case of shortage/damages.
- v. When the cargo is landed in damaged condition, the clearing agents shall immediately apply and obtain survey reports from the Port Authorities/steamer agents/insurance agents, as the case may be, within the statutory time limit prescribed for the survey. The survey reports are required for the lodging claims and obtaining compensation from the parties responsible for compensating the damage/loss. Hence the clearing agents shall have to take care to ascertain that the responsibility for loss is not repudiated at a later stage by the carriers, insurance company or the port authorities on account of the time bar. The representative of the company should be associated during the survey, if required.
- vi. The clearing agents should be fully conversant with the relevant provisions of the carriage of goods act, the port trust act, customs act, rules/procedures etc. and take such steps to ensure that company interests are fully protected in the clearance of cargo entrusted to them. The clearing agents shall be required to perform all the duties which they are bound to do under the Customs Act, Port Rules and procedures as amended from time to time.
- vii. Where cargo are not traceable, appropriate action should be taken to issue on the Port Authorities "Not Found" notice within the statutory period. The steamer agents should also be notified simultaneously. If they are found later on in a damaged condition, delivery should be taken after port trust and steamer survey. The clearing agents should ensure that all possible steps are taken to trace the "Not Found" package in the dock/sheds within a week and forward 'short landed certificate' from port or steamer agents.
- viii. As the cargo is usually insured, insurance survey should also be arranged apart from the port trust/steamer agent's survey.
- ix. The clearing agents shall make every endeavor to avoid demurrage or other infructuousexpenses, Demurrage charges would normally be to the clearing agent's account

unless it is established to the satisfaction of the owner that such demurrage has been incurred due to circumstances beyond their control.

- x. The clearing agents shall arrange collection of documents, as directed by the company from time to time. The clearing agents shall have to take all steps necessary to complete the handling and clearance work and all allied responsibilities thereto such as to produce the required certificates, papers or survey reports etc, in the event of discrepancies/shortages, damages etc. which will enable the company to obtain compensation from the concerned parties. If they fail to do so and the company is unable to recover damages/shortages as a result of the contractor's failure to perform his duties in time as envisaged herein, such losses sustained by the company shall be to the account of the clearing agents.
- xi. The clearing agents shall have to complete clearance and despatch of cargo and also complete shipment of cargo for which instructions and documents have been issued, finalise all customs and port trust formalities relating thereto within six months after the expiry of the contract. The clearing agents shall have to pursue all items of claims such as refund claims, short landing, damages etc. with the port authorities, customs authorities, etc. All refunds when received by the clearing agents will have to be sent to company immediately on receipt.

7. Air freight

The clearing agents shall be required to effect clearance of cargo arrived by air at CIAL and arrange to deliver at Ambalamugal after completing all formalities.

- 8. The clearing agents will have to maintain a close liaison with the Engineer/ Officer in charge of the Company to carry out the work entrusted to them with full responsibility and in the best interest of the company.

9. Payment of custom duty, landing and wharfage charges

Payment of Customs Duty will be made by HOCL through electronic transfer and details will be sent to C&F Agent at Nedumbassery/Willingdon Island/ Mangalore. All payments including Minor payments to customs for adjusting the difference in duty, payments to Port Authorities and Warehouse charges at Airport will have to be paid by the clearing agents and the same will be reimbursed to the clearing agents along with payment against their bill for the clearing charges. The following charges will be paid at actuals with supporting documents/vouchers.

- a. Landing charges
- b. Wharfage*
- c. Transit Dues
- d. Overtime to Customs/Port Trust
- e. Crane Charge/Forklift Charges at Port/ Air Cargo complex for loading of consignments
- f. Weights and Measurement Fee
- g. Steamer/Airlines freight
- h. Stamp paper for bonds
- i. Expenses for placing & opening Haz. Containers for inspection
- j. Expenses for loading Haz. Containers for dispatch
- k. THC, DO, Container Cleaning Charges
- l. CFS CHARGES
- m. Insurance Charges
- n. Any other charges/expenses applicable for completing the work.

10. Finalisation of Bill of Entry

The clearing agents shall be fully responsible for the finalisation of Bills of entry from the time they are filed with the customs at Kochi/Mangalore and to see that proper tariff is applied in assessment. The clearing agents shall maintain close liaison with the company with regards to the processing of Bill of Entry and any difficulty experienced by them should be brought to the notice of the company promptly for finding a solution or to decide on the course of action to be taken. The clearing agents

shall be responsible for any delay on their part without valid ground in submission/processing of Bill of Entry at Customs House.

11. Refund Claims/Duty Draw backs

The clearing agents shall file refund claims and prepare appeals as directed by the company. They shall also file necessary duty drawback claims as required by the Company.

12. Subletting of Contract

The clearing agents shall not sublet, transfer or assign the contract or any part thereof without the prior written approval of the company.

13. Payment

Payment for the services rendered by the agency enumerated in this tender will be released within 30 days of bills raised by the agency after completion of the work relating to each shipment/Bills of Entry.

14. Unloading/loading charges for consignments including FCLs within the company will be taken care by the company. All charges in this context outside the company will have to be borne by the agents and company in no way is liable for these charges.

Company shall spare no efforts to unload/load the consignments/containers within minimum possible time frame. However in the event of factors like non-availability of proper cranes/lifting tackles etc. agency shall not claim any compensation for the delay.

15. VALIDITY OF OFFER

The offer given should valid for a period of **60 days** from the due date of the tender.

16. SECURITY DEPOSIT

In case of an order placed on you, you will have to furnish us a Bank Guarantee for **5 %** of the order value towards Security Deposit within 21 days of issue of Purchase Order from a Scheduled Bank/ Nationalised Bank as per the HOCL requirement. This may be submitted in the form of NEFT/RTGS also. SD will be forfeited in the event of a breach of any of the terms of the contract by the supplier. SD amount will be returned within 60 days of successful completion of the order. PSU vendors are exempted from SD.

17. SIGNING AND SEALING ON ALL PAGES OF BID

The vendor shall sign and seal on all the pages of the bids submitted failing which bids are liable to be rejected.

18. PURCHASE/PRICE PREFERENCE

Purchase/Price Preference or any other concessions applicable for SSI Units /PSUs will be as per latest Government of India Directives. **For availing this benefit, the bidder should make their claim in the Bids itself and enclose necessary documentary evidence to prove their eligibility.**

19. Restriction on procurement from Bidder who shares the land border with India

Any bidder from a country which shares a land border with India will be eligible to bid, only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT). (PI. refer office Memorandum no. 6/18/2019-PPD dated 23rd July 2020) Such bidders should submit the valid copy of registration certificate along with tender. However the said requirement of registration will not be applicable to bidders from those country to which Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Bidders may appraise themselves of the updated lists of such countries available in the website of Ministry of External Affairs.

All Bidders shall furnish compliance certificate with respect to above clause as per the format in Annexure VIII along with the bid.

20. RIGHT TO REJECT A BID

HOCL reserves the right to reject any bid due to reasons such as :(a) Vendor not following above bidding procedures, (b) Vendor not being technically acceptable to HOCL ,(c) Vendor not agreeing with the general conditions of the tender, (d) Not enclosing any particular documents asked for , (e) Any other valid reason.

Also company reserves the right to reject any or all offers without assigning any reason. Company also reserves the right to give preference to public sector enterprises as admissible under existing policy. Company also reserves the right to reject any tender solely on the basis of past performance of the bidder in the company or elsewhere and opinion/decision of the company in the matter shall be final and conclusive.

21. DISPUTES

In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled amicably between the parties through mutual discussion and failing that, such disputes, difference, questions or claims shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The seat of the Arbitration shall be at Kochi and decision of the arbitration shall be final and binding on both the parties.

22. JURISDICTION

All questions, disputes or differences arising under or in connection with this contract shall be subject to the exclusive jurisdiction of the courts in Ernakulam, Kerala, India only.

23. NOTE

The requirement is floated through both NIC & GeM portals and order will be finalised on the most competitive offer among the technically accepted offer received against both the portal.

I herewith express my willingness to accept all the terms & conditions in case the Work Order is placed on me. I have signed all the pages of this terms & conditions in proof of acceptance. I understand that not accepting any of the conditions makes our offer liable for rejection.

Signature :

Name & Seal :

Place :

Date :

UNPRICE BID FORMAT

SL.NO	DETAILS	RATE IN RUPEES	
		In Figure	In Words
1	<u>C&F</u> a) All inclusive rate for C&F work of liquid bulk cargo at Cochin Port - Rate/MT		
	b) All inclusive rate for C&F work of packed items through CPT or CIAL – Rate/clearing		
2	Transportation charges for bringing 20 ft container from Cochin port to HOCL site after customs clearance Rate / Each		
3	Transportation charges for bringing 40 ft container from Cochinport to HOCL site after customs clearance Rate / Each		
4	All inclusive charges for C&F work for clearing each tanker load of Benzene (20 to 40 MT) from MRPL Mangalore Rate / Each Tanker		

We agree to maintain the above rate firm for a period of **2 years** from the date of issue of work order. You may please mention “quoted” in the respective columns.

NAME & SIGNATURE:

SEAL

DATE

Annexure VI-A

COMMERCIAL TERM FORMAT**(Please fill up the details mentioned below in your letter head and upload along with your bid)**

ALL THE DETAILS ASKED BELOW MAY BE FURNISHED ON YOUR LETTER HEAD. SEPARATE SHEETS MAY BE ATTACHED WHEREVER SPACE IS FOUND TO BE INSUFFICIENT. NOT FURNISHING COMPLETE INFORMATION WILL LEAD TO REJECTION OF APPLICATION.

- I. FOR OFFERS THROUGH NIC CPP PORTAL, VENDORS CAN OFFER THEIR BASIC RATE AND GST IN THE BOQ ITSELF
 II. FOR OFFERS THROUGH GEM PORTAL, RATE QUOTED SHOULD BE INCLUSIVE OF GST. (AS PER GEM STANDARD TERMS AND CONDITIONS ONLY, NO DEVIATION WILL BE ALLOWED)

Sl.No	DETAILS REQUIRED	
1	Name and Address of Organization	
2	Phone No	
3	GSTIN	
4	E-mail id for correspondence	
5	Contact Person Name and Mobile No	
6	Whether registered with MSME/NSIC (If so pl. enclose documentary proof):	
7	(a) Type of Firm (b) Name of Proprietor/ Partners/ Directors: (Enclose copy of the partnership deed wherever applicable)	
8	Head Office Address: Head Office Phone No: H.O. Email Id: Year of establishment of Business:	
9	Number of years of experience in customs clearance of imported consignments:	
10	Enclose copies of work orders/purchase orders of important customers in the last three years:	
11	Any other information which you wish to furnish for considering you for registration:	
12	Payment Term offered	
13	Validity of offer	
14	Deviations, if any, from the tender conditions may be clearly spelt out	

Certified that the above information is true and that we have not been blacklisted by any other public sector unit/ government sectors in the past.

Signature and Stamp

ANNEXURE VI-B

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put V in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iil	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE:SIGN AND STAMP OF BIDDER		

ANNEXURE-VI- C**COMMERCIAL TERM FORMAT-C**

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO _____

(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

NAME OF BIDDER:

Sr.No.	COMMERCIAL CLAUSES	BIDDER CONFIRMATION (PLEASE PUT v)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I Class II
2	Specify the percentage (%) of local content.	_____ %
3	Details of location at which the local value addition is made.	
4	Mention whether the product offered is manufactured in India under a license from a foreign manufacturer who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage(%) of local content specified against mentioned against Sr.No.2 is _____%. We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General. Financial Rules along with such other actions as may be permissible under Law.

Definitions

Local Content: - The amount of value added in India(Total value of item procured minus the value of imported content in the item(including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods, services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods, services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE

SIGNATURE AND STAMP

BID SECURITY DECLARATION

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO _____

I/We.....hereby declare that:

- 1.** I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.
- 2.** I will commence the work on receipt of Purchase Order.
- 3.** I will not withdraw or amend the tender or impair or derogate from the tender in any respect within the period of validity of the tender.
- 4.** I will furnish the required performance security within the specified period.

NAME AND ADDRESS OF THE BIDDER

PLACE:

DATE:

SIGNATURE AND STAMP OF THE BIDDER

COMPLIANCE TO CLAUSE W.R.T MANADATORY REGISTRATION OF VENDORS FROM COUNTRIES SHARING LAND BORDER WITH INDIA,WITH DPIIT

Date:

TO WHOMSOEVER IT MAY CONCERNS

"I have read The clause titled restrictions on procurement from a bidder of a country which shares a land border with India.

I certify that M/s.....(Name Bidder) is not from such a country

Or .

I hereby certify that M/s.(name of Bidder) is from a country which shares land boarder with India and fulfills all requirements in this regard and is eligible to be considered. Enclosed herewith Valid Registration Certificate

Or

I hereby certify that M/s..... (Name of Bidder) is from such a country which shares land border with India , however the said requirement of registration will not be applicable to bidders as Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Enclosed herewith documentary evidence in this regards

We confirm that if it is established that we have provided any false information in pursuance to above clause, while competing for this contract then our Bid shall be rejected.

We further confirms that, if it is established that we have not complied with terms of aforesaid clause, during execution of contract, this would be a sufficient ground for immediate termination of the contract as per tender provision and shall be dealt accordingly

Name of the Bidder

Stamp & Signature of the Bidder