



This tender floated in NIC - CPP Portal with Tender ID: 2024\_HOCL\_797801\_1 dt. 27/02/2024 with due date 12/03/2024 at 02:00 PM and in GeM Portal with GeM Bid No. GEM/2024/B/4702152 dt. 27/02/2024 with due date 12/03/2024 at 02:00 PM.

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(भारत सरकार का एक उद्यम)  
(A Government of India Enterprise)  
अंबालामुगल, एर्नाकुलम जिला, पिन - 682 302  
**AMBALAMUGAL, Ernakulam District, PIN – 682 302.**  
फोन: (0484) 2720911, फैक्स नंबर (0484) 2720893  
**Phone: (0484) 2720911, FAX No. (0484) 2720893**

**ई-निविदा सूचना**  
**E- TENDER NOTICE**

HOCL निम्नलिखित कार्य के लिए दो बोली प्रणाली के तहत ई-बोली आमंत्रित करता है:  
HOCL Invites e-Bids under the **Two Bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	कार्य का नाम : हॉट ऑयल हीटर में मरम्मत कार्य - एफ 6001 HOCL निविदा संदर्भ : MEC30414  <b>Name of Work : REFRACTORY REPAIR WORK IN HOT OIL HEATER - F 6001</b> <b>HOCL Tender Ref : MEC30414</b>

निविदा दस्तावेज [www.hoclkochi.com](http://www.hoclkochi.com), <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app> से डाउनलोड किए जा सकते हैं।

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com), <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app>.

इच्छुक पार्टियां निविदा में भाग लेने के लिए कृपया एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) पर पंजीकृत हो सकती हैं। निर्दिष्ट ऑनलाइन प्रक्रिया के अलावा अन्य प्रस्तुत निविदाएं स्वीकार नहीं की जाएंगी। कृपया प्रस्ताव जमा करने से पहले किसी भी परिशिष्ट/शुद्धिपत्र/विस्तार के लिए नियमित रूप से उपरोक्त साइटों पर जाएं।

Interested parties may please get registered with NIC e procurement portal (URL: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) 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.

कृपया विशिष्टताओं और नियमों और शर्तों की पुष्टि करत हुए **दो बोली प्रणाली** के तहत अपनी ई-बोली जमा करें।

Please submit your E-bids under the **Two Bid system** confirming to the specifications and the terms and conditions.

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए और उनकी ओर से  
For and on behalf of Hindustan Organic Chemicals Limited (GSTN:32AAACH2663P1ZG), (CIN:I99999MN1960GOI011895)

मंगेश वी. शहासने MANGESH V. SHAHASANE  
महाप्रबंधक (यांत्रिक/यूटिलिटीस) GENERAL MANAGER (MECHANICAL/UTILITIES)



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(भारत सरकार का एक उद्यम)  
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**Phone: (0484) 2720911, FAX No. (0484) 2720893**

**MEC30414**

Dear Sir,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड भारत सरकार का उपक्रम है जो कोच्चि, केरल, भारत में अपने संयंत्र में फिनोल, एसीटोन और हाइड्रोजन पेरोक्साइड का निर्माण करता है। एचओसीएल ने **हॉट ऑयल हीटर में मरम्मत कार्य - एफ 6001** के लिए ई-निविदाएं आमंत्रित की हैं। एचओसीएल ने मैसर्स एनआईसी के साथ एक समझौता किया है। अपने पोर्टल <https://eprocure.gov.in/eprocure/app> के माध्यम से ई-खरीद के लिए। आप कृपया इस निविदा में भाग लेने के लिए एनआईसी के साथ एक विक्रेता के रूप में पंजीकृत हो सकते हैं।

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **Refractory Repair Work in Hot Oil Heater - F 6001**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

निविदा दस्तावेज एचओसीएल की वेबसाइट [www.hoclkochi.com](http://www.hoclkochi.com), [https://](https://www.hoclkochi.com) बाजार और <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market> पर अपलोड किए जाते हैं।

**Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com), <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>**

संलग्न दस्तावेजों का सूचकांक इसके साथ संलग्न है। आपसे अनुरोध है कि कृपया अपनी निविदा तैयार करने/प्रस्तुत करने से पहले सभी दस्तावेजों को विस्तार से पढ़ लें।

**Index of documents enclosed is attached herewith. You are requested to kindly go through all the documents in detail before preparing/submitted your tender.**

आप अपना प्रस्ताव दो-बोली प्रणाली पर निर्दिष्ट नियत तारीख और समय से पहले ऑनलाइन जमा कर सकते हैं।

You may submit your offer on **Two-bid system** online before the due date and time specified.

धन्यवाद, Thanking you,

आपका आभारी, Yours Faithfully,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए (CIN: L999999MH1960GOIO11895),  
For Hindustan Organic Chemicals Limited (CIN: L999999MH1960GOIO11895),

मंगेश वी. शहासने MANGESH V. SHAHASANE  
महाप्रबंधक (यांत्रिक/यूटिलिटीस) GENERAL MANAGER (MECHANICAL/UTILITIES)



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## इस दस्तावेज़ को सभी पृष्ठों पर बोलीदाता द्वारा हस्ताक्षरित और मुद्रांकित किया जाना है और ई-निविदा के साथ जमा किया जाना है

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
(भारत सरकार का एक उद्यम)  
पं बालामुगल पीओ, एर्नाकुलम जिला, केरल - 682 302।

निविदा संदर्भ नहीं: MEC30414  
कार्य का नाम: हॉट ऑयल हीटर में मरम्मत कार्य - एफ 6001

### ऑनलाइन बोली जमा करने के लिए सामान्य निर्देश

बोलीदाताओं को वैध डिजिटल हस्ताक्षर प्रमाणपत्रों का उपयोग करते हुए केंद्रीय सार्वजनिक खरीद पोर्टल (भारत सरकार) पर इलेक्ट्रॉनिक रूप से पंजीकृत बोलियों की सॉफ्ट कॉपी जमा करनी होगी। नीचे दिए गए निर्देश बोलीदाताओं को सीपीपी पोर्टल पर पंजीकरण करने में सहायता करने, आवश्यकताओं के अनुसार पंजीकृत बोलियां तैयार करने और सीपीपी पोर्टल पर पंजीकृत बोलियां ऑनलाइन जमा करने के लिए हैं।

सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी अधिक जानकारी यहां प्राप्त की जा सकती है:  
<https://eprocure.gov.in/eprocure/app>

### पंजीकरण

- बोलीदाताओं को सीपीपी पोर्टल पर "ऑनलाइन बोलीदाता नामांकन" लिंक पर क्लिक करके केंद्रीय सार्वजनिक खरीद पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर नामांकन करना आवश्यक है। जो निःशुल्क है।
- नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को एक विशिष्ट उपयोगकर्ता नाम चुनना होगा और पंजीकरण के लिए एक पासवर्ड निर्दिष्ट करना होगा।
- बोलीदाताओं को सलाह दी जाती है कि वे पंजीकरण प्रक्रिया के हिस्से के रूप में पंजीकृत पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।
- नामांकन के बाद, बोलीदाताओं को पंजीकृत प्रोफाइल के साथ सीपीपी पोर्टल (जैसे सिफ़ी / एनकोड / ईमुद्रा आदि) द्वारा मान्यता प्राप्त किसी भी प्रमाणन प्राधिकरण द्वारा जारी पंजीकृत वैध डिजिटल हस्ताक्षर प्रमाण पत्र (हस्ताक्षर कुंजी उपयोग के साथ तृतीय श्रेणी प्रमाण पत्र) पंजीकृत करने की आवश्यकता होगी।
- एक बोलीदाता द्वारा केवल एक वैध डीएससी पंजीकृत किया जाना चाहिए। कृपया ध्यान दें कि बोलीदाता यह सुनिश्चित करने के लिए जिम्मेदार है कि वे पंजीकृत डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।
- इसके बाद बोलीदाता पंजीकृत यूजर आईडी/पासवर्ड और डीएससी/ई-टोकन का पासवर्ड दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग इन करता है।

### निविदा दस्तावेजों की खोज

- सीपीपी पोर्टल में विभिन्न खोज विकल्प बनाए गए हैं, ताकि बोली लगाने वालों को सक्रिय निविदाओं को कई मापदंडों द्वारा खोजने में सुविधा हो। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोली लगाने वाले कई खोज मापदंडों को जोड़ सकते हैं जैसे संगठन का नाम, पंजीकृत रूप, स्थान, दिनांक, पंजीकृत आईडी आदि सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए।
- एक बार जब बोलीदाताओं ने उन निविदाओं का चयन कर लिया जिनमें वे रुचि रखते हैं, तो वे आवश्यक दस्तावेज/निविदा कार्यक्रम डाउनलोड कर सकते हैं। इन निविदाओं को संबंधित 'माई टेंडर्स' फोल्डर में स्थानांतरित किया जा सकता है। यह सीपीपी पोर्टल को निविदा दस्तावेज में कोई शुद्धिपत्र जारी होने की स्थिति में एसएमएस/ई-मेल के माध्यम से बोलीदाताओं को सूचित करने में सक्षम बनाएगा।



3. यदि बोलीदाता हेल्पडेस्क से कोई स्पष्टीकरण/सहायता प्राप्त करना चाहता है तो उसे प्रत्येक निविदा को दी गई विशिष्ट निविदा आईडी को नोट करना चाहिए।

### **बोली की तैयारी**

1. बोलीदाता को अपनी बोली जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धिपत्र को ध्यान में रखना चाहिए।
2. बोली के हिस्से के रूप में प्रस्तुत किए जाने वाले आवश्यक दस्तावेजों को समझने के लिए कृपया निविदा विज्ञापन और निविदा दस्तावेज को ध्यान से देखें। कृपया उन कवरों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा किए जाने हैं, दस्तावेजों की संख्या - जिसमें प्रस्तुत किए जाने वाले प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं। इनमें से किसी भी विचलन के कारण बोली को अस्वीकार किया जा सकता है।
3. बोलीदाता, निविदा दस्तावेज/अनुसूची में दर्शाए गए अनुसार प्रस्तुत किए जाने वाले बोली दस्तावेजों को अग्रिम रूप से तैयार कर लें और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ/जेपीजी प्रारूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ ब्लैक एंड व्हाइट विकल्प के साथ स्कैन किया जा सकता है जो स्कैन किए गए दस्तावेज के आकार को कम करने में मदद करता है।
4. मानक दस्तावेजों के एक ही सेट को अपलोड करने में आवश्यक समय और प्रयास से बचने के लिए, जिन्हें प्रत्येक बोली के एक भाग के रूप में प्रस्तुत करने की आवश्यकता होती है, ऐसे मानक दस्तावेजों (जैसे पैन कार्ड की प्रति, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि) को अपलोड करने का प्रावधान। ) बोलीदाताओं को प्रदान किया गया है। बोलीदाता ऐसे दस्तावेजों को अपलोड करने के लिए उनके लिए उपलब्ध "माई स्पेस" या "अन्य महत्वपूर्ण दस्तावेज" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय इन दस्तावेजों को सीधे "माई स्पेस" क्षेत्र से जमा किया जा सकता है, और बार-बार अपलोड करने की आवश्यकता नहीं है। इससे बोली जमा करने की प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

नोट: My Documents स्थान केवल अपलोड करने की प्रक्रिया को आसान बनाने के लिए बोलीदाताओं को दिया गया एक भंडार है। यदि बोलीदाता ने मेरे दस्तावेज स्थान में अपने दस्तावेज अपलोड किए हैं, तो यह स्वचालित रूप से यह सुनिश्चित नहीं करता है कि ये दस्तावेज तकनीकी बोली का हिस्सा हैं।

### **बोलियां जमा करना**

1. बोलीदाता को बोली जमा करने के लिए काफी पहले ही साइट पर लॉग इन करना चाहिए ताकि वे समय पर यानी बोली जमा करने के समय पर या उससे पहले बोली अपलोड कर सकें। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।
2. बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार आवश्यक बोली दस्तावेजों को एक-एक करके डिजिटल रूप से हस्ताक्षरित और अपलोड करना होगा।
3. बोलीदाता को निविदा शुल्क / ईएमडी का भुगतान करने के लिए "ऑफ़लाइन" के रूप में भुगतान विकल्प का चयन करना होगा और उपकरण का विवरण दर्ज करना होगा।
4. बोलीदाता को निविदा दस्तावेज में निर्दिष्ट निर्देशों के अनुसार ईएमडी तैयार करनी चाहिए। मूल को बोली जमा करने की अंतिम तिथि तक या निविदा दस्तावेजों में निर्दिष्ट अनुसार संबंधित अधिकारी को व्यक्तिगत रूप से पोस्ट/कूरियर/दिया जाना चाहिए। भौतिक रूप से भेजे गए डीडी/किसी अन्य स्वीकृत साधन का विवरण स्कैन की गई प्रति में उपलब्ध विवरण और बोली जमा करने के समय दर्ज किए गए डेटा से मेल खाना चाहिए। अन्यथा अपलोड की गई बोली अस्वीकार कर दी जाएगी।
5. बोलीदाताओं से अनुरोध है कि वे नोट करें कि वे आवश्यक रूप से प्रदान किए गए प्रारूप में अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि मूल्य बोली को निविदा दस्तावेज के साथ मानक बीओक्यू प्रारूप के रूप में दिया गया है, तो इसे डाउनलोड किया जाना है और सभी बोलीदाताओं द्वारा भरा जाना है। बोलीदाताओं को बीओक्यू फ़ाइल डाउनलोड करनी होगी, इसे खोलना होगा और सफेद रंग (असुरक्षित) सेल को उनके संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ पूरा करना होगा। कोई अन्य सेल नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बोलीदाता को फ़ाइल नाम बदले बिना इसे सहेजना चाहिए और इसे ऑनलाइन



जमा करना चाहिए। यदि बोलीदाता द्वारा बोली को अस्वीकार कर दिया जाएगा।

बीओक्यू फ़ाइल को संशोधित पाया जाता है, तो

6. सर्वर समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) को बोलीदाताओं द्वारा बोली जमा करने, बोलियां खोलने आदि की समय सीमा को संदर्भित करने के लिए मानक समय माना जाएगा। बोलीदाताओं को बोली जमा करने के दौरान इस समय का पालन करना चाहिए।
7. डेटा की गोपनीयता सुनिश्चित करने के लिए बोलीदाताओं द्वारा प्रस्तुत किए जा रहे सभी दस्तावेजों को पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। सुरक्षित सॉफ्ट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग करके बोलियों की गोपनीयता बनाए रखी जाती है। संवेदनशील क्षेत्रों का डेटा भंडारण एन्क्रिप्शन किया जाता है। कोई भी बोली दस्तावेज जो सर्वर पर अपलोड किया जाता है, सिस्टम द्वारा उत्पन्न सममित कुंजी का उपयोग करके सममित एन्क्रिप्शन के अधीन होता है। इसके अलावा यह कुंजी खरीदारों/बोली खोलने वाले की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन है। कुल मिलाकर, अपलोड किए गए निविदा दस्तावेज अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
8. अपलोड किए गए निविदा दस्तावेज अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
9. बोलियों को सफलतापूर्वक और समय पर प्रस्तुत करने पर (अर्थात् पोर्टल में "फ्रीज बिड सबमिशन" पर क्लिक करने के बाद), पोर्टल एक सफल बोली सबमिशन संदेश देगा और बोली संख्या के साथ एक बोली सारांश प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली जमा करने की तिथि और समय।
10. बोली सारांश मुद्रित किया जाना चाहिए और बोली प्रस्तुत करने की पावती के रूप में रखा जाना चाहिए। इस पावती का उपयोग किसी भी बोली खोलने की बैठक के लिए प्रवेश पास के रूप में किया जा सकता है।

### बोलीदाताओं को सहायता

1. निविदा दस्तावेज और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकारी या निविदा में इंगित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।
2. ऑनलाइन बोली जमा करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्नों को 24x7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किया जा सकता है।

### संपर्क व्यक्ति (ऑनलाइन सबमिशन के लिए)

श्री. मिथुन बाबू  
सहायक प्रबंधक (सिस्टमस/सामग्री)  
मोबाइल नंबर : 8921387812, 8547196394

### HOCL कार्य समन्वयक

श्री. एल्दोस बेबी  
सहायक प्रबंधक (यांत्रिक)  
मोबाइल नंबर : 7012497507/9745667399/  
0484 2727394



## **This Document to be Signed and Stamped by Bidder on All Pages and Submitted along with the E-Tender**

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**(A Government of India Enterprise)**  
**Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.**

**Tender Ref. No: MEC30414**

**NAME OF WORK: REPAIR WORK IN HOT OIL HEATER - F 6001**

### **General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal (Govt. Of India), 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.

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

### **REGISTRATION**

1. 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](#).
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. 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.
4. 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.
5. 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.
6. 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**

1. 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. 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. 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 BID**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. 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. 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. 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.

**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.

### **SUBMISSION OF BIDS**

1. 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.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. 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. 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. 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. 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. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. 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. 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 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. 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.

#### **Contact Person (for online submission)**

**Mr. Midhun Babu**  
**Assistant Manager (Systems/Materials)**  
**Mobile No. 8921387812, 8547196394**

#### **HOCL Work Co-ordinator**

**Mr. Eldhose Baby**  
**Assistant Manager (Mechanical)**  
**Mobile No. 7012497507/9745667399/  
0484 2727394**



## ANNEXURE-I

### GENERAL TERMS AND CONDITIONS OF THE TENDER

#### Pre-Qualification Criteria (to be included in the Technical Bid)

The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.

- Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
- GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site [www.hoclkochi.com](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- Information regarding tenderer as stipulated in Clause.1.
- Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- Organization chart giving details of field management at SITE, the tenderer proposes to have for this WORK including bio-data of the Site-in Charge and key personnel.
- In the case of MSME, necessary certificate (self attested) shall be submitted in the Technical Bid.
- The bidder should have well qualified workforce in adequate numbers for handling various stages of the work. The staff/workers details are to be furnished.
- The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- Details of current commitments of Tenderer.
- Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement).
- A tentative programme for the execution and completion of work within the time specified.
- Any other technical information the Tenderer likes to furnish.
- Copies of work orders already completed or in progress
- Tender should accompany the details asked in A, B,C, D, E , F, H, L, Q, R, S & AC
- Completion certificates
- GSTN registration



**Clauses :**

1. Average annual financial turnover of the bidder during the last 03 years, ending 31<sup>st</sup> March of the previous financial year should be at least **₹3 Lakhs** (Details of annual financial turnover to be submitted with Documentary proof).
2. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
3. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: (Documentary proof should be attached along with the Technical Bid).
  - Three similar completed works costing not less than the amount equal to **₹4 Lakhs** each.  
OR
  - Two similar completed works costing lot less than the amount equal to **₹5 Lakhs** each.  
OR
  - One similar completed work costing not less than the amount equal to **₹8 Lakhs** each.

**EARNEST MONEY DEPOSIT - NOT APPLICABLE TO NSIC / SSI / MSME/PSUs**

Quotation shall accompany an **EMD of ₹25,000/-** shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

**Bank Details** - Central Bank of India, Tripunithura  
- A/c No. 3580607136  
- IFSC - CBIN0284515

Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

**EMD of the tenderer will be forfeited under the following conditions:-**

1. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
2. If the tenderer does not commence the work after awarding the contract.
3. No interest on EMD will be paid.
4. EMD of the successful tenderer will be adjusted against the security deposit.
5. EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.
6. The tender is revoked or varied during its validity period.
7. The Prices are increased unilaterally after the tender opening and during its validity.
8. The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

**RATES**

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.



### **PERFORMANCE SECURITY**

Performance security shall be 10% of total work order value of the contract. It shall be furnished within 21 days after notification of award and it shall be released after the defect liability period.

Performance Security shall be furnished in the form of Account Payee Demand Draft/ Bank Guarantee issued from any Commercial Bank in India/ on online payment in an acceptable form.

### **SECURITY DEPOSIT**

Total security deposit shall be 5% of total contract value. This shall be recovered through deductions at the rate of 5% (Five percent) of the value of each running account bill till the total security deposit amount is collected, after which no further deductions shall be made on this account.

Security Deposit shall be refunded not later than 60 days to the contractor without any interest after the completion of contract in all respects and completion of all such obligations under the contract.

### **LIQUIDATED DAMAGES**

In case the contractor fails to complete the work within the stipulated period, contractor shall be liable to pay a LD of ½% (half percent) of the contract value **per day** for the delay or part thereof subject to a maximum of 5% (Five percent) of the contract value.

### **PERIOD OF CONTRACT**

The period of the contract shall be 6 months from the date of issue of work order/issue of instruction to start the work.

### **SCOPE OF SUPPLY**

#### **MATERIALS**

##### **a. Contractor's Scope**

Any additional scaffolding and platforms required for the refractory work shall be arranged by the contractor.

steel scaffolding materials, including shuttering materials such as waterproof plywood and other ancillaries like ice blocks other equipment's, etc. and manpower required for the satisfactory completion of the entire works shall be arranged by the contractor.

##### **b. HOCL's Scope**

HOCL will provide other refractories materials like refractory bricks, insulating castables, air setting mortar, ceramic blankets, calcium silicate blocks, SS foils, Paint, support clamps, meshes, etc.

#### **WATER & POWER**

HOC will provide free water, electricity and air at one point for each machine (Air at 5Kg/cm<sup>2</sup>, Water at 3 Kg/cm<sup>2</sup>, Electricity - 3 Phase/415V)

#### **Tools & Tackles**

##### **a. Contractor's Scope**

All machines, tools and tackles & Consumables required for the work shall be arranged by the contractor.

##### **a. HOCL's Scope**

Nil



### **GENERAL SITE CLEANING**

Working site should always be kept cleaned up to the entire satisfaction of the Engineer/Officer-In-Charge. Upon completion of the work, all materials shall be transported to designated locations in HOCL premises as directed by the Engineer/Officer-In-Charge on daily basis. Material reconciliation has to be carried out before submitting the bill.

### **TIME OF COMPLETION**

Time of completion shall be within 20 DAYS from the date of instruction to start the work.

### **VALIDITY OF THE TENDER**

The tender shall be kept valid for acceptance for a period of **Three Months** from the last date prescribed for receipt of the tender.

A Tenderer shall not be entitled during the said period of three months without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

### **PRICE**

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

### **PAYMENT TERMS**

Payment will be made after submission of bill, on recommendations of the Engineer-in-charge based on the quantities executed and after making deductions as spelt out in the tender.

### **AGREEMENT**

THE CONTRACTOR HAS TO EXECUTE AN AGREEMENT WITH HOCL IN THE PRESCRIBED FORMAT ON A NON-JUDICIAL STAMP PAPER OF ₹ 200/- IN CASE OF PLACEMENT OF WORK ORDER.

### **CONTRACT PREFERENCE**

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

**WE HAVE ALSO FLOATED TENDER IN GeM PORTAL. IF ANY PARTY QUOTED THROUGH GeM PORTAL AND BECAME L<sub>1</sub> COMPARED TO THE RATES IN NIC PORTAL, WORK WILL BE AWARDED TO THE GeM BIDDER AND VICE VERSA.**



### **DEFECT LIABILITY PERIOD**

The contractor shall guarantee the entire work for a period of **12 months** from the date of completion of work.

### **OTHER TERMS AND CONDITIONS**

#### **GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL**

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site [www.hockkochi.com](http://www.hockkochi.com).

#### **RIGHT TO ISSUE ADDENDUM**

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

**DUE DATE & TIME:** Due date for submission of tender is (Closing date) **12/03/2024 at 02.00 PM.**

**OPENING OF BIDS:** The Bids will be opened on **13/03/2024 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

**VALIDITY OF OFFER:** Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

**PRICE BID SUBMISSION-BOQ:** 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 blue coloured (unprotected) cells with their respective financial quotes and other details** Refer Instructions to Bidder for Online Bid Submission. **(such as name of the bidder).** No other cells 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.

**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) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

**SIGNING & STAMPING ON ALL PAGES OF BIDS:** The vendor shall sign and stamp on all the pages of the bids uploaded, failing which bids are liable to be rejected.



## ANNEXURE-II

### **Brief Description of Hot Oil Heater**

Hot Oil Heater in the Phenol Plant is a cabin type heater with slip stream Pre-Heater. The tubes in the radiation zone and convection zone of the Hot Oil Heater are arranged in four pass layout. Slip stream section is placed in the top most section of the convection zone. The heater is provided with 9 Nos. of burner on the floor of the radiation zone.

### **Refractory Repair Work of Hot Oil Heater**

#### **Scope of Work**

This is a localized refractory repair work of the radiation zone of Hot Oil Heater along with repairs of castables in the arch, convection zone and chimney. Work also involves localised refractory repair of header box, fire wall renewal, removal and floor laying of refractory fire bricks and burner mouth repair, replacement of ceramic fibre blanket on removable panels

1. Remove the loose, fallen bricks, castables and its powders from floor and wall inside the heater.
2. Prepare the surface for application of new refractory on the wall.
3. Transportation of refractory materials (Materials like insulating castables, bricks, burner blocks, ceramic fiber blanket, etc.) from store to the Heater site and to be kept safe near the heater.
4. Application of refractory.
5. Inspection and repair of the burner mouth refractory and its repair/ renewal with new tiles.
6. Repair/Replace of Ceramic fibre blankets at removable panels on east and west side of heater if required.
7. Transportation of all required refractory materials and other ancillary materials from store to heater area and back to store with adequate protection under cover by the contractor near to the heater site.
8. Scaffolding will be provided for casing cutting, cleaning and inspection of tubes by other agency and the same can be used for this work. Any additional scaffolding and platforms with gratings required for the refractory work will be on your scope.
9. Careful dismantling of existing/damaged refractory & anchors at all elevations as per the instructions of Engineer-in-charge/consultant. Utmost care should be taken while dismantling the damaged bricks in order to safe guard the adjoining non-damaged areas.
10. Surface cleaning of shell plate and application of epoxy resin paint (Protectomastic), installation of calcium silicate blocks/insulating castable, fixing of SS foil vapour barrier with pins, insulating fire brick in different shapes and associated anchors where required as per the drawing and instructions of Engineer - in - charge.



11. Insulating fire bricks shall be laid with air setting mortar, joint thickness shall not exceed 2mm.
12. Expansion gap should be provided for insulating fire bricks lining at all tube support location and other locations as per the instructions of Engineer-in-charge. The expansion gaps are to be filled with ceramic fiber blanket of specification 1424°C & 128kg/m<sup>3</sup> density (thickness 25mm).
13. Dismantling of existing ceramic fiber blanket lining with the anchor hardware, surface cleaning and application of epoxy resin paint and renewal of the same and fixing with speed washers as per the instructions of Engineer-in-charge for removable panels (if required).
14. Dismantling of existing damaged castable lining, preparation and installation of new insulating castable lining at the identified locations in header box using shuttering and anchors/supports shall be under contractor's scope.
15. Extend of repair shall be decided after inspection of heater. (Header box cover shall be removed by another agency).
16. The work is at all elevations between 1 Mtr. to 30 Mtrs. up to convection section and chimney portions from 30 mtrs to 54 mtrs. and hence PPE/all safety gadgets, should be worn by the people employed by Refractory contractor.
17. This work is carried out during Shutdown period. Therefore, sufficient manpower shall be employed on round the clock basis to complete the entire work within 20 days after issuing man entry permit.
18. All debris, soot, refractory waste etc. arising out of the jobs shall be segregated, weighed and dumped in the dump yard (approx. 500 mtrs. away from the heater) as per the instructions of Engineer-in-charge.
19. All machines, tools and tackles & consumables steel scaffolding materials, including shuttering materials such as water proof plywood and other ancillaries like ice blocks other equipment etc. and manpower required for the satisfactory completion of the entire works has to be arranged by the contractor.
20. HOC will provide the required refractory materials and paints, water, air, power etc. at one point. Complete detail of the consumption of materials in the form of reconciliation statement is to be submitted along with the final bill. Balance material shall be returned to store without damage.
21. Hot oil refractory 189 mm (maximum thick)-Radiation zone (East & West) (Exposed wall) includes application of Calcium silicate block of 75mm/50mm thickness, fixing of SS foils with spit pins, and application of Insulation brick thickness 114mm and filling the expansion gaps with Ceramic Wool if required as per specification/ instruction of Engineer-in-Charge are also included in this scope.
22. Welding of Retention plate, V Hooks holding plate and fixing V-hooks if required as per specification will be done by Hocl.
23. Hot oil heater refractory 303mm (maximum thick) includes application of Calcium silicate block of 75mm/50mm fixing of SS foils with spit pins and Insulation bricks 114 mm one layer and fire brick one layer as per specification/ instruction of Engineer-in-Charge are also included in this scope.



24. Hot oil heater Ceramic wool refractory 150 mm includes cleaning and application of anti-rust coating/paints, applying new ceramic wool insulation layers as per instruction of Engineer-in-charge.
25. Hot oil heater insulation castables includes removal of damaged insulation castables, cleaning the surfaces, preparation of castable mortar and application in position with suitable waterproof shuttering. Supply and arranging water proof shuttering materials, removal of shutters after curing are also included in the scope.
26. Hot oil heater header box refractory includes removal of damaged refractory from position, cleaning the surfaces, application of new insulation castables wherever required as per instruction of Engineer-in-charge.
27. Hot oil heater Expansion joints filling includes removal of deteriorated filling materials, cleaning of expansion joints, filling by tight packing with new Ceramic Wool firmly as per the instruction of Engineer-in-Charge.
28. Hot oil heater breach area insulation includes cleaning, removal of damaged insulation refractory materials, preparation and application of new castable mortar at position with required shuttering wherever required as per Engineer-in-Charge. Removal of shuttering included in the scope.
29. Hot oil heater floor area refractory work includes cleaning, removal of damaged refractory, application of refractory castables, and laying of new refractory tiles filling of expansion joints are also included in the scope.
- 30. Hot Oil Heater convection section refractory work includes access through manhole in between the studded tubes, access by cutting casing/shell plate and repair of castables in the soot blower area and opposite side by carefully removing the damaged refractory castables and providing suitable water proof shuttering and application of insulating castable after surface preparation/cleaning. The shuttering shall be removed carefully after curing. Cutting of casing plate and re-fixing will be done by HOCL.**
- 31. Application of Refractory lining in stack Top portion area with insulating castable at height of 55mtrs and utmost care should be taken on this job. The welding of the v-hooks will be done by other party and application of the refractory lining and shuttering material will be in the scope of the contractor.**
32. The work is at all elevations between 1Mtr. to 30Mts upto convection section and chimney portions from 30Mtrs. to 54 Mtrs. and hence all safety gadgets, should be worn by the people employed by you.
- 33. This is an emergency shutdown work. Therefore sufficient manpower shall be employed on round the clock basis to complete the entire work within 20 days after issuing man entry permit.**

**Required No. of gangs of each comprising adequate No. of refractory masons, carpenters and other skilled and unskilled labours shall be employed on round the clock basis to complete the work within 20 days.**

**Contractor has to furnish man power organogram of the skilled and unskilled labours, bar chart comprising completion of various activities, list of tools and tackles, names of supervisors and their experience on similar jobs.**



34. Utmost cares shall be taken while dismantling the damaged castables/bricks/blocks, in order to safeguards the other non-damaged areas.
35. Party has to mobilize the manpower inside the heater, convection section and outside area simultaneously to complete the work within the stipulated time. There for, the safety in the work should ensure by the contractor and items required for the same will be arranged by the contractor.
36. The contractor shall arrange cutters for removing the damaged refractory castables and taking proper V cutting for fixing new refractory castables.
37. The quantity shown is only indicative and it can vary either side considerably depending on site conditions for which the tender must be ready.
38. The existing refractory lining identified for localized repair shall be dismantled carefully. The areas identified are as follows:
  - Floor (EL 2400)
  - Shielded wall (north and south side) above shelf flat (EL 8400).
  - Shielded wall (north & south side) below shelf flat.
  - Exposed wall (east & west side) above shelf flat (EL 8400).
  - Exposed wall (east & west side) below shelf flat (EL 8400).
  - Removable panels in 2 exposed walls (east and west sides).
  - Header box sides (including cover) (EL 14228 to EL 20000).
  - Convection section EL 14228 to EL 20000)
  - Breeching area (EL 20000 to 23000) (76mm thick insulating castable)
  - Heater Stack Top ( at a height of 54 mtr from ground level)

#### **Floor**

- Existing loose refractory fire brick, insulating castable to be dismantled carefully.
- After dismantling, the casting will be replaced (at identified areas). Now the casing plate shall be thoroughly inspected by HOCL for its general conditions, mill scales, thickness etc.
- The location of anchors on replaced plates are to be marked by the contractor.
- The existing casing plate (not repaired / replaced) shall be manually cleaned of all foreign materials, dust, debris, mill scales
- Two coats of Epoxy resin corrosion resistant paint, PROTECTOMASTIC of M/s. Berger Paints or equivalent shall be applied over the casing plate as per the recommendations of the manufacturer.



- Installation / casting of new insulating castable in floor area – using water proof shuttering material and supports as per the required contour in burner mouth area and peep holes with proper expansion joints. Laying of ceramic fibre blanket (if required) and then laying of refractory fire brick without mortar on top of the casting / CF blanket.
- Expansion gap provision shall be provided and to be filled with ceramic fibre blanket.

### **Shielded & Exposed Walls**

- The existing refractory lining identified for replacement shall be dismantled carefully (at identified locations).
- After dismantling the identified areas, the casing plate shall be thoroughly inspected for its general condition, thickness, mill scales etc.
- Casing plate shall be manually cleaned of all foreign matter, dust, debris, mill scales.
- The location of back holding plate has to be marked by the contractor.
- Two coats of Epoxy resin corrosion resistant paint, PROTECTOMASTIC of M/s. Berger Paints or equivalent shall be applied over the casing plate as per the recommendations of the manufacturer.
- Calcium silicate blocks of the specified thickness (50mm thick for shielded wall and 75mm for exposed wall) shall be laid against the casing plate keeping the SS foil as vapour barrier between calcium silicate block and insulating fire bricks.
- Insulating firebricks shall be laid progressively in courses as per the pattern given in drawing No. 6231-06-43-02-03 Rev.0. TYPE A bricks shall be laid for the complete course whereas “V hooks” are provided in the lining. All the TYPE A insulating firebricks shall be anchored. The tie back “V hook” shall be spaced in such a way that it secures the second course from the bottom and every fourth brick course. Bricks in the course just above TYPE A brick shall comprise both TYPE B and TYPE C bricks, while the other courses (without tie brick hooks) shall be laid with TYPE C bricks.
- Insulating firebricks shall be laid with fire clay air setting mortar. Mortar joint thickness shall not exceed 2mm thickness.
- Insulating castable (Type III quality) is to be provided 500mm height with ‘V’ lugs below all shelf flat locations. (‘V’ lugs will be provided / welded by HOCL but the locations shall be marked by the contractor).
- Expansion gap provisions shall be provided for the insulating firebrick lining at all tube support locations and at a central location between the tube supports. The expansion gaps are to be filled with ceramic fibre blanket (1260 grade and 128 Kg/M3 density).



### Removable Panels

- After dismantling the identified areas, the casing plate shall be thoroughly inspected for its general condition, thickness, mill scales etc.
- Rectification shall be carried out on the casing plate, if deemed necessary by HOCL.
- Casing plate shall be manually cleaned of all foreign matter, dust, debris, mill scales.
- The exact location of the study (to fix speed fix washer and lock washer) has to be marked by the contractor.
- Two coats of Epoxy resin corrosion resistant paint, PROTECTOMASTIC of M/s. Berger Paints or equivalent shall be applied over the casing plate as per the recommendations of the manufacturer.
- Two layers of ceramic fibre blanket (1260° C grade, 128 Kg/M3 density) shall be on the studs one after another.
- SS 316 foil shall then be impaled on the studs and secured by means of SS 316 quality speed fix washer.
- Subsequently 3 layers of 25mm thick ceramic fibre blanket (1260° C grade, 128 Kg/M3 density) in each layer shall be impaled on the stud.
- The hot face layer shall be secured by means of SS 310 quality locking washer.
- Laying pattern for ceramic fibre blanket shall be as given in drawing No. 6231-06-43-02-04 Rev.0.

### Convection Section

Dismantling of existing damaged castable lining, surface preparation and installation of new insulating castable lining (150mm thick / 120mm thick) at the identified accessible locations in convection (with corbels) and breeching section using water proof quality shuttering and supports. However, at inaccessible area, there may be cutting of existing casing plate along with associated structural member (if deemed necessary). At these locations installation of refractory lining from outside after dismantling is required. However, requirement and extend of repair shall only be decided after inspection of heater during shutdown. (The cutting of existing casing plate along with associated structural member and re-welding of new casing plate, stiffeners, angles, lugs and anchors **will be done by HOCL.**) The exact location of the lugs /anchors for refractory casting to be marked by the contractor.

### Header Box

Opening of the head box cover (both east and west side) and brought to ground level will be done by other agency. Dismantling of existing damaged castable lining (50mm thick), surface preparation on all sides and installation of new insulating castable on chain link / 'V' hooks with water proof quality shuttering and supports. However, requirement and extend of repair shall only be decided after inspection of header box during shutdown.



***Tools, Tackles & Consumables to be brought by the Contractor***

- Steel scaffolding and staging materials if required.
- Adequate No. of pan mixers for mortar preparation.
- Shuttering plywood and ancillary materials
- Needle vibrators
- Ice blocks for preparation of mortar.
- Masonary Tools
- Brick cutting machine.
- Electric drilling and grinding machines.
- Covered shed for storage of refractories and other materials close to the work spot.
- Electrical and/or pneumatically operated breakers for dismantling.
- Electrical/pneumatic chisels, manual chisels and hammers
- Any other tools & tackles required for the completion of the job.

**III. Manpower to be arranged by the Contractor**

- Site in charge with adequate working experience in refractory lining installation.
- Minimum 2 supervisors (at least one for each 12 hour shift)
- Skilled manpower and workers (number to be deployed for the job to be submitted before commencement of the job for review by HOCL).
- Refractory masons
- Fabricators and Carpenters.
- Riggers & Helpers.

Any other manpower requirement for the smooth execution of job.

This is an urgent shutdown activity; hence, extension of tender due date or completion period will not be entertained.



**ANNEXURE-III**

**SPECIAL CONDITIONS OF CONTRACT**

HOCL is planning to take 30 days shutdown in 2024. Since the external environment is favourable to HOCL, all works has to be completed within the stipulated period for early startup of plant. The contractor has to put people as 12 hrs. shift basis (2 shifts – 8.00AM – 8.00PM, 8.00PM – 8.00AM) in full strength. Contractor has to take care the same while submitting their offer. Any deviation will be viewed very seriously. Also please note that the completion period spelt in NIT is for each work. (Hence, the LD Clause will be applicable to each work also.)

1. Contractor has to ensure that one electrician and one safety officer should be available in both the shifts in each site.
2. Contractor has to ensure that there should not be any delay in shift change overtime. The work has continue in same momentum during shift change time (8.00AM & 8.00PM). Measures to be made by the contractor to bring workers in advance for the same.
3. All manpower, tools, tackles, hydraulic test pumps, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. **A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.**
4. Spiral wound Gaskets, bolts, nuts, fasteners required for the work will be supplied by HOCL free of cost **as per requirement**. But HOC will issue only the gasket sheets for initial blinding. It has to be cut to the correct size by the contractor at his cost.
5. Safety Helmets, safety shoes, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
6. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
7. This work is a **shutdown activity** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis as per the instruction of Engineer-in-Charge.
8. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3rd party inspection agency.
9. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
10. **HOC has every right to stop the work if the progress and quality of work is found unsatisfactory.** The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
11. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
12. Either the contractor or his authorised supervisor shall be available at work site throughout the work in both shifts.
13. Being a shutdown job, the quantity shown can vary i.e. Increase or decrease depending upon the situation. However, the rate and other terms and conditions shall be same throughout the pendency of the contract for which the contractor shall be ready.



14. Appropriate insurance shall be arranged by the contractor for the coverage of the liability to the people employed by them, arising out of any accident occurring during the execution of the work.
15. The Contractor shall follow all clauses in Annexures – ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labour Laws, PF, Guidelines to contractors/suppliers for environmental protection & Confined Space Entry, Scaffolding Checklist, Scaffolding Manual & Scaffolding Parts & Erection Procedure (Tube & Clamp).
16. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
17. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
18. You are requested to visit the site to ascertain the exact quantum of work/site condition and get acquainted before submitting your offer.



**ANNEXURE- IV**

**COMPLIANCE / NO-DEVIATION STATEMENT**

**It is hereby stated that the quotation/offer submitted by us is in full compliance with all 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.**

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

SEAL

Date :



**ANNEXURE - V**

**COMPLIANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)**

**It is hereby stated that we have read and understood General Conditions of Contract (GCC) and confirm that we abide by all the terms and conditions of GCC.**

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

SEAL

Date :



**ANNEXURE- VI**

**CHECK LIST**

**EARNEST MONEY DEPOSIT NOT APPLICABLE TO MSME / SSI Units /PSUs**

Quotation shall accompany an EMD of ₹25,000/- shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

**Bank Details - Central Bank of India, Tripunithura**  
- A/c No. 3580607136  
- IFSC - CBIN0284515

**Details of EMD enclosed: (YES/NO).**

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Amounting to \_\_\_\_\_

Name of the Bank : \_\_\_\_\_

**PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID)**

**The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.**

- Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
- GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site [www.hoclkochi.com](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- Information regarding tenderer as stipulated in Clause.1.
- Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- Organization chart giving details of field management at SITE, the tenderer proposes to have for this WORK including bio-data of the Site-in Charge and key personnel.
- In the case of MSME, necessary certificate (self attested) shall be submitted in the Technical Bid.
- The bidder should have well qualified workforce in adequate numbers for handling various stages of the work. The staff/workers details are to be furnished.
- The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- Details of current commitments of Tenderer.



- Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement).
- A tentative programme for the execution and completion of work within the time specified.
- Any other technical information the Tenderer likes to furnish.
- Copies of work orders already completed or in progress
- Tender should accompany the details asked in A, B,C, D, E , F, H, L, Q, R, S & AC
- Completion certificates
- GSTN registration

**Clauses :**

1. Average annual financial turnover of the bidder during the last 03 years, ending 31st March of the previous financial year should be at least **₹3 Lakhs** (Details of annual financial turnover to be submitted with Documentary proof).
2. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
3. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: (Documentary proof should be attached along with the Technical Bid).
  - Three similar completed works costing not less than the amount equal to **₹4 Lakhs** each.  
OR
  - Two similar completed works costing lot less than the amount equal to **₹5 Lakhs** each.  
OR
  - One similar completed work costing not less than the amount equal to **₹8 Lakhs** each.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :