

**HOC/QC/40/2019**

**14.06.2019**

Dear Sir,

Hindustan Organic Chemicals Limited (HOCL) is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **AMBIENT AIR, STACK EMISSION & EMISSION MONITORING OF HEAVY MOVING EQUIPMENTS for the year 2019-20**. HOCL has entered into an agreement with M/s. NIC (National Informatics Center) 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.

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

The details of the tender are as shown in **INDEX** enclosed

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

**EMD - EMD of Rs.4800/- & A- Grade Certificate from KSPCB for all the parameters mentioned in Clause A (list A only) & Clause B of Scope of work (Annexure -I)** to be submitted along with the technical bid (upload a copy of the DD and also sent the original through post to the contact persons referred below)

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)

**DELEEP KUMAR K  
GENERAL MANAGER (QC)**

**LIMITED TENDER NOTICE FOR AMBIENT AIR, STACK EMISSION & EMISSION MONITORING OF HEAVY MOVING EQUIPMENTS AT OUR FACTORY AT AMBALAMUGAL, KOCHI**

<b>INDEX</b>		
<b>1</b>	Scope of Work	Annexure-I
<b>2</b>	General instructions for Online Bid Submission	Annexure-II
<b>3</b>	Other Terms and Conditions & Pre –qualification criteria	Annexure-III
<b>4</b>	Technical Bid	Annexure-IV

**SCOPE OF WORK****A. AMBIENT AIR**

<b>Sampling Stations</b>	: Four sampling stations inside HOC premises or as per requirement
<b>Frequency</b>	: Once in a week
<b>Duration of sampling</b>	: 24 hrs.

**I. Test Required for Ambient Air Monitoring**

List (A)

1. **Particulate matter (size less than 2.5µm)(PM 2.5)** : Microgram/NM3
2. **RSPM (pm10)** : Microgram/NM3
3. **Sulphur dioxide (SO2)** : Microgram/NM3
4. **Oxides of Nitrogen (NOx)** : Microgram/NM3
5. **Carbon Monoxide (CO)** : Microgram/NM3
6. **Benzene** : Microgram/NM3

List (B) (Additional parameters to be analysed on request)

1. **Ammonia** : Microgram/NM3
2. **Total Hydrocarbons** : ppm

**B. STACK EMISSION****No. of stacks** : 2 to 4 depending up on operations**Frequency** : Once in a month (by 3rd week)**II. Test Required for Stack Monitoring**

List (A)

1. **Stack gas temperature** : Deg. C.
2. **Stack gas velocity** : M/Sec.
3. **Volume of emission** : NM3/Hr
4. **Suspended particulate matter (SPM)** : mg/NM3
5. **Sulphur Dioxide (SO2)** : mg/NM3
6. **Carbon Monoxide (CO)** : mg/NM3
7. **Oxides of Nitrogen (NOx)** : mg/NM3

### **C. EMISSION CHECK UP HEAVY MOVING EQUIPMENTS**

<b>Frequency</b>	: ONCE IN SIX MONTHS
<b>No. OF HEAVY MOVING EQUIPMENTS</b>	: THREE
<b>TESTS REQUIRED</b>	: CO in emission gases by using dragger tubes. To be done at the premises of the company.

### **GENERAL INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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.

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 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.
- 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 BIDS**

- 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

	<p>submission time. Bidder will be responsible for any delay due to other issues.</p> <ol style="list-style-type: none"> <li>2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.</li> <li>3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.</li> <li>9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a</li> </ol>
--	---

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.

## **ANNEXURE-III**

### **GENERAL CONDITIONS OF TENDER HOC/QC/40/2019 dated 14.06.2019 due on 01.07.2019**

#### **OTHER TERMS AND CONDITIONS AND PRE –QUALIFICATION CRITERIA**

##### **I.**

##### **Submission of Quotation : Two Bid System**

##### **PRE –QUALIFICATION CRITERIA**

##### **Certificate from KSPCB**

- Copy of the 'A' Grade certificate from Kerala State Pollution Control Board clearly showing the analytical parameters for which consent has been given for analysis and reporting.
- If the validity date of certificate is already over and renewal is pending, the party may enclose the copy of the application for renewal sent to KSPCB and COPY OF THE LAST 'A' GRADE CERTIFICATE.

**NOTE:** Only those quotations for which Unpriced Bid is qualified with respect to EMD, Certificate from KSPCB, consent for the required parameters will be considered for opening the Priced Bid.

##### **II.**

1. Sampling and analysis should be done as per the National Air Quality Standards specified by the Central Pollution Control Board and Kerala State Pollution Control Board.
2. You have to follow the sampling procedures and analytical methods approved by the Kerala State Pollution Control Board (KSPCB/CPCB). Sampling shall be done during week days (Monday to Friday) with the consent and supervision of the concerned HOCL Personnel.
3. Necessary records and certificates like Calibration Certificates, Method of analysis of the parameters analyzed, Traceability of Calibration, List of Equipments, Calibration Schedules etc. should be maintained and provided on request to meet our ISO 9001 and ISO 14001 requirements.
4. Engage only qualified and experienced persons for sampling and analysis.

5. Arrangements shall be made for joint analysis in our laboratory periodically on request.
6. Sampling and analysis work is to be done at your own risk and responsibility. HOCL will not be held responsible for any obligation as per the provisions of statutory enactments with respect to the personnel engaged by you for the above work.
7. You have to follow our security and safety instructions while at work in our premises.
8. The safe handling and custody of equipments and materials used for the above work shall be under your sole responsibility.
9. You have to submit the analysis report within 5 days after the sampling. Weekly reports (Four copies) of ambient air monitoring and monthly reports (Seven copies) of stack emission analysis shall be sent to us before the end of every month.
10. You should possess a valid approval from KSPCB with Grade A and should send us a copy of the certificate when renewed within the period.
11. You have to forward a declaration duly signed providing ESI and PF Registration Nos. for your employees being deputed for the work. In case ESI and PF Schemes are not implemented in your organisation, as HOCL is an establishment covered under ESI and PF, you have to fill up the necessary format in the event of a Work Order and contribution for ESI and PF shall be deducted from your bills.
12. Registered Contractors with valid approval from KSPCB for 'A' grade lab only need apply. In case you are not able to quote please submit regret stating specific reasons.
13. Those who are already in the HOC's vendor list for stack and air monitoring will be considered this year. Others will be considered next year after registering in the HOC's vendor list.
14. Price of parameters in the list (b) of Clause I will not be considered for techno-economic comparison.

**VALIDITY OF OFFER:**

The offer shall be valid for a period of 90 days from the date of submission for placement of order.

**SUBMISSION OF BIDS:**

Refer ANNEXURE II.

**DUE DATE AND TIME:**

DUE DATE for submission of tender is (closing date) **01.07.2019, 02.00 PM**

**PRICED 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 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.

**RATES:**

**The rates shall be quoted as per BOQ uploaded.** Goods and Service Tax (GST) applicable shall be paid extra, to those who have GSTIN registration.

**EARNEST MONEY DEPOSIT (EMD) :** Quotation shall accompany an EMD of **Rs. 4800.00/-** paid by crossed DD/Bankers Cheque/Cash only of State Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI. Quotations not accompanied with EMD, are liable to be rejected.  
(Upload a copy of the DD and also sent the original through post to the contact persons referred below)

**CONTACT PERSONS (Hindustan Organic Chemicals Limited )**

**Deleep Kumar K**  
**General Manager (QC)**  
**Land line: 0484-2727239,2727439**  
**Mobile: 9446207811**  
**Email: [k.dileepkumar@hoclindia.com](mailto:k.dileepkumar@hoclindia.com)**

**OPENING OF BIDS:** The Technical Bids will be opened on **02.07.2019, at 02.00PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

**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. (g) Any other valid reasons.

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

**PERIOD OF CONTRACT:** The period of contract shall be one year from the date of issue of work order.

**PAYMENT TERMS:** Payment against agreed terms and conditions will be made monthly, based on the bill submitted by the party for the actual work done during the previous month.

**DEFECT LIABILITY PERIOD:** AS PER GCC

**SECURITY DEPOSIT:**

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

2.5% initial security deposit and balance 7.5% security deposit shall be as per clause 3.8 and 4.4 of the standard 'General Conditions of Contract' which is available in the office for reference, if required.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

**LIQUIDATED DAMAGES:**

If the work is not completed within the stipulated time, the contractor is liable to pay a LD of ½% of the total contract value per week of the delay or part thereof subject to a maximum of 5% of the contract value.

**TIME OF COMPLETION:** The time of completion of contract shall be one year from the date of issue of work order.

### **LABOUR LAWS AND ENVIRONMENTAL PROTECTION:**

You shall strictly abide by the 'article-8 "Labour Laws" of General Conditions of Contract and 8.6 "Employees State Insurance Act" and "PF-Act" in particular (Refer Annexure A &B attached ).

### **GENERAL CONDITIONS OF CONTRACT:**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website [www.hoclkochi.com](http://www.hoclkochi.com) and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

### **OTHER TERMS & CONDITIONS**

The tenderers have to download the **GCC (General Conditions of Contract)** from our website [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. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other

important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

**TECHNICAL BID**

Technical Bid should contain the following details which must be uploaded in the NIC website in pdf format:

- 1) Your covering letter of the offer on your company letter head.
- 2) Required EMD DD details and A- grade Certificate from KSPCB for the required parameters will be considered for opening the Priced Bid.
- 3) Signed copy of the terms and conditions of the enquiry as given in Annexure-III
- 4) GSTIN Regn. of Vendor/Contractor: .....

DATE:

PLACE:

SEAL & SIGNATURE: