



(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN – 682 032.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

**E- TENDER NOTICE**

HOCL Invites e-Bids under the **two-bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	<b>CUMENE CATALYST UNLOADING AND LOADING</b> <b>HOCL Tender Ref : MEC30242</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com) or [www.eprocure.gov.in](http://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.

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

For and on behalf of Hindustan Organic Chemicals Limited  
(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

बेनोपीकुरियन्स BENO.P.KURIANS  
उप महाप्रबंधक (यांत्रिक) - विभागाध्यक्ष DGM (MECHANICAL) - HOD



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**MEC30242**

M/s.

Dear Sir,

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 **CUMENE CATALYST UNLOADING AND LOADING**. 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.

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

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

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

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

बेनोपीकुरियन्स BENO.P.KURIANS

उप महाप्रबंधक (यांत्रिक) - विभागाध्यक्ष DGM (MECHANICAL) - HOD



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

**General instructions for Online Bid Submission**

**ANNEXURE-I**

**Tender Ref. No: MEC30242**

**Name of Work : CUMENE CATALYST UNLOADING AND LOADING**

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 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 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.
5. 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.
6. 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.
7. 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.



8. 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.
9. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
10. 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.
11. 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 (National Informatics Centre)**

**Mr. Midhun Babu**  
**Sr. Systems Analyst - HOCL**  
**Mob: 8921387812, 8547196394**

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

**Mr. K.B. Nowshad**  
**DGM (Mechanical/ Utilities)**  
**Mob: 9446355996**



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

**Tender Ref. No: MEC30242**

**Name of Work : CUMENE CATALYST UNLOADING AND LOADING**

**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.

1. **Complete set of Tender Document marked "ORIGINAL" duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.**
2. 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.
3. Information regarding tenderer as stipulated in Clause.1 (given in the next page).
4. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
5. 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.
6. 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.
7. 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.
8. **Details of current commitments of Tenderer.**
9. **Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (No Deviation Statement)**
10. A tentative programme for the execution and completion of work within the time specified.
11. In the case of **MSME**, necessary certificate (self attested) shall be submitted in the Technical Bid.
12. Any other technical information the Tenderer likes to furnish.
13. Tender should accompany the details asked in A, B,C, D, E , F & H



**Clauses : (NOT APPLICABLE TO MSME)**

1. Average annual financial turnover of the bidder during the last 03 years ending 31<sup>st</sup> March 2018 should be at least **₹3.96 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 the last 7 years ending 31<sup>st</sup> March 2020 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 **₹5.28 Lakhs each.**
  - OR
  - Two similar completed works costing lot less than the amount equal to **₹6.6 Lakhs each.**
  - OR
  - One similar completed work costing not less than the amount equal to **₹10.56 Lakhs each.**

**However, if the party is MSME, relaxation on the relevant clauses will be made as per rule/directives**

**EARNEST MONEY DEPOSIT**

Nil - **However, party has to submit a declaration under Annexure - H along with Tender, failing which the Tender will be rejected**

**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.

**SECURITY DEPOSIT**

- Total security deposit shall be 3% of total contract value.
- 1% of order value of contract referred as Initial Security Deposit shall be furnished within 21 days after notification of the award of work.
- Balance 2% shall be recovered through deductions at the rate of 3% of the value of each running account bill till the total 3% security deposit amount 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 DAY** of the delay or part there of subject to a maximum of 5% of the contract value.

**PERIOD OF CONTRACT**

The period of the contract shall be **ONE YEAR** from the date of issue of work order.



## SCOPE OF SUPPLY

### Material

**a. Contractor's Scope**

All tools and tackles, scaffolding materials, material for the shed, fire screen, safety appliances, etc. whatever required for the smooth / satisfactory execution of the job has to be brought by the contractor.

**b. HOCL Scope**

There is no departmental material to be supplied to the contractor. HOC will provide only catalyst and supporting balls, gaskets and hand lamp for the work.

### Tools & Tackles

**a. Contractor's Scope**

All machines, tools and tackles required for the job also to be arranged by the contractor.

**b. HOCL Scope**

Nil.

## TIME OF COMPLETION

The entire job must be completed within 28 days in 2 phases from the date of clearance to start the job excluding the days for inspection and repair as specified below:

### IMPORTANT NOTE:

**The Catalyst unloading and loading activities will be done in two phases. i.e.**

**Phase 1. After unloading catalyst, cleaning, inspection and the reactor hydrotest (This work need to be completed within 22 days. However, delay in giving clearances from HOCL will not be considered)**

**Phase 2 - Loading of the catalyst, deblinding and normalizing. (This work need to be completed within 6 days.) No relaxation on completion date is permissible unless the delay is attributable to HOCL.**

**There may be a gap of 1 to 4 months between two phases depending upon the availability of fresh catalyst.**

However, you should put all efforts by putting people on round the clock basis etc. to complete the same before the stipulated period of 28 days.

The work is planned to be carried out during shutdown 2021. In case the work is to be started urgently, you have to mobilize your team within 4 working days from the date of intimation 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.

#### **PAYMENT TERMS**

25 % of the total order value will be paid after completion of the Catalyst unloading and certification by the Engineer-in-charge.

Next 25 % will be paid after the Catalyst loading operation is completed satisfactorily.

Balance 50 % will be paid when the entire job is completed and site cleared and certification by the Engineer-in-charge.

#### **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.

#### **DEFECT LIABILITY PERIOD**

As per GCC.

#### **OTHER TERMS AND CONDITIONS**

#### **AGREEMENT**

**The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of appropriate value in case of placement of work order.**

**THIS CLAUSE IS APPLICABLE ONLY IF THE WORK ORDER VALUE IS ABOVE 10 LAKHS.**

#### **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.hoclkochi.com](http://www.hoclkochi.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) **09/04/2021 at 02.00PM.**

**OPENING OF BIDS:** The Technical Bids will be opened on **12/04/2021 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.

**SUBMISSION OF BIDS:** Refer Annexure I.

**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.



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

ANNEXURE - III

**Tender Ref. No: MEC30242**

**Name of Work : CUMENE CATALYST UNLOADING AND LOADING**

**SCOPE OF WORK**

**Scope of Work Includes but not limited to the following:-**

1. Blinding and De-blinding Jobs Connected with Reactor Catalyst Unloading and Loading.
2. Shifting and installation of loading hoppers, vibrating screen, drum filling arrangements, unloading chute etc. to reactor area and installation. Any minor repairs/modifications required on this has to be carried out by the contractor.
3. Assisting the Production Department in making the preparatory jobs for catalyst unloading. All the hose connections are to be provided by the contractor.
4. All equipments required for loading/unloading of the SPA catalyst should be shifted to the site and installed in position at least 3 days before the shutdown from the present location. Every equipment should be checked for operability before the shutdown.
5. Fire hose with adjustable nozzles supplied by HOCL are to be fixed.
6. Suitable fire screen with scaffolding pipe and GI Corrugated sheet shall be provided at the north and west side (upto paved area) of the reactor with height of 10meters and as per the instruction of Engineer-in-Charge.
7. All tools like spades, scoops etc. required for removal of the spent catalyst are to be arranged by the Contractor. Also front-end loaders, tippers etc. to remove the catalyst from the reactor location to dumping spot to be arranged by the contractor.
8. Before catalyst dumping the contractor has to ensure that his people are wearing all the personal safety gadgets required. These items will be provided by HOCL except safety shoes and helmet.
9. Catalyst will be unloaded at a temperature of 170°C and the spent catalyst will be in the form of slurry/pellets/lump/powder at 170°C and the catalyst coated material has to be handled with utmost care.
10. Catalyst dumping of 3rd and 4th bed shall be done only after properly cleaning the dust and making the floor clean. The catalyst support both balls/materials from the 3rd and 4th bed shall be segregated and the catalyst pellets shall be stored in clean drums for further use in 1st and 2nd bed during the loading. The drums are to be protected from rain and shall be kept air tight as per the instruction of Engineer-in-Charge. Required drums shall be given by HOCL free of cost.
11. All tools, tackles, scaffolding materials, lifting tackles etc. will be in the scope of the contractor. Crane and Forklift when required shall be provided by HOCL at free of cost, for loading the



catalyst and shifting of new catalyst drums. For loading the drum to tempo and unloading the same from tempo, Forklift/Crane will be provided by HOCL at free of cost. However spare crane need to be arranged by the party at his cost if HOCL Crane is not available.

12. After isolating the reactor and purging, bottom man way bolts are removed but the cover is held in position with the help of a 'G' clamp.
13. Ropes are to be fixed to the tilt pad pins and 'G' clamp for pulling it out from outside.
14. Pulling out the 'G' and tilt pad pin to allow catalyst and support material to fall down.
15. Alternatively in case HOC decides to dispose the used catalyst removed from reactor to any third party, the contractor shall arrange to load the catalyst into the containers to be placed near the unloading area. Such containers will be of size to hold 10MT to 20 MT of catalyst and can be loaded using front end loader. Necessary tarpaulin to cover the catalyst for protection against rain shall be arranged by contractor. Hence, the contractor may have to keep the front end loader/backhoe ready for about 10 days to clear the entire catalyst from the site. Catalyst / support material from the 3rd and 4th bed shall be removed as per point no: 10.
16. In the event of catalyst does not drop, one of the following methods are to be used to unload the catalyst. The approximate quantity of catalyst and its supporting materials to be removed works out to 100MT.

**a. Steam Out Method**

- Connect the swing out elbows provided to the nozzles providing in the reactor. After alerting all personnel's in the area to maintain a safe distance from the reactor, admit steam to the space above the bed to be unloaded. Each time steam pressurisation is done; pressure to be built up has to be strictly as per the instructions of HOCL's Engineer concerned. When the catalyst falls down it has to be removed to safe area. Upper beds are also removed in the same manner after collapsing, the support guides for individual beds. (3rd and 4th bed shall be removed as per point no: 10)

**b. De Compression Method**

- In this case, the bottom man way is boxed up using old gaskets and it is supported by 'C' clamp or collapsible legs. Now the man way bolts are removed. Then the reactor depressurised out through the top vent. After venting is over, the top nozzle is closed and steam pressure is allowed to build up (0.3 to 0.5kg/cm) inside the Reactor. After alerting all personnel to keep a safe distance from the Reactor, the collapsible leg/'C' clamp is pulled out so that all the materials will fall down from the bed.
  - Alternately a dummy gasket of 1.5 mm maximum thickness is bolted to the bottom man way and N<sub>2</sub>/Steam pressure is applied on the bed and on attaining the bursting pressure the gasket get busted and because of this the catalyst falls down. This method is to be carried out many times in each bed, until the entire catalyst comes out. HOCL personnel will carry out the application of pressure to the catalyst bed by N<sub>2</sub>/Steam, whereas all required assistance to be rendered by the Contractor. The gasket sheet required will be provided by HOCL free of cost. Before pressurizing the catalyst bed with N<sub>2</sub>/Steam pressure, all the personnel should be moved to safe distance.
17. In case all the above methods fail, then an entirely different procedure is to be adopted for taking out the catalyst. After evacuating the Hydrocarbon from the reactor by HOCL, the top man way has to be opened after getting safety clearance. Then fire water using special type of



jet is to be put into the reactor and because of the water pressure the catalyst comes out through the bottom man way. If required, poking out the catalyst through the top or bottom man way is to be carried out by the Contractor.

18. After the unloading job is completed, the reactor is to be cleaned thoroughly and it should be made ready for inspection. If a minor repair is to be carried out, the contractor should do the same. All the supporting guides should be ensured for free movements. Inspection of proper cleaning by contractor will be ensured by Engineer-in-Charge.
19. Providing scaffolding at required points for carrying out NDT works like In-situ metallography & Thickness Measurements shall be arranged by contractor.
20. Cleaning on the shell by buffing to be maximum finish (base metal finish) for carrying out the In-situ Metallography (min.10 points). The dimensions of the spot to be buffed is 2 × 2 inch size. The locations, where to be buffed will be intimated at the time of execution of In-situ Metallography.
21. Assisting the inspecting team engaged in the inspection of the Reactor.
22. If any welding works/NDT job is to be undertaken, it will be arranged by HOCL.
23. Hydrotest the vessel at the test pressure (about 65kg/cm<sup>2</sup>) as per the instruction of Engineer-in-charge. You shall get the hydrotest witnessed by Engineer – in-charge / 3rd party Inspector
24. Shifting the fresh catalyst about 82 MT and support materials about 18 MT from the store to site, removal fines from the catalyst using vibrating screen etc. will be in contractor's scope. All necessary steps/procedure should be taken by the contractor for protecting the catalyst from rain during catalyst loading/unloading including construction of temporary sheds near the reactor. The temporary shed shall be rain proof and should have space to keep the opened catalyst drums and loading hoppers. The contractor shall bring sufficient number of tarpaulin sheets to cover the drum in case of rain.
25. Level of support materials and catalyst to be filled in each bed is to be marked. Bottom man way tilt pad etc. are to be fixed back.
26. Prepared support materials and catalyst is to be taken to the top of the Reactor by the use of the crane/hoist/winch and to be filled on each bed to the specified height. Leveling is to be done after filling in each bed. Bolts and gaskets of the top nozzles are to be protected from catalyst material while loading operation is going on. Once the first bed loading is completed, grids for the next are to be fixed in position.
27. Likewise loading of all four beds is to be completed. (Catalyst material for 3rd & 4th bed shall be done only after the clearance from production department for the use of old catalyst).
28. Once the loading operation is completed, reactor is to be boxed up and all blinds to be removed, wherever blinds were put.
29. Contractor has to assist the production department in air freeing, pressure test, Nitrogen leak test, etc.
30. After the completion of the catalyst changing, all the site-clearing jobs are to be done by the contractor.
31. Apart from above, any jobs connected with the catalyst replacement have to be done by the contractor as and when required for satisfactory completion of the work within the stipulated period.



32. In case the contractor is awarded with any labour supply contract, it should be ensured that manpower supplied in that contract should not be utilised for this work. Contractor has to make a register of labours deployed for catalyst work and get the signature from Engineer-in-charge every day.
33. Appropriate insurance should 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 this Cumene Reactor Catalyst unloading and loading job. HOCL will not entertain any claim from the contract in the event of any accident.
34. HOCL will not take any liability whatsoever pertaining to men, materials deployed by the contractor.
35. HOCL Engineer-in-Charge will have the right to stop the job at any time if the contractor or his men are found violating any safety procedure of the Company and if the progress and quality of the same is not satisfactory. Then the job will be got done through some other agency at the cost and risk of the contractor.
36. Contractor should do all other connected jobs with this work.
37. The fabrication and erection of the fire screen with GI sheet on the north side and west side of the reactor up to a height of 10 mtrs (approx.) shall be in the contractors scope as per clause no.6. The fire screen shall be completed well before 6 days of commencement of the catalyst unloading work. You shall provide water spurger / sprinkler at the top of the fire screen for the entire length.
38. You should put qualified Supervisors round the clock till entire work is over All personnel deployed by you should wear personnel protective equipments like helmets, gumboots/safety shoes goggles etc. and the same has to be arranged by the Contractor.
39. You should ensure that required manpower, Tools, Tackles, Wheelbarrows, Shovels etc. is available at site in adequate quantity.
40. You should not divert the personnel deployed for Cumene Catalyst replacement work for any other work.
41. Party shall be able to provide separate crews for day (08.00AM to 08.00PM) (12Hrs. Shift) and night (08.00 PM to 08.00 AM) compromising of minimum of the following:

Day Shift (08.00AM to 08.00PM)

1. Fitter: 4 Nos
2. Riggers : 15Nos
3. Helper : 5Nos
4. Gasket Cutter : 1 No
5. Supervisor : 2 Nos

Night Shift (08.00 PM to 08.00 AM)

1. Fitter: 4 Nos
2. Riggers : 10 Nos
3. Helper : 5 Nos
4. Gasket Cutter : 1 No
5. Supervisor : 2 Nos



The above figures are only notional, you may have engage more people as the situation warrants.

42. HOC will provide crane/fork lift for loading/shifting of the catalyst on free of charge. However spare crane need to be arranged by the party at his cost if HOCL Crane is not available.

**IMPORTANT NOTE:**

**The Catalyst unloading and loading activities will be done in two phases. i.e.**

**Phase 1. After unloading catalyst, cleaning, inspection and the reactor hydrotest (This work need to be completed within 22 days. However, delay in giving clearances from HOCL will not be considered)**

**Phase 2 - Loading of the catalyst, deblinding and normalizing. (This work need to be completed within 6 days.) No relaxation on completion date is permissible unless the delay is attributable to HOCL.**

**There may be a gap of 1 to 4 months between two phases depending upon the availability of fresh catalyst.**



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

**Tender Ref. No: MEC30242**

**Name of Work : CUMENE CATALYST UNLOADING AND LOADING**

**SPECIAL CONDITIONS of CONTRACT**

1. 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.
2. 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.
3. As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:
  1. Face Mask
  2. Face Shield
  3. Gloves
4. 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.
5. 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.
6. 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** if situation warrants as per the instruction of Engineer-in-Charge.
7. 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.
8. 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.
9. 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.
10. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.



11. Either the contractor or his authorised supervisor shall be available at work site throughout the work.
12. The quantity shown can vary ie. 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.
13. 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.
14. The Contractor shall follow all clause in Annexure –A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry
15. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
16. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.



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

ANNEXURE - V

Name of Work : CUMENE CATALYST UNLOADING AND LOADING

**COMPLIANCE / NO-DEVIATION STATEMENT**

Tender Ref: **MEC30242**

Tender ID:

It is hereby stated that the quotation/offer submitted by us 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.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place : SEAL

Date :





- 2. Details of annual financial turnover during the last 3 years. Documentary Proof to be signed, stamped scanned and uploaded) (NOT APPLICABLE TO MSME)**

Financial Year:	Turnover:
2017 - '18	-
2018 - '19	-
2019 - '20	-

- 3. Organization chart as per Clause 7 of Pre-Qualification is uploaded (Yes/No)**
4. Details of Income Tax return submitted for the last 3 year (Copies to be to be signed, stamped, scanned and uploaded) (Yes/No)
5. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C (complete set of tender documents) to be signed and stamped on all pages, scanned and uploaded.
- 6. Equipment/tools list is uploaded (Yes/No)**
- 7. Declaration statement as per Clause 10 of Pre-qualification is uploaded (Yes/No)**
- 8. Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (No Deviation Statement)**
- 9. Annexure D - duly filled, signed and stamped, scanned and uploaded (Yes/No)**
- 10. Annexure E - duly filled, signed and stamped, scanned and uploaded. (Yes/No)**
- 11. Annexure F - duly filled, signed and stamped, scanned and uploaded. (Yes/No)**
- 12. Annexure H - duly filled, signed and stamped, scanned and uploaded. (Yes/No)**

Enclosed the tender documents signed & sealed in all pages (Tender Notice, Scope of Work, Conditions of Contract, Copies of Experience Certificate, Work Orders, etc.)

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :

**ANNEXURE – A**

**ESI, PF, LABOUR LAW ETC. – REQUIREMENTS**

**1. ESI As per the ESI Act 1948**

The Contractor shall enroll all his men deployed for the work in the ESI scheme. Registration for all workmen under ESI scheme is also to be complied with.

**2. Safety Regulations and General Conditions of Contract**

The Contractor should be strictly abide all the safety regulation of HOC specified in GCC. Contractor should obtain necessary safety work permit from authorised officer before starting the work every day, in every shift.

**3. Workmen Compensation**

It will be your responsibility to meet all claims for compensation under workmen's Compensation Act 1923. ESI or under any other law in respect of sickness, accidents injury or death suffered by workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employee's State Insurance Act 1948. You will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. You hereby agree that you shall keep HOC fully indemnified in respect of claims under the Workmen Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.

**4. Personal Protective Equipments (PPE)**

You are requested to use personal protective equipment such as

1. Safety Helmet
2. Safety belts
3. Welder's Personal Protective equipment like goggles, gloves, shoes and face shield

**As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:**

1. Face Mask
2. Face Shield
3. Gloves

**Also all your workers are to be subjected to temperature screening at Security, hand wash at the entrance, maintain physical distancing as far as possible.**

**You shall strictly instruct your workers not to spit in the public places and area of work.**

It is the basic responsibility of the Contractor to provide all the safety gadgets (PPEs) as mentioned above to all their Supervisors/Workers.

And without these PPEs Contractor will not be allowed to carryout any job, which may please be noted.

**5. Labour Laws & Provident Fund**

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.
2. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

## **6. Guidelines to Contractors/Suppliers for Environmental Protection**

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
  - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
  - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

## **7. B. Confined Space Entry**

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

## **ANNEXURE - B**

### **LABOUR LAWS – CHECK LIST**

#### **1. Contract Labour (Regulation & Abolition) Act – 1970**

Contractor should possess Labor License if he engages more than 19 workers at a time for a particular job.

#### **2. ESI Act 1948**

A worker whose wages (excluding Overtime Wage) does not exceed `15,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
  1. Registration form duly filled in by the worker concerned.
  2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
  3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than `15,000/- per month should produce the following documents:
  1. An undertaking from his employer that his wage is more than `15,000/- per month and he is not required to be covered under ESI Act is to be submitted.
  2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

#### **3. The EPF & MP Act – 1952**

- a. The concerned worker has to file nomination form
- b. If already covered under the Act and Scheme, the related document to be submitted.

#### **4. Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979**

The contractor should possess License under this Act, if he engages 05 or more interstate migrant workmen on any day.

## ANNEXURE - C

### SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS

The following Safety, Health and Environment conditions shall apply to the Contractor those who are working at HOCL, Ambalamugal.

- Shall ensure the availability and suitability of qualified and experienced personnel at the site for effective and efficient SHE management.
- Shall ensure that the equipment, materials, consumables are in conformity with the requirements.
- Shall ensure that all equipments/scaffolding used are having adequate stability.
- Shall ensure that appropriate and adequate PPEs are provided and worn by the personnel involved.
- Shall ensure that safety signs are posted as appropriate to the activity/hazard as required.
- Shall ensure the removal of material from site, which do not conform to the requirements.
- Shall ensure no adverse impact on environment due to activities.
- Shall maintain proper close supervision over their employee's activities.
- Shall identify the hazards related to their nature of work being executed and develop methods to eliminate/control those hazards where required to prevent any unwanted incidents/accident.
- Shall educate/train the workers throughout the work and improve their SHE awareness.
- Shall ensure adequate hygiene, (i.e. cleanliness, environment free from dust and fume, proper lighting and drinking water to all worker employed by the contractor).
- Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:
  - Vehicles & equipments
  - Tools, equipments, lifting appliances
  - Safety equipments
  - Fire protection
- Shall at his own expenses from time to time and whenever required clear away and remove all rubbish/scrap/unwanted materials from its work area to designated area.
- Shall report all incidents/accidents occurring if any connected with the job. The Contractor shall prepare and submit an incident/accident report to OWNER's Safety Department.

## ANNEXURE - D

### **PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING**

#### **In the case of a Proprietary Concern:**

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. \_\_\_\_\_ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

#### **In the case of a Partnership Firm:**

We hereby declare that neither we, M/s. \_\_\_\_\_, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

#### **In the case of Company:**

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Pubic Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

## अनुबंध “ क”

### इएसआई,पीएफ श्रम कानून आदि - अपेक्षाएं

#### 1.इएसआई अधिनियम 1948 के अनुसार इ एस आई

ठेकेदार काम के लिए तैनात अपने सभी कामगारों को इएसआई योजना के तहत नामित करेगा । इएसआई योजना के अधीन सभी कामगारों के लिए पंजीकरण का अनुपालन किया जाना है॥

#### 2.संविदा की सुरक्षा विनियम और सामान्य शर्तें

ठेकेदार संविदा के सामान्य शर्तों में निर्धारित एचओसी के सभी सुरक्षा विनियमों का संख्ती से पालन करेगा । ठेकेदार को प्रतिदिन प्रतिशिफ्ट में काम शुरू करने के पहले प्राधिकृत अधिकारी से आवश्यक सुरक्षा कार्य परमिट प्राप्त करना चाहिए ।

#### 3. कामगार क्षतिपूर्ति

कर्मचारी क्षतिपूर्ति अधिनियम 1923 के तहत क्षतिपूर्ति के लिए सभी दावों का वहन करना आपका दायित्व होगा । कार्य करने के लिए आपके द्वारा तैनात कामगार बीमारी,दुर्घटना,चोट या मृत्यु से पीडित होने में इ एस आई या अन्य किसी नियम के अधीन दायित्व आपका रहेगा । कर्मचारी राज्य बीमा अधिनियम 1948 का अनुपालन करना ठेकेदार का पूर्ण दायित्व होगा। आपके द्वारा लिए गए संविदा कार्य के निष्पादन के दौरान होनेवाले संपत्ति या व्यक्तियों के नुकसान हेतु दावे के लिए आप उत्तरदायी और ज़िम्मेदार रहेगा । आप एतद्वारा सहमत हैं कि आप कामगार क्षतिपूर्ति अधिनियम और उपर्युक्त अन्य सभी दावों के तहत एच ओ सी को पूर्ण रूप से मुक्त करेंगे और आप इस संबंध में किसी भी परिस्थिति में कोई तर्क नहीं उठाएगा ।

#### 4.निजी सुरक्षा उपकरणों (पी पी ई )

आप से अनुरोध है कि निम्नलिखित निजी सुरक्षा उपकरणों का उपयोग करें

- 1.सेफ्टी हेलमेट
- 2.सेफ्टी बेल्ट
- 3.वेलडरों की निजी सुरक्षा उपकरणों जैसे गोग्लस ,ग्लौस ,शूप्स एण्ड फेस शील्ड
4. गोग्लस और फेस शील्ड

यह ठेकेदार का मूल दायित्व है कि वे अपने सभी पर्यवेक्षकों/कामगारों को ऊपर कहे गए सभी सुरक्षा उपकरणों (पी पी ई ) प्रदान करें ।

यह भी कृपया नोट करें कि इन सुरक्षा उपकरणों के बिना ठेकेदार को कोई काम करने की अनुमति नहीं दी जाएगी ।

#### 5.श्रम कानून एवं भविष्य निधि

आपसे अनुरोध है कि आपके साथ -

- 1.श्रम विभाग से संविदा श्रम (विनियम एवं उन्मूलन ) अधिनियम 1970 के तहत एक लाइसेंस।
- 2.कर्मचारी भविष्यनिधि अधिनियम 1952 के अधीन एक अलग पी एफ कोड हो और क्षेत्रीय भविष्य निधि आयुक्त के साथ किए गए सीपीएफ अंशदान के भुगतान संबंधी विवरण भी प्रस्तुत करें ।

## **6 पर्यावरण संरक्षण के लिए ठेकेदारों/आपूर्तिकर्ताओं को दिशा - निर्देश :**

\* ठेकेदार/आपूर्तिकर्ता यह सुनिश्चित करें कि सामग्रियों और सेवाओं की वजह से पर्यावरण पहलुओं पर प्रभाव न्यूनतम हो |

\* इस गतिविधि के दौरान सृजित एफ्लुवेन्ट को इंजीनियर प्रभावी द्वारा दिए गए अनुदेशों के अनुसार एफ्लुवेन्ट ट्रीटमेंट प्लांट से छोड़ दें।

\* इस गतिविधि के दौरान सृजित जोखिम अवशिष्ट निपटान को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार जोखिम अवशिष्ट (प्रबंधन एवं उपयोग) नियमानुसार करना है |

\* अन्य सभी ठोस अवशिष्टों को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार निपटाना है |

\* पर्यावरण पर प्रभाव कम करने के लिए लीक एवं स्पिल से बचे | यदि कोई लीक / स्पिल हो तो सुधार कार्य करने के लिए प्रभारी इंजीनियर को तत्काल सूचित करें |

\* यदि उपयोगित मद् जोखिम वर्ग में आता है तो यह सुनिश्चित करें कि :-

क) एम एस डी एस / ट्रेम कार्ड आदि सहित उत्पाद संबंधी विवरण सामग्री के साथ होना चाहिए |

ख) जोखिम रसायन नियमावली के निर्माण, भंडार एवं निर्यात की अपेक्षा के अनुसार पैकिंग और लेबलिंग होना चाहिए |

## **7. सीमित क्षेत्र प्रवेश**

यदि काम के संबंध में सीमित क्षेत्र (जैसे कॉलम्स, हीट एक्सचेंजर, शेलस, वेसलस, फिल्टर्स, स्पीरिस, बुलेटस, बोइलर आदि ) में प्रवेश करना है तो ठेकेदार को इस उद्देश्य के लिए रखे गए रजिस्टर पर नाम और अन्य विवरण प्रत्येक समय दर्ज करना चाहिए | सीमित क्षेत्र में प्रवेश करने के पहले सभी सुरक्षा विनियमों का पालन करना है और परमिट प्राप्त करना है | सीमित क्षेत्र से बाहर आते समय कामगार/ पर्यवेक्षक को प्रत्येक समय प्रभारी इंजीनियर को अवश्य रिपोर्ट करना है | किसी भी मामले में इस रजिस्टर से किसी प्रकार की विचलन की अनुमति नहीं दी जाएगी |

अनुबंध - 'ख'

विषय : श्रम कानून - जाँच सूची

**1. संविदा श्रम (विनियम और उन्मूलन) अधिनियम -1970**

प्रत्येक काम के लिए एक ही समय 19 से अधिक मजदूरों को लगाते समय ठेकेदार को श्रम लाइसेंस प्राप्त करना चाहिए।

**2. कर्मचारी राज्य बीमा अधिनियम 1948**

कामगार जिनका वेतन (समयोपरि भत्ता छोड़कर) प्रतिमाह 15000/- से अधिक न हो, इस अधिनियम के तहत आता है। कृपया ध्यान दें कि निम्नलिखित कार्यकलाप पूरा करने के बाद ही फैक्टरी परिसर/टाऊनशिप में कामगारों को काम करने की अनुमति दिया जाएगा।

क) इ एस आई के अधीन पहले ही पंजीकृत मजदूरों को इ एस आई कार्ड और उसकी एक प्रति प्रस्तुत करना चाहिए।

ख) नए मामले में, इस अधिनियम के अधीन पंजीकृत करने के लिए निम्नलिखित दस्तावेजें प्रस्तुत करना चाहिए।

1. संबंधित कामगार द्वारा यथाविधि भरे हुए पंजीकृत प्रपत्र।

2. पहचान के लिए प्रमाण - पता एवं आयु (एस एस एल सी, जन्म प्रमाण पत्र, ड्राइविंग लाइसेंस, पासपोर्ट आदि)।

3. परिवार के दो फोटो -

ग) ऐसे कामगार जिनका वेतन प्रतिमाह 15000/ से अधिक दावा दे रहे हैं, निम्नलिखित दस्तावेजें प्रस्तुत करनी चाहिए।

1. उनके नियोक्ता से यह वचनबंध प्रस्तुत करना है कि प्रतिमाह उनका वेतन रू. 15000/ से अधिक है और उन्हें इ एस आई अधिनियम के तहत शामिल करने की आवश्यकता नहीं है।

2. निजी दुर्घटना पॉलिसी की एक प्रति इसमें यह दर्शाता है कि कामगार इस पॉलिसी की सुरक्षा हैं।

**3. इ पी एफ और एम पी अधिनियम 1952**

क) संबंधित कामगार को नामांकन प्रपत्र फाईल करना है।

ख) यदि प्रस्तुत अधिनियम और योजना के तहत पहले ही नामित हो, तो संबंधित दस्तावेज प्रस्तुत करें।

**4. अन्तर राज्य प्रवासी कामगार (रोजगार और सेवा शर्तों के विनियम) अधिनियम 1979**

यदि ठेकेदार किसी भी दिन 05 या उससे अधिक अन्तर राज्य प्रवासी कामगार को काम के लिए लगाते हो तब उन्हें प्रस्तुत अधिनियम के तहत लाइसेंस प्राप्त करना चाहिए।

## सुरक्षा, स्वास्थ्य एवं पर्यावरण (एस एच ई) की शर्तें

एच ओ सी एल, अंबलमुगल में काम करने वाले ठेकेदारों के लिए निम्नलिखित सुरक्षा, स्वास्थ्य एवं पर्यावरण शर्तें लागू होंगे।

1. सुरक्षा, स्वास्थ्य एवं पर्यावरण के प्रभावी एवं दक्ष प्रबंधन के लिए कार्यस्थल में योग्य एवं अनुभवी व्यक्तियों की उपलब्धता एवं उपयुक्तता सुनिश्चित करेंगे।
2. आवश्यकताओं के अनुरूप उपकरण, सामग्री और उपभोज्य सुनिश्चित करेंगे।
3. उपयोग किए जाने वाले सभी उपकरण / पाइ की सामग्रियों को पर्याप्त मजबूती / टिकाऊपन सुनिश्चित करेंगे।
4. यह सुनिश्चित करेंगे कि उचित एवं पर्याप्त पी पी ई प्रदान किए जाएंगे और संबंधित व्यक्तियों द्वारा पहने जाएंगे।
5. आवश्यकतानुसार कार्यकलाप/ जोखिम के उपयुक्त सुरक्षा चिहनों को लगाना सुनिश्चित करेंगे।
6. कार्यस्थल से ऐसे सामग्री जो आवश्यकता के अनुरूप नहीं हो, को हटाया जाना सुनिश्चित करेंगे।
7. यह सुनिश्चित करेंगे कि कार्यकलाप के कारण पर्यावरण में कोई प्रतिकूल प्रभाव न हो।
8. अपने कर्मचारियों की गतिविधियों पर उचित एवं सूक्ष्म पर्यवेक्षण सुनिश्चित करेंगे।
9. कार्यान्वित किए जा रहे कार्य की प्रकृति संबंधी दुर्घटनाओं का पहचान करेंगे और जहां अपेक्षित हो किसी प्रकार की घटनाओं / दुर्घटनाओं को रोकने के लिए ऐसी दुर्घटनाओं को दूर करने / नियंत्रित करने के उपाय विकसित करेंगे।
10. कर्मचारियों को कार्य के दौरान पर शिक्षित / प्रशिक्षित करना सुनिश्चित करेंगे और उनके एस एच ई जागरूकता में सुधार लाना भी सुनिश्चित करेंगे।
11. पर्याप्त स्वास्थ्य की व्यवस्था सुनिश्चित करेंगे ( यानि सफाई, धूल एवं धूआं मुक्त पर्यावरण, उचित प्रकाश की व्यवस्था और ठेकेदार द्वारा काम के लिए नियुक्त सभी कर्मचारियों को पेय जल)
12. नियमित जांच / निरीक्षण करके निम्नलिखित के लिए नियमित नियंत्रण सुनिश्चित करेंगे लेकिन केवल निम्नलिखित के लिए सीमित नहीं करेंगे।
  - \* वाहनों एवं उपकरणों
  - \* टूल्स, उपकरण, लिफ्टिंग उपकरणों
  - \* सुरक्षा उपकरणों
  - \* आग संरक्षण
13. समय – समय पर और जब कभी आवश्यक हो, अपने व्यय पर कार्य स्थल से निर्दिष्ट क्षेत्र की ओर सभी कूड़े/ रद्दी/अनुपयोगी सामग्रियाँ निकाल देंगे और हटा देंगे।
14. प्रदत्त कार्य के संबंध में घटित होनेवाली सभी घटनाओं / दुर्घटनाओं यदि कोई हो तो, रिपोर्ट करेंगे। ठेकेदार घटना / दुर्घटना रिपोर्ट तैयार करके मालिक (ऑनेर्स) सेफ्टी विभाग में प्रस्तुत करेंगे।।

अनुबंध डी  
काली सूची/अवकाश सूची की घोषणा संबंधी पत्र

स्वामित्व प्रतिष्ठान के संबंध में :-

मैं एतद्वारा घोषणा करता/ करती हूँ कि न तो मैं अपने नाम पर या मेरे स्वामित्व प्रतिष्ठान सर्वश्री ..... के नाम पर जिसने संलग्न बोली /निविदा प्रस्तुत न कर रहे हैं या मेरे स्वामित्व में या किसी अन्य साझेदार कंपनी जिसमें मैं प्रबंध भागीदार के रूप में हो, वे नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

साझेदार कंपनी के संबंध में

हम एतद्वारा घोषित करते /करती हैं कि न तो हम, सर्वश्री ..... ने प्रस्तुत बोली/निविदा प्रस्तुत करता है या कंपनी से शामिल किसी भागीदार न उनके वैयक्तिक क्षमता या स्वामित्व के रूप में या किसी कंपनी/ कारोबार के प्रबंधन भागीदार के रूप में नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

कंपनी के संबंध में

हम एतद्वारा घोषित करते/ करती हैं कि हमें नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

यह समझता हूँ कि यदि इस घोषणा के किसी भी विवरण गलत हो जाने पर हिंदुस्तान ओर्गेनिक केमिकल्स लिमिटेड या इसके प्रशासनिक मंत्रालय को मेरा/हमारा बोली अस्वीकार करने का अधिकार है और यदि बोली ठेके के रूप में हो जाने पर , प्रस्तुत ठेका समाप्त करने का अधिकार है।

स्थान:

बोलीदाता का हस्ताक्षर :

तिथि:

**यदि हिन्दी और अंग्रेज़ी पाठ में भिन्नता हो तो, अंग्रेज़ी पाठ प्रबल होगा।**

**In case of variation between Hindi and English version, English version will prevail**

**ANNEXURE - E**

**ANNEXURE TO BID AGAINST TENDER No: \_\_\_\_\_**

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

<b>Name of Bidder:</b>		
<b>Sr. No.</b>	<b>Commercial Clauses</b>	<b>Bidder Confirmation (Please put v in front of your confirmation)</b>
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
2	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
	ii Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
	iii Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	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
	ii Submitted valid document against clause no 3 (i)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4	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
	ii 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
	iii Submitted certificate against clause no 4 (ii)	<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 (F)**

(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 OMMERCIAL/TECHNICAL BID)

<b>Name of the Bidder:</b>		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put $\surd$ )
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
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 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.

DATE:

SGNATURE AND STAMP

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 AND 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 AND 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

**ANNEXURE – H**

**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 intimating to start the work/ on receipt of Letter of Indent.
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**