



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 302.
Phone: (0484) 2720911, FAX No. (0484) 2720893

E- TENDER NOTICE

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

Sl. No.	Description of Item and Tender No.
1	AMC of telephone lines in Factory and Township 2019-20 Tender Ref No. : HOC/ELE/PLANT/413

Tender documents may be downloaded from www.hoclkochi.com or www.eprocure.gov.in. Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum. Please submit your e-bids under the **single-bid system** conforming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)
(CIN: L99999MH1960GOIO11895)

Prakash B Singadi
Deputy General Manager (Electrical)

TENDER FOR AMC OF TELEPHONE LINES IN FACTORY AND TOWNSHIP 2019-20

INDEX		
1	Scope of work	Annexure-I
2	General instructions for Online Bid Submission	Annexure-II
3	General Terms and conditions of the tender	Annexure-III
4	Declaration By Bidder	Annexure-IV
5	Special condition of Contract	Annexure V
6	TECHNICAL BID (FORM – A)	Annexure-VI

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Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

HOCL Tender Ref No.: HOC/ELE/PLANT/413

AMC of telephone lines in Factory and Township 2019-20

SCOPE OF WORK

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND
SUBMITTED ALONG WITH THE E-TENDER***

Preventive maintenance and break down attendance of telephone cables, junction boxes, telephones and other telephone related accessories. for approximately 400 telephone connections at company and 100 connections at township, Day to day attendance of telephone complaints, line faults etc. The Repairs of telephone set is not included. Provide new telephone, remove/shift existing connections, repairing of minor problem of telephone sets (both flame proof and non-flameproof), loud ring bells etc. Provide necessary assistance for P & T telephone installations. Provide necessary assistance to the servicing of the EPABX at company, Township.

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 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.

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HOCL Tender Ref No.: HOC/ELE/PLANT/413

AMC of telephone lines in Factory and Township 2019-20

GENERAL TERMS AND CONDITIONS

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND
SUBMITTED ALONG WITH THE E-TENDER***

EARNEST MONEY DEPOSIT

NIL

COST OF TENDER DOCUMENTS

NIL

RATES

Goods and Service Tax (GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

**ESI, PF, LABOUR LAW, SHE (Safety, Health & Environment) etc.,
Requirements**

Refer Annexure A,B and C attached.

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.

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.

PERIOD OF CONTRACT

Period of contract shall be one year from the date of issue of work order / LOI

TIME OF COMPLETION

Time of completion shall be one year from the date of issue of work order / LOI

SCOPE OF SUPPLY

MATERIALS

a. Contractor's Scope
Nil

b. HOCL's Scope -
All spares required for repair will be supplied by HOCL free of cost.

TOOLS AND TACKLES

a. Contractor's Scope
All tools required for carrying out the maintenance and repair to be arranged by the contractor.

b. HOCL's Scope
NIL

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.

PAYMENT TERMS

Payment shall be made monthly after rendering the satisfactory services on certification of Engineer-in-Charge.

DEFECT LIABILITY PERIOD

AS PER GCC

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.

NOTE:

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.

OTHER TERMS AND CONDITIONS

The Following Documents are enclosed

- 1. SCOPE OF WORK**
- 2. GENERAL TERMS AND CONDITIONS OF THE TENDER**
- 3. DECLARATION BY BIDDER**
- 4. SPECIAL CONDITIONS OF CONTRACT**
- 5. TECHNICAL BID**

The General Conditions of contract (GCC) is available on www.hoclkochi.com

Vendors who are unable to quote may kindly submit regret letter mentioning the reason for not submitting the bids.

Contact Persons (Hindustan Organic Chemicals Limited)

Hareesh Madhav A
DM(E)
Phone 0484-2727406
Mail- m.hareesh@hocl.gov.in

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DECLARATION BY BIDDER
(To be submitted along with the un priced bid)

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND
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We _____

(Name and address of the bidder) hereby declare that, we have gone through and understood the tender documents, specification, scope of work and all other details in these tender documents. We confirm that we have the capabilities and experience in providing the required support.

DATE :

SIGNATURE OF AUTHORISED PERSON

PLACE :

COMPANY SEAL :

ANNEXURE-V

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SPECIAL CONDITIONS OF CONTRACT

One Experienced technician shall be available during office working time, not less than 25 days/month from 9 am to 5 pm.

Breakdown works shall be attended within day, all necessary tools tackles should be supplied by the contractor to the technician for attending the complaints.

Payment shall be made subject to certification of the Engineer-in-charge.

The rate shall be valid for one year and inclusive of all taxes.

ESI, PF and Security Deposit amount will be deducted from the bill.

Accepted the above

DATE :

SIGNATURE OF AUTHORISED PERSON

PLACE :

COMPANY SEAL :

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TECHNICAL BID (FORM- A)

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PRO-FORMA-TECHNICAL BID

NAME OF WORK: **AMC of telephone lines in Factory and Township 2019-20**

Reference: - Tender No : **HOC/ELE/PLANT/413**

1. **PAN No of the bidder:**

2. **GSTIN No of the bidder:**

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

PLACE :

DATE :