

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड, अंबलमुगल  
**HINDUSTAN ORGANIC CHEMICALS LTD**  
**(A Government of India Enterprise)**  
**AMBALAMUGAL, COCHIN – 682 032**  
**Phone: (0484) 2720911, FAX No. (0484) 2720893**

**E- TENDER NOTICE**

HOCL Invites e Bids under the two bid system for the following item.

Sl.No.	Description of item and Tender No.	Qty (Approx)
1	Supply of SULPHURIC ACID, as per IS-266(1993), Purity (%w/w) minimum: 98% HOCL tender ref : MAT/PUR/10721/19 NIC Tender id:-2019_HOCL_481795_1	<b>120 MT</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.

**EMD – NIL**

**Due Date & time for bid submission: 03.07.2019 at 2.00 pm**

**Tender Opening Start Time &Date : 04.07.2019 at 2.00 pm**

*सादर Regards,*

**एस श्रीकुमार S. SREEKUMAR,**

*उप महा प्रबंधक (सामग्री)*

*DGM (MATERIALS),*

*हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड*

*HINDUSTAN ORGANIC CHEMICALS LIMITED,*

*अंबलमुगल AMBALAMUGAL,*

*एरणाकुलम, कोची ERNAKULAM, KOCHI*

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## **ANNEXURE-1**

### **Instructions for Online Bid Submission**

***(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)***

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.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) 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.

9) 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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## **ANNEXURE- II**

### **GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION**

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

1. HOCL has entered into an Agreement with nic for e procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender.
2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid.
3. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."
4. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
5. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
6. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
7. Bids shall be **valid for a minimum of 60 days** from the due date for receipt and opening of the bids.
8. Specification of the Product: Specifications of **SULPHURIC ACID** offered shall be uploaded.
9. **Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.**

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## **ANNEXURE-III**

### **GENERAL CONDITIONS OF TENDER FOR THE PROCUREMENT OF SULPHURIC ACID**

#### **1. PRICES**

##### **i) FIRM PRICES**

Unless otherwise specified in the order, the order prices shall remain FIRM and will not be subject to escalation of any description during pendency of the order, notwithstanding any change in the cost of materials or of labour or any other cost element which may take place while this order is being carried out.

**ii) TRANSIT INSURANCE:-** Transit Insurance shall be arranged and borne by HOC.

**iii) TAXES AND DUTIES:-** All taxes and duties shall be shown in the tender separately, in the respective columns provided in the BOQ. Any other charges applicable may please be specified in the unpriced bid format. Purchaser's GSTIN is 32AAACH2663P1ZG

**iv) PRICE BASIS:-** The prices shall be based on F.O.R.HOCL site at Ambalamugal, Cochin inclusive of freight and all other incidental expenses. Please indicate the GST rate, HSN code and GSTIN of your firm.

**2. VALIDITY OF OFFER:** The offer given should valid for a period of **60 days** from the due date of the tender.

**3. SUBMISSION OF TENDER:** Bids shall be submitted as per the procedure in Annexure-I

#### **4. DELIVERY PERIOD**

The delivery period of the item will be spread over a period of **90 days** from the date of purchase order and supply will be as per HOCL delivery schedule given from time to time.

#### **5. SECURITY DEPOSIT**

In case of an order placed on you, you will have to furnish us a Bank Guarantee for **5%** of the order value towards Security Deposit within 15 days of issue of Purchase Order from a Scheduled Bank/Nationalised Bank as per the HOCL requirement.

**6. PAYMENT TERMS:-** Payment will be released to you within 30 days of receipt & acceptance of materials at site.

**Contd...2/-**

## **7. INSPECTION AND ACCEPTANCE**

Weights and measures recorded at HOCL weighbridge will be treated as final. A sample of each consignment will be analyzed at our laboratory and products meeting our approved specification only will be accepted.

**8. QUANTITY:** The quantity indicated is only approximate requirement for 60 days and no guarantee regarding upliftment of the full quantity can be given by the company. The actual quantity may vary in the range of +/- 10 % of tendered quantity.

**9. QUALITY:** Sulphuric Acid offered must conform to the specifications given in the tender. Any offer received for Acid other than the above specification will be rejected.

**10. Right to Procure from alternate sources:** In the event of non-supply by the vendor on whom purchase order is placed, HOCL reserves the right to procure Sulphuric Acid of same quality from an alternative source at the cost and risk of the Vendor.

**11.** Signing and sealing on all pages of bid: The vendor shall sign and seal on all the pages of the bids submitted failing which bids are liable to be rejected.

**12.** It is your responsibility to safely deliver the products to our site in sound and fit road tankers.

**13.** You should have Public Liability Insurance Coverage as per the relevant act to cover transit risks.

**14. Disputes:** In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The decision of the arbitration shall be final and binding on both the parties.

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

**DEPUTY GENERAL MANAGER (MATERIALS)**



## **ANNEXURE-IV**

### **TECHNICAL BID FORMAT**

Techno commercial 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. Detailed Technical specification of the Sulphuric acid offered.
3. Signed copy of the terms and conditions of the enquiry as given in Annexure-III
4. Payment terms offered

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**ANNEXURE-V**

**PRICE BID FORMAT**

**PRICE SCHEDULE FOR SULPHURIC ACID**

Basic Price in Rs. per MT :  
Freight charges per MT :  
GST (.....%) :  
Any other expenses :  
(To be specified)

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Total Landed cost of Sulphuric Acid per MT :

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SEAL

SIGNATURE

Date:-