

## REQUEST FOR QUOTATION



Service RFQ NO.	: 70000039
Tender Type	: Limited Tender Service
Due Date/Time	: 9-Sep-2020/14;00;00 hrs
Opening date/Time	: 9-Sep-2020/15;00;00 hrs
Contact Person	: Hareesh
Date	: 10-8-2020

### SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

**Subject:** Transformer oil filtration 2020

Sealed quotations in duplicate are invited by Hindustan Organic Chemicals Ltd.,Ambalamugal for the works as detailed below.A set of tender documents is enclosed for submitting your quotation.

**Name of Work:**Transformer oil filtration 2020. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(P&A), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 9-Sep-2020/14;00;00 hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

**Goods and Service Tax (GST) :**

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

**Rates :**

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

**ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :**

*Continued...*

Refer Annexure A, B and C attached.

**Validity of Offer :**

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the 'Form of Rate List' or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance

**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.

**Other Terms & Conditions :**

The tenderers have to download the GCC (General Conditions of Contract) from our website [www.hoclkochi.com](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

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

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

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

The tender notice may be read in conjunction with the standard General Conditions of Contract (available in [www.hoclkochi.com](http://www.hoclkochi.com)), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

## Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor: .....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words	Amount (INR)
1	<b>S3000230</b> Filtration of transformer oil by Hot Stream Process in transformers, URT, OLTC etc. (Item 1-8, list of equipments given in scope of work)	LITRES	24,000.000		
<b>Service Account Code(SAC) for S3000230 :.....</b>					
<b>Rate of Tax %:</b>					
2	<b>S3000231</b> Filtration of transformer oil by Hot Stream Process in OCB /MOCB/CT/PT/Spare oil (item 9 -12, list of equipments given in scope of work)	LITRES	3,000.000		
<b>Service Account Code(SAC) for S3000231 :.....</b>					
<b>Rate of Tax %:</b>					

All fields including Service Account Code and tax rate for all the items to be filled by the vendor /contractor failing which your offer is liable to be rejected.

Total Amount Rs:

In Words Rupees:.....

Date :

Signature and Seal of the Contractor

## NOTES

### 1.SCOPE OF WORK:-

1. The transformer oil will be made available as per our convenience for filtration.
2. The oil to be filtered by Hot Stream Process. Minimum of three circulation of oil is to be conducted.
3. The BDV test of oil before and after filtration should be carried out and certificate to be submitted. The value should withstand 50KV one minute in 2.5 mm gap.
4. The work should be carried out as required by us during the period of the contract (two Years).
5. The repairing works of transformers/breakers like oil leak arresting, gasket replacing etc. to be attended by the party. The payment will be paid extra for the repairing works.

For the filtration of oil in various equipments at our plant it may be required to filter the oil when the equipment is in service/idle. We shall provide 3phase/single phase supply for filtering and testing purpose. Details of filtering unit are to be furnished.

YOUR RATE SHOULD INCLUDE TRANSPORTATION CHARGES FOR THE FILTERING UNIT, CHARGES FOR SUPERVISOR ETC.

Minimum three circulations of oil are to be conducted before BDV test. Value should not be less than 50KV for one minute on 2.5 mm gap. Two samples of each of the oil should be tested before and after filtering and reports to be furnished. Necessary arrangements should be made to protect from rain while filtering.

Details of the equipments and quantity of transformer oil in each item shown below:

Sl.No.	Description	Qty(No)	Qty. of Oil(Lt)	Total Qty
1	6.6 KV/0.433KV Tr	10	1220	12200
2	6.6KV/6.6 KV Tr	2	7330	14660
3	66KV/6.6 KV Tr III	1	7550	7550
4	OLTC	3	1350	4050
5	URT	2	3200	6400
6	H2 Plant Old Tr	1	1655	1655
7	H2 Plant New	2	3900	7800
8	11 KV/433 Tr	1	420	420
Total		54735		
9	BOCBs	40	60	2400
10	MOCBs	4	300	1200
11	LBS	4	60	240
12	CT/PT/Spare Oil	34	60	2040
Total		5880		

The quantity of oil in our transformer and other equipments are 60, 615Ltrs. We are expecting to filter approximately 27,000Ltrs. transformer oil during the contract period (two years).

### 2.ENGINEER/OFFICER IN CHARGE:-

Hareesh Madhav A  
DM(E)  
9539945677, 0484-2727406  
m.hareesh@hocl.gov.in

### 3.DEFECT LIABILITY PERIOD:- AS PER GCC

### 4.EARNEST MONEY DEPOSIT:-

Quotation shall accompany an EMD of Rs 2,500/- (Rupees Two thousand five hundred Only) paid by crossed DD / Bankers cheque drawn in favor of M/s. Hindustan Organic Chemicals Limited, Ambalamugal payable at State Bank of India, Ambalamedu Branch..

### 5.PAYMENT TERMS:-

100% payment will be made on completion of work and submission of test reports and invoice.

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**6.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.

**7.LIQUIDATED DAMAGES:-**

If the work is not completed within the stipulated time, the contractor is liable to pay 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.

**8.PERIOD OF CONTRACT:-**

Period of contract shall be two years from the time of issue of work order

**9.TIME OF COMPLETION:-**

Time of completion shall be two years from the issue of work order

**10.SCOPE OF SUPPLY:.**

**MATERIALS**

**a. Contractor's Scope**

All the necessary equipments required for filtering have to be arranged by the contractor.

Gaskets required for minor repairing during the Oil filtration shall be supplied by party whose payment shall be made extra at an actual.

**b. HOCL Scope**

Transformer oil will be supplied by HOCL.

**TOOLS AND TACKLES**

**a. Contractor's Scope**

All the required tools for carrying out the oil filtration should be arranged by the contractor.

**b. HOCL Scope**

Nil

**11.OTHER TERMS AND CONDITIONS:-**

Annexure E should be filled and submitted with certificates if any, along with schedule of rates.

**Thanking You,**

**Yours Faithfully,**

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**P. SELVENDRAN  
CGM (ELECTRICAL)**

**Attachments: -**

- 1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.**
- 2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.**
- 3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing**
- 4. General Conditions of Contract. ( can be downloaded from HOCL website )**
- 5. Special Conditions of Contract**

-----Tear off portion to be pasted on the Envelope containing Offer-----

*Continued...*

**Offer for Transformer oil filtration 2020**

**From :**

**RFQ No. : 70000039**

**Due Date :9-Sep-2020  
Due Time : 14;00;00 hrs**

**To,  
General Manager(P & A)  
Hindustan Organic Chemicals Limited  
P.O Ambalamugal, Ernakulam - 682302  
Kerala , India**