

(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).

**REQUEST FOR QUOTATION**

**RFQ No.** : 6000021637  
Collective RFQ No.: 2518/CIV10074  
Date : 19.03.2019  
Contact Person : M. JAYASREE  
  
Due Date/Time : 27.03.2019,14:00:00 Hrs  
Opening Date/Time : 27.03.2019,15:00:00 Hrs

**Date :19.03.2019**

**SERVICES REQUIRED AT:**

M/s. Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Kochi-682302,  
Kerala, India.

Dear Sirs,

**Subject:ARRANGEMENTS OF AC CABIN IN MRS**

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

2. **Name of Work:** ARRANGEMENTS OF AC CABIN IN MRS. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **27.03.2019** up to **14:00:00 Hrs**. Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Nil.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

**6.1 Single Bid System**

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above) and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all

technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

**6.2** Sealed envelope shall be superscribed with Enquiry No. and Offer for ARRANGEMENTS OF AC CABIN IN MRS. **Due Date: 27.03.2019** up to **14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

**6.3** 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.

#### **7. Rates**

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. and also KGST on works contract applicable as per rules in force.

Service Tax, in case applicable shall be paid extra, to those who have Service Tax registration with Central Excise Department, unless otherwise specified elsewhere.

Any work which involves transfer of materials, KVAT as applicable rate shall be deducted from the bill, unless a certificate to contrary is obtained from the Sales Tax Authorities.

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.

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

Refer Annexure A, B and C attached.

#### **9. Engineer/Officer In-Charge:**

Mr. P K APPU, Asst. Manager ( Civil )  
Phone. 0484 2727361

#### **10. Defect Liability Period**

As per GCC

#### **11. Payment Terms**

90 % Payment shall be made on satisfactory completion of the work, as certified by the Engineer-in-charge. Balance 10 % will be made after the defect liability period.

#### **12. 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.

#### **13. Security Deposit**

As per GCC

#### **14. Liquidated Damages**

Nil

**16. Period of Contract**

The period of contract for the work shall be THIRTY DAYS from the date of start of work.

**15. Scope of Supply**

Materials.

a. Contractor's scope

As per scope of work and schedule of Rates.

b. HOCL's scope

Nil.

Tools and Tackles

a. Contractor's scope

All tools and tackles required for the work should be arranged by the contractor at his cost.

b. HOCL's scope

Nil

**17. Time of Completion**

Time of completion for the work shall be THIRTY DAYS from the date of start of work.

**18. 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.

**19. Other Terms & Conditions**

**19.1** 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. 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.

**19.2** 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.

**19.3** 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.

**19.4** Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number and Due Date.

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

20. 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.

21. Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

**Date, Time & Venue of Public Opening of Tender**

Date : 27.03.2019

Time : 15:00:00 Hrs

Venue: **Tender Room in Training Centre of HOCL, Ambalamugal.**

**Thanking You,**

**Yours Faithfully,**

**For Hindustan Organic Chemicals Limited,**

M. JAYASREE

CHIEF ENGINEER ( CIVIL )

1. Annexure 'A & B' # ESI ,PF, Labour Law Requirements.
2. Annexure 'C' # Safety, Health and Environment (SHE) Conditions.
3. Annexure 'D' # Performa of declaration of black listing/ holiday listing
4. Annexure 'E' # General conditions of contract.

## Scope of Work

- 1.The contractor should carry out the work as per the schedule of works.
2. All tools, tackles, required for the work should be brought by the contractor at his cost.
- 3.HOC will provide water and electricity at one point.
- 4.Steel scaffolding wherever required has to be arranged by the Contractor at his cost.
- 5.All materials that go with WORK shall be approved by the Engineer-in-Charge prior to procurement / use.
- 6.The extension work of partition shall be done without making any damages to the existing partition.
- 7.The contractors are requested to inspect the site before quoting the work.
- 8.The time of completion

The time of completion of the work shall be THIRTY DAYS from the date of start of the work.

### 9.Specifications and mode of measurements

All items of work shall have the best workmanship and be executed to the entire satisfaction of the Engineer-in-charge. Unless otherwise specified, the specifications and mode of measurements for various items of work shall confirm to the standard detailed specifications and mode of measurements for works. In case standard specifications and mode of measurements for any items of works are not applicable, CPWD specifications for such items may be referred to. In case, this is also not applicable, then the specification and mode of measurements to be followed will be laid out by the Engineer-in-charge on the basis of relevant ISI code of practice or otherwise accepted practice.

## Schedule of Rates

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	<b>4000992</b> Providing and fixing cabin partition in the existing open space of cabins to convert the cabin as AC cabins to match with the existing partition with anodised aluminium partition using the following Indal sections. Partition bottom Indal 9200 verticals and horizontals. Indal 9235/9236 or equivalent standard sections verticals at 900mm intervals and paneling the partition with 9mm thick both sides prelaminated exterior grade particle boards confirming to the relevant IS specification (Novopan make or equivalent approved brand), including fixing the frame work with necessary screws, cost of necessary aluminium metal beading, special gasket felt and applying a coat of lacquer to aluminium sections metal beadings and screws. Vertical sections at junctions shall be extended to the required height to the ceiling frames.	M2	21		
2	<b>4000993</b> Supply and fix ceiling boards plain K Boards or other approved make boards of 600x600x12mm size over inter locking aluminium ceiling grids with 25x25x1.5mm anodized aluminium angles or equivalent sections fixed around walls at the required height for false ceiling using rawal plugs, screws etc. 36x25x1.5mm anodized aluminium main tees or equivalent sections 600 mm intervals suspended from the roof slab using true holds expansion bolts, ceiling clips using adjustable 6mm and suspension rods holding nuts, washers etc. 25x25x1.5mm Nos. Tees interlocked to this main Tees at bottom part including providing necessary frame work for tube light fittings etc. complete as per the direction including painting with two coats of plastic emulsion paint over two coats of wood primer, one coat of linseed oil to be applied to the unpainted side of the tile. No deductions shall be made for light points. .	M2	21		
3	<b>4000994</b> Providing and fixing hydraulic door closure everite or equivalent make size	NOS	1		

Collective RFQ No.: 2518

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
	No.2 (conforming to IS 3564)including cost of all fittings labour charges etc.complete.				

Remarks for Service Tax:

**Total Amount Rs:**

**(In Words Rupees .....**)

**Date :**

**Signature and Seal of the Contractor**

Collective RFQ No.: 2518

----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

**Offer For:ARRANGEMENTS OF AC CABIN IN MRS**

**From: HOCL**

**RFQ No. 6000021637  
Collective RFQ No. 2518**

**Due Date: 27.03.2019  
Due Time: 14:00:00 Hrs**

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

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