



## 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

**CIV10171/2023**

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

Sl. No.	Description of Item and Tender No.
1	<b>REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024</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 **Single-bid system** confirming to the specifications and the terms and conditions.

**EMD - NIL**

For and on behalf of HINDUSTAN ORGANIC CHEMICALS LIMITED

(GSTN: 32AAACH2663P1ZG)

(CIN: I99999MN1960GOI011895)

**RAJESH R**

**GENERAL MANAGER (PRODUCTION/TSS/CIVIL)**

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

**REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024**

**CIV10171/2023**

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 **REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024.**

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) & <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/submitting your tender.**

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

Thanking you,

Yours Faithfully,  
For Hindustan Organic Chemicals Limited,

**RAJESH R**  
**GENERAL MANAGER (PRODUCTION/TSS/CIVIL)**

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

**ANNEXURE-I****GENERAL INSTRUCTIONS FOR ONLINE BID SUBMISSION**

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. 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.

#### **Contact Person (National Informatics Centre)**

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

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

**Mr. P.K APPU**  
**Manager (Civil)**  
**Mob: 9446867436**  
**Office: 0484 2727361**

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

## ANNEXURE-II

**GENERAL TERMS AND CONDITIONS OF THE TENDER**

**The Tenderers shall submit the following 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. 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.
4. 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.
5. 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.
6. Details of current commitments of Tenderer.
7. 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)
8. A tentative programme for the execution and completion of work within the time specified.
9. **In the case of MSME, necessary certificate (self attested) shall be submitted.**
10. Any other technical information the Tenderer likes to furnish.

**EARNEST MONEY DEPOSIT**

EMD for the work shall be Nil.

Signed and stamped "Bid Security Declaration" shall be submitted as Annexure 'H' along with the technical bid which is enclosed.

**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.

**PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE)**

The performance security shall be 10% of the total value of the contract. It shall be furnished within 21 days after notification of award of work.

Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations by the contractor or as defect liability period applicable.

The above may be furnished in the form of account payee Demand Draft/ Bank Guarantee issued from any commercial bank in India/ on online payment in an acceptable form.

**SECURITY DEPOSIT**

Nil.

**LIQUIDATED DAMAGES**

Nil.

**PERIOD OF CONTRACT**

The period of the contract shall be **12 MONTHS** from the date of issue of work order.

**TIME OF COMPLETION**

Time of completion of each work shall be one week from the date of instruction to start the work.

**VALIDITY OF THE TENDER**

The tender shall be kept valid for acceptance for a period of 90 days from the date of tender opening.

A Tenderer shall not be entitled during the said period of 90 days 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.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

**PAYMENT TERMS**

100% Payment shall be made on satisfactory completion of each work, as certified 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**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

**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 (HR) 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) **31.05.2023** at **02.00PM**.

**OPENING OF BIDS**

The Bids will be opened on **31.05.2023** at **03.00 PM** electronically.

**PRE-BID MEETING**

Not applicable.

**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.

**AGREEMENT**

Nil.

**INTEGRITY PACT**

Nil.

**ENCLOSURE**

- ANNEXURE A - ESI, PF, Labour Law Etc. – Requirements
- ANNEXURE B - Labour Laws – Check List
- ANNEXURE C - Safety, Health & Environment (She) Conditions
- ANNEXURE D - Proforma Of Declaration Of Black Listing/Holiday Listing
- ANNEXURE E - MSE Details
- ANNEXURE H - Bid Security declaration
- ANNEXURE R - Declaration of compliance of order
- ANNEXURE S - Instructions to the contractors for use of vehicles
- ANNEXURE W - Declaration along with submission of tender

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

**REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024****Tender Ref. No: CIV10171/2023****SCOPE OF WORK**

1. The contractor should carry out the work as per the schedule of works.
2. The subject contract is for a period of 12 months. The contractor has to arrange the work as and when required by the company.
3. The work involves replacement of AC/NON AC sheets for buildings/ sheds in the company premises as and when required except boiler house building.
4. All tools, tackles, required for the work should be brought by the contractor at his cost.
5. HOC will provide water and electricity at one point.
6. Steel scaffolding wherever required has to be arranged by the Contractor at his cost.
7. As the work involves at height, the laborers engaged in the work shall use necessary personal protective equipments such as safety belts, safety helmets, safety ladders etc. during the execution of work.
8. The contractor shall use necessary safety net during the execution of work if required as instructed by engineer in charge. The safety net required for the work shall be arranged by the contractor at his own cost.
9. All materials that go with WORK shall be approved by the Engineer-in-Charge prior to procurement / use.
10. NON Asbestos sheets & MS Flat required for the service item No.1 & No. 4 shall be supplied from HOCL stores on free issue basis. The contractor shall make his own arrangements for collecting and transporting the materials to site and return the surplus serviceable /scrap materials to HOCL stores for which no extra payment will be made.
11. The AC sheets, ridges, GI bolts, Nuts and bitumen washers etc. shall be arranged by the contractor at his cost.
12. The size, pattern of corrugated sheets shall be matching with the existing sheets. Contractor should ensure this while procuring AC sheets.
13. The contractors are requested to take necessary insurance for all the workers involved in the work. HOCL will not entertain any claim on account of any accidents.
14. Before quoting for the work, the contractor should visit the site and understood the scope of work. Any clarification in this regard should be cleared from the Engineer-in-charge.

## **SCOPE OF SUPPLY**

### **MATERIALS**

#### **a) Contractor's Scope**

All materials except NON Asbestos sheets & MS Flat required for the service item No.1 & No. 4 of BOQ shall be brought by the contractor.

#### **b) HOCL's Scope**

NON Asbestos sheets & MS Flat required for the service item No.1 & No. 4 shall be supplied by HOCL at free of cost.

### **TOOLS & TACKLES**

#### **a) Contractor's Scope**

All tools and tackles required for the work will be arranged by the contractor.

#### **b) HOCL's Scope**

Nil.

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

## ANNEXURE - IV

**Name of Work : REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024**

**Tender Ref. No : CIV10171/2023**

**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), 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. 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.
5. You shall strictly instruct your workers not to spit in the public places and area of work.
6. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3<sup>rd</sup> party inspection agency.
7. All debris, waste etc. arising out of the job should be disposed anywhere inside township premises as per direction of engineer in charge.
8. The contractor shall return all the scrap items such as pipes, fittings, valves etc. at HOCL, Ambalamugal at his own risk.
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 mobilize the complete team with necessary tools and tackles within reasonable period from the time of intimation to start the work.
11. Either the contractor or his authorized supervisor shall be available at work site throughout the work.
12. 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.
13. 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
14. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC township.

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

**ANNEXURE - V**

**Name of Work : REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024**

**Tender Ref. No: CIV10171/2023**

**COMPLIANCE / NO-DEVIATION STATEMENT**

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:

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

## ANNEXURE - VI

**Name of Work : REPLACING DAMAGED AC SHEETS IN PLANT AND NON PLANT AREAS 2023-2024**

**Tender Ref. No: CIV10171/2023**

**CHECK LIST**

**PRO-FORMA-TECHNICAL BID**

1. Documents substantiating prequalification criteria as per **Annexure - II submitted (YES/NO)**.
2. General Terms and Conditions, Scope of Work (**Annexure II, III, IV, V, VI, A, B & C**) (complete set of Tender Documents) to be signed and stamped on all pages, scanned and uploaded **(YES/NO)**.
3. Proforma of Declaration of Black Listing/ Holiday Listing (**Annexure D**) - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
4. Bidder Information (**Annexure - E**) - put **✓** mark in front of your confirmation, signed and stamped, scanned and uploaded **(YES/NO)**.
5. Bid security Declaration (**Annexure H**) - duly filled, signed and stamped, scanned and uploaded. **(YES/NO)**
6. Declaration of compliance of order (**Annexure R**) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
7. Instruction to the contractor for use of vehicles (**Annexure S**) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
8. Form of declaration along with submission of tender (**Annexure W**) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
9. Equipment/tools list is uploaded (YES/NO).
- 10. Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement)**

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 :

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