



HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 302
Phone: (0484) 2720911, FAX No. (0484) 2720893

E- TENDER NOTICE

HOCL Invites e Bids for the following item.

Sl.No.	Description of item and Tender No.	Qty (Approx)
1	Tender Title: Supply of HM-HDPE CARBOUYS Tender Reference Number: MAT/PUR/10730/19	6000 Numbers

Tender documents may be downloaded from www.hoclindia.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/extension before submitting the offers.

Thanking you,
Yours Faithfully,

For Hindustan Organic Chemicals Limited
(GSTIN: 32AAACH2663P1ZG)

K R Usharani
CGM (MATERIALS)



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MAT/PUR/10730/19

Date: 08.10.2019

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e tenders **for supply of 6000 Numbers HM-HDPE Carbouys**. Detailed specification is given in the tender documents. Approximate requirement for **6 months** shall be **6000 Nos**. The carbouys are to be used for the packing of Hydrogen peroxide.

Tender documents are uploaded in HOCL website www.hoclindia.com and www.eprocure.gov.in

The details of the tender are as shown in **INDEX** enclosed

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

(HOCL GSTIN: 32AAACH2663P1ZG)

Tender Closing date: 28.10.2019 at 2.00 pm
Tender opening date: 29.10.2019 at 2.00 pm

Thanking you,

Yours faithfully,

For Hindustan Organic Chemicals Ltd.

K R Usharani
CGM (MATERIALS)

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Instructions for Online 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.

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.

GENERAL TERMS AND CONDITIONS FOR E BID SUBMISSION

Please submit your e-bids 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. Quotations shall be submitted online on or before the due date and time of closing the tender.
2. Bids shall be opened electronically on specified date and time given in NIT.
3. 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.
4. 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."
5. 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.
6. 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.
7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
8. Bids shall be valid for a minimum of 30 days from the due date for receipt and opening of the bids.
9. Specification of the Product: Specifications offered product shall be uploaded along with Bid.
10. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue

TENDER REFERENCE NO: MAT/PUR/10730/19

HM-HDPE CARBOUYS – 30 LTRS. CAPACITY

SPECIFICAITON

- 1) Type : Close headed rectangular stackable jerry cans
- 2) Capacity
 - Brimful : 31.5 Litres.
 - Useful : 30 Litres.
- 3) Dimensions
 - Height (H) : 430 mm
 - Width (W) : 295 mm
 - Length (L) : 335 mm
- 4) Tare weights : 1.5 Kg. (Tested stack load 150 Kgs.)
- 5) Material : HM-HDPE (High Molecular Weight- High Density Polyethylene)
- 6) Handles : One, centre placed along the length of container embedded on top
- 7) Openings
 - No. of openings : One
 - Diameter (ID) : 46mm
 - Threads : Buttress
 - Material of closure : HM-HDPE outer cap with LDPE/HDPE Inners (outer cap must be Red)
 - Sealing arrangement : Wire & lead seal/plastic seal (Red)
- 8) Colour : Blue with U.V.stabilizer
- 9) Standard: Tested as per IS 6313 & UNO/IMDG Code marked
- 10) Caps should be provided with venting with breather hole with GORTEX Membrane.
- 11) The colour of the can should be blue colour with red colour caps.
- 12) HOCL emblem, Product Name, UN No, Gross Weight, Nett Weight etc has to be screen printed on the can in yellow colour.

TENDER REFERENCE NO: MAT/PUR/10730/19

**GENERAL CONDITIONS OF TENDER DATED 08.10.2019, DUE ON
28.10.2019**

1. VALIDITY OF OFFER: Offer shall be valid for a minimum period of 30 days from the last date of submission stipulated for the tender for placing the order. The tendered quantity is the approximate requirement for six months and will have to be supplied as per the dispatch schedule given by HOCL at the firm price quoted. No revision in the rates will be allowed during the contract period.

2. SECURITY DEPOSIT (SD): In the event of order being finalised on a vendor, the vendor have to pay **5%** of value of the contract within 21 days of placement of order, which will be refunded within 60 days of the completion of the contract. SD may be forfeited in the event of a breach of contract by the vendor. SD may be given by Bank Guarantee from a scheduled bank. SD is exempted for PSU vendors and also to MSME vendors having valid NSIC certificate upto the monetary limit specified in certificate.

3. 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) Not enclosing any particular documents asked for and (c) Any other valid reason.

4. QUANTITY: The quantity of **6,000 No's** mentioned in the tender for 30 Litre HM- HDPE Carbouys is the tentative total quantity for supply during the 6 to 7 months from the date of placement of purchase order. The actual quantity however may vary and no guarantee can be given for minimum quantity of monthly upliftment or total upliftment. The actual requirement may vary by +/- 10 % of tendered quantity; however no guarantee can be given.

5. QUALITY: HM-HDPE Carbouys offered must confirm to the detailed specifications given in the attached Annexure – II. Any bid received for carbouys other than of above specification shall be rejected.

6. PRICE: The price quoted shall be for delivery at our factory at Ambalamugal, Ernakulam District, Kerala state. The price shall be quoted in detail as per format given in Annexure – IV. The price quoted by the vendor shall remain firm during the period of contract.

7. PAYMENT TERMS: Payment shall be released by HOCL ***within 30 days*** of receipt of the HM-HDPE carbouys at HOCL site.

8. INSURANCE: HOCL shall arrange the transit insurance. However, the vendor shall promptly inform HOCL regarding dispatches for arranging insurance.

9. SUPPLY SCHEDULE: In the event of placement of purchase order on a vendor, HOCL shall be intimating the supply schedule 7 to 10 days in advance and vendor shall be bound to supply the carbouys as per the schedule.

10. PACKING: The carbouys are to be despatched tightly closed with the lids so that the lids do not fall off during transportation. Carbouys are to be received at HOCL in clean, neatly stenciled condition. Vendor shall use proper packing materials to ensure the above. Carbouys are to be covered with tarpaulin while dispatching in trucks to prevent them from getting wet or being exposed to dust.

11. TRANSPORTATION: Shall be arranged by the vendor.

12. STENCILLING OF CARBUOYS: Carbouys are to be stenciled as required by HOCL. Matter to be stenciled will be intimated at the time of placing the purchase order. The price quoted by vendor shall be inclusive of all charges and no separate charges shall be payable for stenciling.

13. INSPECTION: The HDPE Carbouys shall be subjected to weighment and inspection on receipt at HOCL. HOCL reserves the right to reject the carbouys if not found to be of acceptable quality. In such a case, payment shall be made only for the accepted quantity. Vendor shall make own arrangements for lifting the rejected carbouys from the premises of HOCL at own cost.

14. TRANSSHIPMENT NOT ALLOWED: The Carbouys shall not be subjected to transshipment and shall be directly despatched from vendor's factory to HOCL, Ambalamugal. This is to avoid damages.

15. SPLITTING OF PURCHASE ORDERS: Hindustan Organic Chemicals Ltd (HOCL) reserves the right to split the tender quantity among two vendors in the ratio 70:30 to ensure the continuity of supply. The splitting will be as follows. The lowest vendor will be awarded 70 % of tender quantity and L2 will be awarded 30 % of the quantity provided he matches the L1 rate. If L2 declines to match the L1 rate, then L3 will be offered to match the L1 rate, and so on. If no party matches the L1 rate the full quantity will be ordered on L1 vendor.

If a newly introduced vendor becomes L1, then the splitting ratio will be 50:30:20 between the L1, L2 & L3 vendors on matching the L1 rate. The performance of the new vendor will be closely monitored for the first two months with regards to Quality of barrels supplied and adherence to delivery schedule given by HOC. If the performance is not found satisfactory, HOC may cancel the order and allot the quantity between the next 2 lowest vendors following 70:30 ratio.

16. RIGHT TO PROCURE FROM ALTERNATIVE SOURCE : In the event of non-supply by the vendor on whom purchase order is placed, HOCL reserves the right to procure carbouys of same quality from an alternative source and recover from the vendor, the additional cost to HOCL.

17. TESTING OF CARBUOYS BY MANUFACTURER: Carbouys shall be tested by the vendor as required by IS 6313 standards before despatch to HOCL. Test certificates to be despatched along with supply.

18. OPENING OF TENDERS: The Technical bids will be opened electronically at **2:00 PM on 29.10.2019**. Technically accepted bidders will be informed about the date and time of opening of the price bid.

19. SIGNING AND SEALING ON ALL PAGES OF BIDS: The vendor shall sign and seal on all the pages of this tender documents and submitted failing which bids are liable to be rejected.

20. Purchase 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.**

21. 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.

COMMERCIAL TERM FORMAT
(To be printed on your letter head& uploaded)

(Please fill up the details mentioned below in your letter head and upload along with your bid)

Name and Address of Organization:

Phone & Fax No:

GSTIN :

E-mail id for correspondence:

Contact Person Name and Mobile No:

Whether registered with MSME/NSIC:
(If so pl. enclose documentary proof)

Payment Term offered.

Validity of offer:

Delivery period:

Taxes Applicable:

Deviation in specification if any

Signature and Stamp