



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

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

Sl. No.	Description of Item and Tender No.
1	MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE HOCL Tender Ref : MEC30198

Tender documents may be downloaded from www.hoclkochi.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.

Please submit your E-bids under the **Single Bid system** confirming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited
(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

एल शानिल लाल L. SHANIL LAL
मुख्य महा प्रबंधक (यांत्रिक) CGM (MECHANICAL)



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Phone: (0484) 2720911, FAX No. (0484) 2720893

MEC30198/
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 **MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE**. 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 and <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 (CIN: L99999MH1960GOIO11895),

एल शानिल लाल L. SHANIL LAL
मुख्य महा प्रबंधक (यांत्रिक) CGM (MECHANICAL)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

TENDER REF. NO: MEC30198

Name of Work : MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE

THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER

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

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

HOCL Work Co-ordinator

Mr. P.V. Babu
DGM (Mechanical)
Mob: 9446134842

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TENDER REF. NO: MEC30198

Name of Work : MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE

THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER

SCOPE OF WORK**Lube Oil Drain Tank/service tank**

- The tank will be handed over to the contractor in oil drained / pumped out condition only.
- The contractor can use the man hole and other existing nozzles only for their cleaning process.
- No extra opening by cutting of body shall be permitted.
- No hot work will be permitted
- Cold methods like scrapping; wiping can be adopted for cleaning.
- Lube oil tank cleaning to be taken up in two phases
- Collection of sludge /sediments if any by manually into drains/drums in the first phase
- Clean and dry out the whole tank surface with lint free cotton cloth in the second phase.
- Isolation/blinding from Engine and lube oil system shall be in the scope of the contractor
- De-blinding of all nozzle flanges, re-fixing of drain valves/level gauge/plug/caps etc and normalizing the same after cleaning shall be in the scope of contractor.
- Sludge/sediments collected in drums to be shifted to a place shown by engineer in charge.
- All arrangements for shifting waste water/oil mix if any and disposing to the tank/place shown by Engineer-in-charge shall be in the scope of contractor.
- All consumables, tools, tackles, machineries like pump, hoses, Fittings, transporting equipments etc and all labour including supervision shall be in the scope of contractor.
- Gaskets, studs, bolts etc for normalizing the nozzle shall be provide by HOCL form its stores.

Lube oil coolers/jackets water cooler

The scope of work for this equipment shall be as per the General scope of heat exchanger maintenance given in Clause I and II and as follows but not limited to:

- The coolers will be handed over to the contractor in drained and all valves in closed condition only.
- Providing +^{ve} isolation in lube oil and cooling water/jacket water system shall be in the scope of contractor.
- The tube bundle shall pulled out and cleaned both inside and outside.
- Cleaning shall be done to the satisfaction of the engineer in charge.
- Box up the cooler after satisfactory cleaning with new gaskets and normalizing the system.

Charge Air Cooler

The scope of work for this equipment shall be as per the General scope of heat exchanger maintenance given in Clause I and II and as follows but not limited to:

- Removing connected pipeline and all other accessories required to facilitate the work
- Opening the end cover.
- Removing out the cooler bundle and bring it down.
- Cleaning the tube bundle inside and outside up to the satisfaction of Engineer in charge
- Box up the cooler with new gasket.
- Fix back all the pipe lines and other accessories and normalize the cooler

Charge Air Filter

- Collect the oil from the Oil Bath Filter Tub into drum
- Separate the water if any from the oil by draining
- Remove the Filter Tub outside
- Clean the Filter Tub manually as per the instruction of Engineer-in-charge.
- Fix back the Tub in position
- Fill oil into the Tub up to required level

Maintenance of Air Vessel

The scope of work for this vessel shall be as per the General scope of vessel maintenance and maintenance of pressure safety valves given in Clause I, III and IV and as follows but not limited to:

- Isolate the vessel from air system
- Hydrostatically test at required pressure
- De-blinding/normalizing after successful test

Cleaning of Mixing Vessel

The scope of work for this vessel shall be as per the General scope of vessel maintenance and maintenance of pressure safety valves given in Clause I, III and IV and as follows but not limited to:

- Disconnect all lines from the vessel
- Drain out the material if any from the vessel
- Clean the vessel by purging with diesel/water as per the instruction of Engineer-in-charge.
- Conduct hydrostatic test at required pressure
- Normalize the vessel after successful test

CLAUSES

I. General

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed (inlet) and out let nozzles and all other nozzles indicated/instructed by engineer-in-charge for the purpose and fix blind number tags and record the same in blind register.

2. Preparation for man entry ie. provide necessary hose connections for draining, purging, steaming and water washing and airing of the equipment as the case may be as per the instruction of Engineer-in-Charge.
3. Opening all the man ways for pre-inspection for vessels after issue of permit.
4. Providing hoses, fixing and operating eductors for ventilation & removal of hydrocarbon traces from the equipment.
5. Record the blind tag Nos. in the blind register and obtain signature in the register by Engineer-in-Charge.
6. Removal and re-fixing (including to and fro transportation to central workshop / equipment) of Pressure safety valves on the equipment and connected pipe lines shall be in the scope of work of the respective equipment given in the schedule of rates unless otherwise mentioned separately.
7. Providing /retaining a standby person near the man way when man entry permit is live.
8. Assisting the inspecting team engaged in the inspection of column.
9. CRANE / DERRICK required for the successful completion of the entire work shall be arranged by the contractors at his own cost.
10. Supply of Scaffolding material (pipe and clamps) and erection of scaffolding if required shall be arranged by the contractor.
11. The work is planned to be carried out during March - April 2019.
12. All tools and tackles, consumables, safety appliance for their working personnels shall be in the scope of contractor

II. Heat Exchanger Maintenance

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/ spectacle blinds in feed (inlet) and out let nozzles and other indicated/instructed for the purpose and fix blind number tags.
2. Record the blind tag Nos. in the blind register and obtain signature in the register by Engineer-in-Charge.
3. Assisting the inspecting team engaged in the inspection of Heat Exchanger.
4. Open and remove channel head cover.
5. Open and remove channel head.
6. Open and remove shell cover.
7. Clean the tubes, channel head cover, channel head shell and end cover using hydro cleaning machine (Karcher Pump) available in HOCL and all flange serration by scrappers / wire brushes. If Hydro blasting is required for cleaning, the same will be arranged by HOCL at their cost.

8. Blinding shell side and tube side in the required sequence and stages suitable for hydro test of tube side and shell side separately.
9. Preparation for man entry if required ie. provide necessary hoses connections for draining, and water washing of the equipment as the case may be.
10. Assemble the tube bundle, channel head shell, channel head cover and dish end cover in required sequence and stages suitable for Hydro test of tube side and shell side separately.
11. Test pressure should be as per the inspection of the Inspector/Engineer-in-charge.
12. Removal of isolations ie. blind, spectacle blinds, blind tags and normalizing the Heat Exchanger.
13. If any leak is observed after normalizing the equipment, the same has to be arrested by the contractor. However, this activity will not be counted for the completion time for the work.
14. In case of cleaning of heat exchanger tubes by hydro blasting (by HOCL through other agencies), there will be a gap of 1 or 2 days (for cleaning) in between opening / boxing up of exchangers. However, this activity will not be counted for the completion of the work.
15. Leaking tubes if any noticed during hydro test should be plugged using CS/SS/Brass plugs as per the instruction of Engineer-in-charge. Required plugs will be supplied by HOC at free of cost. Repeat the hydro test if any leak at shell side / tube side. You shall get the hydro test witnessed by Engineer - in-charge/ 3rd party Inspector.
16. Test rigs should be used for testing floating head type exchangers tube bundle. (Test rings are available in main store yard / maintenance workshop, the same has to be identified, cleaned, transported to the heat exchanger. After testing, the test rigs are to be transported back to the original location).
17. Test pressure for hydro testing should be as per the inspection of the Inspector/Engineer-in-charge.
18. Removal of isolations (ie. blind, spectacle blinds, blind tags etc.) for normalizing the Heat Exchanger.

III. Vessel Maintenance

1. Opening of all man-way after getting instruction of engineer -in-charge.
2. After receipt of man entry permit and positioning of a standby person at the man-way, Man entry through shell man-way.
3. Cleaning the shell and internals including renewal and cleaning of Demister Pads/packing and replace internals if any if required. Silt / residue/ rust accumulated inside the vessel shall be collected in bags, weighed and dumped to a location as instructed by the Engineer-in-Charge.
4. Surface preparation for NDT as per the instruction of the Inspector/ Engineer-in-charge.
5. Assisting the inspecting team engaged in the inspection of equipment.
6. Boxing up the man ways and nozzles using new gaskets for preparing the vessel for Hydro test after getting clearance from engineer-in-charge/third party inspector & box-up permit. Hydrotest the vessel at the test pressure as per the instruction of Engineer-in-charge. You shall get the hydro test witnessed by Engineer – in-charge / 3rd party Inspector. After hydro-test, release the pressure and drain the water. Removal of isolations ie. blind, spectacle blinds,

blind tags and normalizing of vessels. Record in the blind register and obtain signature in the register by Engineer-in-Charge.

IV. Maintenance of Pressure Safety Valves

1. Removal of PSV from the location, which are mounted on vessels and or its connected piping.
2. Blinding inlet/outlet nozzle of the PSV immediately and put blind tags without disturbing the flare system and record in the blind register and obtain signature of the Engineer-in-Charge in the register.
3. Dropping the PSV to the ground level.
4. Transportation of PSV from site to HOCL Central Workshop.
5. After overhauling, testing and witnessing by third party / HOCL, collect the valves from Central Workshop and transport it to the respective locations.
6. Removal of isolations ie. blind, spectacle blinds, blind tags and fix the PSVs at respective locations using new gaskets and fasteners and normalizing.
7. Record in the blind register and obtain signature in the register by Engineer-in-Charge.

Cost of these works shall be absorbed in the quoted rate for the maintenance of columns incase that equipment is in the list.

Testing & Inspection

HOCL shall inspect the equipments during the work in progress along with the 3rd party inspector arranged by HOCL. All the necessary assistance shall be provided by the contractor to the Inspectors during inspection of the equipments. Contractor has to follow all the instruction given by HOCL Engineer-in-Charge, Inspection Engineer & 3rd party Inspector. Party shall execute the work in case of any increase/decrease in quantities at agreed rates. All safety procedures to be complied while carrying out of the job. Adequate safety precautions to be taken while working at higher elevations.

NOTE:

1. **Contractor is advised to visit the site to ascertain the exact quantum of work before submitting the tender.**
2. You are requested to take necessary insurance for the personnel employed by you. HOC will not take any responsibility or admit any claim in the event of an accident in any manner.

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TENDER REF. NO: MEC30198

Name of Work : MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE

GENERAL TERMS AND CONDITIONS OF THE TENDER

THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER

EARNEST MONEY DEPOSIT

Quotation shall accompany an EMD of ₹4,000/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

EMD of the tenderer will be forfeited under the following conditions:-

1. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
2. If the tenderer does not commence the work after awarding the contract.
3. No interest on EMD will be paid.
4. EMD of the successful tenderer will be adjusted against the security deposit.
5. EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.
6. The tender is revoked or varied during its validity period.
7. The Prices are increased unilaterally after the tender opening and during its validity.
8. The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

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.

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.

LIQUIDATED DAMAGES

If the work is not completed within the stipulated time, the contractor is liable to pay a LD of ½% of the total contract value **PER WEEK** of the delay or part there of subject to a maximum of 5% of the contract value.

PERIOD OF CONTRACT

The period of the contract shall be **one year** from the date of issue of work order.

SCOPE OF SUPPLY

MATERIALS

a. Contractor's Scope

All skilled and unskilled manpower including supervision required for the work is to be arranged by the Contractor. Disposal of waste material generated by their work shall be in the scope of contractor. The contractor shall visit the site for ascertaining the actual quantum of work involved.

Supply of Scaffolding material (pipe and clamps) and erection of scaffolding if required shall be arranged by the contractor.

In case of CAF Gaskets, HOCL shall provide only the gasket sheets (free of cost) to the contractor. The contractor has to make arrangements to cut the gaskets to the required size.

b. HOCL'S Scope

- HOCL will provide water and Electricity at one point.
- Gasket and Fasteners required for the final normalizing shall be provide by HOCL
- Diesel required for flushing purpose shall be provide by HOC but in controlled manner
- Hocl will allow the contractor to use the EOT Crane available at CPP fee of cost on its availability

TOOLS & TACKLES

a. Contractor's Scope

All machines, tools ,tackles, scrapers, shovels, lifting equipment such as Chain pulleys, slings, D shackles, hoses, fittings, connectors, steel scaffolding, metallic ladders and other tools and equipment's transporting facilities, etc required for the satisfactory completion of the work are to be arranged by the contractor.

CRANE / DERRICK required for the successful completion of the entire work shall be arranged by the contractors at his own cost.

Manpower for operating the Karcher pump shall be in the scope of Contractor.

b. HOCL Scope

Karcher Pump for hydroblast cleaning purpose will be provided by HOCL. However, the manpower for operating the pump shall be in the scope of Contractor.

WATER & POWER

HOC will provide water and power at one point.

TIME OF COMPLETION

Time of completion shall be **15 days** 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 (ninety) days from the last date prescribed for receipt of the tender.

A Tenderer shall not be entitled during the said period of 90 (ninety) 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

- 90% payment will be released after completion of work certification by Engineer-in-Charge.
- Balance 10% payment will be made after defect liability period of one year or on production of PBG for the said amount.

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

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 (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site 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) 02/01/2020 at 02.00 pm.

OPENING OF BIDS: The Technical Bids will be opened on 03/01/2020 at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

VALIDITY OF OFFER: Offer shall be valid for a minimum period of 90 days form the last date of submission stipulated for the tender.

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 asw 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.

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

TENDER REF. NO: MEC30198

Name of Work : MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF CPP ENGINE

SPECIAL CONDITIONS of CONTRACT

THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER

1. All manpower, tools, tackles, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the satisfactory completion of work are to be arranged by the contractor. **A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.**
2. 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.
3. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
4. This work is an **urgent work** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
5. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3rd party inspection agency.
6. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
7. 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.
8. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
9. Either the contractor or his authorised supervisor shall be available at work site throughout the work.
10. The quantity shown can vary i.e. Increase or decrease depending upon the situation. However, the rate and other terms and conditions shall be same throughout the pendency of the contract for which the contractor shall be ready.
11. 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.
12. 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
13. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
14. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
15. **YOU ARE REQUESTED TO VISIT THE SITE TO ASCERTAIN THE EXACT QUANTUM OF WORK/SITE CONDITION BEFORE SUBMITTING YOUR OFFER.**

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

TENDER REF. NO: MEC30198

**Name of Work : MAINTENANCE OF PRESSURE VESSELS/ACCESSORIES/EQUIPMENTS OF
CPP ENGINE**

CHECK LIST

***THIS DOCUMENT TO BE SIGNED AND STAMPED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG
WITH THE E-TENDER***

PRO-FORMA-TECHNICAL BID

1. Details of previous experience(Copies of experience certificates and work orders to be signed, stamped, scanned and uploaded)

Sl No.	Name of the Industry/Firm	Period of Contract		Work Order
		From	To	Value Rs.

2. Details of EMD enclosed:

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____.

3. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C (complete set of tender documents) to be signed and stamped on all pages, scanned and uploaded.
4. Annexure D - Uploaded the scanned copy of the same duly filled, signed and stamped.
5. Compliance / no-deviation statement - Uploaded the scanned copy of the same duly filled, signed and stamped.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :