



(This tender floated in NIC - CPP Portal aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to participate for this work may submit their tender through GeM Portal (GeM Bid No. GEM/2022/B/2124761 dt. 25/04/2022), so that they will be evaluated and pre-qualified and shall be considered for this work).

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 **Two Bid** system for the following work:

Sl. No.	Description of Item and Tender No.
1	Name of Work : RECONDITIONING OF MECHANICAL SEAL HOCL Tender Ref : MEC30319

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 **Two Bid system** confirming to the specifications and the terms and conditions.

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

बेनोपीकुुरियन्स BENO.P.KURIANS
महाप्रबंधक (यांत्रिक/प्रोजेक्ट्स/सी एल आर पी GM (MECH/PROJ./CLRP)



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

MEC30319

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 **RECONDITIONING OF MECHANICAL SEAL**. 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 **Two-bid system** online before the due date and time specified.

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

बेनोपींकुरियन्स BENO.P.KURIANS
महाप्रबंधक (यांत्रिक/प्रोजेक्ट्स/सी एल आर पी GM (MECH/PROJ./CLRP)



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

**HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.**

Tender Ref. No: MEC30319

NAME OF WORK: RECONDITIONING OF MECHANICAL SEAL

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 BID

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. M.K. Girijan
Consultant (Mechanical)
Mob: 8547624778



ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF THE TENDER

EARNEST MONEY DEPOSIT NOT APPLICABLE TO MSME / SSI Units /PSUs

Quotation shall accompany an EMD of ₹7,300/- shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

Bank Details - Central Bank of India, Tripunithura
- A/c No. 3580607136
- IFSC - CBIN0284515

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.

COST OF TENDER DOCUMENTS - Nil

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 3% of total contract value.
- 1% of order value of contract referred as Initial Security Deposit shall be furnished within 21 days after notification of the award of work.
- Balance 2% shall be recovered through deductions at the rate of 3% of the value of each running account bill till the total 3% security deposit amount 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 / issue of instruction to start the work.

SCOPE OF SUPPLY

MATERIALS

a. HOCL's Scope

HOCL shall offer old mechanical TC/SIC steel ring, carbon seal ring, sleeve and packing rings (shaft, rotary and stationary packing).

b. Contractor's Scope

Materials required for the new supply and packing shall be under your scope.

TOOLS AND TACKLES

a. Contractor's Scope

All tools, tackles and measuring/testing instruments required for the satisfactory completion of the entire work shall be under your scope.

b. HOCL's Scope

Nil.

GENERAL SITE CLEANING

Working site should always be kept cleaned up to the entire satisfaction of the Engineer/Officer-In-Charge. Upon completion of the work, all materials shall be transported to designated locations in HOCL premises as directed by the Engineer/Officer-In-Charge on daily basis. Material reconciliation has to be carried out before submitting the bill.

TIME OF COMPLETION

Time of completion shall be 30 days from the date of intimation to start each set.

VALIDITY OF THE TENDER

The tender shall be kept valid for acceptance for a period of **three months** from the last date prescribed for receipt of the tender.

A Tenderer shall not be entitled during the said period of three months 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

- 97% Payment will be made on completion of the work and certification by the Engineer-in-charge.
- Balance 3% payment will be made after completion of defect liability period of one year or on PBG.

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 Bid itself and enclose necessary documentary evidence to prove their eligibility.

WE HAVE ALSO FLOATED TENDER IN GeM PORTAL. IF ANY PARTY QUOTED THROUGH GeM PORTAL AND BECAME L1 COMPARED TO THE RATES IN NIC PORTAL, WORK WILL BE AWARDED TO THE GeM BIDDER AND VICE VERSA.

DEFECT LIABILITY PERIOD

Contractor shall guarantee the work for a period of 12 months from the date of issue of completion certificate. Any damage or defect that may arise or lie undiscovered at the time of issue of completion certificate, connected in any way with the workmanship should be rectified by the contractor at his own expense as deemed necessary by the Engineer-in-Charge.

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) **11/05/2022 at 02.00 PM.**

OPENING OF BIDS: The Bids will be opened on **12/05/2022 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 from 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 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.



ANNEXURE-II

SCOPE OF WORK

Scope of work includes but not limited to the following:

1. Grind and lap, the TC/SIC seal ring as per standard light band finish.
2. MAKE NEW CARBON SEAL RING WITH SAME DIMENSION/MATERIAL AND SEAL RING FACE AS PER STANDARD LIGHT BAND FINISH.
3. MAKE NEW PACKING RINGS WITH SAME DIMENSIONS IN VITON/PTFE.
4. MAKE NEW SLEEVE.
5. Looseness of the pins (if any) shall be rectified. Deformities etc. in seal ring shall be cleared and removed if any.
6. Dimensions of the parts (carbon seal ring, shaft, rotary and stationary packing) shall be as per the original dimensions.
7. The dimensional drawings of each part shall be submitted for approval before manufacturing.
8. The reconditioned seal assembly shall be properly packed by you.
9. The old mechanical seals (full set) shall be send to your site by HOCL. The party has to ensure proper packing and labelling of the reconditioned seal and shall courier the same to HOCL.
10. The party shall give the detailed report of inspection done on the reconditioned mechanical seals.
11. Vendor shall quote for items as per the schedule of rates.



ANNEXURE-III

SPECIAL CONDITINOS 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), work order, 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. All manpower, tools, tackles, hydraulic test pumps, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor.
5. The quantity shown can vary ie. 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.
6. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.



ANNEXURE- IV

COMPLIANCE / NO-DEVIATION STATEMENT

It is hereby stated that the quotation/offer submitted by us is in full compliance with all 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 :



ANNEXURE - V

COMPLIANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)

It is hereby stated that we have read and understood General Conditions of Contract (GCC) and confirm that we abide by all the terms and conditions of GCC.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

SEAL

Date :



ANNEXURE- VI

Tender Ref. No: MEC30314

NAME OF WORK: SERVICING & RECONDITIONING OF FILTER CANDLES

CHECK LIST

1. EMD - NOT APPLICABLE TO MSME / SSI Units /PSUs

Details of EMD enclosed: (YES/NO).

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____

2. Scope of Work, General Terms and Conditions (**Annexure I, II, III, IV, V, 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 **v** mark in front of your confirmation, signed and stamped, scanned and uploaded (**YES/NO**).
5. Self Declaration (**Annexure F**) - duly filled, signed and stamped, scanned and uploaded. (**YES/NO**).
6. Bid Security Declaration (**Annexure H**) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
7. Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dt. 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 (**Annexure R**) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :