



HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

AMBALAMUGAL, Ernakulam District, PIN - 682 302.

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	CONTRACT FOR SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24 HOCL Tender No.HR/2022/014 DTD. 02.12.2022

Tender documents may be downloaded from www.hoclindia.com OR www.eprocure.gov.in

Interested parties may please get registered with e-procurement portal (URL: **or** www.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 (GSTIN: 32AAACH2663P1ZG)
(CIN: L99999MH1960GOIO11895)

(N.V.RAVIDEV)
CHIEF GENERAL MANAGER (HR)

M/s.

Dear Sir,

Hindustan Organic Chemicals Limited (HOCL) is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **CONTRACT FOR SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24.**

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.hoclindia.com and www.eprocure.gov.in/eprocure/app.

Index of documents is attached herewith. You are requested to kindly go through the (i) Scope of Work (ii) General Terms and conditions of the tender (iii) Technical Bid (Form-A) (To enable us to ascertain the capabilities of vendor.) (iv) General Instructions to bidders for Online Bid submission (v) Compliance/ No-Deviation Statement (vi) Compliance of General Conditions of Contract (GCC) (vii) Check List (viii) Annexure A to Annexure R with respect to ESI, PF, Labour Laws, Checklist of Labour Laws, Safety, Health and Environment conditions, Proforma of declaration of black listing/ holiday listing, Bidder Information, Declaration of percentage of local content, Bid Security, Undertaking, Declaration of Compliance of Order, 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 (GSTIN: 32AAACH2663P1ZG)

(N.V.RAVIDEV)
CHIEF GENERAL MANAGER (HR)

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HOCL Tender No.HR/2022/014

SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

SCOPE OF WORK

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

SCOPE OF WORK

SECURITY ARRANGEMENTS AT HOC TOWNSHIP

1. The Security Contractor shall be completely responsible for protecting the properties and assets of HOCL at its Township at Irumpanam, Ernakulam Dist, Kerala.
2. The Contractor will be responsible for
 - a) Checking the incoming and outgoing vehicles, employees, occupants and visitors.
 - b) Reception and guiding of visitors.
 - c) Internal investigation in case of thefts, pilferages etc. as and when these occur.
 - d) Operation of telephone system, lighting systems and maintenance of registers kept for said purpose.
 - e) Maintenance of records / registers for the incoming vehicles, labours, visitors , trade people etc.
 - f) Checking and monitoring under the present HOC's Covid-19 protocol guidelines.
3. The Contractor shall provide security arrangements for all the 24 hours of the day with **properly trained ex-service personnel**. The working schedule of security personnel will be 8 hours a day.
4. The total number of personnel required per shift will be **3(three)** who will be deployed as required by HOCL.
5. The total number of personnel required per day will be **9(Nine)**.
6. Contractor shall be responsible during the period of the contract, to protect equipments, materials and assets of HOCL Township and also to check the incoming and outgoing vehicles, employees, staff, others and visitors, reception and guiding of visitors, internal investigation of thefts, pilferages etc. as and when occur, to provide protection to the VIPs and executives of HOCL at the time of trouble and turmoil, operate the yard/street/ lighting systems, maintaining security registers and all ancillary

or incidental works for better effective and tight security system and to comply with all instructions or orders issued by HOCL from time to time in this matter. The contractor has to deploy sufficient number of competent security personnel at HOC Township, Irumpanam at its responsibility and expenses.

7. OBLIGATIONS, RESPONSIBILITIES AND LIABILITIES OF THE CONTRACTOR.

- 1 The contractor understands, recognizes and agrees that it is the obligation, responsibility and liability to deploy security personnel at HOCL, Township per day as shown below:

Security Gurards : 09 (3 X 3 shift together) (unarmed)

Shift Timing:

The Shift timing for Security Guards will be as follows:

A Shift - 06.00 Hrs to 14.00 Hrs.

B Shift - 14.00 Hrs to 22.00 Hrs

C Shift - 22.00 Hrs to 06.00 Hrs.

Maximum Age limit of Security Guards: 58 years.

b) To deploy additional number of Security personnel depending on additional requirements on account of tightening security function and other outside security requirements as and when required. HOCL RESERVES THE RIGHT TO REDUCE/INCREASE THE NUMBER OF GUARDS TO BE ENGAGED, CHANGE THE SHIFT TIMINGS AND DEPLOYMENT OF PERSONNEL ACCORDING TO ITS CONVENIENCE/REQUIREMENT.

c) The Contractor should provide security arrangements with properly trained and competent Ex-service personnel for 24 Hrs with a working schedule of 08 Hrs per day.

d) To provide Uniforms with caps, rain-coats, great coats and other Kit to the security personnel deployed for duty at HOC Township, Irumpanam.

e) To provide all protecting gadgets to security personnel for preventing Covid-19 or any such pandemic.

f) To provide all the security personnel deployed for duty at HOCL, Township with photo-identity cards and to ensure that the security personnel wear the I.D card while on duty.

g) To pay to the security personnel deployed for duty their salary/wages and other service benefits .

- h) To comply with all existing and applicable labour laws.
- i) To remove any security personnel immediately as per the request of HOCL and to substitute with qualified and competent persons.
- j) To ensure discipline and good conduct of the security personnel deployed for duty at HOCL Township, Irumpanam.
- k) To raise the bill in the prescribed manner with the supporting documents towards wage and allowances of security personnel as per the Work Order on monthly basis.
- l) The details of Wage amount, GST, etc. shall be shown separately in the Invoice. The bill shall be supported by details of security personnel deployed, wages, ESI, EPF contributions, etc.
- m) To comply with the provisions of the Contract Labour (Regulation & Abolition) Act and Rules there under.
- n) To bring to the notice of HOCL, all actions and incidents that the security staff may come across during the course of their duty and enter the details of incidents/ observations in the register maintained in that behalf and to submit the same to the Chief General Manager (HR) of HOCL, Ambalamugal .
- o) To inform HOCL Ambalamugal, any matter of an urgent nature through telephonically. Any such matter informed shall be confirmed subsequently in writing.
- p) To indemnify and keep HOCL Township harmless of any loss or damage caused by any act of negligence, omission or other causes of the contractor or any of its security personnel deployed for duty or by reason of failure of the Contractor.
- q) To comply with provisions of any applicable law or to make payment due to the security personnel etc. and the decision of HOCL in this behalf shall be final and binding on the contractor.
- r) To withdraw all the security personnel deployed for duty immediately on expiry of the period of the contract or on its earlier termination and to settle the accounts of the security personnel consequent thereto without delay and in such a way that HOCL shall not be liable or made liable in this matter in any way.
- s) Submit the documentary proof of the Ex-servicemen before joining duty.

RIGHTS, OBLIGATIONS, RESPONSIBILITIES AND LIABILITIES OF HOCL

- a) To specify and inform the points/area where security personnel have to be posted and the number of security staff to be posted at each of such points/areas. The points/areas of deployment may be changed according to requirements.
- b) To inform the Contractor the withdrawal/removal of any security personnel whose performance or conduct is found unsatisfactory.
- c) To inform immediately on noticing about any misconduct or commission of theft or any other act of indiscipline or conduct unbecoming of a security personnel, to the Contractor.
- d) To impose penalty as deemed fit on the Contractor for non- performance of any of the obligations and responsibilities under” OBLIGATIONS, RESPONSIBILITIES AND LIABILITIES OF THE CONTRACTOR”.
- e) To make payment on the basis of the bill submitted by the Contractor by cheque within 15 days on submission of bills after deducting contributions towards ESI, EPF and other statutory obligations in this regard.
- f) To provide accommodation to the security officer, supervisors and security guards deployed by the Contractor for HOCL Township on a nominal rent in lieu of House Rent Allowance.

THE CONTRACTORS UNDERSTANDING

- a) Apart from payment as per its monthly bill, the Contractor is not entitled to make any other claim on HOCL and HOCL have no other financial commitment in the matter.
- b) That payment as per the monthly bill of the Contractor is subject to all applicable statutory deductions.
- c) That the Contractor is responsible and liable to make payment of all benefits monetary or otherwise as per existing laws, to the security personnel deployed for duty in HOCL Township, Irumpanam. .
- d) That HOCL shall have full authority to terminate this contract, without prejudice to any other right HOCL has in this respect, without notice in the event of any serious complaints against or incidents happening due to the negligence of security personnel deployed for duty to the HOC Township, Irumpanam which affects the business/image of HOCL.
- e) The Contractor is bound by the general terms and conditions of Contract and GCC of HOCL in addition to the above terms and conditions.

GENERAL

- a. HOCL reserves the right to reduce / increase the number of guards to be engaged, change the shift timing and deployment of personnel according to its convenience / requirement.
- b. Additional manpower is to be deployed as and when required by HOCL for which the payment will be made at the above rates.

TERMINATION

HOCL shall have full authority to terminate this contract, without prejudice to any other right HOCL has in this respect, without notice in the event of any serious complaints against or incidents happening due to the negligence of security personnel deployed for duty to the the HOC Township, Irumpanam which affects the business / image of HOCL.

CONTRACT PREFERENCE

Contract / Price Preference or any other concessions applicable for **MSME / SSI/Startups/SC-ST/Women Vendors**/ 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.

AGREEMENT

The contractor, within 21 days from the date of work order shall execute at his cost and expense an agreement with the company in the prescribed format on a non-judicial stamp paper of appropriate value from the date of work order. The format of the agreement is given in our GCC and forms a part of this tender.

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

HOCL Tender No.HR/2022/014

SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

GENERAL TERMS AND CONDITIONS

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

PREQUALIFICATION CRITERIA

1. The bidder should have at least Two years experience in providing security arrangements to Factories/ Commercial Establishments/ Townships/ Residential Apartments.
2. The average annual financial turnover of the bidder for the last three years ending 31st March 2021 should not be less Rs.6.41 lakhs
3. Experience of having provided the security arrangements to Factories/ Commercial Establishments/ Townships/ Residential Apartments during the last seven years ending 31st March 2020 should be either of the following.
(Documentary proof to be attached along with the Technical Bid)

Three completed works costing not less than the amount equal to
Rs.8.55 Lakhs each

OR

Two completed works costing not less than the amount equal to
Rs.10.68 lakhs each

OR

One completed work costing not less than the amount equal to
Rs.17.10 lakhs

EARNEST MONEY DEPOSIT

Quotation shall accompany an EMD of Rs.16,032/- paid only by Crossed DD/ Bankers Cheque of State Bank of India drawn in favour of M/s. Hindustan Organic Chemicals Limited payable at Tripunithura Branch of Central Bank of India (A/C No.3580607136, IFSC : CBIN 0284515). 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:-

- a) After opening of the tender, the tenderer revokes his tender or increase his quoted rates.
- b) If the Tenderer does not commence the work after awarding the contract.
- c) EMD of the successful tenderer will be adjusted against the Security Deposit as per request.
- d) No interest on EMD will be paid.

EMD of unsuccessful tenderer shall be refunded after finalization of the contract and no interest shall be payable.

Signed and stamped "Bid Security Declaration" shall be submitted as Annexure 'H' along with the technical bid failing which the Tender will be rejected.

COST OF TENDER DOCUMENTS : Nil

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.

TIME OF COMPLETION

The period of the contract shall be one year from date of issue of Work Order.

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.

RATES

The rate is to be quoted in the excel(BOQ) format of <https://eprocure.gov.in> website.

The rate is to be in BOQ; **Rate per Guard for 8 Hrs Duty.**

Rate per guard for 8 Hr duty

The rate should be inclusive of all duties etc, as applicable and the benefits extended to the personnel engaged viz; leave, holiday payment, compensation, bonus, Sunday wage, medical benefits etc. and also other benefits under Contract Labour (Regulation & Abolition) Act 1970 or any other legislation/rules applicable or any settlement applicable to the contact labours from time to time. The contractor shall be responsible for payment of wages not less than the minimum wages prescribed by the State Govt. for the category of personnel engaged by him from time to time. The rate should also include the remittance under EPF, ESI or under any other labour legislations or rules applicable to the contract labours.

Quotations with rates less than the minimum wages and other benefits payable to the personnel shall be rejected.

GST as applicable will be paid extra provided the contractor has a valid GST registration.

PAYMENT TERMS

The bills supported with the details of personnel engaged and recovery schedule of EPF & ESI will have to be submitted on a monthly basis. The contributions payable in respect of the personnel engaged under EPF & ESI and other applicable laws will be deducted by HOCL from the bills of the Contractor and will be remitted to the authorities concerned. Other taxes, levies, duties etc. as applicable also will be deducted from the bills.

AGREEMENT

The successful tenderer has to execute an agreement with the company, in the prescribed format before commencement of the contract. The format of the agreement is attached with the tender and it forms a part of the tender.

GENERAL

1. This Tender Notice is to be read in conjunction with the "**HOCL General Conditions of Contract**" (available on Website-www.hoclindia.com) and the conditions therein shall be binding on the bidder.
2. All the pages of this Tender Notice are to be signed by the bidder and uploaded with the quotation.
3. Late and incomplete quotations will be rejected.

KERALA OFFICE:The bidder should be having an office in Kerala with GST No.and having contact phone number and email id.

BEFORE SUBMITTING THE TENDER, THE CONTRACTOR SHOULD INSPECT THE SITE AND UNDERSTAND ALL THE MATTERS IN CONNECTION WITH SECURITY ARRANGEMENTS AT HOC TOWNSHIP

DOCUMENTS TO BE UPLOADED IN THE TECHNICAL BID:

1. Copy of Work Order & Turnover as per Pre Qualification Criteria handling security of similar organizations.
2. Copy of GSTN Certificate, PAN Card.
3. Details of Office premises including contact person, Address, telephone, etc.
4. Annexure I-VII and Annexure A to R duly filled and stamped.

DEFECT LIABILITY PERIOD :AS PER GCC

DUE DATE & TIME: Due date for submission of tender is (Closing Date) : **22.12.2022** at 02.00 PM.

OPENING OF BIDS: The Technical Bids will be opened on **23.12.2022** at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by email.

PRICED BID SUBMISSION- BOQ (Bill of Quantity)

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 (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.

RIGHT TO REJECT A BID: HOCL reserves the right to reject any bid due to any valid reasons.

SIGNING & SEALING ON ALL PAGES OF BIDS: The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

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

HOCL Tender No.HR/2022/014

SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

TECHNICAL BID (FORM - A)

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

PRO-FORMA-TECHNICAL BID

NAME OF WORK: SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

Details of current commitments and experience (Copies of work order to be attached)

1. Details of experience and current commitments
(copies of Work Order to be attached)

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

2. Details of annual financial turnover during the last 3 years. Documentary Proof to be attached)

Financial Year:

Turnover:

2019-20

2020-21

2021-22

3. Service Account Code (SAC) for the service should be mandatory written:

4. PAN No of the bidder:

5. GSTIN No of the bidder:

- 1. Annexure A (Labour Laws requirements) signed and sealed is attached.**
- 2. Annexure B (Labour Laws Check List) signed and sealed is attached**
- 3. Annexure C (Safety, Health & Environmental Conditions) signed and sealed is attached**
- 4. Annexure D (Declaration of Blacklisting / Holiday Listing) duly filled, signed and sealed is attached**
- 5. Annexure E (Bidder Information) duly filled, signed and sealed is attached**
- 6. Annexure F (Declaration regarding percentage of local content) duly filled, signed and sealed is attached.**
- 7. Annexure H (Bid Security Declaration) signed and sealed is attached.**
- 8. Annexure I (Undertaking) signed and sealed is attached.**
- 9. Annexure R (Declaration of Compliance of Order) signed and sealed is attached.**

Enclosed the tender documents signed & sealed in all pages (Tender Notice, Scope of Work, Conditions of Contract, EMD etc.)

Signature of the Tenderer :

Name of the Tenderer :

Address :

Mob No. :

E-mail ID:

PLACE :

Seal

DATE :

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 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 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.

Contract Person (National Informatics Centre)

**Mr.N.V.RAVIDEV,
CGM(HR), HOCL, Ambalamugal.
Tel.0484 2727325**

**Mr.SURAJ I. S.,
Sr. Officer (HR)
HOCL, Ambalamugal.
Ph: 0484 2727242**

COMPLIANCE / NO-DEVIATION STATEMENT

Tender No: HR/2022/014

**NAME OF WORK: SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR
2023-24**

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 :

COMPLIANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)

Tender No: HR/2022/014

**NAME OF WORK: SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR
2023-24**

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 :

CHECK LIST

Tender No: HR/2022/014

NAME OF WORK: SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

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, 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 **v mark** in front of your confirmation, signed and stamped, scanned and uploaded **(YES/NO)**.
5. Self Declaration of percentage of local content (**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. Undertaking (**Annexure I**) - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
8. Declaration of Compliance of Order (**Annexure R**) - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :

ANNEXURE – A

ESI, PF, LABOUR LAW ETC. – REQUIREMENTS

1. ESI As per the ESI Act 1948

The Contractor shall enroll all his men deployed for the work in the ESI scheme. Registration for all workmen under ESI scheme is also to be complied with.

2. Safety Regulations and General Conditions of Contract

The Contractor should be strictly abide all the safety regulation of HOC specified in GCC. Contractor should obtain necessary safety work permit from authorised officer before starting the work every day, in every shift.

3. Workmen Compensation

It will be your responsibility to meet all claims for compensation under workmen's Compensation Act 1923. ESI or under any other law in respect of sickness, accidents injury or death suffered by workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employee's State Insurance Act 1948. You will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. You hereby agree that you shall keep HOC fully indemnified in respect of claims under the Workmen Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.

4. Personal Protective Equipments (PPE)

You are requested to use personal protective equipment such as

1. Safety Helmet
2. Safety belts
3. Welder's Personal Protective equipment like goggles, gloves, shoes and face shield

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. Hand Gloves

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.

You shall strictly instruct your workers not to spit in the public places and area of work.

It is the basic responsibility of the Contractor to provide all the safety gadgets (PPEs) as mentioned above to all their Supervisors/Workers.

And without these PPEs Contractor will not be allowed to carryout any job, which may please be noted.

5. Labour Laws & Provident Fund

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.

2. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

6. Guidelines to Contractors/Suppliers for Environmental Protection

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
 - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
 - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

7. B. Confined Space Entry

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

8. HOCL Company premises is declared as "PLASTIC FREE ZONE". Hence, plastic carry bags or any plastic item having thickness less than 75 microns should not be used/brought inside the Company. Violation of the same by the contractor or his employees will be an offence as per Company Rule.

ANNEXURE - B

LABOUR LAWS – CHECK LIST

1. Contract Labour (Regulation & Abolition) Act – 1970

Contractor should possess Labor License if he engages more than 19 workers at a time for a particular job.

2. ESI Act 1948

A worker whose wages (excluding Overtime Wage) does not exceed Rs.21,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
 1. Registration form duly filled in by the worker concerned.
 2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
 3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than Rs.21,000/- per month should produce the following documents:
 1. An undertaking from his employer that his wage is more than Rs.21,000/- per month and he is not required to be covered under ESI Act is to be submitted.
 2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

3. The EPF & MP Act – 1952

- a. The concerned worker has to file nomination form
- b. If already covered under the Act and Scheme, the related document to be submitted.

4. Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979

The contractor should possess License under this Act, if he engages 05 or more interstate migrant workmen on any day.

ANNEXURE - C

SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS

The following Safety, Health and Environment conditions shall apply to the Contractor those who are working at HOCL, Ambalamugal.

- Shall ensure the availability and suitability of qualified and experienced personnel at the site for effective and efficient SHE management.
- Shall ensure that the equipment, materials, consumables are in conformity with the requirements.
- Shall ensure that all equipments/scaffolding used are having adequate stability.
- Shall ensure that appropriate and adequate PPEs are provided and worn by the personnel involved.
- Shall ensure that safety signs are posted as appropriate to the activity/hazard as required.
- Shall ensure the removal of material from site, which do not conform to the requirements.
- Shall ensure no adverse impact on environment due to activities.
- Shall maintain proper close supervision over their employee's activities.
- Shall identify the hazards related to their nature of work being executed and develop methods to eliminate/control those hazards where required to prevent any unwanted incidents/accident.
- Shall educate/train the workers throughout the work and improve their SHE awareness.
- Shall ensure adequate hygiene, (i.e. cleanliness, environment free from dust and fume, proper lighting and drinking water to all worker employed by the contractor).
- Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:
 - Vehicles & equipments
 - Tools, equipments, lifting appliances
 - Safety equipments
 - Fire protection
- Shall at his own expenses from time to time and whenever required clear away and remove all rubbish/scrap/unwanted materials from its work area to designated area.
- Shall report all incidents/accidents occurring if any connected with the job. The Contractor shall prepare and submit an incident/accident report to OWNER's Safety Department.

ANNEXURE - D

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Pubic Sector Company (CPSU) or any of the administrative ministries, except as indicated below: (Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

- report to OWNER's Safety Department.

.....

ANNEXURE - E

ANNEXURE TO BID AGAINST TENDER NO _____

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put ✓ in front of your confirmation)
1	<p>Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization.</p> <p>If so, give details.</p>	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	<p>Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)</p>	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	<p>Status of MSE Bidder</p>	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	<p>Whether MSE bidder is offering product manufactured by him/her</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	<p>All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012.</p> <p><u>SSI/MSME/NSIC/UAM /DIC registration certificate</u></p>	<input type="checkbox"/> Mention UAM Number <p align="center">.....</p> <input type="checkbox"/> Not Applicable
3-ii	<p>Submitted valid document against clause no 3i</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable

4i	<p>Whether the proprietor of “MSME” enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	<p>Whether the proprietor of “MSME” enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iii	<p>Submitted certificate against clause no 4ii</p>	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	<p>AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted 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. Non-acceptance or deviation to HOCL’s standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications</p>	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
<p>DATE:SIGN AND STAMP OF BIDDER</p>		

.....

ANNEXURE - F

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER
NO _____**

(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
SL No.	Commercial Clauses	Bidder Confirmation(Please put \surd)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
2	Specify the percentage (%) of local content.	----- %
3	Details of location at which the local value addition is made	
4	Mention whether the product offered is manufactured in India under a license from a foreign who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage (%) of local content specified against mentioned against SL.No.2 is _____%.

We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under Law.

DATE:

SIGNATURE AND STAMP

Definitions

Local Content: - The amount of value added in India(Total value of item procured minus the value of imported content in the item(including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

BID SECURITY DECLARATION

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER

No. _____

I/We.....hereby

declare that:

- 1, I will not revoke the tender within the stipulated period/Validity period OR increase the quoted rates.
2. I will commence the work on intimating to start the work/on receipt of letter of Indent.
3. I will not withdraw or amend the tender or impair or I will not withdraw or amend the tender or impair or derogate from the tender in any respect within the period of validity of the tender.
4. I will furnish the required performance security within the specified period.

NAME AND ADDRESS OF THE BIDDER.

PLACE:

DATE :

SIGNATURE & STAMP OF THE BIDDER

ANNEXURE - I

(Undertaking to be prepared on the Letter Head of the vendor, to be signed, sealed and to be attached in the Technical Bid)

To

**The Chief General Manager (HR)
Hindustan Organic Chemicals Ltd.
Ambalamugal P.O.,Ernakulam Dist
Kerala- 682 302.**

SUB: CONTRACT FOR SECURITY ARRANGEMENTS AT HOC TOWNSHIP FOR THE YEAR 2023-24

Ref: HOCL Tender Ref : HR/2022/014

Sir,

We confirm that we have read and understood all the terms and conditions of the Tender "CONTRACT FOR SECURITY ARRANGEMENTS AT HOC TOWNSHIP, IRUMPANAM, ERNAKULAM DIST. FOR THE YEAR 2023-24".

We further affirm that we have understood all the terms of running SECURITY ARRANGEMENTS AT HOC TOWNSHIP including the wages payable to the Security Personnel as per State Govt minimum wages and other benefits payable to them. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you,
Yours faithfully,
For

Sd/-

(Name)

Place:

Date:

(Seal)

.....

Annexure - R

**Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on
Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017**

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017& prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned,..... (full names), do hereby declare, in my capacity as of M/s(name of bidder entity), that:

1. The facts contained herein are within my own personal knowledge.
2. I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
3. I certify that M/s(name of bidder entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I further certify that M/S.....(name of the sub-contractor if any) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached].
4. I understand that the submission of incorrect data and / or if certificate / declaration given by M/s(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE:

DATE: _____

Seal / Stamp of Bidder