

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam dist, Pin- 682 302

Kerala- Ph: (0484) 2720911, Fax: (0484) 2720893

Email: kochi@hoclindia.com, web: www.hoclkochi.com.

OPEN 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.	HOUSE KEEPING AND WASTE DISPOSAL WORK AT FACTORY. HOCL Tender Ref : PAD/2020/009 dated 21.09.2020

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)

SINDHU.D
GENERAL MANAGER(P&A)

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam dist, Pin- 682 302

Kerala- Ph: (0484) 2720911, Fax: (0484) 2720893

Email: kochi@hoclindia.com, web: www.hoclkochi.com.

PAD /2020/009

Date: 21.09.2020

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 HOUSE KEEPING AND WASTE DISPOSAL WORK AT FACTORY. 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 www.eprocure.gov.in/eprocure/app.

Index of documents enclosed is attached herewith. You are requested to kindly go through the(i) Scope of Work (ii) General Conditions of Contract (ii) Special Conditions of Contract and (iv) General Instruction to bidders for online bid submission, 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(GSTN:32AAACH2663P1ZG)

SINDHU.D

GENERAL MANAGER (P&A)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender No: PAD/2020/009

CONTRACT FOR HOUSE KEEPING AND WASTE DISPOSAL WORK AT FACTORY.

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

The scope of the work includes all such works which help in keeping HOC Factory clean and tidy and shall maintain the factory premises in hygienic condition, which are broadly as under but are not exhaustive. The scope of the work includes the following.

- i.) DUST BIN CLEARANCE: There are 70 Nos of Dust Bins kept at different locations inside the factory premises. Each dust bin is to be cleared and cleaned twice in a week preferably on all Wednesdays and Saturdays and should not allow any dust bins to over flow. The waste so collected should be taken away from the factory. There should not be any foul odour from the bins. Dust bins should be disinfected using H2 O2.
- ii.) WATER COOLER CLEANING: There are 18 Nos of water coolers kept at different locations inside the factory premises. These water coolers are to be cleaned regularly once in a week using good quality detergent.
- iii.) SWEEPING AND CLEANING:
 - a) The following work area/offices are to be swept with broom-stick every day including Sundays and other holidays and keep the place free of dust and other waste materials. The door handles to be wiped/cleaned using H2O2 in view of Covid situation.

The main control room and H2O2 control room are required to be cleaned using vacuum cleaner available there.

1. Main Control Centre Ground Floor, I & II Floor.
2. Main Receiving Station.
3. Mechanical Area Work Shop.
4. ETP Central Station Ground Floor & I floor.
5. Locker/Rest Room near Boiler House.
6. Boiler House.
7. Maintenance Office.
8. Utility Sub-station.
9. Automatic Filling Station & Cabin.
10. CPP Control Room and Office Room.
11. Materials Store and Office area.
12. Fire Station.
13. Q.C. Lab Ground & Ist Floor.
14. Lunch Room (Near MCC)

15. Operators Cabins in the Plant Area (6 Nos.)
16. Hydrogen Plant (Control Room) and attached office.
17. Central Workshop area (Mechanical Workshop, Instrumentation & Electrical Work Shop.)
18. Instrumentation Work shop near MCC.
19. PTP Control Room.
20. Tanker Parking area, Main Gate Area, Benzene tanker sample point area.
21. Security Office, & Security Cabins.
22. Time Office.
23. FPS office building.
24. Training Centre and Library.
25. Medical Centre-(Medical Centre should be cleaned twice daily)
26. Car/Scooter Garrages near Mat. Office, Admn. Office(5 Nos.)
27. H2O2 Control Centre- Ground & First Floors.
28. New Hydrogen Plant Building.
29. H2O2- Sub-station and Cooling Tower.
30. H2O2 # Filling Station.
31. Materials Offices and Weigh Bridge.
32. Milk distribution centre near security office.
33. Administrative building.
34. Ground Floor and 1st floor of the Bachelors Hostel and surroundings except occupied rooms. Grass and other vegetation surrounding the Bachelor Hostel are to be cut and disposed regularly.

- b) In addition to sweeping with broomstick, daily, the office area from above are to be cleaned with wet cloth once in a week. The lunch room near MCC is to be washed/cleaned with water daily. Disinfection be done on daily basis using H2O2. For this Purpose good quality detergent is to be used.

In the Administrative building, the entire area is to be swept daily with broom stick, the reception and the common corridors are to be cleaned daily with wet cloth and perfumed liquids. Other areas are to be cleaned with wet cloth once in a week. Bathrooms/toilets are to be cleaned daily at periodic intervals with water/perfumed phenyl to keep the same clean and dry always.

- c) There are toilets inside the Company premises as located below:

1. Toilet Block near Central Work shop.
2. Toilet Block near Propylene Plant.
3. Toilet Block near Hydrogen Plant.
4. Toilet Block near Canteen.
5. Toilet Block near Boiler House.
6. Near Main Gate.
7. 27 Nos Toilets- In other areas entrusted for cleaning.
8. Toilets in H2O2 Control Centre & Substation.
9. Toilets in Administrative building.

All the Toilets should be cleaned every day using good quality perfumed phenyl and other detergents and to be kept clean. The floor also to be cleaned daily and the roof as and when required. Necessary aids like broom stick, spider web brush, other brushes, mop, cleaning materials including perfumed phenyl should be made available to the labourers in sufficient quantity by the contractor.

All toilets be cleaned by using Harpic on weekly and disinfectant using H2O2.

iv.) DISPOSAL OF WASTE FROM CANTEEN:

The waste materials generated from canteen shall be deposited in waste bins. This waste shall be taken away from the factory on daily basis. The plastic milk bags and other plastic wastes also have to be taken away on daily basis. The waste so collected shall be deposited outside company premises in any place of your choice at your risk and cost. The surroundings of the canteen should be kept clean and tidy by deploying sufficient no of labourers for sweeping and cleaning.

v.) REMOVAL OF WASTE MATERIALS/DEBRIS, ETC:

The waste materials including waste/rusted or unwanted drums, wooden pieces, pipe pieces, cotton waste, etc are to be removed from the plant and non plant area. These items are to be collected from the factory area and deposited in a place inside the factory premises shown by company representatives by arranging tempo . It is the responsibility of the contractor to keep the entire plant as well as non plant area clean and tidy as per the provisions of the contract. Contractor will be solely responsible for the disposal of waste outside the factory premises as per existing rules and the company will be free from any legal or other liabilities arising out of the same. Waste materials collected from the company premises and taken out for disposal should be disposed off in an environment friendly manner at designated places only. Mode of disposal of waste material should be informed to the company.

VI) You have to provide at least 13 house keeping. workers.

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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(NIC matters)

Mr.Midhun Babu
Co-ordinator
Mob: 8547196394, 0484 2727401

Contract Person (HOCL)

Mr.N.V.RAVIDEV,
GM(P&A), HOCL, Ambalamugal.
Tel.0484 2727325

Mr.BIJU.C.J,
Sr.Admin. Officer
HOCL, Ambalamugal.
Ph: 0484 2727294

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender No: PAD/2020/009

CONTRACT FOR HOUSE KEEPING AND WASTE DISPOSAL WORK AT FACTORY.

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

Tenderers who meet the following conditions / qualifications need only quote against this Enquiry:

1. Should have minimum 03 years' experience during the last 07 years in the work connected with housekeeping in Industries/other establishments (Documentary proof-copies of Work Orders and experience certificate(s) for the previous experience certifying the satisfactory completion of the work to be attached with the tender)
2. Average annual financial turnover during the last 03 years ending 31st March of the previous financial year should be at least **Rs. 15.93** lakhs. (Documentary proof should be attached along with the Technical Bid).
3. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

(Documentary proof should be attached along with the Technical Bid)

Three similar completed works costing not less than the amount equal to **Rs. 21.24** lakhs each.

OR

Two similar completed works costing not less than the amount equal to **Rs. 26.56** lakhs each.

OR

One similar completed work costing not less than the amount equal to **Rs. 42.49** lakhs.

The bidder shall submit a certificate to the effect that he has completed the work satisfactorily.

4. Details of EMD & Tender Fee :
5. Details of PAN No:
6. Details of GST No.

Earnest Money Deposit

Quotation shall accompany an EMD of **Rs. 26,600/-** and tender fee of **Rs.2240/-** paid by crossed DD/Bankers Cheque/Cash only of State Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI (A/c. No: 10342163665, IFS Code: SBIN0001108). 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. If 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.

No interest on EMD will be paid.

EMD of the successful tenderer will be adjusted against the security deposit.

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

The Earnest Money Deposit shall be forfeited if: -

- a) The tender is revoked or varied during its validity period.
- b) The Prices are increased unilaterally after the tender opening and during its validity.
- c) 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: The cost of tender documents **Rs.2240/-** (Rupees) (non-refundable) shall be paid by crossed DD/ Bankers Cheque/ Cash only of State Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI (A/c No. 10342163665, IFS Code: SBIN0001108).Details of bank transfer should be indicated/ copy to be uploaded in your technical offer. Parties who are not interested in quoting against enquiry may kindly send back the hard copy of the documents to us.

Rates

Rates quoted shall be inclusive of all taxes, duties and other levies etc. and also GST on works contract applicable as per rules in force. GST, in case applicable shall be paid extra, to those who have GST registration with Central Excise Department, unless otherwise specified elsewhere.

Any work which involves transfer of materials, KVAT as applicable rate shall be deducted from the bill, unless a certificate to contrary is obtained from the Sales Tax Authorities.

Security Deposit

The total security deposit shall be 10% of the contract value. 2.5% of the contract value should be deposited within 21 days of receipt of work order against initial security deposit. Balance 7.5% will be recovered from the first and subsequent receiving bills or final bill against Security Deposit @ 10% till 10% of the contract value is recovered. EMD deposited shall be adjusted against the initial security deposit.

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

One year from the date of issue of Work Order.

Scope of Supply

Scope of supply shall be as per the following terms and conditions: As part of preventive measures of Covid-19 and such other pandemic, all labours be provided with face mask, gloves, face shields and any such PPEs all strictly follow the protocols and follow the instruction of officer In Charge.

All preventive steps for Covi-19 disinfection the office using H2O2 be done for which require H2O2 will be supplied by HOCL

1. DEDUCTION AGAINST NON-COMPLIANCE OF WORK:

The entire allotted work as per this order shall be done at perfect standard as per stand and practice.

Non-compliance of work or part of work shall attract proportionate deduction from the bill.

2. OTHER TERMS & CONDITIONS

- a. The work includes cleaning, sweeping the above area to keep the allotted areas clean and tidy and also removal of waste and other debris from the site.
- b. For the subject work you have to deploy sufficient number of labourers daily.
Men : 1
Ladies: 12
- c. Necessary aids like broom stick, spider web brush, other brushes, mop, cleaning materials including perfumed phenyl should be made available to the labourers in sufficient quantity by the contractor.
- d. It is required to arrange a tempo for taking away the waste materials collected from Dust bins and the factory site twice in a week and also any convenient transport carrier to take away the waste from canteen on daily basis. The in/out timings of these vehicles are to be entered in the register kept at security gate.
- e. The waste materials from canteen, medical centre and wastes from other dust bins shall be taken away from the factory premises as described above and be deposited at your risk and control. Any disputes/complaints arising out of dumping of such waste should be solved by you at your cost and risk. No complaints/disputes arising out of dumping of waste shall be entertained by HOCL. You will be solely responsible for the disposal of waste outside the factory premises as per existing rates and standard practices and the company will be free from any legal or other liabilities arising out of the same.
- f. Loading of waste in tempo, which is required to be taken outside, shall be done in the presence of security guard. The loaded vehicle shall be made available for security check-up.

Time of Completion

One year from the date of issue of Work Order.

Payment terms

Monthly payment after completion of work. You shall submit the monthly bill along with the work execution registers and also the details of payment made to the labourers engaged by you. The payment shall be made within seven days from the date of submission of bill.

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

AGREEMENT

The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of appropriate value and in case of placement of work order.

Details of current commitments (copies of work orders to be uploaded), annual financial turn over (documentary proof to be uploaded), details of EMD, GST and PAN No. shall be filled in the format and uploaded along with the technical bid.

GCC: The GCC shall be signed and stamped on all pages and submitted as hard copy to the concerned Engineer as an undertaking that you have read and understood the contents of GCC and shall abide by it.

OTHER TERMS & CONDITIONS

1. This contract shall be read in conjunction with our general conditions of contract and special conditions of contract of HOCL or any other documents forming this contract.
2. The contractor shall strictly follow the provisions of the Contract labour (Regulation and Abolition) Act 1970 and Kerala Contract Labour (Regulation and Abolition) Rules.
3. The rate offered by you are inclusive of all taxes, duties etc as applicable and the benefits extended to the laborers and also the remittance to be made under the statutory legislation's like ESI Act, PF Act etc. It is the responsibility of the contractor to remit the remittance under PF Act and other legislation applicable for the labourers engaged by him.
4. The contractor shall ensure that the labourers engaged by him are strictly observing the safety rules and other rules and regulations of the company. The contractor shall comply with the Requirements of ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. as per Annexure A, B, and C uploaded .

DUE DATE & TIME: Due date for submission of tender is (Closing date)
19.10.2020 at 02.00 pm.

OPENING OF BIDS: The Technical Bids will be opened on 20.10.2020 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 from the last date of submission stipulated for the tender.

SUBMISSION OF BIDS: Refer Instructions to Bidder for Online Bid Submission.

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 (such as name of the bidder) and 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 & 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.PAD/2020/009 DTD.21.09.2020

CONTRACT FOR HOUSE KEEPING AND WASTE DISPOSAL WORK AT FACTORY.
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

1.Details of previous 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:

2017-18

2018-19

2019-20

3. Details of EMD enclosed:

DD No... .. .DatedAmounting to ₹..... . Name of the Bank :

4. Details of Tender Fee enclosed:

DD No... .. .DatedAmounting to ₹..... . Name of the Bank :

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

6. PAN No of the bidder:

7. GSTIN No of the bidder:

We hereby undertake that we have read and understood the content of GCC and shall abide by it.

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

PLACE : Seal

DATE :

**COMMERCIAL BID- DECLARATION
(KINDLY FILL THIS SHEET AND SUBMIT IN PACKET)**

Name of Bidder:			
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put √ in front of your confirmation)	
1	PLACE OF DISPATCH/SERVICE: [CITY]..... [STATE].....		
2	DELIVERY PERIOD FOR SUPPLY: Delivery period for supply (in no. of weeks) from the date of purchase order. Notes: <ul style="list-style-type: none"> • <i>Delivery period should be firm and not in form of a range.</i> • <i>If delivery period mentioned in the number and in words are different then delivery period mentioned in the words will be considered for evaluation</i> 	Delivery Period (Weeks)	
		In Number	
		In Words	
3	MUTUALLY AGREED DAMAGES (MAD) CLAUSE: Mutually Agreed Damages (MAD) for Late Delivery Clause is applicable for the Delayed Delivery @ 0.5% per week of delay to max. 5% of PO/contract value. In addition, applicable GST shall also be deducted on the MAD charges from supplier's payment.	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed	
4	FIRM PRICE CLAUSE: Price shall be FIRM till the execution of contract. Any statutory change within contract period will be borne by HOCL.(Price shall be firm else offer will not be considered)	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed	
5	STATUTORY VARIATION CLAUSE: Any variation in levies within the contractual delivery period shall be to HOCL's account and beyond that, it will be to Supplier's account.	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed	
6	Whether bidder is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No	
7-i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the	<input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> No	
7-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable	
7-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7-iv	Submitted valid document against clause no 8-i. Upload the document in packet 3.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable	

8	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. <i>SSI/MSME/NSIC/UAM /DIC registration/exemption certificate</i>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
9.i	Whether the proprietor of “ MSME ” enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.ii	Whether the proprietor of “ MSME ” enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Submitted certificate against clause no 9.i: (Upload the document in packet 3)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
11	BID VALIDITY: Whether bidder agrees to keep bid validity for 120 Days from the date of opening of the tender. (Bids with less validity are liable for rejection)	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
12	PAYMENT TERM: 100% payment will be made on 30 th day of receipt of material at HOCL stores subject to acceptance of material at HOCL stores. <i>100 % PAYMENT within 30 days of receipt of material/90 % through bank and balance within 30 days (bank charges shall be loaded for comparison)</i>	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
13	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: Note: (Non-acceptance or deviation to HOCL’s standard terms and conditions mentioned in enquiry documents will lead to rejection of offer, no correspondence shall be done for clarifications) <i>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)</i>	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
SIGN AND STAMP OF BIDDER		

ANNEXURE(F)-VI

(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 OMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
Sr 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 Sr.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:

SGNATURE 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, 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, 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

(To be signed on Rs.200/- stamp paper) INTEGRITY PACT

Between

Hindustan Organic Chemicals Ltd(HOCL), a company formed and registered under the Companies Act,1956 and having its registered office at 4th Floor, V Times square, Sector-1S, CBD Belapur, Navi Mumbai-400 614, Maharashtra hereinafter referred to as "The Principal",

And

.....hereinafter referred to as "The Bidder/Contractor" Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
- a) No employee of the Principal, personally or through family members will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal will, during the tender process treat all bidders(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Principal will exclude from the process all known prejudiced / interested persons.

- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code/Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

- (1) The Bidder(s)/contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
- a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal' s employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) A Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
 - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) wil] not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s) /contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s)/contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- (2) The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other (rom such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4- Compensation for Damages

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor the liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

- (1) The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in India conforming to the anti- corruption approach including Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section-6- Equal treatment of all Bidders / Contractors / Subcontractors

- (1) The Bidder(s) / Contractor(s) undertake(s) to demand *from* all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractor.
- (3) The Principal *will* disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section-7- Criminal charges against violating Bidder(s) / Contractor(s) / Subcontractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Subcontractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor / Monitors

(1) The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.

The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for (2) him to treat the information and documents of the Bidder(s) / Contractor(s) as confidential. He reports to the Chairman and Managing Director, HOCL.

The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. (3) The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractors(s) with confidentiality.

The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.

As soon as the Monitor notices, or believes to notice, a violation of* this agreement he (4) will so inform the management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.

(5)

(6) The Monitor will submit a written report to the Chairman and Managing Director, HOCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.

- (7) Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on HOCL Board.
- (8) If the minor has reported to the Chairman & Managing Director, HOCL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, HOCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other bidder(s) 6 months after the contract has been awarded.

If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged / determined by the Chairman and Managing Director of HOC

Section 10 - Other provisions

- (1) This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, ie., Navi Mumbai, Maharashtra.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
- (3) If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of the agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) The Bidder / Contractor signing this "Integrity Pact" shall not approach the courts while representing the matters IEMs and he / she shall wait their decisions in the matter.

"

For & On behalf of the Principal (Office Seal)

For & On behalf of Bidder/Contractor (Office Seal)

Witness 1

Name & Address

Witness 2

Name & Address