

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).



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

E- TENDER NOTICE

HOCL Invites e-Bids under the **Single Bid** system for the following work:

Sl. No.	Description of Item and Tender No.
1	REFRACTORY REPAIR WORK IN BOILER HOCL Tender Ref : UTY30145

Tender documents may be downloaded from www.hoclkochi.com or www.eprocure.gov.in.

Interested parties may please get registered with NIC e procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/ extension before submitting the offers.

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

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

BENO.P. KURIANS
DEPUTY GENERAL MANAGER (MECHANICAL)



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

UTY30145

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 **REFRACTORY REPAIR WORK IN BOILER**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website www.hoclkochi.com and <https://eprocure.gov.in/eprocure/app>

Index of documents enclosed is attached herewith. You are requested to kindly go through all the documents in detail before preparing/submitted your tender.

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

Thanking you,

Yours Faithfully,
For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

BENO.P. KURIANS
DEPUTY GENERAL MANAGER (MECHANICAL)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

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

General instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal(Govt. Of India), using valid [Digital Signature Certificates](#). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is [free of charge](#).
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BID

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Contact Person (National Informatics Centre)

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

HOCL Work Co-ordinator

Mr. K.B. Noushad
DGM (Mechanical/Utilities)
Mob: 9446355996

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

SCOPE OF WORK

Scope of Work for Refractory Repair Work in Boiler at all elevations. The work shall include but not limited to the following:

1. Refractory Repair Works – Combustion Chamber and its Floor – (Access from inside of Furnace) (Service No:**1000173**).

This include removal of damaged portion of tiles, bricks, blocks, LRBM and re-insulation with new refractory with mortar at all elevations including the peep door and access doors as per the instruction of Engineer-in-Charge.

2. Refractory Repair flue gas baffle above back header tubes (access through man-holes near convection tubes)(Service No:**1000178**).

This includes removal of damaged insulating castables at covers / refractory tiles/calcium silicate blocks, cleaning the area and installation of new refractory tiles/insulating castable (at corners) and laying of calcium silicate blocks at an elevation as per instruction of Engineer-In-Charge.

3. Refractory Repair of Combustion Chamber (Access through outer shell) (Service No:**1000175**).

This includes removal of LRBM, calcium silicate blocks, refractory tiles/ bricks and anchor washer/nuts at the required area without damaging areas and install with new refractory tiles/bricks by recurring calcium silicate blocks and LRBM at all elevation including peep holes and access doors as per the instruction of Engineer-in-Charge.

4. Refractory Repair for Minor Repairs/to arrest gas leaks including at peep holes and access doors (Service No:**1000176**).

This includes the surface preparation and application of mortar for minor joints/cracks in refractory and to arrest gas leaks in the flue gas path at all elevations and application of mortar over the refractory for pointing and rectification of cracks as per the instruction of Engineer-in-Charge.

5. Repairing of Burners mouth(Service No:**1000899**).

This includes removal of damaged portion and repair of burner mouth to required profile or casting the same, if required.

6. Refractory Repair Work of Package Boiler)(Service No:**1000900**).

This includes removal of damaged portion of tiles, bricks, blocks, boards, LRBM WOOL etc and re-lining with new refractory with motor at all elevators including burner mouth (with access from inside) as per the instruction of Engineer-In-Charge.

7. Refractory Repair and Calcium Silicate Block work in chute near bank tube area (Service No.**100609**).

This includes renewal of damaged tiles/calcium silicate block from the area, cleaning and relining the same as per the instruction of Engineer-in-Charge.

8. Contractor shall arrange transportation of refractory materials from stores. Complete details of consumption of materials as reconciliation statement shall be submitted along with the bill and balance materials returned back to stores after satisfactory completion of the work.

9. The contractor shall provide all tools & tackles such as brick / tile cutters, pan mixers, needle vibrators etc., necessary shuttering materials like water proof plywood, steel shutters etc for the satisfactory completion of the work.

10. The contractors responsibility covers the co-ordination and supervision of all the works involved at the site like mobilization and de-mobilization including job activities as per the scope.

11. HOCL shall provide the required refractory materials, anchors, bolts, anchor washers, anchor nuts etc. at free of cost.

12. HOCL shall provide necessary steel scaffolding / platforms required for the job.

13. HOCL shall arrange all the cutting, welding and fabrication of Boiler Sheet prior to the necessary refractory repairs (if required)

14. HOCL shall provide power supply, water supply at one point free of cost.

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

GENERAL TERMS AND CONDITIONS OF THE TENDER**EARNEST MONEY DEPOSIT**

Quotation shall accompany an EMD of ₹4,400/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

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

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

RATES

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.

SECURITY DEPOSIT

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

LIQUIDATED DAMAGES

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

PERIOD OF CONTRACT

Period of contract shall be **two years** from the date of issue of work order.

SCOPE OF SUPPLY

MATERIALS

a. HOCL's Scope

HOCL shall provide the required refractory materials, anchors, bolts, anchor washers, anchor nuts etc. at free of cost.

HOCL shall provide necessary steel scaffolding / platforms required for the job.

HOCL shall arrange all the cutting, welding and fabrication of Boiler Sheet prior to the necessary refractory repairs. (if required).

HOCL shall provide power supply, water and air (pressure details 5Kg/cm² at one point free of cost.

b. Contractor's Scope

Contractor shall arrange transportation of refractory materials from stores. Complete details of consumption of materials as reconciliation statement shall be submitted along with the bill and balance materials back to stores after satisfactory completion of the work.

The contractors responsibility covers the co-ordination and supervision of all the works involved at the site like mobilization and de-mobilization including job activities as per the scope.

All works are subjected to stage inspection by HOCL Engineer-In-Charge.

On intimation by HOCL you have to mobilize your people and start the work within 24 Hrs.

TOOLS AND TACKLES

a. HOCL Scope

Nil.

b. Contractor's scope

The contractor shall provide tools & tackles such as brick / tile cutters, pan mixers, needle vibrators etc., necessary shuttering materials like water proof plywood, steel shutters etc. for satisfactory completion of the work.

TIME OF COMPLETION

The entire work of each job (at a time) shall be completed within 10 days from the date of intimation to start the job.

VALIDITY OF THE TENDER

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

A Tenderer shall not be entitled during the said period of three months without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

PRICE

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

PAYMENT TERMS

- 90% payment shall be made after completion of job certification by Engineer-in-Charge.
- Balance 10% payment will be made after completion of defect liability period of one year or production of PBG.

CONTRACT PREFERENCE

Contract / Price Preference or any other concessions applicable for **MSME / SSI Units /PSUs** will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

DEFECT LIABILITY PERIOD

As per GCC.

OTHER TERMS AND CONDITIONS

GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site www.hoclkochi.com.

RIGHT TO ISSUE ADDENDUM

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

DUE DATE & TIME: Due date for submission of tender is (Closing date) 15/09/2020 at 02.00 PM.

OPENING OF BIDS: The Bids will be opened on 16/09/2020 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 Annexure I.

PRICE BID SUBMISSION-BOQ: Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. **Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details** Refer Instructions to Bidder for Online Bid Submission. **(such as name of the bidder).** No other cells should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

RIGHT TO REJECT A BID: HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

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

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

SPECIAL CONDITIONS of CONTRACT

1. All manpower, tools, tackles, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.
2. Safety Helmets, safety shoe, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
3. As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:
 1. Face Mask
 2. Face Shield
 3. Gloves

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.

No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.

4. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
5. If the work is urgent, you have to deploy people on round the clock basis to complete the work on time as per the instruction of Engineer-in-Charge.
6. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOCL.
7. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
8. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory. The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
9. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
10. Either the contractor or his authorised supervisor should be available at work site throughout the work.

11. The quantity shown can vary ie. Increase or decrease depending upon the situation. However, the rate and other terms and conditions are same throughout the pendency of the contract for which the contractor must be ready.
12. The Contractor should follow all clause in Annexure - A & B like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry.
13. Contractor should get prior permission from the Engineer-in-Charge for bringing the material to HOC.
14. Contractor should ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
15. You are requested to visit the site to ascertain the site condition before submitting your offer.

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CHECK LIST

1. Details of EMD enclosed:

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____

2. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C (complete set of tender documents) to be signed and stamped on all pages, scanned and uploaded.
3. Annexure D - duly filled, signed and stamped, scanned and uploaded.
4. Annexure E - Bid Against Tender - Duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).



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(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

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DEPUTY GENERAL MANAGER (MECHANICAL)



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 032.
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M/s.

Dear Sir,

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Yours Faithfully,
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BENO.P. KURIANS
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3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BID

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Contact Person (National Informatics Centre)

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

HOCL Work Co-ordinator

Mr. K.B. Noushad
DGM (Mechanical/Utilities)
Mob: 9446355996

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

SCOPE OF WORK

Scope of Work for Refractory Repair Work in Boiler at all elevations. The work shall include but not limited to the following:

1. Refractory Repair Works – Combustion Chamber and its Floor – (Access from inside of Furnace) (Service No:**1000173**).

This include removal of damaged portion of tiles, bricks, blocks, LRBM and re-insulation with new refractory with mortar at all elevations including the peep door and access doors as per the instruction of Engineer-in-Charge.

2. Refractory Repair flue gas baffle above back header tubes (access through man-holes near convection tubes)(Service No:**1000178**).

This includes removal of damaged insulating castables at covers / refractory tiles/calcium silicate blocks, cleaning the area and installation of new refractory tiles/insulating castable (at corners) and laying of calcium silicate blocks at an elevation as per instruction of Engineer-In-Charge.

3. Refractory Repair of Combustion Chamber (Access through outer shell) (Service No:**1000175**).

This includes removal of LRBM, calcium silicate blocks, refractory tiles/ bricks and anchor washer/nuts at the required area without damaging areas and install with new refractory tiles/bricks by recurring calcium silicate blocks and LRBM at all elevation including peep holes and access doors as per the instruction of Engineer-in-Charge.

4. Refractory Repair for Minor Repairs/to arrest gas leaks including at peep holes and access doors (Service No:**1000176**).

This includes the surface preparation and application of mortar for minor joints/cracks in refractory and to arrest gas leaks in the flue gas path at all elevations and application of mortar over the refractory for pointing and rectification of cracks as per the instruction of Engineer-in-Charge.

5. Repairing of Burners mouth(Service No:**1000899**).

This includes removal of damaged portion and repair of burner mouth to required profile or casting the same, if required.

6. Refractory Repair Work of Package Boiler)(Service No:**1000900**).

This includes removal of damaged portion of tiles, bricks, blocks, boards, LRBM WOOL etc and re-lining with new refractory with motor at all elevators including burner mouth (with access from inside) as per the instruction of Engineer-In-Charge.

7. Refractory Repair and Calcium Silicate Block work in chute near bank tube area (Service No.**100609**).

This includes renewal of damaged tiles/calcium silicate block from the area, cleaning and relining the same as per the instruction of Engineer-in-Charge.

8. Contractor shall arrange transportation of refractory materials from stores. Complete details of consumption of materials as reconciliation statement shall be submitted along with the bill and balance materials returned back to stores after satisfactory completion of the work.

9. The contractor shall provide all tools & tackles such as brick / tile cutters, pan mixers, needle vibrators etc., necessary shuttering materials like water proof plywood, steel shutters etc for the satisfactory completion of the work.

10. The contractors responsibility covers the co-ordination and supervision of all the works involved at the site like mobilization and de-mobilization including job activities as per the scope.

11. HOCL shall provide the required refractory materials, anchors, bolts, anchor washers, anchor nuts etc. at free of cost.

12. HOCL shall provide necessary steel scaffolding / platforms required for the job.

13. HOCL shall arrange all the cutting, welding and fabrication of Boiler Sheet prior to the necessary refractory repairs (if required)

14. HOCL shall provide power supply, water supply at one point free of cost.

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

GENERAL TERMS AND CONDITIONS OF THE TENDER**EARNEST MONEY DEPOSIT**

Quotation shall accompany an EMD of ₹4,400/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

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

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

RATES

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.

SECURITY DEPOSIT

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

LIQUIDATED DAMAGES

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

PERIOD OF CONTRACT

Period of contract shall be **two years** from the date of issue of work order.

SCOPE OF SUPPLY

MATERIALS

a. HOCL's Scope

HOCL shall provide the required refractory materials, anchors, bolts, anchor washers, anchor nuts etc. at free of cost.

HOCL shall provide necessary steel scaffolding / platforms required for the job.

HOCL shall arrange all the cutting, welding and fabrication of Boiler Sheet prior to the necessary refractory repairs. (if required).

HOCL shall provide power supply, water and air (pressure details 5Kg/cm² at one point free of cost.

b. Contractor's Scope

Contractor shall arrange transportation of refractory materials from stores. Complete details of consumption of materials as reconciliation statement shall be submitted along with the bill and balance materials back to stores after satisfactory completion of the work.

The contractors responsibility covers the co-ordination and supervision of all the works involved at the site like mobilization and de-mobilization including job activities as per the scope.

All works are subjected to stage inspection by HOCL Engineer-In-Charge.

On intimation by HOCL you have to mobilize your people and start the work within 24 Hrs.

TOOLS AND TACKLES

a. HOCL Scope

Nil.

b. Contractor's scope

The contractor shall provide tools & tackles such as brick / tile cutters, pan mixers, needle vibrators etc., necessary shuttering materials like water proof plywood, steel shutters etc. for satisfactory completion of the work.

TIME OF COMPLETION

The entire work of each job (at a time) shall be completed within 10 days from the date of intimation to start the job.

VALIDITY OF THE TENDER

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

A Tenderer shall not be entitled during the said period of three months without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

PRICE

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

PAYMENT TERMS

- 90% payment shall be made after completion of job certification by Engineer-in-Charge.
- Balance 10% payment will be made after completion of defect liability period of one year or production of PBG.

CONTRACT PREFERENCE

Contract / Price Preference or any other concessions applicable for **MSME / SSI Units /PSUs** will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

DEFECT LIABILITY PERIOD

As per GCC.

OTHER TERMS AND CONDITIONS

GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site www.hoclkochi.com.

RIGHT TO ISSUE ADDENDUM

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

DUE DATE & TIME: Due date for submission of tender is (Closing date) 15/09/2020 at 02.00 PM.

OPENING OF BIDS: The Bids will be opened on 16/09/2020 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 Annexure I.

PRICE BID SUBMISSION-BOQ: Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. **Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details** Refer Instructions to Bidder for Online Bid Submission. **(such as name of the bidder).** No other cells should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

RIGHT TO REJECT A BID: HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

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

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

SPECIAL CONDITIONS of CONTRACT

1. All manpower, tools, tackles, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.
2. Safety Helmets, safety shoe, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
3. As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:
 1. Face Mask
 2. Face Shield
 3. Gloves

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.

No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.

4. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
5. If the work is urgent, you have to deploy people on round the clock basis to complete the work on time as per the instruction of Engineer-in-Charge.
6. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOCL.
7. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
8. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory. The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
9. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
10. Either the contractor or his authorised supervisor should be available at work site throughout the work.

11. The quantity shown can vary ie. Increase or decrease depending upon the situation. However, the rate and other terms and conditions are same throughout the pendency of the contract for which the contractor must be ready.
12. The Contractor should follow all clause in Annexure - A & B like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry.
13. Contractor should get prior permission from the Engineer-in-Charge for bringing the material to HOC.
14. Contractor should ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
15. You are requested to visit the site to ascertain the site condition before submitting your offer.

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: UTY30145

Name of Work: REFRACTORY REPAIR WORK IN BOILER

CHECK LIST

1. Details of EMD enclosed:

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____

2. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C (complete set of tender documents) to be signed and stamped on all pages, scanned and uploaded.
3. Annexure D - duly filled, signed and stamped, scanned and uploaded.
4. Annexure E - Bid Against Tender - Duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :