

( 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 )

To,

**REQUEST FOR QUOTATION**

**RFQ No.** :  
Collective RFQ No.: 2457/  
Date : 29.01.2019  
Contact Person : P.Selvendran  
Due Date/Time : 20.02.2019,14:00:00 Hrs  
Opening Date/Time : 20.02.2019,15:00:00 Hrs

Date :29.01.2019

**SERVICES REQUIRED AT:**

M/s. Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Kochi-682302,  
Kerala, India.

Dear Sirs,

**Subject:AMC for Window AC,split AC and water coolers 2019-20**

1. Sealed quotations in duplicate are invited by **Hindustan Organic Chemicals Limited, Ambalamugal** for the works as detailed below. A set of tender documents is enclosed for submitting your quotation.

2. **Name of Work:** AMC for Window AC,split AC and water coolers 2019-20. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **20.02.2019** up to **14:00:00 Hrs**. Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Nil.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

**6.1 Single Bid System**

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above) and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all

technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

**6.2** Sealed envelope shall be superscribed with Enquiry No. and Offer for AMC for Window AC, split AC and water coolers 2019-20. **Due Date: 20.02.2019** up to **14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

**6.3** Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

#### **7. Rates**

Goods and Service Tax(GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

#### **8. ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements**

Refer Annexure A, B and C attached.

#### **9. Engineer/Officer In-Charge:**

Mr. Hareesh Madhav A, DM (ELECT)

#### **10. Defect Liability Period**

As per GCC

#### **11. Payment Terms**

100% Payment will be released on quarterly basis on submission of invoice along with service reports.

#### **12. Validity of Offer**

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the **"Form of Rate List"** or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance.

#### **13. Security Deposit**

NIL

#### **14. Liquidated Damages**

If the work is not completed within the stipulated time, the contractor is liable to lay LD of 1/2 % of the total contract value per week for the delay or part thereof subject to maximum of 5% of the contract value.

#### **16. Period of Contract**

One year from the date of issue of work order / LOI

**15. Scope of Supply**

Material :  
-----

a) Contract's Scope :  
NIL

b) HOCL's Scope :  
All the spares / components need for repair are to be supplied by HOCL. The contractor has to replace / install the spares supplied by the HOCL without extra cost to HOCL.

Tools and Tackles :  
-----

a) Contractor's Scope :  
All the tools and tackles need for repair are to be arranged by the contractor.

b) HOCL's Scope :  
NIL

**17. Time of Completion**

One year from the date of issue of work order / LOI

**18. 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.

**19. Other Terms & Conditions**

As per the scope of work

**19.1** The tenderers have to download the **GCC (General Conditions of Contract)** from our web site [www.hoclkochi.com](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

**19.2** In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

**19.3** In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

**19.4** Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

**19.5** For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

**20.** The tender notice may be read in conjunction with the standard **General Conditions of Contract (available in [www.hoclkochi.com](http://www.hoclkochi.com))**, Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

21. Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

**Date, Time & Venue of Public Opening of Tender**

Date : 20.02.2019

Time : 15:00:00 Hrs

Venue: **Tender Room in Training Centre of HOCL, Ambalamugal.**

**Thanking You,**

**Yours Faithfully,**

**For Hindustan Organic Chemicals Limited,**

P.Selvendran  
GM ( E )

Attachments:-

1. Annexure ' A & B ' - ESI, PF, Labour Law Requirements.
2. Annexure ' C ' - Safety, Health and Environment (SHE) Conditions.
3. General Conditions of Contract. ( Can be downloaded from HOCL Website )

## Scope of Work

We are having 15 nos. of Voltas make 1.5 Ton window A/Cs, 33 nos. of 1.5 Ton split A/Cs, 9 nos. of 2 Ton split A/Cs and 18 nos. of Water Coolers. They are installed at our factory at Ambalamugal and Township at Irumpanam. This has to be covered under all-inclusive in service contract. The scope of the work and terms and conditions are as under:

1. All materials, which may become necessary as a result of fair wear and tear during the period of contract, will be supplied by HOCL and you have to install without any extra cost and properly connected. The patchwork and painting work to be carried out on all rusted metal portion, once in a year at no extra cost as per the direction of site engineer.
2. Attend breakdown call/complaints free of additional charge within 4 hrs.
3. Contractor has to carry out Quarterly Services.
  - a) Quarterly Service-The window A/Cs and split A/Cs should be attended once in a quarter for servicing which should include leak testing & arresting, cleaning of filters, condensers, blower fan, electrical contacts, starter, temperature setting, checking refrigerant and refitting if required and cleaning of the unit.
4. Only trained electricians shall be deputed for these works. No sub contracting is allowed.
5. The contract is for one year from the date of commencement.
6. The rate should include all taxes all and duties applicable including works contract tax.
7. The payment will be effected only quarterly after the successful completion of work and submission of reports for each quarter.
8. For any break down work on any unit the time for completing the work will be one week. If it is taken more than a week, service contract charge for that unit for the extra time taken will be deducted @ 1.2% of the contract value per week for the delay or part there subject to a maximum of 5% of the contract value. The spare unit to be installed by the contractor before taking out the faulty unit for repairing works. You should maintain sufficient number of 1.5 Ton window/Split A/C unit in good condition from our spare units for reducing the breakdown period.
9. The contract is liable to be terminated with one-month notice if satisfactory service is not provided by the contractor.
10. You may have to execute necessary agreement.
11. If the unit(s) need to be taken to the contractor's work place for repair the same shall be returned after repair. Transportation of the unit shall be done by the party without any extra cost of transportation to the HOCL. The loading, unloading, inside the factory premises will be arranged by HOCL.
12. The charges towards ESI, PF will not be deducted if the documents are produced.

Special conditions for AMC of Window ACs, Split ACs & Water Coolers

The following conditions shall be fulfilled in addition to the GCCs:

1. Performance report to be submitted quarterly.
2. Units are to be serviced Quarterly the units need spares for repair to be intimated to the Officer In-charge for making necessary arrangements.
3. Emergency calls to be attended and rectification to be done on the same day / next day.
4. The Bill/ Cash memo of spares used along with the service report needed to be given to the Officer in-charge for taking necessary action.
5. Schedule of service to be given to Officer In-charge in advance.

Collective RFQ No.: 2457

**Schedule of Rates**

Name of vendor:

GSTIN Regn. of vendor:.....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	<b>3000204</b> Service Charges for 1 no. of 1.5 ton Window A.C. for 1 year	NOS	15		
Service Account Code(SAC) for 3000204 :..... Rate of Tax :.....					
2	<b>3000206</b> Service Charges for 1 no. of 1.5 Ton Split A.C. for 1 year.	NOS	33		
Service Account Code(SAC) for 3000206 :..... Rate of Tax :.....					
3	<b>3000207</b> Service charges for 1 no. of 2 Ton Split AC. for 1 year	NOS	9		
Service Account Code(SAC) for 3000207 :..... Rate of Tax :.....					
4	<b>3000208</b> Service charges for 1 no. of Water Cooler for 1 year	NOS	18		
Service Account Code(SAC) for 3000208 :..... Rate of Tax :.....					

All fields including Service Account Code and tax rate for all items to be filled by the vendor/contractor failing which your offer is liable to be rejected.

Total Amount Rs:

(In Words Rupees .....

GSTIN Regn. of Vendor/Contractor: .....

Collective RFQ No.: 2457

FOR EVALUATION ONLY

Date :

Signature and Seal of the Contractor

Collective RFQ No.: 2457

FOR EVALUATION ONLY

----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

**Offer For:AMC for Window AC,split AC and water coolers 2019-20**

**From:**

**RFQ No.  
Collective RFQ No. 2457**

**Due Date: 20.02.2019  
Due Time: 14:00:00 Hrs**

**To,  
General Manager (P & A),  
Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Ernakulam - 682302,  
Kerala, India.**

---