



**HINDUSTAN ORGANIC CHEMICALS LTD**  
**(A Govt. of India Enterprise)**  
**AMBALAMUGAL PO**  
**ERNAKULAM DIST, KERALA, INDIA**

Phone :04842720911 ; Email :kochi@hoclindia.com  
Fax :0484-2720893 ; Web :www.hoclindia.com

**REQUEST FOR QUOTATION**

**HOCL**  
**AMBALAMUGAL**  
**, Kerala**  
**India-682302**  
Vendor Code: **1003142**

**Service RFQ NO. : 70000213**  
**Tender Type : Limited Tender Service**  
**Due Date/Time : 7-Jun-23/14:00 hrs**  
**Opening date/Time: 7-Jun-23/15:00 hrs**  
**Contact Person :**  
**Date : 31-5-2023**

(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).

**SERVICES REQUIRED AT:**

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

**Dear Sirs,**

**Subject:** Providing partitions/ceiling for AC cabins in finance department

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

**Name of Work:Providing partitions/ceiling for AC cabins in finance department. A brief description of the scope of work is given separately which is attached herewith.**

**Last date of receipt of quotations:Tenders will be received at the office of General Manager(HR), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 7-Jun-23/14:00 hrs. Bids received after the due date will not be considered.**

**Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed**

*Continued...*

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.

**Goods and Service Tax (GST) :**

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

**Rates :**

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.

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

Refer Annexure A, B and C attached.

**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

**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.

**Other Terms & Conditions :**

The tenderers have to download the GCC (General Conditions of Contract) from our website [www.hockkochi.com](http://www.hockkochi.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.

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.

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.

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

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

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

### Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor: .....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words	Amount (INR)
1	<b>S4000991</b> Providing and fixing cabin partition in the existing open space of cabins to convert the cabin as AC canbins to match with the existing partition with 12mm thick both sides prelaminated exterior grade particle boards confirming to the relevant IS specifications ( Novopan make or equivalent approved brand) in teak wood frames of size in 75x37mm ( 3"x1½") firmly fixed to the existing frames and walls with 75mm long screws at 600mm intervals and fixed to ceilings frames , providing teak wood beading of size 37mmx9mm on either side of the partition and fix with brass nails to hold the novopan. All the exposed woodwork should be stained and lacquer finished. The wood work in contact with wall/ceiling shall be painted with 2 coats of wood primer. Vertical sections at junctions will be 75mmx75mm size and shall be extended to the required height to the ceiling frames.	SqMtr	20.00		
<b>Service Account Code(SAC) for S4000991 :.....</b>					
<b>Rate of Tax %:</b>					
2	<b>S4001138</b>				

*Continued...*

Supplying and fixing gypsum ceiling boards of Gyproc or other approved make of 600x600x12mm size over inter locking aluminium ceiling grids with 25x25x1.5mm anodized aluminium angles or equivalent sections fixed around walls at the required height for false ceiling using rawal plugs, screws etc. 36x25x1.5mm anodized aluminium main tees or equivalent sections 600 mm intervals suspended from the roof truss work using combinations of M.S rods (issued from HOCL stores) welded/bolted to the existing truss members to the required length and adjustable 6mm suspension rod, holding nuts, washers etc. 25x25x1.5mm Tees interlocked to this main Tees at bottom part including providing necessary frame work for tube light fittings etc. complete as per the direction including painting with two coats of plastic emulsion paint <small>including 1 coat of cement primer to all faces of the tiles. No deductions shall be made for light points.</small>	SqMtr	30.00		
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**Service Account Code(SAC) for S4001138 :.....**

**Rate of Tax %:**

3	<b>S4000994</b> Providing and fixing hydraulic door closure everite or equivalent make size No.2 (conforming to IS 3564)including cost of all fittings labour charges etc.complete.	Numbers	1.0000		
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**Service Account Code(SAC) for S4000994 :.....**

**Rate of Tax %:**

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

**Total Amount Rs:**

**In Words Rupees:.....**

**Date :**

**Signature and Seal of the Contractor**

## NOTES

### 1.SCOPE OF WORK:-

1. The contractor shall carry out all the works as per the schedule of work.
2. The contractor should bring all tools and tackles required for the work.
3. HOC will provide water and electricity at one point.
4. Steel scaffoldings wherever required has to be arranged by the contractor at his cost.
5. All materials that go with the work shall be approved by the Engineer-in-Charge prior to procurement / use.
6. As the work involves at height, the labourers engaged in the work shall use necessary personal protective equipments such as safety belts and safety helmets etc. during the execution of work.
7. The extension work of partition shall be done without making any damages to the existing partition.
8. Work permit shall be obtained prior to start of work.
9. If there is any variation in quantity during the execution of work that shall be informed to the Engineer-in-Charge
10. Before quoting for the work, the contractor should visit the site and understood the scope of work. Any clarification in this regard should be cleared from the Engineer-in-charge.

### 11. SPECIFICATIONS AND MODE OF MEASUREMENTS

All items of work shall have the best workmanship and be executed to the entire satisfaction of the Engineer-in-charge. Unless otherwise specified, the specifications and mode of measurements for various items of work shall confirm to the standard detailed specifications and mode of measurements for works. In case standard specifications and mode of measurements for any items of works are not applicable, CPWD specifications for such items may be referred to. In case, this is also not applicable, then the specification and mode of measurements to be followed will be laid out by the Engineer-in- charge on the basis of relevant ISI code of practice or otherwise accepted Engg. Practice

- a). The quantities given in the schedule are only estimated and tentative and may vary on either side, but the rates quoted shall remain firm without any of escalation on any account during the entire contract period. No claims on account of increase or decrease of quantities under certain items and or over all work will be entertained.
- b). The exact value of contract shall be subject to variations depending upon the actual quantities of work executed at site measured jointly accepted and paid for at the end of the contract.

### 2.SCOPE OF SUPPLY:-

#### MATERIALS

##### a. Contractor's Scope

All materials required for the work will be arranged by the contractor.

##### b. HOCL's Scope

NIL

#### TOOLS & TACKLES

##### a. Contractor's Scope

All tools and tackles required for the work will be arranged by the contractor.

##### b. HOCL's Scope

Nil.

### 3.DEFECT LIABILITY PERIOD:-

As per GCC

### 4.TIME OF COMPLETION:-

Time of completion for the work shall be one month from the date of start of work.

### 5.PERIOD OF CONTRACT:-

Period of Contract shall be three months from the date of start of work

### 6.PAYMENT TERMS:-

100% Payment shall be made on satisfactory completion of the work, as certified by the Engineer-in-charge.

### 7.GENERAL SITE CLEANING:-

Working site should always be kept cleaned upto the entire satisfaction of the Engineer/Officer-In-Charge

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*Continued...*

8.SECURITY DEPOSIT:-  
NIL

9.LIQUIDATED DAMAGES:-  
NIL

10.EARNEST MONEY DEPOSIT:-  
NIL

11.COST OF TENDER DOCUMENTS:-  
NIL

12.NOTE:-

The performance security shall be 10% of the total value of contract. It shall be furnished within 21 days after notification of award of work.

Performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligation by the contractor or as defect liability period applicable.

The above maybe furnished in the form of account payee Demand Draft/ Bank Guarantee issued from any commercial bank in India/ on online payment in an acceptable form.

13.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.

14.VALIDITY OF OFFER:-

The tender shall be kept valid for acceptance for a period of 90 days from the date of tender opening.

A tender shall not be entitled during the said period of 90 days without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

15.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

16.OTHER TERMS AND CONDITIONS:-

All other terms and conditions will be as per our General Conditions of Contract, as published in our website and special condition of contract. The GCC and special conditions of contract can also be referred in our office during office hours in all working days.

17.ENGINEER/OFFICER IN CHARGE:-

P K Appu  
Manager (Civil)

18.NOTE:-

Attachments:

1. Annexure S - Instructions to the contractors for use of vehicles
2. Annexure W - Form of declaration along with submission of tender
3. Annexure R - Declaration of compliance of order

**Thanking You,**

**Yours Faithfully,**

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**R RAJESH  
GENERAL MANAGER (TSS/PRODUCTION/CIVIL)**

*Continued...*

**Attachments: -**

- 1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.**
- 2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.**
- 3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing**
- 4. Annexure 'E' - MSME Details.**
- 5. General Conditions of Contract. ( can be downloaded from HOCL website )**
- 6. Special Conditions of Contract**

-----Tear off portion to be pasted on the Envelope containing Offer-----

**Offer for Providing partitions/ceiling for AC cabins in finance department**

**From : HOCL  
1003142**

**RFQ No. : 70000213**

**Due Date :7-Jun-23  
Due Time : 14:00 hrs**

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