

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Govt. of India Enterprise)
Ambalamugal.P.O, Ernakulam Dist-Pin: 682 302
Kerala. Ph: 0484 2720911, Fax: 0484 2720893

PAD/2019/00005

DATE :26.09.2019

E-TENDER NOTICE

HOCL Invites e-Bids under the two-bid system for the following work:

Sl. No.	Description of Item and Tender No.
	ENGAGING SKILLED LABOURERS FOR JOBS RELATED TO THE SHUT DOWN(LIMITED TENDER) NIC Tender Ref : 2019_HOCL_506646_1 HOCL Tender Ref : PAD/2019/00005

Tender documents may be downloaded from www.hoclindia.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 /2019/00005

Date: 26.09.2019

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 **ENGAGING SKILLED LABOURERS FOR JOBS RELATED TO THE SHUT DOWN(LIMITED TENDER)** has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website www.hoclindia.com and [www.eprocure.gov.in/eprocure/app](https://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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FOR JOBS RELATED TO THE SHUT DOWN(LIMITED TENDER)**

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HINDUSTAN ORGANIC CHEMICALS LIMITED.
KOCHI UNIT, AMBALAMUGAL.

SUB:- ENGAGING SKILLED LABOURERS FOR JOBS RELATED TO THE SHUT DOWN-2019

SCOPE OF WORK AND CONDITIONS OF CONTRACT.

1. Intermittent and occasional jobs Mechanical, Electrical, Instrumentation and Civil Engineering Departments of the company are to be carried out with skilled labourers like Fitter, Fabricator, Welder, Gas Cutter, Grinder, Rigger, Helper, Refractory Mason, Insulation fitter, Painter, Electrician, etc as and when required. Necessary tools and tackles shall be provided by the contractor.
2. Provide necessary plat forms at various levels and locations to execute the work smoothly.
3. Blinding, gasket changing of flanged connections.
4. Dismantling, servicing/repairing , hydrostatic pressure testing and erection of valves.
5. Modifications, repairing, changing etc, of the existing pipelines.
6. Utility line connections as and when required.
7. All rigging works connected to the shut down as well as breakdown and planned maintenance.
8. Any other jobs or work assigned by the engineer in charge.
9. All tools and tackles required for smooth execution of the work has to be arranged by the contractor. Only non-sparking tools to be used inside the plant area. Welding Generator , Welding electrodes , gas cutting sets and grinding machines will provide by the company.
10. Workers engaged for welding work must have approved welders certificate.
11. Fitter, Welder, Fabricator , Electrician should have minimum technical qualification of ITI.
12. The contractor should be in a position to supply his manpower round the clock as and when required and he should be able to supply at any time the labour force for various categories as per the requirement.
13. All taxes, duties, insurance charges applicable shall be borne by the contractor.
14. 100% payment will be made against the certification by the Engineer-in-charge.
15. ESI and PF contributions shall be paid by the contractor .
16. The contractor should give the list of tools, tackles available with them along with the quotations. The contractor should do all other connected jobs with this work.

17. The contractor shall enroll all his men deployed for the work in the ESI scheme before starting the work/ at the time of entering in the factory.
18. The contractor should be strictly abide all the safety regulations of HOC specified in GCC.
19. It will be the responsibility of the contractor to meet all claims for compensations under workmen's compensation act 1923, ESI or under any other law in respect of sickness, accident, injury or death suffered by the workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with employees state insurance act 1948. The contractor will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. The contractor shall agree to keep HOC fully indemnified in respect of claims under the Workmen's compensation act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.
20. It is the responsibility of the contractor to provide necessary personal protective items like the safety gadgets(PPE's), safety helmet, safety belts , welders personal protective equipment like goggles, gloves, shoes , face shield, etc, to all his workers and supervisors.
21. The contractor shall possess a licence from the labour department under contract labour (regulation and abolition) Act 1970.
22. The contractor is liable to deduct ESI and PF contributions of the workers from their wages and to pay the same along with the employer contribution every month. The details of Wages paid to the individual labourers during a month will have to be furnished to the company by the contractor before 10th of the next month for making payment to the ESI and PF authorities as per the relevant Act and Rules. This amount will be deducted from the contractors bill.
23. The daily requirement of workers will be given one day in advance. The contractor or his authorised representative should contact the concerned officer every working day evening to ascertain the requirements for the next day. On emergency situations contractor should provide the workers immediately
24. The supervision of the workers engaged and ensuring the quantum of work to be completed in time will be the sole responsibility of the contractor.
25. This contract can be terminated by giving one month notice on either side.

General instructions for Online Bid Submission

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

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

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the

CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

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

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

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

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

ASSISTANCE TO BIDDERS

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

Contract Person (National Informatics Centre)

Ms.SINDHU.D
GM(P&A), HOCL, Ambalamugal
Tel: 0484 2727363

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

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender No: PAD/2019/00005

ENGAGING SKILLED LABOURERS FOR JOBS RELATED TO THE SHUT DOWN-2019

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. The bidder shall have successful completion experience of similar works in industrial establishments during last 7 years in deploying skilled / unskilled labourers. Experience of having successfully completed similar works during the last 7 years ending 31st March 2019 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.7.72 Lakhs.

OR

= Two similar completed works costing not less than the amount equal to Rs.9.66 Lakhs.

OR

= One similar completed work costing not less than the amount equal to Rs.15.45 Lakhs

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

4. Details of EMD :
- 5.
6. Details of PAN No:
7. Details of GST No.

Earnest Money Deposit

Quotation shall accompany an EMD of **Rs. 14,500/-** 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.

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 above terms and conditions:

1. DEDUCTION AGAINST NON-COMPLIANCE OF WORK:

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

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

2. OTHER TERMS & CONDITIONS

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 previous experience and 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.

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)
03.10.2019 at 02.00 pm.

OPENING OF BIDS: The Technical Bids will be opened on 04.10.2019 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.

Tender No: PAD/2019/00005

ENGAGING SKILLED LABOURERS FOR JOBS RELATED TO THE SHUT DOWN-2019

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 Experience and current commitments(Copies of Work Ordes 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:

2016-17 `

2017-18 `

2018-19 `

1. Details of EMD enclosed:

DD No... .. Dated Amounting to `..... Name of the Bank :

2. PAN No:

3. GST No.....

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :