



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. : 70000106 / MSS/337/2021
Tender Type : Limited Tender Service
Due Date/Time : 5-Aug-2021/14:00:00 hrs
Opening date/Time : 5-Aug-2021/14:30:00 hrs
Contact Person : NASEEMA A P, M(S)
Date : 22-7-2021

SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: AMC FOR PRINTER 2021

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:AMC FOR PRINTER 2020-2021. 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(P&A), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 5-Aug-2021/14:00:00 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.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.

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.hoclkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

Continued...

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	S9000225 AMC FOR CANON MF INKJET PIXMA MX 328 A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000225 :					
Rate of Tax %:					
2	S9000223 AMC FOR CANON INKJET IP 2770 A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000223 :					
Rate of Tax %:					
3	S9000221 AMC FOR CANON LASER LBP 2900B A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000221 :					
Rate of Tax %:					
4	S9000058 AMC FOR CANON LASER LBP 3300 A4 SIZE	Numbers	12.00		
Service Account Code(SAC) for S9000058 :					
Rate of Tax %:					
5	S9000227 AMC FOR CANON LASER LBP 3460 A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000227 :					
Rate of Tax %:					
6	S9000226 AMC FOR CANON MF LASER 4570 DH A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000226 :					
Rate of Tax %:					
7	S9000290 AMC FOR CANOSCAN LIDE 110 SCANNER	Numbers	1.00		
Service Account Code(SAC) for S9000290 :					
Rate of Tax %:					
8	S9000041 AMC FOR EPSON LQ 300/LX 300	Numbers	3.00		
Service Account Code(SAC) for S9000041 :					
Rate of Tax %:					
9	S9000055 AMC FOR HP LASERJET CP 1215 A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000055 :					
Rate of Tax %:					
10	S9000051 AMC FOR HP LASER JET P1008 A4 SIZE	Numbers	4.00		
Service Account Code(SAC) for S9000051 :					
Rate of Tax %:					

Continued...

11	S9000291 AMC FOR HP LASERJET P1006 A4 SIZE	Numbers	2.00		
Service Account Code(SAC) for S9000291 :.....					
Rate of Tax %:					
12	S9000050 AMC FOR HP OFFICEJET 5610 A4 SIZE	Numbers	2.00		
Service Account Code(SAC) for S9000050 :.....					
Rate of Tax %:					
13	S9000295 AMC FOR HP SCANJET 2400 SCANNER	Numbers	1.00		
Service Account Code(SAC) for S9000295 :.....					
Rate of Tax %:					
14	S9000038 AMC FOR TVSE MSP345 CHAMPION XL	Numbers	2.00		
Service Account Code(SAC) for S9000038 :.....					
Rate of Tax %:					
15	S9000035 AMC FOR WEP LQ DSI 5235	Numbers	5.00		
Service Account Code(SAC) for S9000035 :.....					
Rate of Tax %:					
16	S9000036 AMC FOR WIPRO LQ 1050+DX	Numbers	3.00		
Service Account Code(SAC) for S9000036 :.....					
Rate of Tax %:					
17	S9000054 HP LASER JET 1020 PLUS PRINTER A4	Numbers	1.00		
Service Account Code(SAC) for S9000054 :.....					
Rate of Tax %:					
18	S9000292 AMC FOR HP OFFICEJET 4500 A4 SIZE	Numbers	1.00		
Service Account Code(SAC) for S9000292 :.....					
Rate of Tax %:					
19	S2000149 HP LASER JET 1320n Q5928A PRINTER	Numbers	2.00		
Service Account Code(SAC) for S2000149 :.....					
Rate of Tax %:					
20	S9000409 EPSON LX310	ACTIVITY UNIT	3.00		
Service Account Code(SAC) for S9000409 :.....					
Rate of Tax %:					
21	S9000410 HP LASERJET PROM501	ACTIVITY UNIT	5.00		
Service Account Code(SAC) for S9000410 :.....					
Rate of Tax %:					
22	S9000412 CANON IMAGE CLASS MF4820D	ACTIVITY UNIT	6.00		
Service Account Code(SAC) for S9000412 :.....					
Rate of Tax %:					

Continued...

23	S9000411 CANON IMAGE CLASS MF 4370 DN	ACTIVITY UNIT	1.00		
Service Account Code(SAC) for S9000411 :.....					
Rate of Tax %:					
24	S9000444 CANON IMAGE CLASS MF 240DN	ACTIVITY UNIT	6.00		
Service Account Code(SAC) for S9000444 :.....					
Rate of Tax %:					
25	S9000445 CANON LBP6 230 DN	ACTIVITY UNIT	10.00		
Service Account Code(SAC) for S9000445 :.....					
Rate of Tax %:					
26	S9000446 CANON IMAGE CLASS MF 241D	ACTIVITY UNIT	12.00		
Service Account Code(SAC) for S9000446 :.....					
Rate of Tax %:					
27	S9000290 CANON DR F120 IMAGE FORMULA SCANNER A4	Numbers	1.00		
Service Account Code(SAC) for S9000290 :.....					
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

Continued...

NOTES

1.SCOPE OF WORK:-

TERMS AND CONDITIONS

1. Preventive maintenance: Once in a month
2. Breakdown maintenance: As and when required
3. Breakdown to be attended: Within 4 working hrs of reporting
4. You should provide well-qualified and highly trained service professionals.
5. The AMC is comprehensive in nature including the spares.
6. All defective damaged parts, including plastic parts (like knob, sproket etc) should be replaced free of cost during the period of contract except consumables like printer head and printer ribbon. Sufficient stock of spare should be maintained to ensure minimum downtime.
7. The parts replaced should be new or equivalent to new in performance when used in the equipments.

2.EARNEST MONEY DEPOSIT:NIL

3.SECURITY DEPOSIT:NIL

4.DEFECT LIABILITY PERIOD:AS PER GCC

5.PAYMENT TERMS:-

Quarterly payment shall be made on submission of invoices at the end of each quarter. In case any printer /scanner is replaced by us during the tenure of the contract, then the AMC for the same will be discontinued and the payment will be on pro-rata basis.

6.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.

7.PERIOD OF CONTRACT:-

ONE YEAR FROM THE ISSUE OF WORK ORDER

8.TIME OF COMPLETION:-

ONE YEAR FROM THE ISSUE OF WORK ORDER

9.SCOPE OF SUPPLY:SCOPE OF SUPPLY:- MATERIALS

Contractor's Scope: All the materials required (spares) for the satisfactory completion of maintenance shall be arranged by the contractor.

HOCL's Scope: Nil

TOOLS & TACKLES

Contractor's Scope: All the tools and tackles required for satisfactory completion of maintenance shall be arranged by the contractor.

HOCL's Scope: Nil

10.ENGINEER/OFFICER IN CHARGE:NASEEMA A P, M (SYSTEMS)

Thanking You,

Yours Faithfully,

FOR HINDUSTAN ORGANIC CHEMICALS LTD

**NASEEMA A P
MANAGER (SYSTEMS)**

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. General Conditions of Contract. (can be downloaded from HOCL website)**
- 5. Special Conditions of Contract**

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

Offer for AMC FOR PRINTER 2020-2021

**From : HOCL
1003142**

RFQ No. : 70000106

**Due Date :5-Aug-2021
Due Time : 14:00:00 hrs**

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

ANNEXURE – A

ESI, PF, LABOUR LAW ETC. – REQUIREMENTS

1. ESI As per the ESI Act 1948

The Contractor shall enroll all his men deployed for the work in the ESI scheme. Registration for all workmen under ESI scheme is also to be complied with.

2. Safety Regulations and General Conditions of Contract

The Contractor should be strictly abide all the safety regulation of HOC specified in GCC. Contractor should obtain necessary safety work permit from authorised officer before starting the work every day, in every shift.

3. Workmen Compensation

It will be your responsibility to meet all claims for compensation under workmen's Compensation Act 1923. ESI or under any other law in respect of sickness, accidents injury or death suffered by workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employee's State Insurance Act 1948. You 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. You hereby agree that you shall keep HOC fully indemnified in respect of claims under the Workmen Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.

4. Personal Protective Equipments (PPE)

You are requested to use personal protective equipment such as

1. Safety Helmet
2. Safety belts
3. Welder's Personal Protective equipment like goggles, gloves, shoes and face shield

It is the basic responsibility of the Contractor to provide all the safety gadgets (PPE's) as mentioned above to all their Supervisors/Workers.

And without these PPE's Contractor will not be allowed to carryout any job, which may please be noted.

5. Labour Laws & Provident Fund

You are requested to possess:

1. A Licence from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.
2. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

अनुबंध “ क”

इएसआई,पीएफ श्रम कानून आदि - अपेक्षाएं

1.इएसआई अधिनियम 1948 के अनुसार इ एस आई

ठेकेदार काम के लिए तैनात अपने सभी कामगारों को इएसआई योजना के तहत नामित करेगा ।
इएसआई योजना के अधीन सभी कामगारों के लिए पंजीकरण का अनुपालन किया जाना है।।

2.संविदा की सुरक्षा विनियम और सामान्य शर्तें

ठेकेदार संविदा के सामान्य शर्तों में निर्धारित एचओसी के सभी सुरक्षा विनियमों का संख्यती से पालन करेगा । ठेकेदार को प्रतिदिन प्रतिशिफ्ट में काम शुरू करने के पहले प्राधिकृत अधिकारी से आवश्यक सुरक्षा कार्य परमिट प्राप्त करना चाहिए ।

3. कामगार क्षतिपूर्ति

कर्मचारी क्षतिपूर्ति अधिनियम 1923 के तहत क्षतिपूर्ति के लिए सभी दावों का वहन करना आपका दायित्व होगा । कार्य करने के लिए आपके द्वारा तैनात कामगार बीमारी,दुर्घटना,चोट या मृत्यु से पीडित होने में इ एस आई या अन्य किसी नियम के अधीन दायित्व आपका रहेगा । कर्मचारी राज्य बीमा अधिनियम 1948 का अनुपालन करना ठेकेदार का पूर्ण दायित्व होगा। आपके द्वारा लिए गए संविदा कार्य के निष्पादन के दौरान होनेवाले संपत्ति या व्यक्तियों के नुकसान हेतु दावे के लिए आप उत्तरदायी और ज़िम्मेदार रहेगा । आप एतद्वारा सहमत है कि आप कामगार क्षतिपूर्ति अधिनियम और उपर्युक्त अन्य सभी दावों के तहत एच ओ सी को पूर्ण रूप से मुक्त करेंगे और आप इस संबंध में किसी भी परिस्थिति में कोई तर्क नहीं उठाएगा ।

4.निजी सुरक्षा उपकरणों (पी पी ई)

आप से अनुरोध है कि निम्नलिखित निजी सुरक्षा उपकरणों का उपयोग करें

- 1.सेफ्टी हेलमेट
- 2.सेफ्टी बेल्ट
- 3.वेलडरों की निजी सुरक्षा उपकरणों जैसे गोगलस ,ग्लौस ,शूप्स एण्ड फेस शील्ड
4. गोगलस और फेस शील्ड

यह ठेकेदार का मूल दायित्व है कि वे अपने सभी पर्यवेक्षकों/कामगारों को ऊपर कहे गए सभी सुरक्षा उपकरणों (पी पी ई) प्रदान करें ।

यह भी कृपया नोट करें कि इन सुरक्षा उपकरणों के बिना ठेकेदार को कोई काम करने की अनुमति नहीं दी जाएगी ।

5.श्रम कानून एवं भविष्य निधि

आपसे अनुरोध है कि आपके साथ -

- 1.श्रम विभाग से संविदा श्रम (विनियम एवं उन्मूलन) अधिनियम 1970 के तहत एक लाइसेंस।
- 2.कर्मचारी भविष्यनिधि अधिनियम 1952 के अधीन एक अलग पी एफ कोड हो और क्षेत्रीय भविष्य निधि आयुक्त के साथ किए गए सीपीएफ अंशदान के भुगतान संबंधी विवरण भी प्रस्तुत करें ।

6. Guidelines to Contractors/Suppliers for Environmental Protection

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
 - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
 - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

7. B. Confined Space Entry

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

6 पर्यावरण संरक्षण के लिए ठेकेदारों/आपूर्तिकर्ताओं को दिशा - निर्देश :

* ठेकेदार/आपूर्तिकर्ता यह सुनिश्चित करें कि सामग्रियों और सेवाओं की वजह से पर्यावरण पहलुओं पर प्रभाव न्यूनतम हो ।

* इस गतिविधि के दौरान सृजित एफ्लुवेन्ट को इंजीनियर प्रभावी द्वारा दिए गए अनुदेशों के अनुसार एफ्लुवेन्ट ट्रीटमेंट प्लांट से छोड़ दें।

* इस गतिविधि के दौरान सृजित जोखिम अवशिष्ट निपटान को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार जोखिम अवशिष्ट (प्रबंधन एवं उपयोग) नियमानुसार करना है ।

* अन्य सभी ठोस अवशिष्टों को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार निपटाना है ।

* पर्यावरण पर प्रभाव कम करने के लिए लीक एवं स्पिल से बचे । यदि कोई लीक / स्पिल हो तो सुधार कार्य करने के लिए प्रभारी इंजीनियर को तत्काल सूचित करें ।

* यदि उपयोगित मद जोखिम वर्ग में आता है तो यह सुनिश्चित करें कि :-

क) एम एस डी एस / ट्रेम कार्ड आदि सहित उत्पाद संबंधी विवरण सामग्री के साथ होना चाहिए ।

ख) जोखिम रसायन नियमावली के निर्माण, भंडार एवं निर्यात की अपेक्षा के अनुसार पैकिंग और लेबलिंग होना चाहिए ।

7. सीमित क्षेत्र प्रवेश

यदि काम के संबंध में सीमित क्षेत्र (जैसे कॉलम्स, हीट एक्सचेंजर, शेलस, वेसलस, फिल्टर्स, स्पीरियस, बुलेट्स, बोइलर आदि) में प्रवेश करना है तो ठेकेदार को इस उद्देश्य के लिए रखे गए रजिस्टर पर नाम और अन्य विवरण प्रत्येक समय दर्ज करना चाहिए । सीमित क्षेत्र में प्रवेश करने के पहले सभी सुरक्षा विनियमों का पालन करना है और परमिट प्राप्त करना है । सीमित क्षेत्र से बाहर आते समय कामगार/ पर्यवेक्षक को प्रत्येक समय प्रभारी इंजीनियर को अवश्य रिपोर्ट करना है । किसी भी मामले में इस रजिस्टर से किसी प्रकार की विचलन की अनुमति नहीं दी जाएगी ।

ANNEXURE - B

LABOUR LAWS – CHECK LIST

1. Contract Labour (Regulation & Abolition) Act – 1970

Contractor should possess Labor License if he engages more than 19 workers at a time for a particular job.

2. ESI Act 1948

A worker whose wages (excluding Overtime Wage) does not exceed `15,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
 1. Registration form duly filled in by the worker concerned.
 2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
 3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than `15,000/- per month should produce the following documents:
 1. An undertaking from his employer that his wage is more than `15,000/- per month and he is not required to be covered under ESI Act is to be submitted.
 2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

3. The EPF & MP Act – 1952

- a. The concerned worker has to file nomination form
- b. If already covered under the Act and Scheme, the related document to be submitted.

4. Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979

The contractor should possess License under this Act, if he engages 05 or more interstate migrant workmen on any day.

1.संविदा श्रम (विनियम और उन्मूलन) अधिनियम -1970

प्रत्येक काम के लिए एक ही समय 19 से अधिक मज़दूरों को लगाते समय ठेकेदार को श्रम लाइसेंस प्राप्त करना चाहिए ।

2.कर्मचारी राज्य बीमा अधिनियम 1948

कामगार जिनका वेतन(समयोपरि भत्ता छोडकर) प्रतिमाह 15000/-से अधिक न हो, इस अधिनियम के तहत आता है । कृपया ध्यान दें कि निम्नलिखित कार्यकलाप पूरा करने के बाद ही फैक्टरी परिसर/टाऊनशिप में कामगारों को काम करने की अनुमति दिया जाएगा ।

क) इ एस आई के अधीन पहले ही पंजीकृत मज़दूरों को इ एस आई कार्ड और उसकी एक प्रति प्रस्तुत करना चाहिए ।

ख) नए मामले में, इस अधिनियम के अधीन पंजीकृत करने के लिए निम्नलिखित दस्तावेजें प्रस्तुत करना चाहिए ।

1.संबंधित कामगार द्वारा यथाविधि भरे हुए पंजीकृत प्रपत्र ।

2.पहचान के लिए प्रमाण -पता एवं आयु (एस एस एल सी,जन्म प्रमाण पत्र ,ड्राइविंग लाइसेंस,पासपोर्ट आदि ।

3.परिवार के दो फोटो -

ग) ऐसे कामगार जिनका वेतन प्रतिमाह 15000/ से अधिक दावा दे रहे हैं, निम्नलिखित दस्तावेजें प्रस्तुत करनी चाहिए ।

1.उनके नियोक्ता से यह वचनबंध प्रस्तुत करना है कि प्रतिमाह उनका वेतन रु.15000/ से अधिक है और उन्हें इ एस आई अधिनियम के तहत शामिल करने की आवश्यकता नहीं है ।

2. निजी दुर्घटना पॉलिसी की एक प्रति इसमें यह दर्शाता है कि कामगार इस पॉलिसी की सुरक्षा हैं ।

3. इ पी एफ और एम पी अधिनियम 1952

क) संबंधित कामगार को नामांकन प्रपत्र फाईल करना है ।

ख).यदि प्रस्तुत अधिनियम और योजना के तहत पहले ही नामित हो,तो संबंधित दस्तावेज प्रस्तुत करें ।

4.अन्तर राज्य प्रवासी कामगार (रोजगार और सेवा शर्तों के विनियम) अधिनियम 1979

यदि ठेकेदार किसी भी दिन 05 या उससे अधिक अन्तर राज्य प्रवासी कामगार को काम के लिए लगाते हो तब उन्हें प्रस्तुत अधिनियम के तहत लाइसेंस प्राप्त करना चाहिए ।

ANNEXURE - C

SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS

The following Safety, Health and Environment conditions shall apply to the Contractor those who are working at HOCL, Ambalamugal.

- Shall ensure the availability and suitability of qualified and experienced personnel at the site for effective and efficient SHE management.
- Shall ensure that the equipment, materials, consumables are in conformity with the requirements.
- Shall ensure that all equipments/scaffolding used are having adequate stability.
- Shall ensure that appropriate and adequate PPEs are provided and worn by the personnel involved.
- Shall ensure that safety signs are posted as appropriate to the activity/hazard as required.
- Shall ensure the removal of material from site, which do not conform to the requirements.
- Shall ensure no adverse impact on environment due to activities.
- Shall maintain proper close supervision over their employee's activities.
- Shall identify the hazards related to their nature of work being executed and develop methods to eliminate/control those hazards where required to prevent any unwanted incidents/accident.
- Shall educate/train the workers throughout the work and improve their SHE awareness.
- Shall ensure adequate hygiene, (i.e. cleanliness, environment free from dust and fume, proper lighting and drinking water to all worker employed by the contractor).
- Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:
 - Vehicles & equipments
 - Tools, equipments, lifting appliances
 - Safety equipments
 - Fire protection
- Shall at his own expenses from time to time and whenever required clear away and remove all rubbish/scrap/unwanted materials from its work area to designated area.
- Shall report all incidents/accidents occurring if any connected with the job. The Contractor shall prepare and submit an incident/accident report to OWNER's Safety Department.

सुरक्षा, स्वास्थ्य एवं पर्यावरण (एस एच ई) की शर्तें

एच ओ सी एल, अंबलमुगल में काम करने वाले ठेकेदारों के लिए निम्नलिखित सुरक्षा, स्वास्थ्य एवं पर्यावरण शर्तें लागू होंगे।

1. सुरक्षा, स्वास्थ्य एवं पर्यावरण के प्रभावी एवं दक्ष प्रबंधन के लिए कार्यस्थल में योग्य एवं अनुभवी व्यक्तियों की उपलब्धता एवं उपयुक्तता सुनिश्चित करेंगे।
2. आवश्यकताओं के अनुरूप उपकरण, सामग्री और उपभोज्य सुनिश्चित करेंगे।
3. उपयोग किए जाने वाले सभी उपकरण / पाइ की सामग्रियों को पर्याप्त मजबूती / टिकाऊपन सुनिश्चित करेंगे।
4. यह सुनिश्चित करेंगे कि उचित एवं पर्याप्त पी पी ई प्रदान किए जाएंगे और संबंधित व्यक्तियों द्वारा पहने जाएंगे।
5. आवश्यकतानुसार कार्यकलाप/ जोखिम के उपयुक्त सुरक्षा चिहनों को लगाना सुनिश्चित करेंगे।
6. कार्यस्थल से ऐसे सामग्री जो आवश्यकता के अनुरूप नहीं हो, को हटाया जाना सुनिश्चित करेंगे।
7. यह सुनिश्चित करेंगे कि कार्यकलाप के कारण पर्यावरण में कोई प्रतिकूल प्रभाव न हो।
8. अपने कर्मचारियों की गतिविधियों पर उचित एवं सूक्ष्म पर्यवेक्षण सुनिश्चित करेंगे।
9. कार्यान्वित किए जा रहे कार्य की प्रकृति संबंधी दुर्घटनाओं का पहचान करेंगे और जहां अपेक्षित हो किसी प्रकार की घटनाओं / दुर्घटनाओं को रोकने के लिए ऐसी दुर्घटनाओं को दूर करने / नियंत्रित करने के उपाय विकसित करेंगे।
10. कर्मचारियों को कार्य के दौरान पर शिक्षित / प्रशिक्षित करना सुनिश्चित करेंगे और उनके एस एच ई जागरूकता में सुधार लाना भी सुनिश्चित करेंगे।
11. पर्याप्त स्वास्थ्य की व्यवस्था सुनिश्चित करेंगे (यानि सफाई, धूल एवं धूआं मुक्त पर्यावरण, उचित प्रकाश की व्यवस्था और ठेकेदार द्वारा काम के लिए नियुक्त सभी कर्मचारियों को पेय जल)
12. नियमित जांच / निरीक्षण करके निम्नलिखित के लिए नियमित नियंत्रण सुनिश्चित करेंगे लेकिन केवल निम्नलिखित के लिए सीमित नहीं करेंगे।
 - * वाहनों एवं उपकरणों
 - * टूल्स, उपकरण, लिफ्टिंग उपकरणों
 - * सुरक्षा उपकरणों
 - * आग संरक्षण
13. समय – समय पर और जब कभी आवश्यक हो, अपने व्यय पर कार्य स्थल से निर्दिष्ट क्षेत्र की ओर सभी कूड़े/ रद्दी/अनुपयोगी सामग्रियाँ निकाल देंगे और हटा देंगे।
14. प्रदूषित कार्य के संबंध में घटित होनेवाली सभी घटनाओं / दुर्घटनाओं यदि कोई हो तो, रिपोर्ट करेंगे। ठेकेदार घटना / दुर्घटना रिपोर्ट तैयार करके मालिक (ऑनेर्स) सेफ्टी विभाग में प्रस्तुत करेंगे।

ANNEXCURE -D

PROFORMA OF DECLARATION OF BLACK LISTING / HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state "NIL")

In the case of a Partnership Firm :

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/ Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public sector company (CPSU) or any of the administrative ministries, except as indicated below :

(Here give particulars of blacklisting or holiday listing and in the absence thereof state "NIL")

In the case of Company :

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Public sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of black listing or holiday listing and in the absence thereof state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my / our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

Place :

Signature of Bidder:

Date :

अनुबंध डी
काली सूची/अवकाश सूची की घोषणा संबंधी पत्र

स्वामित्व प्रतिष्ठान के संबंध में :-

मैं एतद्वारा घोषणा करता/ करती हूँ कि न तो मैं अपने नाम पर या मेरे स्वामित्व प्रतिष्ठान सर्वश्री के नाम पर जिसने संलग्न बोली /निविदा प्रस्तुत न कर रहे हैं या मेरे स्वामित्व में या किसी अन्य साझेदार कंपनी जिसमें मैं प्रबंध भागीदार के रूप में हो, वे नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

साझेदार कंपनी के संबंध में

हम एतद्वारा घोषित करते /करती हैं कि न तो हम, सर्वश्री ने प्रस्तुत बोली/निविदा प्रस्तुत करता है या कंपनी से शामिल किसी भागीदार न उनके वैयक्तिक क्षमता या स्वामित्व के रूप में या किसी कंपनी/ कारोबार के प्रबंधन भागीदार के रूप में नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

कंपनी के संबंध में

हम एतद्वारा घोषित करते/ करती हैं कि हमें नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

यह समझता हूँ कि यदि इस घोषणा के किसी भी विवरण गलत हो जाने पर हिंदुस्तान ओर्गेनिक केमिकल्स लिमिटेड या इसके प्रशासनिक मंत्रालय को मेरा/हमारा बोली अस्वीकार करने का अधिकार है और यदि बोली ठेके के रूप में हो जाने पर , प्रस्तुत ठेका समाप्त करने का अधिकार है।

स्थान:

बोलीदाता का हस्ताक्षर :

तिथि:

Bid Document

Bid Details	
Bid End Date/Time	05-08-2021 14:00:00
Bid Opening Date/Time	05-08-2021 14:30:00
Bid Life Cycle (From Publish Date)	90 (Days)
Bid Offer Validity (From End Date)	30 (Days)
Ministry/State Name	Ministry Of Chemicals And Fertilizers
Department Name	Department Of Chemicals And Petrochemicals
Organisation Name	Hindustan Organic Chemicals Limited
Office Name	Ambalamugal,ernakulam
Total Quantity	1
Item Category	BOQ
Years of Past Experience required	3 Year (s)
MSE Exemption for Years Of Experience	Yes
Startup Exemption for Years of Experience and Turnover	No
Document required from seller	Experience Criteria,Past Performance,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Past Performance	80 %
Bid to RA enabled	No
Time allowed for Technical Clarifications during technical evaluation	2 Days
Estimated Bid Value	80000
Evaluation Method	Total value wise evaluation

EMD Detail

Required	No
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ePBG Detail

Required	No
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Splitting

Bid splitting not applied.

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria". If the bidder is OEM of the offered products, it would also be exempted from the "OEM Average Turnover" criteria. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

BOQ (1 pieces)

Brand Type	Unbranded
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Technical Specifications

Specification Document	View File
BOQ Document	View File

Advisory-Please refer attached BOQ document for detailed consignee list and delivery period.

Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Naseema A P	682302,HOCL AMBALAMUGAL ERNAKULAM	1	365

Buyer Added Bid Specific Additional Terms and Conditions

1. Availability of Service Centres: Bidder/OEM must have a Functional Service Centre in the State of each Consignee's Location in case of carry-in warranty. (Not applicable in case of goods having on-site warranty). If service center is not already there at the time of bidding, successful bidder / OEM shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre.
2. Buyer Added text based ATC clauses
 1. Only the bidder who satisfy the scope of work need to participate in the Bid.
 2. Bidder shall submit 3 work orders of similar kind against Additional Document 1 .
 3. Bidder shall submit GSTIN details against additional Document 2.

The offer from bidders who can provide immediate service within 4 hrs of reporting will be considered .

3. Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specification and / or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents / clauses shall also be null and void. If any seller has any objection / grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---