



## HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL, KOCHI – 682 302 Phone: (0484) 2720911, 2727405, FAX No. (0484) 2720893

PAD/2020/004

Date: 14/05/2020

M/s.

Dear Sir,

Sub: Renewal of Group Personal Accident (GPA) Policy for the Year 2020-21 –reg.

Quotations are invited from IRDA approved insurance companies for Group Personal Accident (GPA) Policy for the employees of HOCL. The quotation can be submitted electronically as e-tender. Tender documents can be downloaded from [www.hoclindia.com](http://www.hoclindia.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

IRDA approved insurance companies 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. The details of the policies to be renewed are enclosed.

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

Due date and Time for submission of Tender: 04.06.2020, 2.00 PM

Bid Opening date and Time : 05.06.2020, 2.00 PM

Thanking you,

Yours faithfully,

For Hindustan Organic Chemicals Limited

(Sindhu D)

General Manager (P&A)

A. SCOPE & SCHEDULE:

1	Estimated Annual Wages (50 times of Basic Pay + VDA)	Rs.9104 Lakhs To be adjusted based on the actual salary to be declared subsequently.
2	Table of Benefits	<ol style="list-style-type: none"> <li>1. As per Table III / IV of Personal Accident Policy- Death, Permanent total Disability, Permanent Partial Disability, Temporary Total Disability.</li> <li>2. Weekly compensation may be 1 % of the Capital Sum Assured or Proportionate Salary (BP + VDA) whichever is Minimum. (Statutory Limitation in the weekly compensation, if any, that may be clearly mentioned in the Quotation).</li> <li>3. Accident Medical Expenses : 50 % of the admissible Claim (Maximum)</li> </ol>
3	Maximum Claim Amount	50 times of BP + VDA per claim.

The following points may also be noted while submitting the quotations:

1. HOCL reserves the right to accept other than the lowest quotations, reject any or all quotations at the discretion without assigning any reason thereof. HOCL also reserves the right to fix the sharing patterns among insurance companies.

2. Detailed Terms and conditions should be furnished separately along with the bid.

3. The offer of the bidder shall have to be kept valid for a period of 3 (three) months from the date of submission of tender.

4. Claim History: attached as annexure -I A

You may also contact GM (P&A) of HOCL at [varghese.saiju@hoclindia.com](mailto:varghese.saiju@hoclindia.com) / 0484-2727201 for clarification.

## Renewal of GPA Insurance Policy for the Year 2020-21:

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### ANNEXURE – I

#### TERMS & CONDITIONS:

1. At present there are 251 employees in our Company to be covered under the Policy initially and the new recruits joining in the Company service during the policy period shall also be covered under the policy on intimation from HOCL.
2. The estimated annual wage given in the above table is calculated based on the Present Basic Pay and VDA of the employees currently on the rolls of the Company. The increase in the salary (BP + VDA) on account of increment, promotions, DA increases, etc. shall be taken into consideration while settling the GPA claim. As such claim settlement shall be based on the actual salary (BP +VDA) drawn by the employee before the accident.
3. Since there would be increase in the estimated sum assured due to DA increase, increments, promotions etc. and also due to the inclusion of new recruits as and when they join, the actual salary for the Policy period will be submitted to the Insurance company at the end of the policy period and the premium will be adjusted on the basis of actual declaration.
4. The bidder is expected to quote the premium amount and service tax if any, separately.
5. Late and incomplete quotations shall not be accepted under any circumstances.

6.

Annexure-IA

## GPA - LAST FIVE YEARS PREMIUM &amp; CLAIM STATUS

Period	No of Employees	Sum Assured	Amount of premium	No. of cases	Amount Claimed	Ins. Co.
27.06.2015 to 26.06.2016	362	8107.07 Lakhs	3,64,800/-+ CD Rs.5,000	10	4,25,700	Reliance General Ins. Co.Ltd
27.06.2016 to 26.06.2017	330	9104.10 Lakhs	5,23,250/-+ CD Rs.5,000	8	4,46,363	United India Insurance Ltd
27.06.2017 to 26.06.2018	294	8540.42 Lakhs	5,20,000/-+ CD Rs.5,000	10	5,98,921	Reliance General Insurance
27.06.2018 to 26.06.2019	306	8971.00 Lakhs	4,69,690/-+ CDRs.5000/-	5	1,08,821	Oriental Insurance Company Ltd
27.06.2019 to 26.06.2020	278	9263.00 Lakhs	3,36,388/-+ CDRs.5000/-	3	3,34,805 As on date	Iffco Tokio Gen Ins Ltd

CD-Cash Deposit

Instructions for Online Bid Submission

*(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)*

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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 Enrollment" 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 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) 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). 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.
- 4) 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.
- 5) 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. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

6) 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.

7) 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.

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GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION

Please submit your e-bids on the terms and conditions attached as per instructions given below:-

1. HOCL has entered into an Agreement with NIC for e procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender. The Price bid should be submitted in price bid format given.
2. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."
3. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
4. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
5. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
6. Bids shall be valid for a minimum of 90 days from the due date for receipt and opening of the bids.

GENERAL CONDITIONS OF TENDER

1. VALIDITY OF OFFER: Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

2. SUBMISSION OF BIDS: Bids shall be uploaded as per the instructions given in Annexure II & IIA.

3. 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) Non submission of EMD payment details 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) Vendor currently not having BIS certification for barrels (g) Any other valid reasons.

4. DISPUTES: In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The decision of the arbitration shall be final and binding on both the parties.