



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN – 682 302.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

**E- TENDER NOTICE**

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

Sl. No.	Description of Item and Tender No.
1	<b>AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22</b> <b>Tender Ref No. : HOC/ELE/H2O2-UTY/558</b>

Tender documents may be downloaded from [www.hockochi.com](http://www.hockochi.com) or [www.eprocure.gov.in](http://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. Please submit your e-bids under the **single-bid system** conforming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)  
(CIN: L99999MH1960GOIO11895)

P. Selvendran  
CGM ( Electrical )

**TENDER FOR AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**HOCL Tender Ref No.: HOC/ELE/H2O2-UTY/558**

**AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

**SCOPE OF WORK**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER***

Scope of work consists of Miscellaneous Electrical Works in our plants and buildings including Township at Irimpanam.

1. Excavation and refilling of trenches for all types of soil, hard rocks, concrete floors:
  - a. With supply of bricks / pipe lines for road crossings.
  - b. Without supply of bricks /pipes etc.
2. Supply & spreading sand/bricks for cable protection.
3. Laying and jointing GI/RCC pipes in concrete/excavated trenches including coupling works for Various Sizes –from 0.75 inches to 04 inches.
4. Supply of structural steel such as angles, flats etc.
5. Fabrication/Erection/Painting of structural steel for cable trays including removal of damaged trays without damaging cables.
6. Cable laying from 6 Sq.mm cable to 400 Sq.mm 2/3/3½/ 4 core cables and Telephone cables up to 20 pairs.
7. Laying of copper wire 8 SWG , copper strips 25x6 /25x3 (Material supplied by HOCL).
8. Dismantling of cables from 6 Sq.mm cable to 400 Sq.mm 1/2/3/3 ½ core cables and Telephone cables up to 20 pairs. Rolling, Measuring, tagging the removed

cables including returning to HOCL stores.

9. End termination of 6 Sq.mm cable to 400 Sq.mm 1/2/3/3 ½ core 1000 Volt grade cables and Telephone cables up to 20 pairs

10. Cable jointing from 25 Sq.mm to 400 Sq.mm with straight through joint kit supplied by HOCL for 1100 Volt grade.

11. Supply of straight through joint of 6.6 KV, 185 Sq.mm and making cable joint. Measuring of IR values before and after with 5KV Megger.

12. Installation of FLP flood light 45/60/120/200 W at height of 6-8 meter from ground level after removal of existing HPMV FLP fitting including cable glanding and connection.

13. Removal of 36 W fluorescent tubes from indoor light fixtures installed at 3-4 meter height from ground level and replace it with 20 W LED tub rod on same light fixture including wiring and bypassing the ballast connections.

14. Fixing fittings for other light fittings/ fan etc, metallic ray roller type plug socket and toggle switches (ratings from 10-60 Amps). The toggle switches and sockets will be supplied by HOCL.

15. Supply of material and carrying out wiring for Fan/ lights/telephone/plug socket / bell push button/switches from 5Amps.rating to 30 Amps including laying of wires from switch box to the fitting (wire to be used of thickness from 1 Sq.mm -14/0.3 to 4 Sq.mm flexible copper conductor as required and to be insulated for 1.1 KV grade) All power points are to be provided with proper earthing.

16. Providing of Electrician and helper for other miscellaneous electrical works.

17. End termination of cable from 185 to 400 sq mm PVC / XLPE aluminum 6.6 / 11 KV grade cable with heat shrinkable joint kit supplied by HOCL.

18. Removal of slabs / sand from cable trenches for the purpose of cable laying and restoring the same to normal

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**P.SELVENDRAN  
CGM(ELECTRICAL)**

### General instructions for Online Bid Submission

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 enrol 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.

### **Contact Person**

Mr. Midhun Babu  
Sr. Systems Analyst( HOCL)  
Mob: 8921387812, 0484 2727401

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**HOCL Tender Ref No.: HOC/ELE/H2O2-UTY/558**

**AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

**GENERAL TERMS AND CONDITIONS**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER***

**EARNEST MONEY DEPOSIT**

The offer should be accompanied with an EMD of **Rs 4100/-**( Rupees Four thousand and One Hundred Only). EMD can either be remitted by way of a Demand Draft / Bankers cheque / NEFT. Details of bank transfer should be indicated in your offer. Quotations not accompanied with EMD, are liable to be rejected.

HOC bank details for NEFT : Central Bank of India, Tripunithura branch  
Account no : 3580607136  
IFSC code : CBIN0284515

HOC bank details for DD / Banker cheque :  
Payable to : M/s. Hindustan Organic Chemicals Limited  
Payable at : Ernakulam

PSUs and Vendors registered with NSIC / MSME / SSI units need not submit EMD, but have to submit valid NSIC registration / exemption certificate along with the bid. In the event of order being finalized on vendor registered with NSIC, the vendors have to pay Security Deposit payable for the satisfactory performance of the contract.

**COST OF TENDER DOCUMENTS**

NIL

## **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.

## **ESI, PF, LABOUR LAW, SHE ( Safety, Health & Environment ) etc., # Requirements**

Refer Annexure A,B and C attached.

## **SECURITY DEPOSIT**

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

## **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**

The period of the contract shall be one year from the date of issue of work order / LOI.

## **TIME OF COMPLETION**

The time of completion shall be one year from the date of issue of work order / LOI.

## **SCOPE OF SUPPLY**

### **MATERIALS**

#### **a. Contractor's Scope**

Nil

(Materials which are not supplied by HOCL shall be arranged by the contractor. Cost of the same will be paid extra at actual)

#### **b. HOCL's Scope**

Materials will be supplied by HOCL. Materials not supplied by HOCL shall be

arranged by contractor, cost will be paid extra at actual.

## TOOLS AND TACKLES

### a. Contractor's Scope

Tools, tackles and Personal Protective Equipments required for the satisfactory completion of the work shall be arranged by the contractor.

### b. HOCL's Scope

Ladder if required shall be supplied by HOCL

## VALIDITY OF THE TENDER

The tender shall be kept valid for acceptance for a period of **THREE** months from the last date prescribed for receipt of the tender.

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

## PAYMENT TERMS

90% of payment will be made on the satisfactory completion of work on RA basis after the execution of the work.

Balance 10% will be released after the defect liability period.

## DEFECT LIABILITY PERIOD

AS PER GCC

## 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.

## DUE DATE AND TIME

Due date for submission of tender is ( closing date ) : **21.12.2020, 02:00PM**

## NOTE:

## **PRICED 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)**. 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.

## **OTHER TERMS AND CONDITIONS**

The Following Documents are enclosed

- 1. SCOPE OF WORK**
- 2. TECHNICAL BID FORMAT**
- 3. DECLARATION BY BIDDER**
- 4. SPECIAL CONDITIONS OF CONTRACT**

The General Conditions of contract ( GCC ) is available on [www.hoclkochi.com](http://www.hoclkochi.com)

Vendors who are unable to quote may kindly submit regret letter mentioning the reason for not submitting the bids.

**Contact Persons (Hindustan Organic Chemicals Limited)**

**Sujith P M**  
**Deputy Manager ( Electrical )**  
**Phone : 0484 – 2727226 / 9746693581**  
**Email : pm.sujith@hocl.gov.in**

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**AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

**DECLARATION BY BIDDER**

**( To be submitted along with the un priced bid )**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND  
SUBMITTED ALONG WITH THE E-TENDER***

We \_\_\_\_\_

\_\_\_\_\_

( Name and address of the bidder ) hereby declare that, we have gone through and understood the tender documents, specification, scope of work and all other details in these tender documents. We confirm that we have the capabilities and experience in providing the required support.

DATE :

SIGNATURE OF AUTHORISED PERSON

PLACE :

COMPANY SEAL :

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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**AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

**SPECIAL CONDITIONS OF CONTRACT**

1. All jobs to be done as per the instructions of Engineer In-charge and to be executed as per standards.
2. The quantities shown in this schedule of rates may vary either side (may increase or decrease).
3. The rates shall be valid for a period of one year from the date of placing the work order.
4. All items of work shall have the best workmanship and be executed as per standards. The work must be carried out as per our instruction and as approved by the Engineer-in-charge.
5. The quantities shown in the schedule of rates are estimated and final measurement and payment will be for installed quantities.
6. All the material supplied by the contractor should be brand new and of standard make which should be approved by Engineer In-Charge. Prices of material supplied by the contractor shall be inclusive of charges i.e. transportation, loading & unloading charges and shall be paid extra.
7. Ladder if required will be supplied by HOC

Accepted the above

DATE :

SIGNATURE OF AUTHORISED PERSON

PLACE :

COMPANY SEAL :

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**AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

**TECHNICAL BID ( FORM- A )**

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**PRO-FORMA-TECHNICAL BID**

NAME OF WORK: **AMC OF MISCELLANEOUS ELECTRICAL WORKS 2021-22**

Reference: - Tender No.: **HOC/ELE/H2O2-UTY/558**

**1. Details of EMD enclosed:**

DD No / Bankers cheque /NEFT \_\_\_\_\_ .Dated \_\_\_\_\_

.Amounting to \_\_\_\_\_ Name of the Bank : \_\_\_\_\_

**2. Service Account Code (SAC) for the service should be mandatory written:**

.....

**3. PAN No of the bidder: .....**

**4. GSTIN No of the bidder: .....**

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

PLACE :

DATE :