



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 032.
Phone: (0484) 2720911, FAX No. (0484) 2720893

E- TENDER NOTICE

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

Sl. No.	Description of Item and Tender No.
1	NAME OF WORK : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR) HOCL Tender Ref : MEC30291

Tender documents may be downloaded from www.hoclkochi.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),(CIN:I99999MN1960GOI011895)

बेनोपीकुरियन्स BENO.P.KURIANS
उप महाप्रबंधक (यांत्रिक) - विभागाध्यक्ष DGM (MECHANICAL) - HOD



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(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 032.
Phone: (0484) 2720911, FAX No. (0484) 2720893

MEC30291

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 **FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)**. HOCL 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.hoclkochi.com , <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app>

Index of documents enclosed is attached herewith. You are requested to kindly go through all the documents in detail before preparing/submitted 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 (CIN: L99999MH1960GOIO11895),

बेनोपीकुरियन्स BENO.P.KURIANS

उप महाप्रबंधक (यांत्रिक) - विभागाध्यक्ष DGM (MECHANICAL) - HOD



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This Document to be Signed and Stamped by Bidder on All Pages and Submitted along with the E-Tender

ANNEXURE-I

Tender Ref. No: MEC30291

Name of Work : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)

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 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 (National Informatics Centre)

Mr. Midhun Babu
Sr. Systems Analyst - HOCL
Mob: 8921387812, 8547196394

HOCL Work Co-ordinator

Mr. M.K. Girijan
Chief Engineer (Mechanical)
Mob: 8547624778
0484 2727240/291



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ANNEXURE-II

Tender Ref. No: MEC30291

Name of Work : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)

GENERAL TERMS AND CONDITIONS OF THE TENDER

Pre-Qualification Criteria (to be included in the Technical Bid)

The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.

1. Complete set of Tender Document marked "**ORIGINAL**" duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
2. GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site www.hoclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages.
3. Information regarding tenderer as stipulated in Clause.1 (given in the next page).
4. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
5. Organization chart giving details of field management at SITE, the tenderer proposes to have for this WORK including bio-data of the Site-in Charge and key personnel.
6. The bidder should have well qualified workforce in adequate numbers for handling various stages of the work. The staff/workers details are to be furnished.
7. The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
8. Details of current commitments of Tenderer.
9. Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (No Deviation Statement)
10. A tentative programme for the execution and completion of work within the time specified.
11. **In the case of MSME, necessary certificate (self attested) shall be submitted in the Technical Bid.**
12. Any other technical information the Tenderer likes to furnish.

Clauses : (NOT APPLICABLE TO MSME)

1. Average annual financial turnover of the bidder during the last 03 years ending 31st March 2021 should be at least **₹8.1 Lakhs** (Details of annual financial turnover to be submitted with Documentary proof).



2. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
3. Experience of having successfully completed similar works during the last 7 years ending 31st March 2021 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 **₹10.73 Lakhs each.**
OR
 - Two similar completed works costing lot less than the amount equal to **₹13.4 Lakhs each.**
OR
 - One similar completed work costing not less than the amount equal to **₹21.46 Lakhs each.**

EARNEST MONEY DEPOSIT

NIL - However, party has to submit a declaration under Annexure - H along with Tender, failing which the Tender will 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.

SECURITY DEPOSIT

- Total security deposit shall be 3% of total contract value.
- 1% of order value of contract referred as Initial Security Deposit shall be furnished within 21 days after notification of the award of work.
- Balance 2% shall be recovered through deductions at the rate of 3% of the value of each running account bill till the total 3% security deposit amount 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.

SCOPE OF SUPPLY

MATERIAL

a. Contractor's Scope

All skilled & Unskilled manpower required for the work is to be arranged by the contractor. Scaffolding material (pipe & clamps) and its erection if required to be arranged by the contractor.

**b. HOCL's Scope**

Pipes, fittings, valves, gaskets, stud & nuts, wrapping and coating material, steel structurals for pipe supports required for the work shall be provided by HOCL

TOOLS & TACKLES**a. Contractor's Scope**

All tools, tackles, welding generators, grinding machine, electrode oven, consumables like welding electrodes, cutting wheels, grinding wheels etc. lifting equipments such as chain pulleys, slings, D shackles, Hydraulic test pumps, hoses, fittings, connectors, pressure gauges and other tools, backhoe and front loading, manually excavating tools, and other equipments required for the satisfactory completion of the work has to be arranged by the contractor.

Contractor should use the industrial type plug socket with ISI mark for their portable electrical equipments/tools and switch board with ELCB connection.

b. HOCL's Scope

Nil

WATER & POWER

HOCL will provide free water, electricity and air at one point for each machine (Air at 5 Kg/cm², water at 3 Kg/cm², Electricity – 3 Phase /415V)

TIME OF COMPLETION

Time of completion shall be **45 days** from the date of intimation to start the work.

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.

PRICE

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

PAYMENT TERMS

- 97% Payment against running bills according to the progress of the job along with necessary drawing, reports and certificates.
- Balance 3% on satisfactory completion of the entire job coming under the scope of work and submission of the final report.



AGREEMENT

THE CONTRACTOR HAS TO EXECUTE AN AGREEMENT WITH HOCL IN THE PRESCRIBED FORMAT ON A NON JUDICIAL STAMP PAPER OF RS. 200/- IN CASE OF PLACEMENT OF WORK ORDER.

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.

AS PER THE NEW GUIDELINES FROM THE MINISTRY, WE HAVE TO FLOAT THE TENDERS ON GeM ONLY.

HENCE, WE HAVE ALSO FLOATED TENDER IN GeM PORTAL. IF ANY PARTY QUOTED THROUGH GeM PORTAL AND BECAME L₁ COMPARED TO THE RATES IN NIC PORTAL, WORK WILL BE AWARDED TO THE GeM BIDDER AND VICE VERSA.

DEFECT LIABILITY PERIOD

As per GCC.

OTHER TERMS AND CONDITIONS

GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site www.hoclkochi.com.

RIGHT TO ISSUE ADDENDUM

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

DUE DATE & TIME: Due date for submission of tender is (Closing date) **10/11/2021 at 02.00PM.**

OPENING OF BIDS: The Technical Bids will be opened on **10/11/2021 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 Annexure I.

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** Refer Instructions to Bidder for Online Bid Submission. **(such as name of the bidder).** No other cells 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 & STAMPING ON ALL PAGES OF BIDS: The vendor shall sign and stamp on all the pages of the bids uploaded, failing which bids are liable to be rejected.



This Document to be Signed and Stamped by Bidder on All Pages and Submitted along with the E-Tender

ANNEXURE - III

Tender Ref. No: MEC30291

Name of Work : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)

SCOPE OF WORK

“TIME IS THE ESSENCE OF THIS CONTRACT”

The scope of work shall include, but not limited to the following:

1. Excavation of earth (after getting of excavation permit), dismantling/removing existing Fire hydrant (Earmarked portion) by cutting cold/hot method, unbolting whatever required as per the site condition. Hot work will be permitted only during plant shut down period, otherwise cold cutting need to be carried out depending upon safety clearance.
2. Excavation of earth to required depth and width up to 2 Mtrs. by machinery/mechanically or manually with respect to the permit condition and providing Fire proof de-watering pumps if permitted by Safety department, and hoses of required length (if required), shall be in the scope of contractor
3. Transportation and dumping of excess earth into a place as per the instruction Engineer-in-Charge.
4. Collecting and transporting materials from HOCL stores to work site/fabrication yard shall be in the scope of contractor.
5. Preparation of trench by clearing earth/water, supply and **paving with Crusher Sand (M-SAND) at thickness of 50 mm** throughout the width and length of the trench shall be in the scope of the contractor.
6. Fabrication, laying and welding/bolting of the new lines where the lines are removed including providing hume pipe /sleeve pipe at all the road crossings, and site welding/bolting of the new line to the existing line, providing / flange to the existing line etc. The pipes and fittings, valves, gaskets and stud bolts will be supplied by HOCL. However, if any miter joint is required, the same has to be fabricated by the contractor. Its rate will be applicable as per Sl. No. 4 of Schedule of Rates. Rate will be as per inch dia of pipe (1", 2",....etc.) i.e. not by number of welding on miter bends.
7. Providing wrapping and coating with the material supplied by HOCL.
8. Testing of the pipeline at the required test pressure.
9. Backfilling of earth, leveling, watering, ramming and disposal of excess earth to location as per the instruction of engineer-in-charge shall be in the scope of of the contractor.



10. All piping and joints other than the site welding joint has to be prefabricated and tested at the required pressure before commencement of site work as per the instruction of Engineer-in-Charge.
11. In the case of any above ground piping, you have to provide necessary supports with full welded pad plate wherever required as per the instruction of Engineer-in-Charge.
12. All kind of labour, tools, tackles, welding generator, welding rod, Heater, blow lamp, all consumables, PPE's, Hydro test pump with required fittings/hoses, Excavating equipment, , de-watering pumps, hoses, Heating apparatus for wrapping coating etc. shall brought by the contractor at his cost.
13. Root welding of the pipe lines has to be carried out by using AWS-E-6010). The welding rod for filling/final run should conform to AWS-E-7018. The welding rod should be of ESSAB/ADVANI/MODI make.
14. HOC will provide water, air and electricity at one point free of cost. The extension boards used by the contractor shall have ELCB with sufficient rating and the same shall be of reputed make (like MDS, Havells & Standard)
15. Steel scaffolding wherever required has to be arranged by the Contractor at his cost.
16. HOC will provide required materials like pipes, elbow, tee, valves, Gaskets, Bolts and Nuts, materials for wrapping & coating, materials for support like channels, beams and angles etc. required for the work. You should take the materials from stores and proper material reconciliation statement has to be submitted to HOC along with final bill.
17. Arrangements for heating/preparing the wrapping coating material shall be made by the contractor at a suitable location shown by Engineer-in-Charge.
18. All works are subjected to stage inspection by HOC. If any leak is noticed during the hydrostatic testing, the same has to be rectified with the same procedure as explained above and the contractor shall repeat the Hydrostatic testing.
19. All wastes, debris arising out of the job should segregate, weighed and dumped in the scrap yard as per the instruction of Engineer-in-Charge
20. The people employed by you should wear all PPE while working inside the plant and the same has to be brought by the Contractor.
21. Detailed AS BUILT Isometric drawing (3 copies) of the replaced lines with one soft copy in AUTOCAD has to be submitted to HOCL.
22. The party shall execute the work in case of any increase/decrease in quantities at agreed rates. However, the rate shall be same throughout the pendency of contract..
23. You are requested to visit the site to ascertain the exact quantum of work/site condition before submitting your offer.
24. Fabrication of new line shall be as per the instruction of Engineer in Charge.
25. Miter bend and Reducer if any required shall be fabricated by the contractor as per the instruction of engineer in charge. Its rate will be applicable as per Sl. No. 4 of Schedule of Rates. Rate will be as per inch dia of pipe (1", 2",....etc.) i.e. not by number of weld joints on miter bends. However, standard engineering practices has to be followed for the fabrication of miter bend.



26. Providing hume pipe/sleeve pipe at all the road crossings shall be in the scope of contractor.
27. Transportation of sleeve pipes from store area, cutting /welding to the required length shall be in the scope of contractor.
28. For the break down/urgent job, you have to put people on round the clock basis
29. You are advised to take necessary insurance to the people employed by you. HOC will not entertain any claim whatsoever in the event of any accident.



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ANNEXURE - IV

Tender Ref. No: MEC30291

Name of Work : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)

SPECIAL CONDITIONS of CONTRACT

1. All manpower, tools, tackles, hydraulic test pumps, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. **A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.**
2. Spiral wound Gaskets, bolts, nuts, fasteners required for the work will be supplied by HOCL free of cost **as per requirement**. But HOC will issue only the gasket sheets for initial blinding. It has to be cut to the correct size by the contractor at his cost.
3. Safety Helmets, safety shoes, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
4. As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:
 1. Face Mask
 2. Face Shield
 3. Gloves
5. Also all your workers are to be subjected to temperature screening at Security, hand wash at the entrance, maintain physical distancing as far as possible.
6. You shall strictly instruct your workers not to spit in the public places and area of work.
7. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
8. This work is of **urgent nature** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
9. This work is a **fire water shutdown activity** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
10. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3rd party inspection agency.
11. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.



12. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory. The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
13. Contractor has to mobilize the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
14. Either the contractor or his authorised supervisor shall be available at work site throughout the work.
15. The quantity shown can vary ie. Increase or decrease depending upon the situation. However, the rate and other terms and conditions shall be same throughout the pendency of the contract for which the contractor shall be ready.
16. Appropriate insurance shall be arranged by the contractor for the coverage of the liability to the people employed by them, arising out of any accident occurring during the execution of the work.
17. The Contractor shall follow all clause in Annexure –A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry
18. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
19. You are requested to visit the site to ascertain the exact quantum of work/site condition before submitting your offer.
20. No plastic carry bags or similar items should be used having thickness less than 75microns inside the Company premises.
21. Utmost care should be taken by the contractor while at work. Any damage to HOCL pipeline, Cable, civil structure, etc. has to be repaired to its original shape and strength while the contractor at his cost and risk.



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ANNEXURE - V

Tender Ref. No: MEC30291

Name of Work : FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)

COMPLIANCE / NO-DEVIATION STATEMENT

Tender ID:

It is hereby stated that the quotation/offer submitted by us is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place : SEAL

Date :



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ANNEXURE - VI

Tender Ref. No: **MEC30291**Name of Work : **FIRE HYDRANT PIPING REPLACEMENT WORK (NON IBR)**

CHECK LIST

PRO-FORMA-TECHNICAL BID

DETAILS OF CURRENT COMMITMENTS (COPIES OF WORK ORDERS TO BE UPLOADED), ANNUAL FINANCIAL TURN OVER (DOCUMENTARY PROOF TO BE UPLOADED), DETAILS OF PAN NO. SHALL BE FILLED IN THE FORMAT AND UPLOADED ALONG WITH THE TECHNICAL BID. (NOT APPLICABLE TO ALREADY REGISTERED VENDORS OF HOCL)

1. **PRE-QUALIFICATION DOCUMENTS AS PER ANNEXURE - II SUBMITTED (YES/NO).**
2. Scope of Work, Special Terms and Conditions, No Deviation Statement (Annexure III, IV & V, A, B & C) (complete set of Tender Documents) to be signed and stamped on all pages, scanned and uploaded **(YES/NO).**
3. Proforma of Declaration of Black Listing/ Holiday Listing (Annexure D) - duly filled, signed and stamped, scanned and uploaded **(YES/NO).**
4. Bidder Information (Annexure - E) - put **√ mark** in front of your confirmation, signed and stamped, scanned and uploaded **(YES/NO).**
5. Self Declaration **(Annexure F)** - duly filled, signed and stamped, scanned and uploaded. **(YES/NO).**
6. Bid Security Declaration **(Annexure H)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO).**
7. Equipment/tools list is uploaded **(YES/NO).**
8. **Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement)**

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :

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

As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:

1. Face Mask
2. Face Shield
3. Gloves

Also all your workers are to be subjected to temperature screening at Security, hand wash at the entrance, maintain physical distancing as far as possible.

You shall strictly instruct your workers not to spit in the public places and area of work.

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

And without these PPEs 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 License 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.

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. HOCL Company premises is declared as "**PLASTIC FREE ZONE**". Hence, plastic carry bags or any plastic item having thickness less than 75 microns should not be used/brought inside the Company. Violation of the same by the contractor or his employees will be an offence as per Company Rule.

8. 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.

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.

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.

ANNEXURE - 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 there of 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 absence there of 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 blacklisting or holiday listing, and in absence there of 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:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE - E

ANNEXURE TO BID AGAINST TENDER No: _____

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put v in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
	ii Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
	iii Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number _____ <input type="checkbox"/> Not Applicable
	ii Submitted valid document against clause no 3 (i)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	ii Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	iii Submitted certificate against clause no 4 (ii)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE:		SIGN AND STAMP OF BIDDER

ANNEXURE (F)

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER

NO _____

(KINDLY FILL AND SUBMIT ALONG WITH OMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put V)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
2	Specify the percentage (%) of local content.	----- %
3	Details of location at which the local value addition is made	
4	Mention whether the product offered is manufactured in India under a license from a foreign who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage (%) of local content specified against mentioned against Sr.No.2 is ____%.

We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under Law.

DATE:

SGNATURE AND STAMP

Definitions

Local Content: - The amount of value added in India (Total value of item procured minus the value of imported content in the item (including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50%.

Purchase Preference: - Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

ANNEXURE – H

BID SECURITY DECLARATION

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER

No. _____

I/We.....hereby declare that:

- 1. I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.**
- 2. I will commence the work on intimating to start the work/ on receipt of Letter of Indent.**
- 3. I will not withdraw or amend the tender or impair or derogate from the tender in any respect within the period of validity of the tender.**
- 4. I will furnish the required performance security within the specified period.**

NAME AND ADDRESS OF THE BIDDER

PLACE:

DATE:

SIGNATURE AND STAMP OF THE BIDDER