

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).



**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 **Single Bid** system for the following work:

Sl. No.	Description of Item and Tender No.
1	<b>REMOVAL AND RE-FIXING OF SOOT BLOWERS FOR MAIN BOILERS - K 479 &amp; K 480</b> <b>HOCL Tender Ref : MEC30167/2370</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.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/ extension before submitting the offers.

Please submit your E-bids under the **Single Bid system** confirming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited  
(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

A handwritten signature in purple ink, appearing to read 'L. Shanil Lal', is written over a horizontal line.

L. SHANIL LAL  
GENERAL MANAGER (MECHANICAL)



**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

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Phone: (0484) 2720911, FAX No. (0484) 2720893

MEC30167/2370

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 **REMOVAL AND RE-FIXING OF SOOT BLOWERS FOR MAIN BOILERS - K 479 & K 480**. 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](http://www.hoclkochi.com) and <https://eprocure.gov.in/eprocure/app>

Index of documents enclosed is attached herewith. You are requested to kindly go through the (i) Scope of Work (ii) General Instruction to bidders for online bid submission (iii) General Conditions of Contract (iv) Technical Bid (Form A) in detail before preparing/submitting your tender.

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

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

L. SHANIL LAL  
GENERAL MANAGER (MECHANICAL)

## **INDEX**

### **LIMITED TENDER NOTICE FOR REMOVAL AND RE-FIXING OF SOOT BLOWERS FOR MAIN BOILERS - K 479 & K 480**

1	Scope of work	ANNEXURE-I
2	General instructions for Online bid submission	ANNEXURE-II
3	General Terms and conditions of the tender	ANNEXURE-III
4	Check List	ANNEXURE -IV
5	ESI, PF, Labour Law etc. – Requirements	ANNEXURE A, B, C & D
6	Labour Laws	
7	Safety, Health & Environment (SHE) Conditions	
8	Proforma of Declaration of Black Listing/ Holiday Listing	

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender Ref. No: MEC30167/2370**

**Name of Work : REMOVAL AND RE-FIXING OF SOOT BLOWERS FOR  
MAIN BOILERS - K 479 & K 480**

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

**SCOPE OF WORK**

Scope of work includes but not limited to the following:

1. Providing steel scaffolding with platform to facilitate safe working for casing removal of all soot blowers (6
2. Removal of soot blower mounting complete with Gear Train assembly and chain, blower pipes and its supports.
3. Shifting of soot blower assembly/pipe to maintenance/ central workshop safely for their repairs/maintenance as per instruction of Engineer in charge.
4. Shifting the soot blower assembly/pipe from maintenance/ central workshop safely after their repair/maintenance back to boiler house and mount /fix on position.
5. Removal of scaffolding on completion of mounting and onsite maintenance works if any.
6. Steel tubular pipes, clamps and platform materials required for the work has to be brought by the contractor.
7. Transportation materials to scaffolding location shall be in the scope of contractor.
8. No process pipe lines or support members shall use for erection of scaffolding.
9. Adequate provision for man movement shall be ensured for each scaffolding.
10. Platform wherever required should be provide as per the instruction of engineer in charge.
11. Stability of the scaffolding shall be sole responsibility of the contractor.
12. The contractor shall ensure the presence of a dedicated and qualified supervisor at every site at the erection time of scaffolding.

13. It shall be the responsibility of the supervisor to ensure the quality of scaffolding and platform to the satisfaction of Engineer in charge.
14. 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.
15. 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.
16. 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.
17. Contractor has to mobilize the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
18. Either the contractor or his authorized supervisor shall be available at work site throughout the work.
19. Contractor shall get prior permission from the Engineer in charge for bringing the material to HOC.
20. Contractor shall visit the site to ascertain the work before quoting.
21. The Quantum of work envisaged in removal and re-fixing of each soot blower shall be not more than two weeks. However the time frame can vary on either side.
22. We have 2 Numbers boiler and each boiler have fitted with 6 numbers soot blowers.
23. Soot blowers of idle boiler only will be offered for removal and re-fixing and the other boiler will be on working condition. So, utmost care shall be taken while carry out the work.
24. Permit in written format to be obtained from Engineer-in- charge prior to start the work.
25. HOCL's fork lift truck can be hired on chargeable rate based on the availability.
26. In case, the soot blower mounting complete with assembly cannot be removed, the party shall cut the Boiler shell plate using grinding machine and remove the soot blower for repairs and for refixing the party shall weld the cut portion to its original without disturbing the refractory and with proper alignment of the soot blower. The contractor shall quote separately for the same (service No. 1001411). All material such as plate, refractory, wool etc. shall be given by HOCL free of cost. All other consumables shall be brought by the contractor.
27. All tools, tackles, welding generator, welding rod, all consumables, PPE's, etc. should be brought by the contractor at his cost. Welding of the sheet has to be carried out by Metal Arc Welding process 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.
28. 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.

### **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**  
**Co-ordinator(NIC-HOCL)**  
**Mob: 8921387812, 8547196394, 0484 2727401**



**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender Ref. No: MEC30167/2370**

**Name of Work : REMOVAL AND RE-FIXING OF SOOT BLOWERS FOR  
MAIN BOILERS - K 479 & K 480**

**GENERAL TERMS AND CONDITIONS OF THE TENDER**

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

**Earnest Money Deposit**

Quotation shall accompany an EMD of ₹2,900/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

EMD of the tenderer will be forfeited under the following conditions:-

1. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
2. If the tenderer does not commence the work after awarding the contract.
3. No interest on EMD will be paid.
4. EMD of the successful tenderer will be adjusted against the security deposit.
5. EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.
6. The tender is revoked or varied during its validity period.
7. The Prices are increased unilaterally after the tender opening and during its validity.
8. The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

**Rates**

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.

**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 DAY** 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**

Steel tabular pipes, clamps and platform materials required for the work has to be brought by the contractor. Transportation of materials to scaffolding location shall be in the scope of contractor.

##### **b. HOCL Scope**

Plate/structurals/gasket sheet/gland packing shall be provided by HOCL.

### **Tools and Tackles**

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

All tools, tackles, welding generator, welding rod, all consumables, PPEs etc. should be brought by the contractor at his cost.

##### **b. HOCL Scope**

Nil.

### **Time of Completion**

Time of completion be within 15 days from the date of instruction by the Engineer-in-Charge to start the work for each boiler.

### **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**

90% payment will be made on completion of the work and certification by Engineer-in-Charge.

Balance 10% payment will be made on after defect liability period of 1 year or production of PBG.

### **Contract Preference**

Contract / Price Preference or any other concessions applicable for **MSME / SSI Units /PSUs** will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

### **Defect Liability Period**

As per GCC.

### **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 Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site [www.hockochi.com](http://www.hockochi.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) **28/12/2018** at 02.00 pm.

**Opening of Bids:** The Technical Bids will be opened on **29/12/2018 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 II.

**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.

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender Ref. No: MEC30167/2370**

**CRITICAL INSPECTION OF PIPING & EQUIPMENTS IN PHENOL PLANT**

**CHECK LIST**

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

**1. Details of EMD enclosed:**

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Amounting to \_\_\_\_\_

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

2. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C to be signed and stamped on all pages, scanned and uploaded.
3. Details of Equipment/tools shall be signed, stamped on all pages scanned and uploaded (Yes/No)
4. Annexure D - duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :