



This tender floated in NIC - CPP Portal with Tender ID: 2024\_HOCL\_792399\_1 dt. 26/01/2024 with due date 09/02/2024 at 02:00 PM and in GeM Portal with GeM Bid No. GEM/2024/B/4538571dt. 26/01/2024 with due date 10/02/2024 at 02:00 PM.

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
HINDUSTAN ORGANIC CHEMICALS LIMITED  
(भारत सरकार का एक उद्यम)  
(A Government of India Enterprise)  
अंबालामुगल, एर्नाकुलम जिला, पिन - 682 302  
AMBALAMUGAL, Ernakulam District, PIN – 682 302.  
फोन: (0484) 2720911, फैक्स नंबर (0484) 2720893  
Phone: (0484) 2720911, FAX No. (0484) 2720893

ई-निविदा सूचना  
**E- TENDER NOTICE**

HOCL निम्नलिखित कार्य के लिए दो बोली प्रणाली के तहत ई-बोली आमंत्रित करता है:  
HOCL Invites e-Bids under the **Two Bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	कार्य का नाम : हॉट ऑयल हीटर स्टैक और शेल प्लेट्स की मरम्मत HOCL निविदा संदर्भ : MEC30398  Name of Work : REPAIR OF HOT OIL HEATER STACK AND SHELL PLATES HOCL Tender Ref : MEC30398

निविदा दस्तावेज [www.hoclkochi.com](http://www.hoclkochi.com), <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app> से डाउनलोड किए जा सकते हैं।

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com), <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app>.

इच्छुक पार्टियां निविदा में भाग लाने के लिए कृपया एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) पर पंजीकृत हो सकती हैं। निर्दिष्ट ऑनलाइन प्रक्रिया के अलावा अन्य प्रस्तुत निविदाएं स्वीकार नहीं की जाएंगी। कृपया प्रस्ताव जमा करने से पहले किसी भी परिशिष्ट/शुद्धिपत्र/विस्तार के लिए नियमित रूप से उपरोक्त साइटों पर जाएं।

Interested parties may please get registered with NIC e procurement portal (URL: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) 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.

कृपया विशिष्टताओं और नियमों और शर्तों की पुष्टि करता हुए **दो बोली प्रणाली** के तहत अपनी ई-बोली जमा करें।

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

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए और उनकी ओर से  
For and on behalf of Hindustan Organic Chemicals Limited (GSTN:32AAACH2663P1ZG),  
(CIN:I99999MN1960GOI011895)

मंगेश वी. शहासने MANGESH V. SHAHASANE  
महाप्रबंधक (यांत्रिक/यूटिलिटीस) GENERAL MANAGER (MECHANICAL/UTILITIES)



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(भारत सरकार का एक उद्यम)  
**(A Government of India Enterprise)**  
अंबालामुगल, एर्नाकुलम जिला, पिन - 682 302  
**AMBALAMUGAL, Ernakulam District, PIN – 682 302.**  
फोन: (0484) 2720911, फैक्स नंबर (0484) 2720893  
**Phone: (0484) 2720911, FAX No. (0484) 2720893**

**MEC30398**

Dear Sir,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड भारत सरकार का उपक्रम है जो कोच्चि, केरल, भारत में अपने संयंत्र में फिनोल, एसीटोन और हाइड्रोजन पेरोक्साइड का निर्माण करता है। एचओसीएल ने **हॉट ऑयल हीटर स्टैक और शेल प्लेट्स की मरम्मत** के लिए ई-निविदाएं आमंत्रित की हैं। एचओसीएल ने मैसर्स एनआईसी के साथ एक समझौता किया है। अपने पोर्टल <https://eprocure.gov.in/eprocure/app> के माध्यम से ई-खरीद के लिए। आप कृपया इस निविदा में भाग लेने के लिए एनआईसी के साथ एक विक्रेता के रूप में पंजीकृत हो सकते हैं।

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 **REPAIR OF HOT OIL HEATER STACK AND SHELL PLATES**. 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.

निविदा दस्तावेज एचओसीएल की वेबसाइट [www.hoclkochi.com](http://www.hoclkochi.com), <https://> बाजार और [www.hoclkochi.com](http://www.hoclkochi.com), <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market> पर अपलोड किए जाते हैं।

**Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com), <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>**

संलग्न दस्तावेजों का सूचकांक इसके साथ संलग्न है। आपसे अनुरोध है कि कृपया अपनी निविदा तैयार करने/प्रस्तुत करने से पहले सभी दस्तावेजों को विस्तार से पढ़ लें।

**Index of documents enclosed is attached herewith. You are requested to kindly go through all the documents in detail before preparing/submitting your tender.**

आप अपना प्रस्ताव दो-बोली प्रणाली पर निर्दिष्ट नियत तारीख और समय से पहले ऑनलाइन जमा कर सकते हैं।

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

धन्यवाद, Thanking you,

आपका आभारी, Yours Faithfully,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए (CIN: L999999MH1960GOIO11895),  
For Hindustan Organic Chemicals Limited (CIN: L999999MH1960GOIO11895),

मंगेश वी. शहासने MANGESH V. SHAHASANE  
महाप्रबंधक (यांत्रिक/यूटिलिटीस) GENERAL MANAGER (MECHANICAL/UTILITIES)



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

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**(A Government of India Enterprise)**  
**Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.**

### **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 BID**

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 (for online submission)**

**Mr.Midhun Babu**  
**Assistant Manager (Systems/Materials)**  
**Mobile No. 8921387812, 8547196394**

#### **HOCL Work Co-ordinator**

**Mr. Eldhose Baby**  
**Assistant Manager (Mechanical)**  
**Mobile No. 7012497507/9745667399/  
0484 2727394**



## ANNEXURE-I

### GENERAL TERMS AND CONDITIONS OF THE TENDER

#### Pre-qualification Criteria

- a. Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document
- b. 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](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- c. Earnest Money in the manner specified in the Tender document.
- d. Information regarding tenderer as stipulated in Clause.1 .
- e. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- f. 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.
- g. In the case of MSME, necessary certificate (self attested) shall be submitted in the Technical Bid.
- h. 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.
- i. The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/staging materials in site condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- j. Details of current commitments with copies of Work Orders to be submitted.
- k. 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)
- l. A tentative programme for the execution and completion of work within the time specified.
- m. Any other technical information the Tenderer likes to furnish.

#### **Clause - 1 & 2 (not applicable to MSME)**

1. Average annual financial turnover during the last 3 years, ending 31<sup>st</sup> March of the previous financial year, should be at least **₹4.00 Lakhs**. (Details of annual financial turnover to be submitted with Documentary proof).
2. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:  
Three similar completed works costing not less than the amount equal to **₹5.26 Lakhs**.  
OR  
Two similar completed works costing not less than the amount equal to **₹6.6 Lakhs**.  
OR  
One similar completed works costing not less than the amount equal to **₹10.50 Lakhs**.



3. The parties who have been blacklisted / put in holiday list or parties in respect of whom action has been initiated for Blacklisting / Holiday listing by HOCL/any government / Quasi government agencies or any PSUs shall not be considered for award of job. The tenderer should give a written declaration regarding the same.
4. In addition to Clause No.3.7 of our GCC, the tenderer who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services etc. will be treated as unresponsive and the tender will be liable to rejection.

### **EARNEST MONEY DEPOSIT - NOT APPLICABLE TO MSME / SSI Units /PSUs**

Quotation shall accompany an EMD of ₹33,000/- shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

**Bank Details** - Central Bank of India, Tripunithura  
- A/c No. 3580607136  
- IFSC - CBIN0284515

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.

### **PERFORMANCE SECURITY**

Performance security shall be 10% of total work order value of the contract. It shall be furnished within 21 days after notification of award and it shall be released after the defect liability period.

Performance Security shall be furnished in the form of Account Payee Demand Draft/ Bank Guarantee issued from any Commercial Bank in India/ on online payment in an acceptable form.



### **SECURITY DEPOSIT**

Total security deposit shall be 5% of total contract value. This shall be recovered through deductions at the rate of 5% (Five percent) of the value of each running account bill till the total security deposit amount is collected, after which no further deductions shall be made on this account.

Security Deposit shall be refunded not later than 60 days to the contractor without any interest after the completion of contract in all respects and completion of all such obligations under the contract.

### **LIQUIDATED DAMAGES**

In case the contractor fails to complete the work within the stipulated period, contractor shall be liable to pay a LD of ½% (half percent) of the contract value **per day** for the delay or part thereof subject to a maximum of 5% (Five percent) of the contract value.

### **PERIOD OF CONTRACT**

The period of the contract shall be 6 Months from the date of issue of work order/issue of instruction to start the work.

### **SCOPE OF SUPPLY**

#### **Materials**

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

Contractor has to bring all other material like derrick/crane welding rod for welding shell, paint & primer, tool, tackles and other consumable required for the satisfactory completion of the work shall to be arranged by the contractor

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**

MS plate for fabrication of shell and helical strakes, V hook for refractory material, and special welding electrodes for welding new shell to existing shell

### **TOOLS & TACKLES**

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

All tools, tackles, welding machines, grinding machine, electrode oven, consumables like welding electrodes, cutting wheels, grinding wheels etc. lifting equipments such as chain pulleys, slings, D shackles, 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**

HOC will provide water at 3 kg/cm<sup>2</sup>, air at 5 kg/cm<sup>2</sup> and electricity at 3phase/415V 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).

**The work is planned to be carried out during April - May-2024.**



### **GENERAL SITE CLEANING**

Working site should always be kept cleaned up to the entire satisfaction of the Engineer/Officer-In-Charge. Upon completion of the work, all materials shall be transported to designated locations in HOCL premises as directed by the Engineer/Officer-In-Charge on daily basis. Material reconciliation has to be carried out before submitting the bill.

### **TIME OF COMPLETION**

The entire work has to be completed within **15 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**

- 95% payment against running bills according to the progress of the job along with necessary drawing, reports and certification by Engineer-In-Charge.
- Balance 5% payment will be kept as security deposit and it will be released after the completion of contract in all respects & completion of all obligations under the contract.

### **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.

**WE HAVE ALSO FLOATED TENDER IN GeM PORTAL. IF ANY PARTY QUOTED THROUGH GeM PORTAL AND BECAME L<sub>1</sub> COMPARED TO THE RATES IN NIC PORTAL, WORK WILL BE AWARDED TO THE GeM BIDDER AND VICE VERSA.**

### **DEFECT LIABILITY PERIOD**

The contractor shall guarantee the entire work for a period of **12 months** from the date of completion of work.



## **OTHER TERMS AND CONDITIONS**

### **AGREEMENT**

The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of ₹200/- in case of placement of work order.

### **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.hoclkochi.com](http://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) **09/02/2024 at 02.00 PM.**

**OPENING OF BIDS:** The Bids will be opened on **10/02/2024 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.

**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.



## ANNEXURE-II

### SCOPE OF WORK

#### **Scope of work includes but not limited to the following:**

This contract is intended to replace the top portion (1 Mtr) of the Hot Oil Heater stack shell, including cutting of existing top damaged portion and also to replace the existing damaged/corroded portion and providing new plate by full seal weld as per the instruction of Engineer in Charge.

Following sequences of works has to be strictly followed:

1. Supply and erection of scaffolding/platform to facilitate the work shall be in scope of contractor. Also, the scaffolding shall be suitable for the refractory application in stack top portion repair. Removal of the same only after application of refractory in the stack and as per instruction from engineer in charge.
2. The Engineer-in-Charge may accept better scaffolding material/ technique than that given here, in case if Contractor prefers to provide. The contractor should follow the scaffolding standards as per spelt in the HOCL scaffolding manual (Attached) throughout the work.
3. Strength and capacity of the scaffolding shall be in the responsibility of the contractor.
4. Removal of scaffolding after completion of work and cleaning of site shall be in the scope of contractor.
5. Transportation of all required materials from store to Hot Oil Heater area and storing them with adequate storage protection shall be in the scope of contractor.
6. The work is at an elevation between 5Mtrs to 30 Mtrs and hence all necessary safety gadgets should be worn by the people employed by you as instructed by the Engineer-in-charge.
7. The entire work is to be carried out as per standard engineering practice and is subjected to stage inspection by HOCL.
8. All tools, tackles, wire brush, welding machines, welding electrodes, gas cutter with flash back arrestor, cutting gas, grinding wheels, grinding machine, painting brush, etc., and other consumable required for the satisfactory completion of the work shall to be arranged by the contractor.
9. All type of labour skilled, unskilled including supervisors shall be in the scope of contractors.
10. All scarp/waste generation by fabrication, debris, etc. arising out of the job should be segregated transported, weighed and dumped to the specified areas as per the instruction by Engineer-in-charge.
11. **YOU ARE REQUESTED TO VISIT THE SITE TO ASCERTAIN THE EXACT QUANTUM OF WORK/SITE CONDITIONS BEFORE SUBMITTING YOUR OFFER.**

#### **I. REPLACEMENT OF THE TOP PORTION OF HOT OIL HEATER STACK**

1. Dismantle the top segment (1Mtr) of the chimney by gas cutting from the adjacent segment and to be brought down to ground and shift the scraped portion as per the instruction of the Engineer in charge.
2. Cut and dismantle the portion of the Hot Oil Heater Stack by grinding/oxy-acetylene torch as per instruction of Engineer-in-Charge. The same shall be cut, removed and brought down to the ground level and shift the scraped portion as per the instruction of the Engineer in charge.



3. Shift the removed/damaged items to scrap yard as per the instruction of Engineer in -charge
4. Collecting all the material from HOCL stores and transport to the contractor's fabrication yard/site shall be in the scope of contractor
5. The material like steel plate of required thickness (The size of the Plate supplied shall be as available at HOCL/as per the market availability only, however party has to roll/bend the sheet to make joint by welding to suit required size and shape) shall be issued from HOCL free of cost.
6. Transportation of all fabricated material of the chimney to the site shall be in the scope of contractor.
7. Plate rolling, fabrication and welding of the shell with dimension (1940mm OD × 6mm thick) for replacing the cut portion of the shell without wrinkles and as per standard engineering practice and exactly same to that of the removed top portion.
8. Welding of V hooks (4mm  $\phi$  in SS 309) on the shell of regular intervals. V hooks will be provided by HOCL
9. Edge and Surface preparation of the existing stack and new shell.
10. Erection of the new shell on the existing stack. Alignment of the stack for verticality with theodolite and same has to be brought by the contractor.
11. Welding of the new shell with the existing stack using special Electrode.
12. Fabrication and fixing of helical strakes as per drawing (175 mm × 6mm thick 120° apart).
13. Painting of the replaced portion after surface preparation by sand blasting as per the specification sheet attached. Painting of the helical strakes by synthetical enamel paint( 1 coat primer + two coats finish, total DFT 75 Microns)
14. HOCL will provide MS plate for fabrication of shell and helical strakes, V hook for refractory material, and special welding rod for welding new shell to existing shell. Contractor has to bring all other material like derrick/crane welding rod for welding shell, paint & primer, tool, tackles,-and other consumable required for the satisfactory completion of the work shall to be arranged by the contractor
15. The work is at an elevation of about 55 Mtrs. and necessary scaffolding should be made by the contractor for the safe execution of the work at his cost.
16. All work is subjected to standard engineering practice and stage inspection by HOCL/III Party Inspection Agency.
17. All dimensions/other provisions like trolley helical strakes, welding, painting, etc. to be as per the existing stack and no deviation whatsoever will be permitted
18. Refractory lining of the new shell will be done by other agency. However you should do the preparatory works including fixing of V hooks and proper scaffolding inside and outside of the stack and provide sufficient platforms for the entire work execution and completion.
19. All Tools and Tackles, mobile/static crane, derrick etc shall be in the scope of contractor.
20. All type of labours skilled and unskilled shall be in the scope of contractor.
21. All equipment/ machineries and consumables like welding electrodes/ cutting gases etc., shall be in the scope of contractor.



22. Supply of all kinds of paint/primer materials required shall be in the scope of contractor.
23. Specification of the welding electrodes and procedure of welding shall be as per the prevailing code of standard practice and as per the instruction of engineer-in-charge.
24. Oxy- Acetylene gases only shall be used for gas cutting purpose and no other type of flammable gases/fuels will be permitted for use of cutting/ welding purpose.

**II. HOT OIL HEATER SHELL PLATE REPAIR, CUTTING OF SHELL PLATES IN CONVECTION SECTION & REFIXING WITH SAME OR NEW PLATES.**

The Scope includes but not limited to the following.

1. Patch up the earmarked portion of shell plates on all side, all elevations and location with newly fabricated suitable size and shape of plate with suitable thickness (normally 6mm) and providing SS Anchor rods/corbels to shell plate from inside of the shell as per the instruction of engineer-in-charge. Grinding and removal of SS strips of 50mm width and re-welding of the same and Cleaning & painting with two coats of protecto mastic paint for the replaced/welded portion of shell plate from inside as per the instruction of engineer-in-charge also included in the scope of work.
2. Preparation /fabrication of patch plate to the required size and shape shall be in the scope of contractor.
3. Cleaning the surface of plate to be patched is included in the scope of contractor.
4. Any fittings or attachments found to be removed to facilitate the work to be done by the contractor and the same shall be fitted back to original condition at the cost and risk of the contractor.
5. Permission shall be obtained from the engineer in charge prior to removal any fitting or accessories from the shell/ heater body.
6. Shell plate shall be cleaned and new patch plate shall be seal welded (full welded) to the required dimension to the shell using welding rod conforms to AWS E 6013, ESSAB/ADVANI/MODI make.
7. Shell plate shall be manually cleaned of all foreign matter, dust, debris etc. welding of angles, anchors supports etc. to the shell plate, cleaning & painting with two coats of protecto mastic paint.
8. HOC will provide the required materials like plates, structural, anchor rods/corbels, paint, etc.
9. Grinding and removal of SS strips from the heater (radiation zone) and re-welding the same with new / old strip plate with SS welding rod confirm to AWS-E-316, ESSAB/ADVANI/MODI make.
10. Cutting and removal of existing V-hooks (SS), anchors for corbels, anchors, clamps, pipe etc. (per joint) and re-welding the same as per the instruction of Engineer-in-charge.
11. Proper reconciliation statement shall be submitted regarding the material received after completion of the work.
12. Balance material if any in good condition shall be returned to HOCL stores by the contractor.



## ANNEXURE-III

### SPECIAL CONDITIONS of CONTRACT

HOCL is planning to take 30 days shutdown in 2024. Since the external environment is favourable to HOCL, all works has to be completed within the stipulated period for early startup of plant. The contractor has to put people as 12 hrs. shift basis (2 shifts – 8.00AM – 8.00PM, 8.00PM – 8.00AM) in full strength. Contractor has to take care the same while submitting their offer. Any deviation will be viewed very seriously. Also please note that the completion period spelt in NIT is for each work. (Hence, the LD Clause will be applicable to each work also.)

1. Contractor has to ensure that one electrician and one safety officer should be available in both the shifts in each site.
2. Contractor has to ensure that there should not be any delay in shift change overtime. The work has continue in same momentum during shift change time (8.00AM & 8.00PM). Measures to be made by the contractor to bring workers in advance for the same.
3. 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.**
4. 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.
5. 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.
6. 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.
7. This work is a **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 as per the instruction of Engineer-in-Charge.
8. 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.
9. 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.
10. **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.
11. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
12. Either the contractor or his authorised supervisor shall be available at work site throughout the work in both shifts.



13. Being a shutdown job, the quantity shown can vary i.e. 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.
14. 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.
15. The Contractor shall follow all clauses in Annexures – ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labour Laws, PF, Guidelines to contractors/suppliers for environmental protection & Confined Space Entry, Scaffolding Checklist, Scaffolding Manual & Scaffolding Parts & Erection Procedure (Tube & Clamp).
16. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
17. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
18. You are requested to visit the site to ascertain the exact quantum of work/site condition and get acquainted before submitting your offer.



**ANNEXURE- IV**

**COMPLIANCE / NO-DEVIATION STATEMENT**

**It is hereby stated that the quotation/offer submitted by us is in full compliance with all 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 :



**ANNEXURE - V**

**COMPLIANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)**

**It is hereby stated that we have read and understood General Conditions of Contract (GCC) and confirm that we abide by all the terms and conditions of GCC.**

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place : SEAL

Date :



**ANNEXURE- VI**

**CHECK LIST**

**EARNEST MONEY DEPOSIT NOT APPLICABLE TO MSME / SSI Units /PSUs**

Quotation shall accompany an EMD of ₹33,000/- shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

**Bank Details** - Central Bank of India, Tripunithura  
- A/c No. 3580607136  
- IFSC - CBIN0284515

**Details of EMD enclosed: (YES/NO).**

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

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

**PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID)**

- a. Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document
- b. 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](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- c. Earnest Money in the manner specified in the Tender document.
- d. Information regarding tenderer as stipulated in Clause.1 .
- e. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- f. 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.
- g. In the case of MSME, necessary certificate (self attested) shall be submitted in the Technical Bid.
- h. 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.
- i. The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/staging materials in site condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- j. Details of current commitments with copies of Work Orders to be submitted.
- k. 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)
- l. A tentative programme for the execution and completion of work within the time specified.
- m. Any other technical information the Tenderer likes to furnish.



**Clause - 1 & 2 (not applicable to MSME)**

1. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **₹4.00 Lakhs**. (Details of annual financial turnover to be submitted with Documentary proof).
2. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:  
  
Three similar completed works costing not less than the amount equal to **₹5.26 Lakhs**.  
OR  
Two similar completed works costing not less than the amount equal to **₹6.6 Lakhs**.  
OR  
One similar completed works costing not less than the amount equal to **₹10.50 Lakhs**.
3. The parties who have been blacklisted / put in holiday list or parties in respect of whom action has been initiated for Blacklisting / Holiday listing by HOCL/any government / Quasi government agencies or any PSUs shall not be considered for award of job. The tenderer should give a written declaration regarding the same.
4. In addition to Clause No.3.7 of our GCC, the tenderer who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services etc. will be treated as unresponsive and the tender will be liable to rejection.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :