



(This tender floated in NIC - CPP Portal aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to participate for this work may submit their tender through GeM Portal (GeM Bid No. GEM/2023/B/4152150 dt. 31/10/2023 with due date 17/11/2023), so that they will be evaluated and pre-qualified and shall be considered for this work).

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 3 2.

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 : हीट एक्सचेंजर्स का रखरखाव (वार्षिक अनुबंध) HOCL निविदा संदर्भ : MEC30372 Name of Work : MAINTENANCE OF HEAT EXCHANGERS (ANNUAL CONTRACT) HOCL Tender Ref : MEC30372

निविदा दस्तावेज 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, <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app>.

इच्छुक पार्टियां निविदा में भाग लेने 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 करते 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 3 2.
फोन: (0484) 2720911, फैक्स नंबर (0484) 2720893
Phone: (0484) 2720911, FAX No. (0484) 2720893

MEC30372

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 **हीट एक्सचेंजर्स का रखरखाव (वार्षिक अनुबंध)** 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 **MAINTENANCE OF HEAT EXCHANGERS (ANNUAL CONTRACT)**. 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, <https://eprocure.gov.in/eprocure/app> और, <https://mkp.gem.gov.in/market> पर अपलोड किए जाते हैं।

Tender documents are uploaded in HOCL website 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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इस दस्तावेज़ को सभी पृष्ठों पर बोलीदाता द्वारा हस्ताक्षरित और मुद्रांकित किया जाना है और ई-निविदा के साथ जमा किया जाना है

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड
(भारत सरकार का एक उद्यम)
□ बालामुगल पीओ, एर्नाकुलम जिला, केरल - 682 302।

निविदा संदर्भ नहीं: एमईसी 30372
कार्य का नाम: हीट एक्सचेंजर्स का रखरखाव (वार्षिक □ नुबंध)

ऑनलाइन बोली जमा करने के लिए सामान्य निर्देश

बोलीदाताओं को वैध डिजिटल हस्ताक्षर प्रमाणपत्रों का उपयोग करते हुए केंद्रीय सार्वजनिक खरीद पोर्टल (भारत सरकार) पर इलेक्ट्रॉनिक रूप से □ पनी बोलियों की सॉफ्ट कॉपी जमा करनी होगी। नीचे दिए गए निर्देश बोलीदाताओं को सीपीपी पोर्टल पर पंजीकरण करने में सहायता करने, आवश्यकताओं के □ नुसार □ पनी बोलियां तैयार करने और सीपीपी पोर्टल पर □ पनी बोलियां ऑनलाइन जमा करने के लिए हैं।

सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी □ धिक जानकारी यहां प्राप्त की जा सकती है:
<https://eprocure.gov.in/eprocure/app>

पंजीकरण

1. बोलीदाताओं को सीपीपी पोर्टल पर "ऑनलाइन बोलीदाता नामांकन" लिंक पर क्लिक करके केंद्रीय सार्वजनिक खरीद पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर नामांकन करना आवश्यक है। जो निःशुल्क है।
2. नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को एक विशिष्ट उपयोगकर्ता नाम चुनना होगा और □ पने खातों के लिए एक पासवर्ड निर्दिष्ट करना होगा।
3. बोलीदाताओं को सलाह दी जाती है कि वे पंजीकरण प्रक्रिया के हिस्से के रूप में □ पना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।
4. नामांकन के बाद, बोलीदाताओं को □ पने प्रोफाइल के साथ सीसीए ईडिया (जैसे सिफ़ी / एनकोड / ईमुद्रा आदि) द्वारा मान्यता प्राप्त किसी भी प्रमाणन प्राधिकरण द्वारा जारी □ पने वैध डिजिटल हस्ताक्षर प्रमाण पत्र (हस्ताक्षर कुंजी उपयोग के साथ तृतीय श्रेणी प्रमाण पत्र) पंजीकृत करने की आवश्यकता होगी।
5. एक बोलीदाता द्वारा केवल एक वैध डीएससी पंजीकृत किया जाना चाहिए। कृपया ध्यान दें कि बोलीदाता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे □ पने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।
6. इसके बाद बोलीदाता □ पना यूजर आईडी/पासवर्ड और डीएससी/ई-टोकन का पासवर्ड दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग इन करता है।

निविदा दस्तावेजों की खोज

1. सीपीपी पोर्टल में विभिन्न खोज विकल्प बनाए गए हैं, ताकि बोली लगाने वालों को सक्रिय निविदाओं को कई मापदंडों द्वारा खोजने में सुविधा हो। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोली लगाने वाले कई खोज मापदंडों को जोड़ सकते हैं जैसे संगठन का नाम, □ नुबंध का रूप, स्थान, दिनांक, □ न्य कीवर्ड आदि सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए।
2. एक बार जब बोलीदाताओं ने उन निविदाओं का चयन कर लिया जिनमें वे रुचि रखते हैं, तो वे आवश्यक दस्तावेज/निविदा कार्यक्रम डाउनलोड कर सकते हैं। इन निविदाओं को संबंधित 'माई टेंडर्स' फोल्डर में स्थानांतरित किया जा सकता है। यह सीपीपी पोर्टल को निविदा दस्तावेज में कोई शुद्धिपत्र जारी होने की स्थिति में एसएमएस/ई-मेल के माध्यम से बोलीदाताओं को सूचित करने में सक्षम बनाएगा।
3. यदि बोलीदाता हेल्पडेस्क से कोई स्पष्टीकरण/सहायता प्राप्त करना चाहता है तो उसे प्रत्येक निविदा को दी गई विशिष्ट निविदा आईडी को नोट करना चाहिए।



बोली की तैयारी

1. बोलीदाता को अपनी बोली जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धिपत्र को ध्यान में रखना चाहिए।
2. बोली के हिस्से के रूप में प्रस्तुत किए जाने वाले आवश्यक दस्तावेजों को समझने के लिए कृपया निविदा विज्ञापन और निविदा दस्तावेज को ध्यान से देखें। कृपया उन कवरों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा किए जाने हैं, दस्तावेजों की संख्या - जिसमें प्रस्तुत किए जाने वाले प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं। इनमें से किसी भी विचलन के कारण बोली को अस्वीकार किया जा सकता है।
3. बोलीदाता, निविदा दस्तावेज/अनुसूची में दर्शाए गए अनुसार प्रस्तुत किए जाने वाले बोली दस्तावेजों को अग्रिम रूप से तैयार कर लें और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ/जेपीजी प्रारूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ ब्लैक एंड व्हाइट विकल्प के साथ स्कैन किया जा सकता है जो स्कैन किए गए दस्तावेज के आकार को कम करने में मदद करता है।
4. मानक दस्तावेजों के एक ही सेट को अपलोड करने में आवश्यक समय और प्रयास से बचने के लिए, जिन्हें प्रत्येक बोली के एक भाग के रूप में प्रस्तुत करने की आवश्यकता होती है, ऐसे मानक दस्तावेजों (जैसे पैन कार्ड की प्रति, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि) को अपलोड करने का प्रावधान।) बोलीदाताओं को प्रदान किया गया है। बोलीदाता ऐसे दस्तावेजों को अपलोड करने के लिए उनके लिए उपलब्ध "माई स्पेस" या "अन्य महत्वपूर्ण दस्तावेज" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय इन दस्तावेजों को सीधे "माई स्पेस" क्षेत्र से जमा किया जा सकता है, और बार-बार अपलोड करने की आवश्यकता नहीं है। इससे बोली जमा करने की प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

नोट: My Documents स्थान केवल अपलोड करने की प्रक्रिया को आसान बनाने के लिए बोलीदाताओं को दिया गया एक भंडार है। यदि बोलीदाता ने मेरे दस्तावेज स्थान में अपने दस्तावेज अपलोड किए हैं, तो यह स्वचालित रूप से यह सुनिश्चित नहीं करता है कि ये दस्तावेज तकनीकी बोली का हिस्सा हैं।

बोलियां जमा करना

1. बोलीदाता को बोली जमा करने के लिए काफी पहले ही साइट पर लॉग इन करना चाहिए ताकि वे समय पर यानी बोली जमा करने के समय पर या उससे पहले बोली अपलोड कर सकें। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।
2. बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार आवश्यक बोली दस्तावेजों को एक-एक करके डिजिटल रूप से हस्ताक्षरित और अपलोड करना होगा।
3. बोलीदाता को निविदा शुल्क / ईएमडी का भुगतान करने के लिए "ऑफ़लाइन" के रूप में भुगतान विकल्प का चयन करना होगा और उपकरण का विवरण दर्ज करना होगा।
4. बोलीदाता को निविदा दस्तावेज में निर्दिष्ट निर्देशों के अनुसार ईएमडी तैयार करनी चाहिए। मूल को बोली जमा करने की अंतिम तिथि तक या निविदा दस्तावेजों में निर्दिष्ट अनुसार संबंधित अधिकारी को व्यक्तिगत रूप से पोस्ट/कूरियर/दिया जाना चाहिए। भौतिक रूप से भेजे गए डीडी/किसी अन्य स्वीकृत साधन का विवरण स्कैन की गई प्रति में उपलब्ध विवरण और बोली जमा करने के समय दर्ज किए गए डेटा से मेल खाना चाहिए। अन्यथा अपलोड की गई बोली अस्वीकार कर दी जाएगी।
5. बोलीदाताओं से अनुरोध है कि वे नोट करें कि वे आवश्यक रूप से प्रदान किए गए प्रारूप में अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि मूल्य बोली को निविदा दस्तावेज के साथ मानक बीओक्यू प्रारूप के रूप में दिया गया है, तो इसे डाउनलोड किया जाना है और सभी बोलीदाताओं द्वारा भरा जाना है। बोलीदाताओं को बीओक्यू फ़ाइल डाउनलोड करनी होगी, इसे खोलना होगा और सफेद रंग (असुरक्षित) सेल को उनके संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ पूरा करना होगा। कोई अन्य सेल नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बोलीदाता को फ़ाइल नाम बदले बिना इसे सहेजना चाहिए और इसे ऑनलाइन जमा करना चाहिए। यदि बोलीदाता द्वारा बीओक्यू फ़ाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।



6. सर्वर समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) को बोलीदाताओं द्वारा बोली जमा करने, बोलियां खोलने आदि की समय सीमा को संदर्भित करने के लिए मानक समय माना जाएगा। बोलीदाताओं को बोली जमा करने के दौरान इस समय का पालन करना चाहिए।
7. डेटा की गोपनीयता सुनिश्चित करने के लिए बोलीदाताओं द्वारा प्रस्तुत किए जा रहे सभी दस्तावेजों को पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। सुरक्षित सॉफ्ट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग करके बोलियों की गोपनीयता बनाए रखी जाती है। संवेदनशील क्षेत्रों का डेटा भंडारण एन्क्रिप्शन किया जाता है। कोई भी बोली दस्तावेज जो सर्वर पर अपलोड किया जाता है, सिस्टम द्वारा उत्पन्न सममित कुंजी का उपयोग करके सममित एन्क्रिप्शन के अधीन होता है। इसके अलावा यह कुंजी खरीदारों/बोली खोलने वाले की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन है। कुल मिलाकर, अपलोड किए गए निविदा दस्तावेज अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
8. अपलोड किए गए निविदा दस्तावेज अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
9. बोलियों को सफलतापूर्वक और समय पर प्रस्तुत करने पर (अर्थात पोर्टल में "फ्रीज बिड सबमिशन" पर क्लिक करने के बाद), पोर्टल एक सफल बोली सबमिशन संदेश देगा और बोली संख्या के साथ एक बोली सारांश प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली जमा करने की तिथि और समय।
10. बोली सारांश मुद्रित किया जाना चाहिए और बोली प्रस्तुत करने की पावती के रूप में रखा जाना चाहिए। इस पावती का उपयोग किसी भी बोली खोलने की बैठक के लिए प्रवेश पास के रूप में किया जा सकता है।

बोलीदाताओं को सहायता

1. निविदा दस्तावेज और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकारी या निविदा में इंगित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।
2. ऑनलाइन बोली जमा करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्नों को 24x7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किया जा सकता है।

संपर्क व्यक्ति (ऑनलाइन सबमिशन के लिए)

श्री. मिथुन बाबू
सहायक प्रबंधक (सिस्टम/सामग्री)
मोबाइल नंबर : 8921387812, 8547196394

HOCL कार्य समन्वयक

श्री. अजीत मनकट्टू दिवाकरन:
मुख्य अभियंता (यांत्रिक)
मोबाइल नंबर : 9494881542 / 0484 2727214



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.

Tender Ref. No: MEC30372

NAME OF WORK: MAINTENANCE OF HEAT EXCHANGERS (ANNUAL CONTRACT)

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. Ajit Manakattu Divakaran
Chief Engineer (Mechanical)
Mobile No. 9494881542/0484 2727214



ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF THE TENDER

PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID) (Not applicable to already registered vendors of HOCL)

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

- 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 and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- c. Experience on similar works executed during the last five years and details like monetary value, proof of satisfactory completion of works etc.
- d. 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.
- e. 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.
- f. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
- g. Any other technical information the Tenderer likes to furnish.
- h. Copies of work orders already completed or in progress
- i. Tender should accompany the details asked in A, B,C, D, E , F, H, R & S
- j. Completion certificates
- k. Tools and tackles available
- l. GSTN registration

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 **₹3.67 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 **₹4.9 Lakhs.**

OR

Two similar completed works costing not less than the amount equal to **₹6.12 Lakhs.**

OR

One similar completed works costing not less than the amount equal to **₹9.8 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.

Quotation shall accompany an **EMD - ₹30,650/-** (Not applicable to NSIC / SSI / MSME) 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.

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.



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.

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 18 Months from the date of issue of work order/issue of instruction to start the work.

SCOPE OF SUPPLY

Materials

a. HOCL's Scope

- HOCL shall issue hoses, gaskets, fasteners, pressure gauges, tube plugs, air, water, electricity at one point free of cost to the contractor.
- HOCL shall provide only the gasket sheets (CAF) (free of cost) to the contractor. The contractor has to make arrangements to cut the gaskets to the required size.
- Fasteners (if required) for the final box up work shall be issued by HOCL at free of cost.

b. Contractor's Scope

- All skilled & Unskilled manpower require for the work is to be arranged by the contractor. All machines, tools, tackles, lifting equipments such as crane, chain pulleys, slings, D shackles, Hydraulic test pumps and other tools and equipments required for the completion of the work is to be arranged by the contractor.
- **Scaffolding material (pipe, clamps and base plates) and its erection if required should be arranged by the contractor.**

TOOLS AND TACKLES

a. Contractor's Scope

All machines, tools, tackles, lifting equipments such as crane, chain pulleys, slings, D-shackles, hydraulic test pumps and other tools and equipments required for the satisfactory completion of the work shall be arranged by the contractor.

CRANE / DERRICK required for the successful completion of the entire work shall be arranged by the contractors at his own cost. HOCL shall permit the contractor to hire the HOCL's mobile crane/Forklift on chargeable basis, if it is available and the rate shall be ₹1000/hr. + GST for mobile crane of capacity 18T and ₹600/hr. + GST for Forklift of 3T Capacity.



NON-AVAILABILITY OF HOCL CRANE SHALL IN NO WAY RELIEVE THE VENDOR OF HIS RESPONSIBILITY IN MEETING ALL THE PROVISIONS OF THE ENQUIRY CONDITIONS).

b. HOCL's Scope

Calibrated pressure gauges for hydrotest shall be given by HOCL which shall be returned back without any damage.

WATER & POWER

HOC will provide water and power at one point free of cost.

Testing & Inspection

HOCL shall inspect the equipments during the work in progress along with the 3rd party inspection agency arranged by HOCL. All the necessary assistance shall be provided by the contractor to the Inspectors during inspection of the equipments. Contractor has to follow all the instruction given by HOCL Engineer-in-Charge, Inspection Engineer & 3rd party Inspector.

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

Time of Completion for each work shall be 1 to 4 days from the date of clearance to start the job depending upon the size and urgency of job. Deviations will be permitted as per the work permits issued by HOCL. Works shall commence within 24 hrs. from the time of intimation.

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 will be made on pro rata basis after completion of work and certification by Engineer-in-Charge. (If the work is completed in all respective, otherwise Clause 'X' will be applicable.)
- 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 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.

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.

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.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) **17/11/2023 at 02.00 PM.**

OPENING OF BIDS: The Bids will be opened on **18/11/2023 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.



ANNEXURE-II

SCOPE OF WORK

The scope of work includes maintenance of various Heat Exchangers on annual rate contract basis. The Period of Contract of the work will be 18 Months from the date of issue of work order/ issue of instruction of start the work Therefore the rate quoted by the party shall be valid for the above period. The Exchangers will be released for maintenance as per the requirement/ shutdown. Party must be ready to do the work at any point of time during the period of contract. Minimum No. of exchangers released for cleaning can be one at a time depending on plant requirement. However, and the party has to mobilize the crew within 24 hrs. from the time of intimation / instruction of start of work.

The scope of work includes, but not confined to the following-

General

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed and outlet nozzles and all other nozzles indicated for the purpose and fix blind number tags.
2. Provide necessary hose connections (if required) for draining, purging, steaming and water washing and airing of the equipment as the case may be as per the instruction of Engineer-in-Charge.
3. Record the blind tag Nos. in the blind register and obtain signature in the register by Engineer-in-Charge.
4. Removal and refixing including to and fro transportation to central workshop of Pressure safety valve on the equipment and connected pipe lines as per the instruction of the Engineer in Charge.
5. Maintenance of the exchanger as explained in Clause No. 1 (see next page)
6. Assisting the inspecting team engaged in the inspection of Heat Exchanger.
7. **CRANE / DERRICK required for the successful completion of the entire work shall be arranged by the contractors at his own cost.** HOCL shall permit the contractor to hire the HOCL's mobile crane/Forklift on chargeable basis, if it is available and the rate shall be ₹1000/hr. + GST for mobile crane of capacity 18T and ₹600/hr. + GST for Forklift of 3T Capacity.
8. **Scaffolding material (pipe, clamps and base plates) and its erection if required should be arranged by the contractor.**

I. Heat Exchanger Maintenance

Floating Head Exchanger

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed and out let nozzles and all other nozzles indicated for the purpose and fix blind number tags.
2. Open and remove channel head cover



3. Open and remove channel head
4. Open and remove shell cover and floating head cover.
5. Pull out the tube bundle as per the instruction of Engineer-in-Charge.
6. Clean the tubes and shell, channel head cover, channel head shell, floating head, floating head cover and dish end cover using hydro blasting machine (Karcher Pump) available in HOCL and all flange serration were cleaned by scrappers / wire brushes. If further cleaning by hydro blasting with higher capacity machine is required for cleaning, the same will be arranged by HOCL at their cost.
7. Preparation for man entry if required ie. provide necessary hose connections for draining, and water washing of the equipment as the case may be.
8. Blinding shell side and tube side in the required sequence and stages suitable for hydrotest of tube side and shell side separately.
9. Assemble the tube bundle, channel head shell, channel head cover, floating head, floating head cover and dish end cover in required sequence and stages suitable for Hydrotest of tube side and shell side separately.
10. Hydrotest the exchanger on shell side and tube side and floating head gasket, dish end cover gasket.
11. Leaking tubes if any noticed during hydrotest should be plugged using CS/SS/Brass plugs as per the instruction of Engineer-in-charge. Required plugs will be supplied by HOC at free of cost. Repeat the hydrotest if any leak at shell side / tube side.
12. You shall get the hydrotest witnessed by Engineer – in-charge / 3rd party Inspector.
13. Test rings should be used for testing floating head type exchangers tube bundle. Test rings are available in main store yard / maintenance workshop, the same has to be identified, cleaned, transported to the heat exchanger. After testing, the test rigs are to be transported back to the original location.
14. Test pressure for hydrotesting should be as per the inspection of the Inspector/Engineer-in-charge.
15. Removal of isolations (ie. blind, spectacle blinds, blind tags etc.) for normalizing the Heat Exchanger.
16. Hot bolting of the flanges after putting the equipment in line if it is required. However, this activity will not be counted for the completion time for the work.
17. In case of cleaning of heat exchanger tubes by hydro blasting (by HOCL through other agencies), there will be a gap of 1 or 2days (for cleaning) in between opening / boxing up of exchanger. However, time taken for this activity will not be counted for the completion of the work.
18. If any leak is observed after normalizing the equipment, the same has to be arrested by the contractor. However, this activity will not be counted for the completion time for the work.



19. Floating head testing is not applicable in case of straight tube heat exchanger

Clause No. X : 50% of the quoted rate only will be paid to the party if the tube bundle is not pulled out and brought to the ground (ie. only hydro testing of the tube side and shell side and plugging of the leaking tube is done in position) except item No.6,13 & 14

'U' Tube Heat Exchanger

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed and out let nozzles and all other nozzles indicated for the purpose and fix blind number tags.
2. Open and remove channel head cover
3. Open and remove channel head
4. Open and remove shell cover if available.
5. Pull out the tube bundle as per the instruction of Engineer-in-Charge.
6. Clean the tubes, channel head cover, channel head shell and end cover using hydro cleaning machine (Karcher Pump) available in HOCL and all flange serration by scrappers / wire brushes. If Hydroblasting is required for cleaning, the same will be arranged by HOCL at their cost.
7. Blinding shell side and tube side in the required sequence and stages suitable for hydrotest of tube side and shell side separately.
8. Assemble to tube bundle, channel head, channel head cover, shell cover (if available) etc., in the required sequence and stage. Leaking tubes if any noticed during hydrotest should be plugged using CS/SS/Brass plugs as per the instruction of Engineer-in-charge. Required plugs will be supplied by HOC at free of cost. Repeat the hydrotest if any leak at shell side / tube side.
9. You shall get the hydrotest witnessed by Engineer – in-charge / 3rd party Inspector.
10. Test pressure for hydro test should be as per the inspection of the Inspector/Engineer-in-charge.
11. Removal of isolations (ie. blind, spectacle blinds, blind tags etc.) for normalizing the Heat Exchanger.)
12. Test rings should be used for testing floating head type exchangers tube bundle.(Test rings are available in main store yard / maintenance workshop, the same has to be identified, cleaned, transported to the heat exchanger. After testing, the test rings are to be transported back to the original location).
13. Hot bolting of the flanges after putting the equipment in line if it is required. However, this activity will not be counted for the completion time for the work.
14. In case of cleaning of heat exchanger tubes by hydroblasting (by HOCL through other agencies), there will be a gap of 1 or 2 days (for cleaning) in between opening / boxing up of exchangers. However, this activity will not be counted for the completion of the work.



15. If any leak is observed after normalizing the equipment, the same has to be arrested by the contractor. However, this activity will not be counted for the completion time for the work.

Clause No. X : 50% of the quoted rate only will be paid to the party if the tube bundle is not pulled out and brought to the ground (ie. only hydro testing of the tube side and shell side and plugging of the leaking tube is done.)

Fixed Head Exchanger (101 E 002)

1. Once the equipment is ready for maintenance, isolation of equipment by putting blinds/spectacle blinds in feed and out let nozzles and all other nozzles indicated for the purpose and fix blind number tags.
2. Open and remove channel head cover.
3. Open and remove channel heads.
4. Open and remove shell cover.
5. Clean the tubes, channel head cover, channel head shell and end cover using hydro cleaning machine (Karcher Pump) available in HOCL and all flange serration by scrappers / wire brushes. If Hydroblasting is required for cleaning, the same will be arranged by HOCL at their cost.
6. Blinding shell side and tube side in the required sequence and stages suitable for hydrotest of tube side and shell side separately.
7. Hydrotest the exchanger for any tube leak. Leaking tubes if any noticed during hydrotest should be plugged using CS/SS/Brass plugs as per the instruction of Engineer-in-charge. Required plugs will be supplied by HOC at free of cost. Repeat the hydrotest for any leak.
8. Assemble the channel head and covers and do the hydrotest.
9. You shall get the hydrotest witnessed by Engineer – in-charge / 3rd party Inspector.
10. Test pressure should be as per the inspection of the Inspector/Engineer-in-charge.
11. Removal of isolations ie. blind, spectacle blinds, blind tags and normalizing the Heat Exchanger.
12. If any leak is observed after normalizing the equipment, the same has to be arrested by the contractor. However, this activity will not be counted for the completion time for the work.
13. In case of cleaning of heat exchanger tubes by hydroblasting (by HOCL through other agencies), there will be a gap of 1 or 2 days (for cleaning) in between opening / boxing up of exchangers. However, this activity will not be counted for the completion of the work.



ANNEXURE- III

SPECIAL CONDTINOS OF CONTRACT

1. All manpower, tools, tackles, lifting tools, ropes, wire brushes, grinding machine, buffing machine, 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. Safety Helmets, safety shoe, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
3. 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.
4. If the work is urgent, you have to deploy people on round the clock basis to complete the work on time as per the instruction of Engineer-in-Charge.
5. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOCL.
6. 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.
7. 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.
8. Contractor has to mobilise the complete team with necessary tools and tackles **within 24 hours** from the time of intimation to start the work.
9. Either the contractor or his authorised supervisor should be available at work site throughout the work.
10. The quantity shown can vary i.e. Increase or decrease depending upon the situation. However, the rate and other terms and conditions are same throughout the pendency of the contract for which the contractor must be ready.
11. The Contractor should follow all clause in Annexure - A, B & C like 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.
12. Contractor should get prior permission from the Engineer-in-Charge for bringing the material to HOC.
13. Contractor should ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space and maintain Confined space Entry Register.
14. 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.



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

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.

- a. Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
- b. Scope of Work, General Terms and Conditions (**Annexure I, II, III, IV, V, VI, A, B & C**) to be **signed and stamped** on all pages, scanned and uploaded (**YES/NO**).
- c. Proforma of Declaration of Black Listing/ Holiday Listing (**Annexure D**) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
- d. Bidder Information (**Annexure - E**) - put **✓ mark** in front of your confirmation, signed and stamped, scanned and uploaded (**YES/NO**).
- e. Self Declaration of local content (**Annexure F**) - duly filled, signed and stamped, scanned and uploaded. (**YES/NO**).
- f. Bid Security Declaration (**Annexure H**) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
- g. Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dt. 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 (**Annexure R**) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
- h. Instructions to the contractors for use of vehicles (**Annexure - S**) - duly signed and stamped, scanned and uploaded (**YES/NO**).
- i. 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.hclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages.
- j. Experience on similar works executed during the last five years and details like monetary value, proof of satisfactory completion of works etc. (**YES/NO**).
- k. 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. (**YES/NO**).
- l. 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. (**YES/NO**).
- m. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid. (**YES/NO**).
- n. Any other technical information the Tenderer likes to furnish. (**YES/NO**).



- o. Copies of work orders already completed or in progress **(YES/NO)**.
- p. Completion certificates **(YES/NO)**.
- q. Tools and tackles available **(YES/NO)**.
- r. GSTN registration **(YES/NO)**.

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 **₹3.67 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 **₹4.9 Lakhs**.
OR
Two similar completed works costing not less than the amount equal to **₹6.12 Lakhs**.
OR
One similar completed works costing not less than the amount equal to **₹9.8 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 :

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.

अनुबंध “ क”

इएसआई,पीएफ श्रम कानून आदि - अपेक्षाएं

1.इएसआई अधिनियम 1948 के अनुसार इ एस आई

ठेकेदार काम के लिए तैनात अपने सभी कामगारों को इएसआई योजना के तहत नामित करेगा । इएसआई योजना के अधीन सभी कामगारों के लिए पंजीकरण का अनुपालन किया जाना है॥

2.संविदा की सुरक्षा विनियम और सामान्य शर्तें

ठेकेदार संविदा के सामान्य शर्तों में निर्धारित एचओसी के सभी सुरक्षा विनियमों का संख्ती से पालन करेगा । ठेकेदार को प्रतिदिन प्रतिशिफ्ट में काम शुरू करने के पहले प्राधिकृत अधिकारी से आवश्यक सुरक्षा कार्य परमिट प्राप्त करना चाहिए ।

3. कामगार क्षतिपूर्ति

कर्मचारी क्षतिपूर्ति अधिनियम 1923 के तहत क्षतिपूर्ति के लिए सभी दावों का वहन करना आपका दायित्व होगा । कार्य करने के लिए आपके द्वारा तैनात कामगार बीमारी,दुर्घटना,चोट या मृत्यु से पीड़ित होने में इ एस आई या अन्य किसी नियम के अधीन दायित्व आपका रहेगा । कर्मचारी राज्य बीमा अधिनियम 1948 का अनुपालन करना ठेकेदार का पूर्ण दायित्व होगा। आपके द्वारा लिए गए संविदा कार्य के निष्पादन के दौरान होनेवाले संपत्ति या व्यक्तियों के नुकसान हेतु दावे के लिए आप उत्तरदायी और ज़िम्मेदार रहेगा । आप एतद्वारा सहमत हैं कि आप कामगार क्षतिपूर्ति अधिनियम और उपर्युक्त अन्य सभी दावों के तहत एच ओ सी को पूर्ण रूप से मुक्त करेंगे और आप इस संबंध में किसी भी परिस्थिति में कोई तर्क नहीं उठाएगा ।

4.निजी सुरक्षा उपकरणों (पी पी ई)

आप से अनुरोध है कि निम्नलिखित निजी सुरक्षा उपकरणों का उपयोग करें

- 1.सेफ्टी हेलमेट
- 2.सेफ्टी बेल्ट
- 3.वेलडरों की निजी सुरक्षा उपकरणों जैसे गोगलस ,ग्लौस ,शूप्स एण्ड फेस शील्ड
4. गोगलस और फेस शील्ड

यह ठेकेदार का मूल दायित्व है कि वे अपने सभी पर्यवेक्षकों/कामगारों को ऊपर कहे गए सभी सुरक्षा उपकरणों (पी पी ई) प्रदान करें ।

यह भी कृपया नोट करें कि इन सुरक्षा उपकरणों के बिना ठेकेदार को कोई काम करने की अनुमति नहीं दी जाएगी ।

5.श्रम कानून एवं भविष्य निधि

आपसे अनुरोध है कि आपके साथ -

- 1.श्रम विभाग से संविदा श्रम (विनियम एवं उन्मूलन) अधिनियम 1970 के तहत एक लाइसेंस।
- 2.कर्मचारी भविष्यनिधि अधिनियम 1952 के अधीन एक अलग पी एफ कोड हो और क्षेत्रीय भविष्य निधि आयुक्त के साथ किए गए सीपीएफ अंशदान के भुगतान संबंधी विवरण भी प्रस्तुत करें ।

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.

6 पर्यावरण संरक्षण के लिए ठेकेदारों/आपूर्तिकर्ताओं को दिशा - निर्देश :

* ठेकेदार/आपूर्तिकर्ता यह सुनिश्चित करें कि सामग्रियों और सेवाओं की वजह से पर्यावरण पहलुओं पर प्रभाव न्यूनतम हो ।

* इस गतिविधि के दौरान सृजित एफ्लुवेन्ट को इंजीनियर प्रभावी द्वारा दिए गए अनुदेशों के अनुसार एफ्लुवेन्ट ट्रीटमेंट प्लांट से छोड़ दें।

* इस गतिविधि के दौरान सृजित जोखिम अवशिष्ट निपटान को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार जोखिम अवशिष्ट (प्रबंधन एवं उपयोग) नियमानुसार करना है ।

* अन्य सभी ठोस अवशिष्टों को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार निपटाना है ।

* पर्यावरण पर प्रभाव कम करने के लिए लीक एवं स्पिल से बचे । यदि कोई लीक / स्पिल हो तो सुधार कार्य करने के लिए प्रभारी इंजीनियर को तत्काल सूचित करें ।

* यदि उपयोगित मृदा जोखिम वर्ग में आता है तो यह सुनिश्चित करें कि :-

क) एम एस डी एस / ट्रेम कार्ड आदि सहित उत्पाद संबंधी विवरण सामग्री के साथ होना चाहिए ।

ख) जोखिम रसायन नियमावली के निर्माण, भंडार एवं निर्यात की अपेक्षा के अनुसार पैकिंग और लेबलिंग होना चाहिए ।

7. सीमित क्षेत्र प्रवेश

यदि काम के संबंध में सीमित क्षेत्र (जैसे कॉलम्स, हीट एक्सचेंजर, शेल्स, वेसलस, फिल्टर्स, स्पीरिस, बुलेट्स, बोइलर आदि) में प्रवेश करना है तो ठेकेदार को इस उद्देश्य के लिए रखे गए रजिस्टर पर नाम और अन्य विवरण प्रत्येक समय दर्ज करना चाहिए । सीमित क्षेत्र में प्रवेश करने के पहले सभी सुरक्षा विनियमों का पालन करना है और परमिट प्राप्त करना है । सीमित क्षेत्र से बाहर आते समय कामगार/ पर्यवेक्षक को प्रत्येक समय प्रभारी इंजीनियर को अवश्य रिपोर्ट करना है । किसी भी मामले में इस रजिस्टर से किसी प्रकार की विचलन की अनुमति नहीं दी जाएगी ।

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 ₹21,000/- 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 ₹21,000/- per month should produce the following documents:
 1. An undertaking from his employer that his wage is more than ₹21,000/- 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.

अनुबंध - 'ख'

विषय : श्रम कानून - जॉच सूची

1. संविदा श्रम (विनियम और उन्मूलन) अधिनियम -1970

प्रत्येक काम के लिए एक ही समय 19 से अधिक मज़दूरों को लगाते समय ठेकेदार को श्रम लाइसेंस प्राप्त करना चाहिए।

2. कर्मचारी राज्य बीमा अधिनियम 1948

कामगार जिनका वेतन (समयोपरि भत्ता छोड़कर) प्रतिमाह 21000/- से अधिक न हो, इस अधिनियम के तहत आता है। कृपया ध्यान दें कि निम्नलिखित कार्यकलाप पूरा करने के बाद ही फैक्टरी परिसर/टाऊनशिप में कामगारों को काम करने की अनुमति दिया जाएगा।

क) इ एस आई के अधीन पहले ही पंजीकृत मज़दूरों को इ एस आई कार्ड और उसकी एक प्रति प्रस्तुत करना चाहिए।

ख) नए मामले में, इस अधिनियम के अधीन पंजीकृत करने के लिए निम्नलिखित दस्तावेजों प्रस्तुत करना चाहिए।

1. संबंधित कामगार द्वारा यथाविधि भरे हुए पंजीकृत प्रपत्र।

2. पहचान के लिए प्रमाण - पता एवं आयु (एस एस एल सी, जन्म प्रमाण पत्र, ड्राइविंग लाइसेंस, पासपोर्ट आदि)।

3. परिवार के दो फोटो -

ग) ऐसे कामगार जिनका वेतन प्रतिमाह 21000/- से अधिक दावा दे रहे हैं, निम्नलिखित दस्तावेजों प्रस्तुत करनी चाहिए।

1. उनके नियोक्ता से यह वचनबंध प्रस्तुत करना है कि प्रतिमाह उनका वेतन रु. 21000/- से अधिक है और उन्हें इ एस आई अधिनियम के तहत शामिल करने की आवश्यकता नहीं है।

2. निजी दुर्घटना पॉलिसी की एक प्रति इसमें यह दर्शाता है कि कामगार इस पॉलिसी की सुरक्षा हैं।

3. इ पी एफ और एम पी अधिनियम 1952

क) संबंधित कामगार को नामांकन प्रपत्र फाईल करना है।

ख) यदि प्रस्तुत अधिनियम और योजना के तहत पहले ही नामित हो तो संबंधित दस्तावेज प्रस्तुत करें।

4. अन्तर राज्य प्रवासी कामगार (रोजगार और सेवा शर्तों के विनियम) अधिनियम 1979

यदि ठेकेदार किसी भी दिन 05 या उससे अधिक अन्तर राज्य प्रवासी कामगार को काम के लिए लगाते हो तब उन्हें प्रस्तुत अधिनियम के तहत लाइसेंस प्राप्त करना चाहिए।

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.

सुरक्षा, स्वास्थ्य एवं पर्यावरण (एस एच ई) की शर्तें

एस ओ सी एल, अंबलमुगल में काम करने वाले ठेकेदारों के लिए निम्नलिखित सुरक्षा, स्वास्थ्य एवं पर्यावरण शर्तें लागू होंगे।

1. सुरक्षा, स्वास्थ्य एवं पर्यावरण के प्रभावी एवं दक्ष प्रबंधन के लिए कार्यस्थल में योग्य एवं अनुभवी व्यक्तियों की उपलब्धता एवं उपयुक्तता सुनिश्चित करेंगे।
2. आवश्यकताओं के अनुरूप उपकरण, सामग्री और उपभोज्य सुनिश्चित करेंगे।
3. उपयोग किए जाने वाले सभी उपकरण / पाइ की सामग्रियों को पर्याप्त मजबूती / टिकाऊपन सुनिश्चित करेंगे।
4. यह सुनिश्चित करेंगे कि उचित एवं पर्याप्त पी पी ई प्रदान किए जाएंगे और संबंधित व्यक्तियों द्वारा पहने जाएंगे।
5. आवश्यकतानुसार कार्यकलाप/ जोखिम के उपयुक्त सुरक्षा चिहनों को लगाना सुनिश्चित करेंगे।
6. कार्यस्थल से ऐसे सामग्री जो आवश्यकता के अनुरूप नहीं हो, को हटाया जाना सुनिश्चित करेंगे।
7. यह सुनिश्चित करेंगे कि कार्यकलाप के कारण पर्यावरण में कोई प्रतिकूल प्रभाव न हो।
8. अपने कर्मचारियों की गतिविधियों पर उचित एवं सूक्ष्म पर्यवेक्षण सुनिश्चित करेंगे।
9. कार्यान्वित किए जा रहे कार्य की प्रकृति संबंधी दुर्घटनाओं का पहचान करेंगे और जहां अपेक्षित हो किसी प्रकार की घटनाओं / दुर्घटनाओं को रोकने के लिए ऐसी दुर्घटनाओं को दूर करने / नियंत्रित करने के उपाय विकसित करेंगे।
10. कर्मचारियों को कार्य के दौरान पर शिक्षित / प्रशिक्षित करना सुनिश्चित करेंगे और उनके एस एच ई जागरूकता में सुधार लाना भी सुनिश्चित करेंगे।
11. पर्याप्त स्वास्थ्य की व्यवस्था सुनिश्चित करेंगे (यानि सफाई, धूल एवं धूआं मुक्त पर्यावरण, उचित प्रकाश की व्यवस्था और ठेकेदार द्वारा काम के लिए नियुक्त सभी कर्मचारियों को पेय जल)
12. नियमित जांच / निरीक्षण करके निम्नलिखित के लिए नियमित नियंत्रण सुनिश्चित करेंगे लेकिन केवल निम्नलिखित के लिए सीमित नहीं करेंगे।
 - * वाहनों एवं उपकरणों
 - * टूल्स, उपकरण, लिफ्टिंग उपकरणों
 - * सुरक्षा उपकरणों
 - * आग संरक्षण
13. समय – समय पर और जब कभी आवश्यक हो, अपने व्यय पर कार्य स्थल से निर्दिष्ट क्षेत्र की ओर सभी कूड़े/ रद्दी/अनुपयोगी सामग्रियाँ निकाल देंगे और हटा देंगे।
14. प्रदत्त कार्य के संबंध में घटित होनेवाली सभी घटनाओं / दुर्घटनाओं यदि कोई हो तो, रिपोर्ट करेंगे। ठेकेदार घटना / दुर्घटना रिपोर्ट तैयार करके मालिक (ऑर्नेस) सेफ्टी विभाग में प्रस्तुत करेंगे।

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

अनुबंध डी
काली सूची/अवकाश सूची की घोषणा संबंधी पत्र

स्वामित्व प्रतिष्ठान के संबंध में :-

मैं एतद्वारा घोषणा करता/ करती हूँ कि न तो मैं अपने नाम पर या मेरे स्वामित्व प्रतिष्ठान सर्वश्री के नाम पर जिसने संलग्न बोली /निविदा प्रस्तुत न कर रहे हैं या मेरे स्वामित्व में या किसी अन्य साझेदार कंपनी जिसमें मैं प्रबंध भागीदार के रूप में हो, वे नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं ।
(यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

साझेदार कंपनी के संबंध में

हम एतद्वारा घोषित करते /करती हैं कि न तो हम, सर्वश्री ने प्रस्तुत बोली/निविदा प्रस्तुत करता है या कंपनी से शामिल किसी भागीदार न उनके वैयक्तिक क्षमता या स्वामित्व के रूप में या किसी कंपनी/ कारोबार के प्रबंधन भागीदार के रूप में नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं ।
(यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

कंपनी के संबंध में

हम एतद्वारा घोषित करते/ करती हैं कि हमें नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं ।
(यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

यह समझता हूँ कि यदि इस घोषणा के किसी भी विवरण गलत हो जाने पर हिंदुस्तान ओर्गेनिक केमिकल्स लिमिटेड या इसके प्रशासनिक मंत्रालय को मेरा/हमारा बोली अस्वीकार करने का अधिकार है और यदि बोली ठेके के रूप में हो जाने पर , प्रस्तुत ठेका समाप्त करने का अधिकार है ।

स्थान:

बोलीदाता का हस्ताक्षर :

तिथि:

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 ✓ 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
<div>DATE: _____</div> <div style="text-align: right;">SIGN AND STAMP OF BIDDER</div>		

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 COMMERCIAL/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

Annexure - R

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned,..... (full names), do hereby declare, in my capacity as of M/s(name of bidder entity), that:

1. The facts contained herein are within my own personal knowledge.
2. I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
3. I certify that M/s(name of bidder entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I further certify that M/S.....(name of the sub-contractor if any) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached].
4. I understand that the submission of incorrect data and / or if certificate / declaration given by M/s(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE:

DATE: _____

Seal / Stamp of Bidder

ANNEXURE -S

INSTRUCTIONS TO THE CONTRACTORS FOR USE OF VEHICLES

INSTRUCTIONS TO THE CONTRACTORS FOR USE OF VEHICLES, LIFTING MACHINES, LIFTING TOOLS & TACKLES, EARTH MOVING EQUIPMENT AND ENGINE OPERATED EQUIPMENT

1. Lifting machines, chains ropes and lifting tackles

Contractor shall possess valid certificates, for lifting machines, chains blocks, ropes, slings, D-shackles, belts and other lifting tools & tackles used for working inside HOCL, Ambalamugal.

2. Insurance for special type vehicles

Contractor shall possess valid certificates, for vehicles which are used for working inside HOCL, Ambalamugal.

3. Driving License

The Driver/Operator shall possess relevant valid certificates, for vehicles which are used for working inside HOCL, Ambalamugal.

4. Certificate of Fitness

Contractor shall possess valid certificates, for transport vehicles which are used for working inside HOCL, Ambalamugal.

5. Vehicle Entry Permit

Vehicle entry permit shall be taken for use of Mobile equipment inside plant area.

6. Spark Arrestor

Spark arrestor shall be provided for all vehicles / engine operated equipment which are used for working inside plant area.

NOTE:

- 1. The vehicle / mobile equipment brought inside HOCL premises shall be maximum 10 years from the date of registration.**
- 2. Spark ignited equipment (including petrol driven engines) are not permitted inside PESO Licensed area.**

Please note that Mobile Lifting Machines like Mobile cranes, Fork lift, Manlift, Dozers and Excavator shall be allowed to work inside the Factory Premises only after verifying the following:

I. For Mobile Cranes

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO license for operating crane available
- b. Record of eye examination/re-examination carried out as per Kerala factories Rules 1957
- c. Availability of load chart inside operator cabin in such a way that operator can read and understand load chart.
- d. Condition of hook and latch.
- e. Condition of wire ropes/slings.
- f. Condition of over hoist limit switch (Anti two blocks) and overload alarm.
- g. SWL marked on all hooks.
- h. Tyre condition.
- i. Third party inspection certificate of crane and lifting tools and equipment.
- j. Condition of Horn & Reverse horn.
- k. Condition in hydraulic cylinders and outriggers.
- l. Guards in moving and rotating parts.
- m. Availability of Safe Load indicator (SLI) in operator cabin.

II. For Fork Lift

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO License for operating Excavator.
- b. Condition of Fork.
- c. Condition in hydraulic cylinders for any leakage.
- d. Tyre condition.
- e. Condition of Horn & Reverse horn.
- f. Condition of overhead guard.

III. For Man Lift

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO license for operating crane available
- b. Record of eye examination/re-examination carried out as per Kerala factories Rules 1957
- c. Condition of Platform and guard rails.
- d. Condition of main boom and tip boom.
- e. Tyre condition.
- f. Third party inspection certificate of crane and lifting tools and equipment
- g. Condition of Horn & Reverse horn.
- n. Condition in hydraulic cylinders and outriggers.

IV. For Excavator/Dozer

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO License for operating Excavator.
- b. Condition of Loader bucket.
- c. Condition of Boom.
- d. Hydraulic oil level.
- e. Condition in hydraulic cylinders for any leakage.
- f. Tyre condition.
- g. Condition of Horn & Reverse horn.
- h. Condition of backhoe pins and bushings.
- i. Condition of swing tower.