



HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

OPEN-E- TENDER NOTICE

HOCL Invites e-Bids under the two bid system for the following item.

Sl.No.	Description of item and Tender No.	Qty(Approx)
1	Hiring of Storage Tanks for Storing Benzene (Class A petroleum product) for 3 Months HOCL tender ref : MAT/PUR/10749/19	3000 MT

Tender documents may be downloaded from www.hoclindia.com or www.eprocure.gov.in. Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers.

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

Thanking you,

Yours faithfully,
For Hindustan Organic Chemicals Ltd.

K.R.USHARANI
CHIEF GENERAL MANAGER (MATERIALS)



HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

MAT/PUR/10749/19

14.01.2020

M/s.

Dear Sir,

HOCL is planning to bring one Benzene consignment of total quantity **3000 MT +/- 5%** of Benzene from February 2020 for 3 Months through Kochi Port. We are interested in hiring suitable Class A storage tank facilities for receiving, storing and delivering the cargo as per HOCL requirement. You may please send your offer for available storage space at your end. The material will be stored in the storage tanks hired and shall be loaded into our road tankers of 10 – 25 MT capacity for delivering at our site at Ambalamugal.

You may quote your rate for hiring the tanks for a tentative period of 3 Months (February- April 2020). The period may extend for one more month if required. HOCL will be appointing our surveyors for inspecting the cleanliness of the storage tanks, receiving shipment, dispatching goods to HOCL in road tankers, drawing samples, alleging of tanks etc. However you will be the custodian of the material stored and shall take the full responsibility for its storage, preservation, safety aspect, delivering the product to our road tankers etc.

If you feel that you are fully capable of meeting our requirement for handling the Benzene as above and the Terms and conditions attached herewith, we request you to submit your offer online through nic site for the same in two bid system as per the formats enclosed herewith before **2 PM on 22-01-2020**.

If you are not able to offer storage tank for the full period (February -2020 to April-2020), you may please specify the period /months in which the storage tank can be made available and this may be confirmed in technical bid format.

Yours faithfully,
For HINDUSTAN ORGANIC CHEMICALS LTD,

K.R.USHARANI
CHIEF GENERAL MANAGER MATERIALS

MAT/PUR/10749/19

14.01.2020

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites open e tenders **for hiring storage facility at Cochin port for receiving and storing approximately 3,000.00 MT of Benzene (Class 'A' petroleum product).**

Tender documents are uploaded in HOCL website www.hoclindia.com and www.eprocure.gov.in

The details of the tender are as shown in **INDEX** enclosed

Closing Date of Tender : 22.01.2020 at 2.00 pm

Opening Date of Tender : 23.01.2020 at 2.00 pm

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

Thanking you,

Yours faithfully,

For Hindustan Organic Chemicals Ltd.

K.R.USHARANI

CHIEF GENERAL MANAGER MATERIALS

INDEX - TENDER NOTICE FOR HIRING OF STORAGE TANK

1	General instructions to the bidders for e bid submission	Annexure-I
2	Instruction to bidders on online bid submission.	Annexure - IA
3	Terms and conditions of the tender	Annexure-II
4	Technical bid format	Annexure-III
5	Price bid format	Annexure-IV
6	Techno Commercial Bid Format	Annexure-V
7	Eligibility criteria for participating in the bid	Annexure -VI

GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions attached as per instructions given below:-

1. HOCL has entered into an Agreement with nic for e procurement through their portal www.eprocure.gov.in. Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in various Annexures.
2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid email confirmed.
3. The bid shall contain as integral part of the same the following compliance statement: “We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same.”
4. The bids shall be neatly typed in English language with pages consecutively numbered and shall be signed on all pages by authorized persons. Bids shall be free from over writing and all corrections shall be duly attested by the bidder.
5. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
6. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
8. **Bids shall be valid for a minimum of 30 days from the due date for receipt and opening of the bids.** Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.

Instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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 enroll 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 Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

.....

TERMS & CONDITIONS

1. Submission of Tenders:

- a. Bids shall be uploaded as per the instructions given in Annexure I before the due date of submission of bids (02.00 PM on 22.01.2020).

2. Scope of work

- a. All aspects relating the safe receipt of cargo from the ship, its gauging, storing, delivering to the road tankers, arranging inspection etc in connection with the receipt & handling of Benzene.

3. Hire charges

- a. The hire charges should be quoted on per MT per month basis for the maximum quantity (3000 MT+/-5%) stored in a month. If more than one storage tank is offered, the tanks will be surrendered as and when it becomes empty.

4. Terminal operation timing

- a. Terminal should be operational round the clock for receipt of cargo from the ship depending on the berthing of the vessel. However tanker loading operation shall be carried out during 9 AM to 5 PM period. If required, you may have to keep the loading operations beyond 5.00 PM.

5. Insurance

- a. Products stored shall be insured by HOCL. Storage tank and other facilities for product handling shall be insured by you.

6. Surveyors

- a. Surveyors shall be appointed by HOCL for inspecting the cleanliness of the tanks, receiving shipments, dispatching goods to HOCL through road tankers, drawing samples, ullaging of shore tank etc. You'll have to extend all necessary assistance to them.

7. Operations

- a. The terminal shall ensure that the storage tank and connected facilities are clean and fully fit and satisfying all the legal and safety requirements for handling our Class A petroleum products. You will be the custodian and fully responsible for the materials entrusted to you. You shall ensure that trained people are deployed for the handling operations at your terminal. The employees deployed for executing the work should be covered under all relevant labour laws including ESI, PF etc and documentary evidence for the same should be produced whenever asked by the company.

8. Disputes

- a. If at any time during the currency of the contract or thereafter, any question, dispute or difference whatever shall arise between the officer of the company (HOCL) and the contractor upon or in relation to or in connection with the contract or the interpretation of any terms and conditions thereof or in connection with any matters arising there from the same shall be referred to the sole arbitration of the Unit-in-charge, Hindustan Organic Chemicals Ltd, Ambalamugal or an officer of the company nominated by the Unit-in-charge. The decision of the arbitration shall be final and binding.

9. Tender opening

- a. Technical bid shall be opened electronically at **2.00 PM on 23.01.2020**. Date & time of opening of the Price Bids of the successful bidders will be informed later.

10. Security Deposit

In the event of placement of order , the supplier shall furnish a security deposit for 5 % of contract value within one week of placement of order. This may be submitted in the form of a Bank Guarantee form a Scheduled bank. SD will be forfeited in the event of a breach of any of the terms of the contract by the supplier. SD amount will be returned within 60 days of successful completion of the order. PSU vendors are exempted from SD. Also MSME vendors registered with NSIC are exempted from SD up to the monetary limit mentioned in the certificate.

11. Validity of the offer should be **30 days from the due date**

12. Period Of CONTRACT

This tender is for finalizing a contract for Hiring storage tank for 3 Months. The hiring period may extend for one more month if required. If you are not able to offer storage tank for the full period (February -2020 to April-2020), you may please specify the

period /months in which the storage tank can be made available and this may be confirmed in technical bid format.

13. Payment terms

- a. Payment for the month will be released within 30 days against monthly debit notes raised.

14. Rejection of tender

HOCL reserves the right to accept or reject any tenders without assigning any reasons whatsoever it may be.

TECHNICAL BID

Do you have valid explosive License for the storage & handling of Class A Petroleum products ? If yes, please enclose the copies	
Also enclose copies of a) Clearance from the Pollution control board for operating the tankage b) – do – from Cochin/Mangalore Port c) – do – from the Weights & Measures Dept. d) Other approvals, if any.	
Confirm whether you have individual isolation of containment area of tanks. If not, can you provide the same before the receipt of the cargo	
Please confirm the availability of emergency diesel fire water pumps with auto start facility and sprinklers.	
Confirm the continuity of earthing strips at all flanges and pipe joints in your installation.	
Please confirm the availability of safety equipments like canisters, PPEs like goggles, face masks, air masks, first aid facilities etc at your installation.	

Capacity and Tank nos of storage tanks offered to HOCL for the above period. Enclose valid calibration certificates.	
No. of loading points available for our products.	
Details of Insurance coverage taken for the storage tank and other facilities at the terminal.	
Confirm availability of qualified staff round the clock for monitoring the operations/ safe storage. Enclose Organisation Chart and Technical/ Safety/ Other Man power details.	
Terminal operation timings.	
Confirm the availability of additional storage tanks if required by HOC for Class A petroleum products.	
Maximum pumping rate possible from the ship for unloading the cargo.	
List of your existing customers	
Details of products handled during the last one year period.	
Details of the latest cargo handled. Indicate the item, quantity and date of discharge.	
Your turn over during the last three financial years. Enclose copies of your Balance Sheets.	
Payment terms offered.	
Taxes and duties applicable on the rates quoted by you.	
If you are not able to offer storage tank for the full period (February -2020 to April-2020), you may please specify the period /months in which the storage tank can be made available	
Validity of the offer	

PRICE BID

We, after having gone through the Tender conditions are satisfied that we can fully meet your operational requirements. We offer the following rates for providing the storage tank facility to HOCL.

a) Hire charges : Rs.....per MT per month (for storing maximum 3000 MT).

b) Any other charges applicable in :
Including pigging charges(Please specify)

c) Taxes and duties applicable. :

Name & Signature

TECHNO COMMERCIAL BID FORMAT

(Please fill up the details mentioned below in your letter head and upload along with your bid)

Name and Address of Organization:

Phone & Fax No :

GSTIN :

E-mail id for correspondence :

Contact Person Name and Mobile No :

Pl. specify the period for which the tank is offered :

Are you an MSME vendor : Yes/NO

If yes please submit documentary evidence
like UAM/NSIC etc.

Payment Term offered :

Validity of offer:

Any other remarks you would like to specify:

Signature and Stamp

Eligibility criteria for participating in the bid.

Offers of bidders who satisfy the following Eligibility Criteria only will be considered .

- a. You should have sufficient class A storage space and facilities available for handling a volume of 3000 MT +/- 5%, starting from February 2020 for a period of about 3 Months.
- b. You should have handled at least 6000 MT of Class A petroleum products in your installation during the last three year period.
- c. You should have handled at least one Class A Petroleum cargo of minimum size 3000 MT during the last 3 year period.
- d. You should submit a solvency certificate from a Scheduled Bank for a minimum value of Rs.1.2 Lakhs.

Vendor should provide documentary evidences for all the above along with the Technical Bid.

PSU's need not furnish the credentials as above.