

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

To,

REQUEST FOR QUOTATION

RFQ No. :
Collective RFQ No.: 2460/
Date : 29.01.2019
Contact Person : P.Selvendran
Due Date/Time : 20.02.2019,14:00:00 Hrs
Opening Date/Time : 20.02.2019,15:00:00 Hrs

Date :29.01.2019

SERVICES REQUIRED AT:

M/s. Hindustan Organic Chemicals Limited,
P. O. Ambalamugal, Kochi-682302,
Kerala, India.

Dear Sirs,

Subject:AMC OF 40 ZONE FIRE ALARM SYSTEM 2019-20

1. Sealed quotations in duplicate are invited by **Hindustan Organic Chemicals Limited, Ambalamugal** for the works as detailed below. A set of tender documents is enclosed for submitting your quotation.

2. **Name of Work:** AMC OF 40 ZONE FIRE ALARM SYSTEM 2019-20. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **20.02.2019** up to **14:00:00 Hrs**. Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Nil.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

6.1 Single Bid System

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above) and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all

technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

6.2 Sealed envelope shall be superscribed with Enquiry No. and Offer for AMC OF 40 ZONE FIRE ALARM SYSTEM 2019-20. **Due Date: 20.02.2019** up to **14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

6.3 Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

7. Rates

Goods and Service Tax(GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

8. ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements

Refer Annexure A, B and C attached.

9. Engineer/Officer In-Charge:

Mr. Hareesh Madhav A , DM (ELECT)

10. Defect Liability Period

As per GCC

11. Payment Terms

Payment shall be made quarterly, after the satisfactory completion of maintenance of respective quarter and submission of reports.

12. Validity of Offer

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the **"Form of Rate List"** or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance.

13. Security Deposit

NIL

14. Liquidated Damages

Not Applicable

16. Period of Contract

Period of contract shall be one year from the date of issue of work order / LOI

15. Scope of Supply

MATERIALS

a. Contractor's Scope

- i) All the necessary components/parts required for repairing have to be supplied by the contractor.
- ii) Payment will be made extra at an actual rate by HOCL for the components/parts replaced.
- iii) Installation of Components/spares should be done by the party free of cost.
- iv) CRITICAL SPARE PARTS PRICE LIST TO BE GIVEN BY THE PARTY.

b. HOCL's Scope

Nil.

Payment will be made extra at an actual rate by HOCL for the necessary components/parts supplied by the party for repairing.

TOOLS AND TACKLES

a. Contractor's Scope

All the required tools for carrying out the maintenance and repair to be arranged by the contractor.

b. HOCL's Scope

Nil.

17. Time of Completion

Time of completion shall be one year from the date of issue of work order / LOI

18. 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.

19. Other Terms & Conditions

19.1 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. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

19.2 In addition to Clause No. 3.7 of our GCC, the tenderers 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.

19.3 In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

19.4 Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

19.5 For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

20. The tender notice may be read in conjunction with the standard **General Conditions of Contract** (available in www.hoclkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

21. Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

Date, Time & Venue of Public Opening of Tender

Date : 20.02.2019

Time : 15:00:00 Hrs

Venue: **Tender Room in Training Centre of HOCL, Ambalamugal.**

Thanking You,

Yours Faithfully,

For Hindustan Organic Chemicals Limited,

P.Selvendran
GM (E)

Attachments:-

1. Annexure ' A & B ' - ESI, PF, Labour Law Requirements.
2. Annexure ' C ' - Safety, Health and Environment (SHE) Conditions.
3. General Conditions of Contract.(can be downloaded from HOCL website)

Scope of Work

Scope of Work for 40 Zone Fire Alarm System

1. Quarterly visits to be made by the service personnel for preventive maintenance .The following checks are to be carried out during quarterly visits.
 - a. Checking of panel operation including open and short circuit condition
 - b. Checking of electrical power supply failure
 - c. Checking of level of electrolyte in battery
 - d. checking of audio visual alarm on the panel
 - e. Checking of hooters, manual call points
 - f. Checking of general healthiness of the system
 - g. Checking of Repeater Panel at Fire Station
2. Break down calls shall attended within minimum time .The service provider has to forward service report mentioning the details of work carried out, observations made etc after carrying out each quarterly servicing.
CRITICAL SPARE PARTS PRICE LIST TO BE GIVEN BY THE PARTY.

SPECIAL CONDITIONS

The following conditions shall be fulfilled in additions to general condition.

1. The work to be done as per the instruction of the Engineer-in-Charge
2. Performance report to be submitted quarterly.
3. Units are to be serviced quarterly.
4. The list of recommended spares along with the cost needed to repair the unit is to be given to the Officer-in-Charge for taking necessary action.
5. Schedule of service to be given to Officer-in-Charge in advance.
6. All the equipment and manpower required for the work is to be arranged by the contractor.
7. Records of spares used to maintain the system are to be clearly mentioned in the report.
8. Equipment should be fixed in the original position after repair & testing.

Collective RFQ No.: 2460

Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:.....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	3000710 AMC of 40 zone fire alarm system as per the scope of work	YR	1		
Service Account Code(SAC) for 3000710 :.....					
Rate of Tax :.....					

All fields including Service Account Code and tax rate for all items to be filled by the vendor/contractor failing which your offer is liable to be rejected.

Total Amount Rs:

(In Words Rupees)

GSTIN Regn. of Vendor/Contractor:

Date :

Signature and Seal of the Contractor

Collective RFQ No.: 2460

FOR EVALUATION ONLY

----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

Offer For:AMC OF 40 ZONE FIRE ALARM SYSTEM 2019-20

From:

**RFQ No.
Collective RFQ No. 2460**

**Due Date: 20.02.2019
Due Time: 14:00:00 Hrs**

**To,
General Manager (P & A),
Hindustan Organic Chemicals Limited,
P. O. Ambalamugal, Ernakulam - 682302,
Kerala, India.**