

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



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 032.
Phone: (0484) 2720911, FAX No. (0484) 2720893

E- TENDER NOTICE

HOCL Invites e-Bids under the **two-bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	INSULATION, WRAPPING AND COATING WORKS HOCL Tender Ref : MEC30149/2331

Tender documents may be downloaded from www.hoclkochi.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.

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

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

L. SHANIL LAL
GENERAL MANAGER (MECHANICAL)



HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
AMBALAMUGAL, Ernakulam District, PIN – 682 032.
Phone: (0484) 2720911, FAX No. (0484) 2720893

MEC30149/2331

M/s.

Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **INSULATION, WRAPPING AND COATING WORKS**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website www.hoclkochi.com and <https://eprocure.gov.in/eprocure/app>

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

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

Thanking you,

Yours Faithfully,
For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

L. SHANIL LAL
GENERAL MANAGER (MECHANICAL)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: MEC30149/2331

INSULATION, WRAPPING AND COATING WORKS

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

SCOPE OF WORK

A. THERMAL INSULATION

1. Removing the existing Insulation carefully wherever necessary, recouping all materials like aluminium sheets and insulation mattresses, asbestos ropes etc. as far as possible and storing the same for re-work, as per the instruction of Engineer- in-charge.
2. Providing thermal insulation (Hot) to all equipment, pipelines & valves etc. at all elevation and all location inside the company premises. Supply of labour and supervision of work including transportation of materials to work site from store, preparation of mattresses or asbestos ropes to prescribed thickness and densities as applicable, wire brushing of surface, applying on surfaces as specified including all preparatory work thereon, all binding, tying, lacing, stitching and or otherwise securing finishing with aluminium sheet cladding, grooving, providing bolts, banding rivets or self tapping screws with washer/tar felt/mastic to seal the joints wherever specified, providing necessary scaffolding and completing the works in all respects as per drawings, specifications and instructions to give a jointless surface/seal the joints to prevent ingress of moisture into it. **In case the surface/pipe is of stainless steel, SS foil shall be wrapped around the surface and secured with winding below the application of LRBM. (The wool/LRBM shall not come in contact with SS surface).**

(The asbestos rope of required thickness are to be closely wound without any gap and secured with winding wire at every 500mm. If aluminium cladding is required, the same has to be provided by the contractor as per the instruction of Engineer-in-Charge.

B. FABRICATION AND ERECTION OF RAIN HOODS

Contractor has to fabricate and erect the rain hoods for instruments /gauges / equipment with aluminium sheet as per the instruction of Engineer – in – Charge. The size and thickness of the hood will be decided by Engineer-in-charge.

1. All tools and tackles, equipment, apparatus including steel scaffolding and scaffolding materials required for the insulation jobs are to be arranged by the Contractor.
2. The insulation jobs are to be carried out as per the standards followed in HOCL and also as per the directions of Engineers-in-charge.

3. Scrap materials arising out of the jobs are to be segregated and cleared from the site immediately after completion of the job to the scrap yard and all waste insulation material to the designated location on daily basis.
4. Movement of insulation materials from HOCL stores and returning of the excess materials has to be done by the Contractor.
5. A REGISTER WILL BE MAINTAINED IN CENTRAL WORKSHOP FOR RECORDING THE DETAILS OF WORK NOTIFICATION NO., DESCRIPTION OF WORK, PERSONNEL DEPLOYED AND THE CONTRACTOR WILL HAVE TO FILL IN THE DETAILS IN THE REGISTER. You are also required to complete the work as per the detailed scope of work mentioned in the tender documents and directions of engineer-in-charge.
6. Insulation materials shall be protected against rain, at all time from collection of materials from the store to finish cladding.
7. Contractor has to ensure the quality of insulation repairs done by labours by deploying effective supervision.
8. The contractor has to ensure the site cleaning after completion of the job.
9. Measurements will be taken on M² basis as per IS 7413-1981 Clause: No.9 and the same should be taken at least with 15 days of interval.
10. THE CONTRACTOR HAS TO STATION DAILY AT LEAST ONE COMPLETE GANG. I.E. ONE INSULATION FABRICATOR, INSULATION LAGGER, INSULATION FITTER, HELPER DURING GENERAL SHIFT ON ALL WORKING DAYS FOR CARRYING OUT VARIOUS INSULATION JOBS ACCORDING TO THIS TENDER. BUT IF THE SITUATION CALLS, FOR THE CONTRACTOR MAY HAVE TO STATION THE ADDITIONAL PERSONNEL IN ALL SHIFTS. THE CONTRACTOR SHALL ALSO ENGAGE REQUIRED NUMBER OF WORKMEN TO EXPEDITE / COMPLETE THE JOB AS PER INSTRUCTIONS OF ENGINEER-IN- CHARGE. NO SEPARATE PAYMENT WILL BE MADE FOR THIS. **THE COMPANY DEPENDING ON SITUATION CAN MAKE PROPORTIONATE DEDUCTIONS ON THE BASIS OF THE PREVAILING LABOUR RATES OR OTHER ACTIONS AS DEEMED FIT FOR NOT STATIONING PERSONNEL AS ABOVE.**

C. WRAPPING & COATING WORK

1. Transportation of materials from stores to site.
2. Complete cleaning of the Pipe line using non-sparking chisel, wire brush etc.
3. Apply paste after melting the same, in two coats by suitable brush on the surface.
4. Heating the surface/wrapping tape to the required temperature using heating torch (Only Oxy acetylene gas is permitted for heating purpose).
5. Wrap the pipeline with the tape tightly without air gap and with a lap of 25mm.
6. Digging of the trench and back filling the same after work will be arranged by HOC.
7. Area must be cleaned and cleared after the work and the balance material if any should be returned to Store / Mechanical Workshop.
8. Measurement will be taken in M2 basis.

D. COLD INSULATION

Transportation cold insulation materials/thermocool block, PUF pipe section, Aluminium foil, band, wires, etc. from stores to work site, fabrication thermocol block into required size and shape, application of insulation (thermocool/PUF) on the surface of pipe line/equipments over aluminium foil wherever required, tying with aluminium bands, cladding with aluminium sheet fabricated to suitable size/shape, banding with self tapping screws/ aluminium bands, providing sealing compound/ tar felt at the joints wherever required, as per standard and the instruction of Engineer-in-Charge.

ISSUE OF MATERIAL

HOC will only provide materials like insulation mattress, thermocol block/PUF, pipe section, Al. sheet, asbestos rope, screw, tar felt, joint sealant, washer, nut, MS angle/flat etc. on free of cost.

However, contractor has to arrange all men, tools, tackles, welding rods, welding generator, cutting machine, grooving machine, sheet rolling machine, oxy acetylene gas, heating torch, painting brush, scrappers, wire brush, snippers and all marking instruments, etc. whatever required for the job at your cost.

ACCOUNTING OF MATERIALS

It is the contractor's responsibility to use the materials judiciously and store the materials with detailed material issue voucher issued in good custody. THE CONTRACTOR SHALL MAINTAIN A REGISTER FOR ALL THE MATERIALS ISSUED BY HOCL AND SHALL PRODUCE THE SAME WHENEVER ASKED FOR. On completion of the work, the contractor shall submit material reconciliation statement for all materials issued by HOCL on monthly basis / whenever asked for, and should be submitted along with final bill.

General instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal(Govt. Of India), using valid [Digital Signature Certificates](#). The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

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

SEARCHING FOR TENDER DOCUMENTS

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

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

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

SUBMISSION OF BIDS

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed,

the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Contact Person (National Informatics Centre)

Mr.Midhun Babu
Co-ordinator(NIC-HOCL)
Mob: 8547196394, 0484 2727401

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: MEC30149/2331

INSULATION, WRAPPING AND COATING WORKS**GENERAL TERMS AND CONDITIONS OF THE TENDER**

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

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.

1. Complete set of Tender Document marked "**ORIGINAL**" duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
2. 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.
3. **Earnest Money in the manner specified in the RFQ.**
4. Information regarding average annual financial turnover of the Tenderer as stipulated in Clause.1.
5. Details of work of similar type and magnitude carried out by the Tenderer as stipulated in Clause.2.
6. 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.
7. 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.**
8. The bidder should have adequate number of equipments/tools/tackles in sound condition for the execution of the work within the stipulated time. **THE EQUIPMENT DETAILS SHOULD BE FURNISHED.**
9. Details of concurrent commitments of Tenderer.
10. **Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement). If there are not deviations, "No deviation statement has to be given".**
11. Any other technical information the Tenderer likes to furnish.

Clauses :

1. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least ₹5.8 lakhs.
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 ₹7.7 Lakhs.
 - OR
 - Two similar completed works costing not less than the amount equal to ₹ 9.6 Lakhs.
 - OR
 - One similar completed works costing not less than the amount equal to ₹ 15.5 Lakhs.
12. 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.
13. 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.

EARNEST MONEY DEPOSIT

Quotation shall accompany an EMD of ₹14,500/- shall be paid by crossed DD/Bankers Cheque. Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

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

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

RATES

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

SECURITY DEPOSIT

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the value of each running bill till the total security deposit is collected.

LIQUIDATED DAMAGES

If the work is not completed within the stipulated time, the contractor is liable to pay a LD of ½% of the total contract value per week of the delay or part there of subject to a maximum of 5% of the contract value.

PERIOD OF CONTRACT

The period of the contract shall be **ONE YEAR** from the date of issue of work order.

SCOPE OF SUPPLY

MATERIAL

a. Contractor's Scope

Oxygen, acetylene gas required for wrapping coating job has to be arranged by the contractor. Scaffolding material (pipe & clamps) wherever required has to be arranged by the contractor.

b. HOCL Scope

HOCL will only provide materials like banding strip, LRBM insulation mattress/LRBM, pipe section, Thermocol, PUF, aluminium sheet, asbestos rope, and consumables like wrapping & coating tape, winding wire, screws, washer, nut, paste, joint sealant, tar felt, MS angle/flat etc. will be supplied by HOCL.

TOOLS & TACKLES

a. Contractor's Scope

Contractor has to arrange all men, tools, tackles, welding rods, welding generator, cutting machine, grooving machine, sheet rolling machine, oxy acetylene gas, heating torch, painting brush, scrappers, wire brush, snippers and all marking instruments. Tools and tackles required for erection of scaffolding wherever required has to be arranged by the contractor.

b. HOCL's Scope

Nil.

TIME OF COMPLETION

Time of completion shall be **within 72 hrs.** from the time of instruction to start the work.

VALIDITY OF THE TENDER

The tender shall be kept valid for acceptance for a period of **THREE** months from the last date prescribed for receipt of the tender.

A Tenderer shall not be entitled during the said period of three months without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

PRICE

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.

PAYMENT TERMS

90% payment will be made on pro rata basis as per the area of insulation jobs/wrapping and coating work completed and certification by the Engineer-in-Charge.

Balance 10% payment will be made after completion of defect liability period of one year or on production of Performance Bank Guarantee.

CONTRACT PREFERENCE

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

DEFECT LIABILITY PERIOD

As per GCC.

OTHER TERMS AND CONDITIONS

AGREEMENT

The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of appropriate value and in case of placement of work order.

GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL is available in the office of The Chief General Manager (P&A) of HOCL, Ambalamugal or can be downloaded from our Web site www.hoclkochi.com.

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) **19/12/2018** at 02.00 pm.

OPENING OF BIDS: The Technical Bids will be opened on **20/12/2018 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

VALIDITY OF OFFER: Offer shall be valid for a minimum period of 90 days form the last date of submission stipulated for the tender.

SUBMISSION OF BIDS: Refer Annexure II.

PRICE BID SUBMISSION-BOQ: Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given asw 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.

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INSULATION, WRAPPING AND COATING WORKS

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SPECIAL CONDITIONS of CONTRACT

1. All manpower, tools, tackles, hydraulic test pumps, lifting tools, ropes, wire brushes, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. **A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.**
2. Spiral wound Gaskets, bolts, nuts, fasteners required for the work will be supplied by HOCL free of cost **as per requirement**. But HOC will issue only the gasket sheets for initial blinding. It has to be cut to the correct size by the contractor at his cost.
3. Safety Helmets, safety shoes, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
4. 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.
5. This work is a **shutdown activity** and you have to put all efforts to complete the work in time. Also you have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
6. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOC/3rd party inspection agency.
7. 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.
8. 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.
9. Contractor has to mobilise the complete team with necessary tools and tackles within 24 hours from the time of intimation to start the work.
10. Either the contractor or his authorised supervisor shall be available at work site throughout the work.
11. The quantity shown can vary ie. Increase or decrease depending upon the situation. However, the rate and other terms and conditions shall be same throughout the pendency of the contract for which the contractor shall be ready.
12. Appropriate insurance shall be arranged by the contractor for the coverage of the liability to the people employed by them, arising out of any accident occurring during the execution of the work.

13. The Contractor shall follow all clause in Annexure –A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry
14. Contractor shall get prior permission from the Engineer-in-Charge for bringing the material to HOC.
15. Contractor shall ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space.
16. You are requested to visit the site to ascertain the exact quantum of work/site condition before submitting your offer.

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

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INSULATION, WRAPPING AND COATING WORKS**CHECK LIST**

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

PRO-FORMA-TECHNICAL BID

DETAILS OF CURRENT COMMITMENTS (COPIES OF WORK ORDERS TO BE UPLOADED), ANNUAL FINANCIAL TURN OVER (DOCUMENTARY PROOF TO BE UPLOADED), DETAILS OF EMD AND PAN NO. SHALL BE FILLED IN THE FORMAT AND UPLOADED ALONG WITH THE TECHNICAL BID.

NAME OF WORK: **INSULATION, WRAPPING AND COATING WORKS**

1. Details of previous experience(Copies of experience certificates and work orders to be attached)

Sl No.	Name of the Industry/Firm	Period of Contract		Work Order
		From	To	Value Rs.

2. Details of annual financial turnover during the last 3 years. Documentary Proof to be signed, stamped, scanned and uploaded)

Financial Year: Turnover:

2015 - '16 - `

2016-17 -

2017-18 -

3. Details of EMD enclosed:

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____.

4. Organization chart as per Clause 6 of Pre-Qualification is uploaded (Yes/No)
5. Details of Income Tax return submitted for the last 3 year (Copies to be signed, stamped, scanned and uploaded) (Yes/No)
6. Scope of work, general terms and conditions, special conditions of contract, Annexure A, B & C (complete set of tender documents) to be signed and stamped on all pages, scanned and uploaded.
7. Equipment/tools list is uploaded (Yes/No)
8. Declaration statement as per Clause 10 of Pre-qualification is uploaded (Yes/No)
9. Annexure D - duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :