



हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD  
(भारतसरकारकाउद्यम A Government of India Enterprise)  
अंबलमुगल,कोची AMBALAMUGAL, COCHIN – 682 302  
दूरभाष Phone: (0484) 2720911

**MAT/PUR/33064/23**

**29.07.2023**

Dear Sirs,

**SUB:- BEARING LRJ5E AND LJT5E**

**REF:- TENDER NO.MAT/PUR/33064/23 DT. 29.07.2023**

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tender for the supply of bearings as per attached list on annual rate contract basis.

HOCL has entered into an agreement with M/s NIC for e-procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Approved vendors may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website [www.hoclindia.com](http://www.hoclindia.com) and [www.eprocure.gov.in](http://www.eprocure.gov.in).

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

**TENDER CLOSING DATE: 04.08.2023 at 02.00 PM**

**TENDER OPENING DATE: 05.08.2023 at 02.30 PM**

Thanking you,

Yours faithfully,

For Hindustan Organic Chemicals Ltd.

**बी बालचन्द्रन B. BALACHANDRAN**

**महा प्रबन्धक (सामग्री) General Manager (Materials)**

**हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड**

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

**(भारत सरकार का उद्यम A Govt.of India Enterprise)**

**अंबलमुगल, कोची, केरल Ambalamugal, Kochi, Kerala-682302**

**Tel:0484-2727346.**

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**ANNEXURE-I****Instructions for Online Bid Submission**

***(Department User may attach this Document as an Annexure in their Tender Document which provides complete Instructions for on line Bid submission for Bidders)***

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.

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 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.



**ANNEXURE II A**

**HINDUSTAN ORGANIC CHEMICALS LIMITED  
(A GOVERNMENT OF INDIA ENTERPRISE)  
AMBALAMUGAL, ERNAKULAM DISTRICT, PIN – 682 302  
PHONE: (0484) 2720911**

<b>Item Number</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit</b>
1	INTERMEDIATE BEARING FOR SHAFT ROLLER LRJ 5E MAKE: SKF / NTN / RHP	4	NOS
2	BALL BEARING FOR GEAR BOX LJ5E MAKE: SKF / NTN / RHP	4	NOS

**NOTE:**

- **OFFER FOR NTN/SKF/RHP MAKE BEARINGS ONLY ARE ACCEPTED. VENDOR SHALL BE OEM OR AUTHORISED DEALER OF NTN/SKF/RHP. DEALERS SHOULD UPLOAD THE AUTHORISATION CERTIFICATE ALONGWITH TECHNICAL BID.**
- **MATERIAL TEST CERTIFICATE/INSPECTION CERTIFICATE TO BE PROVIDED ALONG WITH SUPPLY**
- **DETAILED TECHNICAL SPECIFICATION OR CATALOGUE OF OFFERED PRODUCT SHOULD BE SUBMITTED ALONG WITH TECHNICAL BID**

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**ANNEXURE II B**

**UNPRICED BOQ**

Sl.No	Item code	Required Bearing No	Qty	Offered bearing no	Offered Make	App.delivery period on placement of order
1	05815230	LRJ 5E	4			
2	05815237	LJT 5E	4			

- **VENDOR SHOULD SUBMIT THE UNPRICED BOQ DULY FILLED, SIGNED AND SEALED**

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**Eligibility criteria for participating in the bid.**

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

- a) Vendor should submit Balance sheet of last 3 financial Years.
- b) Offer for NTN/SKF/RHP make bearings only are accepted. Vendor shall be OEM or authorised dealer of NTN/SKF/RHP. Dealers should upload the authorisation certificate along with technical bid.
- c) Vendor should have upload work order copies of Minimum 3 Nos of Reputed Customers preferably PSUs/Govt.Organisations for similar items
- d) Repeat works order copies or satisfactory performance certificates issued by reputed organizations preferably PSUs for similar items
- e) Client list

Vendor should provide documentary evidences for all the above along with the Technical Bid. HOCL registered vendors are exempted from furnishing above document as in point nos a to d

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ANNEXURE - IVGENERAL TERMS AND CONDITIONS FOR E BID SUBMISSION

Please submit your e-bids 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](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender.
2. Bids shall be opened electronically on specified date and time given in NIT.
3. 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 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.
4. QUANTITY: Quantity given in the tender is based an estimate on maintenance work and actual quantity on order may vary slightly on either side.
5.
  - a) **Material Test Certificate/Inspection certificate to be provided along with supply**
6. 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."
7. 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.
8. 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.
9. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
10. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
11. Specification of the Product: Specifications offered product shall be uploaded along with Bid.
12. Payment terms shall be: **Within 30 days from the date of receipt and acceptance of material at our site HOCL, Ambalamugal** or for any other terms offered, suitable bank charges shall be loaded for price comparison.
13. Delivery period must be clearly mentioned in your offer in the absence of which offer will be treated as on "Ex-stock basis". In case of delayed delivery a penalty of ½% of the price of the goods on arrears per week subject to a maximum of 5% will be levied.
14. Bids shall be submitted online. Tenders submitted other than through online procedure specified will not be accepted. Tenders should be free from overwriting or erasing. Corrections and additions, if any must be attested.

15. The NIT should contain the preferable delivery term as FOR Destination {to be delivered at HoCL}. In case bidders are offering material on Ex-works basis, financial loading may be considered on the basis of distance, as per following indicative rates (or any parameter to be defined in NIT):
  - i. upto 200 Km -1% of ex-works other than local purchase.
  - ii. 200-500 Km-2% of ex-works
  - iii. 500-1000 Km -3% of ex-works.
  - iv. 1000-1500 Km-4% of ex-works
  - v. More than 1500 Km -5% of ex-worksIn case the firm quotes the exact amount of freight & P&F Charges, the same will be added in place of above percentage amount
16. The rate should always be indicated for the unit mentioned in the tender.
17. Prices shall be considered to be firm once the order is placed. If supply is not effected in time, risk purchase shall be carried out at the cost of the tenderer. Tenderer is also liable to be blacklisted in case of default.
18. Tenderer should agree for inspection of material at their site, if desired by HOCL. The inspection may be carried out by the representative of HOCL or by a third party or jointly.
19. The Tenderer must specify their GSTIN No& HSN code of material offered in the BID
20. The successful tenderer shall, if so desired by HOCL, deposit an amount equivalent to 3% of the value of order as security deposit within 21 days of the order towards satisfactory execution of the order. No interest will be paid on this amount by HOCL
21. Supplier must extend the benefits to HOCL if there is any subsequent fall in price or if the same materials are offered to any other customer at lower price.
22. HOCL reserves the right to split the order between two or more suppliers and or reject any or all tenders without assigning any reason.
23. Transit Insurance will be arranged by HOCL.
24. Delivery will be as per delivery schedule given by HOCL.
25. Manufacturers test certificate in original or attested, guarantee certificates in original, drawings in original etc. as applicable shall be provided along with the supply.
26. Tenderer may attach necessary catalogues/drawings/detailed specifications of the items wherever required. Also clearly specify the make/model of the item offered.
27. Purchase preferences, EMD/SD Exemption etc for PSUs/SSI units etc will be applicable as per GOI directives from time to time. For this, the tenderer should claim their eligibility along with the supporting documents in their offer itself.
28. Quotations meeting our delivery terms, if any specified, will only be considered.
29. If the tenderer is deviating from any of the above terms mentioned, your offer is liable to be rejected.
30. Opening date of tender is 06.04.2023
31. Material is required urgently. hence vendors may please quote their minimum delivery period
32. Restriction on procurement from Bidder who shares the land border with India
  - a) Any bidder from a country which shares a land border with India will be eligible to bid, only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT). (Pl. refer office Memorandum no. 6/18/2019-PPD dated 23rd July 2020 ) Such bidders should submit the valid copy of registration certificate along with tender.

However the said requirement of registration will not be applicable to bidders from those country to which Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Bidders may appraise themselves of the updated lists of such countries available in the website of Ministry of External Affairs.

- b) All Bidders shall furnish compliance certificate with respect to above clause as per the format in Annexure V-E along with the bid

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<u>ANNEXURE V-A</u>		
<u>COMMERCIAL TERM FORMAT</u>		
(Please fill up the details mentioned below in your letter head and upload along with your bid)		
<b>FOR OFFERS THROUGH GEM PORTAL (AS PER GEM STANDARD TERMS AND CONDITIONS ONLY, NO DEVIATION WILL BE ALLOWED)</b>	<b>PAYMENT TERM IS WITHIN 10 DAYS OF RECEIPT AND ACCEPTANCE OF MATERIAL AT SITE</b>	
	<b>RATE QUOTED SHOULD BE INCLUSIVE OF GST AND FREIGHT CHARGES TO DELIVER THE MATERIAL AT SITE</b>	
Sl.No	DETAILS REQUIRED	
1	<b>Name and Address of Organization</b>	
2	Phone No	
3	GSTIN	
4	E-mail id for correspondence	
5	Contact Person Name and Mobile No	
6	Whether registered with MSME/NSIC (If so pl. enclose documentary proof):	
7	Validity of offer	
8	Delivery period	
9	Certificates provided along with supply	Yes/No
10	Deviation in specification ,if any	
I/We here by confirm that, I/We have not been blacklisted in the past by any Public Sector Undertakings/ Government organizations.		
<u>Signature and Stamp</u>		

**अनुबंध ANNEXURE V - B**

(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
2i	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
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	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
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	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
4ii	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
4iil	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	<b>AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY:</b> 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
DATE:SIGN AND STAMP OF BIDDER		

**COMMERCIAL TERM FORMAT-C**

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO \_\_\_\_\_

(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

NAME OF BIDDER: .....

Sr.No.	COMMERCIAL CLAUSES	BIDDER CONFIRMATION (PLEASE PUT √ )
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I
		Class II
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 manufacturer 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.

**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, 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, 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

**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 receipt of Purchase Order.
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**

REF : TENDER/RFQ No.: MAT/PUR/33064/23 dtd.29.07.2023

**COMPLIANCE TO CLAUSE W.R.T MANADATORY REGISTRATION OF VENDORS FROM COUNTRIES SHARING LAND BORDER WITH INDIA,WITH DPIIT**

Date:

**TO WHOMSOEVER IT MAY CONCERNS**

"I have read The clause titled restrictions on procurement from a bidder of a country which shares a land border with India.

I certify that M/s.....(Name Bidder) is not from such a country

Or .

I hereby certify that M/s.....(name of Bidder) is from a country which shares land border with India and fulfills all requirements in this regard and is eligible to be considered. Enclosed herewith Valid Registration Certificate

Or

I hereby certify that M/s..... (Name of Bidder) is from such a country which shares land border with India , however the said requirement of registration will not be applicable to bidders as Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Enclosed herewith documentary evidence in this regards

We confirm that if it is established that we have provided any false information in pursuance to above clause, while competing for this contract then our Bid shall be rejected.

We further confirms that, if it is established that we have not complied with terms of aforesaid clause, during execution of contract, this would be a sufficient ground for immediate termination of the contract as per tender provision and shall be dealt accordingly

Name of the Bidder

Stamp & Signature of the Bidder