



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

**LIMITED E- TENDER NOTICE**

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

Sl. No.	Description of Item and Tender No.
1	<b>AMC FOR LAN FOR THE PERIOD 2019-2020.</b> <b>HOCL Tender Ref No: HOC/MSS/607/2019-2020</b> <b>Tender No : 2019_HOCL_497238</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com) or [www.eprocure.gov.in](http://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.

Please submit your e-bids under the **single-bid system** conforming to the specifications and the terms and conditions.

Approved vendors 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.

**EMD - EMD of Rs.3900/-** to be submitted along with the technical bid.

**For and on behalf of Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)**

Thanking you,  
Yours Faithfully,

For Hindustan Organic Chemicals Limited  
**(CIN: L99999MH1960GOIO11895)**

**NASEEME A P  
M (SYSTEMS)**

**23.08.2019**

Dear Sir,

Hindustan Organic Chemicals Limited (HOCL) is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **AMC FOR LAN FOR THE PERIOD 2019-2020**. HOCL has entered into an agreement with M/s. NIC (National Informatics Center) 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](http://www.hoclkochi.com) and <https://eprocure.gov.in/eprocure/app>.**

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

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

**EMD - EMD of Rs.3900/-** to be submitted along with the technical bid (upload a copy of the DD and also sent the original through post to the contact persons referred below)

Thanking you,

Yours Faithfully,  
For Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)

**NASEEMA A P  
M (SYSTEMS)**

**LIMITED TENDER NOTICE FOR AMC FOR ERP DATA CENTER AT OUR  
FACTORY AT AMBALAMUGAL, KOCHI**

<b>INDEX</b>		
<b>1</b>	Specification & scope of Supply.	Annexure-I
<b>2</b>	General instructions for Online Bid Submission	Annexure-II
<b>3</b>	General Terms and conditions of the tender	Annexure-III
<b>4</b>	Technical Bid	Annexure-IV

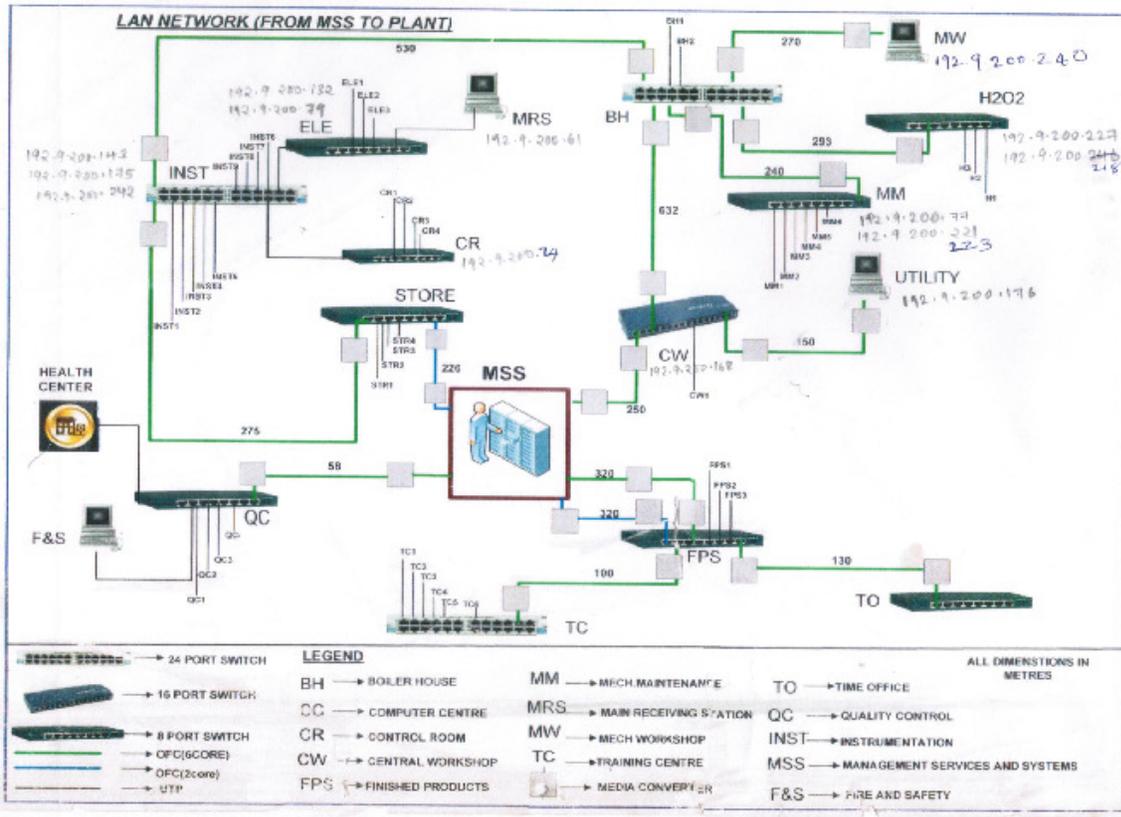
**SCOPE OF WORK**

**AMC FOR LAN AT HOCL FOR ONE YEAR (2019-2020)**

This covers Computers, Servers, and other networking components like media converters, switches (8/16/24 port), thin client terminals, 100 Base FX Module, Lap top and Multimedia projector as listed.

Breakdown maintenance of hardware and operating system of computers, laptop and servers, Local Area Network (Including all networking equipments like media converters, switches 8/16/24 ports,100 Base FX Module,etc) installed in our premises.

1. Breakdown Maintenance - As and when required
2. You should provide well qualified and highly trained service professionals.
3. The AMC is comprehensive in nature including the spare
4. One Service Engineer should be deputed at 09.30 AM and should stay up to 5.00 PM on all working days of HOCL for regular maintenance works. He should check up all the servers, nodes and other network components (including UTP and Fiber Cables), if required, for the smooth functioning of the system. Lunch facility can be availed by the service engineer from our canteen at nominal rates.
5. You should maintain the Operating System software (Windows 8/7/XP/2000/98, Windows 2003 Server, Linux/ UNIX and DOS) also as part of the contract.
6. Defective/damaged parts should be replaced free of cost during the period of contract. Sufficient stock of spares should be maintained in HOC premises to minimize the downtime.
7. The replaced parts should be new or equivalent to new in performance, when used in the equipment.
8. In case any old PCs are replaced during the year 2017-2018 AMC periods, then the AMC for the old PCs will be discontinued and the payment will be on pro-rata basis.



**GENERAL 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.

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-III**

### **GENERAL CONDITIONS OF TENDER dated 23.08.2019 due on 16.09.2019**

#### **VALIDITY OF OFFER:**

The offer shall be valid for a period of 90 days from the date of submission for placement of order.

#### **SUBMISSION OF BIDS:**

Refer ANNEXURE II.

#### **DUE DATE AND TIME:**

DUE DATE for submission of tender is (closing date) **16.09.2019, 02.00 PM**

#### **PRICED BID SUBMISSION- BOQ**

Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. **Bidders are required to download the BOQ file, open it and complete the 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.

#### **RATES:**

**The rates shall be quoted in Annexure – V (Schedule of rates) and submit it online.** Taxes applicable shall be separately indicated.

**EARNEST MONEY DEPOSIT (EMD)** : EMD of **Rs 3,900/-** shall be paid through demand draft favouring Hindustan Organic Chemicals Ltd payable at Ernakulam/Kochi. Details of DD should be indicated in your technical offer. In the absence of EMD with Techno Commercial bid, the Price Bid submitted is liable to be rejected.

EMD of unsuccessful bidders will be returned on finalization of the orders. PSUs and Vendors registered with NSIC need not submit EMD, but have to submit valid NSIC registration/exemption certificate along with the Techno-commercial bid. In the event of order being finalised on vendor registered with NSIC , the vendor have to pay Security Deposit payable for the satisfactory performance of the contract.

## **CONTACT PERSONS ( Hindustan Organic Chemicals Limited )**

**Naseema A P**

**Manager (MSS)**

**Land line :0484-2727481**

**Mobile: 9947115482**

**Email:[mss.kochi@hoclindia.gov.in](mailto:mss.kochi@hoclindia.gov.in)**

### **CLOSING OF BIDS: 16.09.2019 AT 02.00 PM**

**OPENING OF BIDS:** The Technical Bids will be opened on **17.09.2019 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

**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. (g) Any other valid reasons.

**SIGNING AND SEALING ON ALL PAGES OF BIDS:** The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

**PERIOD OF CONTRACT:** The period of the contract shall be one year from issue of work order.

### **PAYMENT TERMS:**

Quarterly payment on submission of invoices at the end of each quarter

In case any item is replaced by HOCL in the scope of work, during the tenure of contract, then the AMC for the same will be discontinued and the payment will be on pro-rata basis.

**DEFECT LIABILITY PERIOD:** AS PER GCC

### **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.

2.5% initial security deposit and balance 7.5% security deposit shall be as per clause 3.8 and 4.4 of the standard 'General Conditions of Contract' which is available in the office for reference, if required.

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.

**TIME OF COMPLETION:**

The period of the contract shall be one year from issue of work order.

**LABOUR LAWS AND ENVIRONMENTAL PROTECTION:**

You shall strictly abide by the 'article-8 "Labour Laws" of General Conditions of Contract and 8.6 "Employees State Insurance Act" and "PF-Act" in particular (Refer Annexure A &B attached ).

**GENERAL CONDITIONS OF CONTRACT:**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website [www.hoclkochi.com](http://www.hoclkochi.com) and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

**TECHNICAL BID (Tender No : 2019\_HOCL\_497238 )**

Technical Bid should contain the following details which must be uploaded in the NIC website in pdf format:

- 1) Your covering letter of the offer on your company letter head.
- 2) Required EMD DD details.
- 3) Signed copy of the terms and conditions of the enquiry as given in Annexure-III
- 4) GSTIN Regn. of Vendor/Contractor: .....
- 5) HSN Code:.....

DATE:

PLACE:

SEAL & SIGNATURE: