

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

HOCL Tender Ref : MEC30206

Name of Work : SKILLED LABOUR SUPPLY - 2020

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

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 BID

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
Sr. Systems Analyst - HOCL
Mob: 8921387812, 8547196394

HOCL Work Co-ordinator

Mr. P.V. Babu
GM (Mechanical)
Mob: 9446134842

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)
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SCOPE OF WORK

1. The contractor should be in a position to supply his manpower round the clock as and when required and he should be able to supply at any time the labour force for various categories as per the requirement.
2. The contractor shall enroll all his men deployed for the work in the ESI scheme before starting the work/ at the time of entering in the factory.
3. The contractor should be strictly abide all the safety regulations of HOC specified in GCC.
4. It will be the responsibility of the contractor to meet all claims for compensations under workmen's compensation act 1923, ESI or under any other law in respect of sickness, accident, injury or death suffered by the workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employees State Insurance Act 1948. The contractor will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. The contractor shall agree to keep HOC fully indemnified in respect of claims under the Workmen's Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.
5. It is the responsibility of the contractor to provide necessary personal protective items like the safety gadgets(PPEs), safety helmet, safety belts , welders personal protective equipment like goggles, gloves, shoes , face shield, etc, to all his workers and supervisors.
6. The contractor shall possess a licence from the labour department under Contract Labour(Regulation and Abolition) Act 1970.
7. The contractor is liable to deduct ESI and PF contributions of the workers from their wages and to pay the same along with the employer contribution every month. The details of Wages paid to the individual labourers during a month will have to be furnished to the company by the contractor before 10th of the next month for making payment to the ESI and PF authorities as per the relevant Act and Rules. This amount will be deducted from the contractor's bill.
8. The daily requirement of workers will be given one day in advance. The contractor or his authorized representative should contact the concerned officer every working day evening to ascertain the requirements for the next day. On emergency situations contractor should provide the workers immediately.
9. The supervision of the workers engaged and ensuring the quantum of work to be completed in time will be the sole responsibility of the contractor.
10. This contract can be terminated by giving ONE WEEK notice on either side during the pendency of the work.

11. All tools and tackles (**WELDING MACHINE, WELDING HELMET AND WELDING GLOVES**) for the welder required for smooth execution of the work has to be arranged by the contractor.
12. This contract shall be read in conjunction with HOCL general conditions of Contract, special conditions of contract or any other documents forming part of this contract. All clauses of general conditions of contract shall be applicable to this contract.
13. The rate offered by you are inclusive of all taxes, duties, if applicable and also contributions to be made under inclusive of all benefits like leave, holiday payment, compensation, bonus, Sunday wages, Medical, etc and also any other benefits to labours under Contract Labour (Regulation and Abolition) Act-1970 any other Labour legislations or rules made there under or any settlement applicable to the contract labours from time to time.
14. The attendance of your labourers should be certified daily by the authorized representative of the Company and you shall issue token to each and every labourers engaged by you. You should ensure that the labourers are carrying their token during the working hours without failure and show the same at the time of entering and exit at the factory gate.
15. You shall issue photo identity cards to each and every labourers engaged by you and should ensure that the labourers are wearing their identity cards during the working hours without failure.
16. The contractor shall ensure that the labourers engaged by him should follow the instructions given by the HOC Management/Security.
17. All the labourers engaged by you should be covered under ESI and CPF schemes. It is your responsibility to see that the contributions under the above schemes are made every month for the labourers engaged by you. In case of your failure to remit the contributions under ESI/CPF Act, the amount will be recovered from you by deducting the same from your bill.
18. The supervision of the workers engaged and ensuring the quantum of work to be completed in time will be the sole responsibility of the contractor.
19. You are required to carry out miscellaneous jobs of mechanical nature involving Cutting, Grinding, Fabrication, and All types Welding, etc. Necessary tools and tackles shall be provided by the contractor.
20. The required jobs shall be done through labourers round the clock.
21. The labourers so supplied by you shall be deployed for 12 hrs duty or 8 Hrs duties as per requirement.
22. The following miscellaneous jobs/ works are to be carried out by the labourers.
 - Modifications, repairing, changing, etc of the existing pipe lines.
 - Any other jobs/work assigned by the Engineer-in-charge.
23. IN ADDITION TO THE OTHER PPES, THE LABOURERS ENGAGED BY YOU SHALL BE PROVIDED WITH SAFETY HELMET AND SAFETY SHOE BEFORE ENTERING THE COMPANY PREMISES. THIS SHALL BE ADHERED STRICTLY.

Pricing Type

Since the job is purely casual and intermittent and the exact quantity cannot be assessed now, payment for quantity of work done will depend on the number of skilled labourers engaged and also the requirement in each department. Normal working hours shall be from 08.00AM to 05.00PM with one hour lunch break. 12 hrs. shift shall be from 08.00AM to 08.00PM with one hour lunch break. Over time rate per hour and Sundays and holidays working hours will be treated as overtime and the rate is mentioned separately. Your quoted rates are payable for the satisfactory completion of each item.

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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

EARNEST MONEY DEPOSIT

Quotation shall accompany an EMD of ₹4,500/- 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:-

1. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
2. If the tenderer does not commence the work after awarding the contract.
3. No interest on EMD will be paid.
4. EMD of the successful tenderer will be adjusted against the security deposit.
5. EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.
6. The tender is revoked or varied during its validity period.
7. The Prices are increased unilaterally after the tender opening and during its validity.
8. 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 DAY** 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

MATERIALS

a. HOCL's Scope

All consumables like Welding electrodes, shielding Gas and Power supply will be provide by HOCL.

b. Contractor's Scope

All tools and tackles required for performing the labour for satisfactory completion of allotted works.

TOOLS & TACKLES

a. HOCL's Scope

Nil

b. Contractor's Scope

SUITABLE WELDING MACHINE, WELDING HELMET AND WELDING GLOVES for each welder and required PPEs for all the labourers engaged shall be provided by you.

TIME OF COMPLETION

Time of completion shall be **ONE YEAR** from the date of issue of work order.

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

100% payment shall be paid after satisfactory completion of work and certification by Engineer-in-Charge and submission of original tax invoice.

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

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) **28/04/2020 at 02.00 PM.**

OPENING OF BIDS: The Technical Bids will be opened on **29/04/2020 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 from the last date of submission stipulated for the tender.

SUBMISSION OF BIDS: Refer Annexure I.

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 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 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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SPECIAL CONDITIONS of CONTRACT

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1. A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid. Suitable welding machine, welding helmet and welding gloves for each welder and required PPEs for all the labourers engaged shall be provided by you.
2. 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.
3. 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.
4. You may have to deploy people on round the clock basis if situation warrants as per the instruction of Engineer-in-Charge.
5. 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.
6. 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.
7. Either the contractor or his authorised supervisor shall be available at work site throughout the work.
8. 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.
9. **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.**
10. 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
11. In addition to the other PPEs, the labourers engaged by you shall be provided with safety helmet and safety shoe before entering the company premises. This shall be adhered strictly.

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CHECK LIST

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1. Details of EMD enclosed:

DD No. _____ Dated _____ Amounting to _____

Name of the Bank : _____.

2. Scope of Work, General terms and conditions, special conditions of contract, Annexure A, B & C to be signed and stamped on all pages, scanned and uploaded.
3. Annexure D - duly filled, signed and stamped, scanned and uploaded.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

Date :