

HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

LIMITED E- TENDER NOTICE

HOCL Invites e Bids under single bid system for the supply of following item.

Item description: Mechanical Seal Spares as per RFQ
NO.6000020277/2341/32410 attached

HOCL Tender Ref : MAT/PUR/32410/18

Tender documents may be downloaded from www.hoclindia.com or www.eprocure.gov.in

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.

Thanking you,
Yours Faithfully,

For Hindustan Organic Chemicals Limited
(GSTIN: 32AAACH2663P1ZG)

Soumya N K
Dy.Manager (MATERIALS)

MAT/PUR/32410/18

21.11.2018

M/s.

Dear Sir,

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 tenders **for Procurement of Mechanical seal spares**. Detailed specification is given in the attached RFQ.

Tender documents are uploaded in HOCL website www.hoclindia.com and www.eprocure.gov.in

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

You may submit your offer online before the due date and time specified

Closing Date of Tender : 12.12.2018 at 2.00 pm

Opening Date of Tender : 13.12.2018 at 2.00 pm

Thanking you,

Yours faithfully,
For Hindustan Organic Chemicals Ltd.

SOUMYA N K
Dy. MANAGER MATERIALS

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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.

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.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) 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.

9) 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.



GENERAL 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. 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. 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."
4. 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.
5. 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.
6. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
7. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
8. Specification of the Product: Specifications offered product shall be uploaded along with Bid.
9. Payment terms shall be: a) 30 days credit or b) 90% against dispatch documents through bank and balance within 30 days of receipt and acceptance of materials at HOCL site. In the latter case or any other terms offered, suitable bank charges shall be loaded for price comparison.
10. 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.
11. 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.
12. As far as possible the rate should be quoted on FOR Destination basis.
13. The rate should always be indicated for the unit mentioned in the tender.

14. 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.
15. Tenderer should agree for inspection of material at their site, if desired by HOCL. The inspection will be carried out by the representative of HOCL or by a third party or jointly.
16. The Tenderer must specify, their GSTIN No & HSN code of material offered in the BID.
17. The successful tenderer shall, if so desired by HOCL, deposit an amount equivalent to 5% of the value of order as security deposit within 10 days of the order towards satisfactory execution of the order. No interest will be paid on this amount by HOCL.
18. 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.
19. HOCL reserves the right to split the order between two or more suppliers and or reject any or all tenders without assigning any reason.
20. Transit Insurance will be arranged by HOCL.
21. Delivery will be as per delivery schedule given by HOCL.
22. Manufacturers test certificate in original or attested, guarantee certificates in original, drawings in original etc. as applicable shall be provided along with the supply.
23. Tenderer may attach necessary catalogues/drawings/detailed specifications of the items wherever required. Also clearly specify the make/model of the item offered.
24. 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.
25. Quotations meeting our delivery terms, if any specified, will only be considered.
26. If the tenderer is deviating from any of the above terms mentioned, your offer is liable to be rejected.

Annexure III

Commercial Terms Format

(Please fill up the details mentioned below in your letter head and upload alongwith your bid)

Name and Address of Organization :

Phone & Fax No :

GSTIN :

e-mail id for correspondence :

Contact Person Name and Mobile No:

Payment Term offered.

Terms of delivery offered :

P&F charges, if any

Freight Charges , if any :

Validity of offer :

Delivery period :

Taxes Applicable :



आई एस ओ 9001-2008 & आई एस ओ 14001 यूनिट
AN ISO 9001-2008 & ISO 14001 UNIT

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हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड
(भारत सरकार का उद्यम)

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Govt. of India Enterprise)

अंबलमुगल : Ambalamugal - 682 302

एरणाकुलम जिला : Ernakulam Dist. केरल : Kerala भारत : India

REQUEST FOR QUOTATION

RFQ NO. 6000020277/2341/32410

RFQ DATE : 21.11.2018

Due Date/Time : 12.12.2018 / 14:00

Open Date/Time: 13.12.2018 / 14:00

HOCL GSTIN : 32AAACH2663P1ZG

Dear Sirs,

We shall be grateful to receive your quotation in duplicate for the supply of the under mentioned articles subject to our standard terms and conditions attached herewith. Quotations indicating price, terms of delivery, detailed specification, relevant drawings, pamphlet and literature wherever applicable shall reach us on or before the due date and time stipulated above.

Kindly provide your GSTIN, HSN Code of goods and rate of GST % for all items.

SL. No.	Material Description	Unit	Qty.
1	54876096 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 MECH SEAL P NO: SE04AA02A, P2003, 2509, 3003.4503, 4512	Numbers	8
2	54876308 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 MECH SEAL P NO: SE04AA06A, SUNDYNE, P2003, 2007, 2509,	Numbers	5
3	54876357 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 MECH SEAL P NO: SE04AA05A, P4506, 5501, 5502SUNDYNE	Numbers	3
4	54874026 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 SEAL RING P NO: RJ09AA01RE[51D]SUNDYNE 2003, 2007,	Numbers	5
5	54874257 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 SEALRING PNO: RJ09AA13RE[TC]4506, 5501, 5502SUNDYNE	Numbers	6
6	54871323 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2 O RING REPAIR KIT PNO: RK-0RP322TA ITEM NO.936SUNDYNE	SET	3
7	54871359 SPARES FOR MECHANICAL SEAL FOR SUNDYNE PUMPS. MODEL LMV322, SL NO E43-0025P-1&2	SET	2

SL. No.	Material Description	Unit	Qty.
	'O' RING REPAIR KIT RK0RP311UC ITEM936 SUNDYNE2002A/B		
8	40061839 SHAFT SLEEVE PTNO SLOIAD18DB1 50A FOR P4506	Numbers	4
9	41013024 SHAFT SLEEVE SLO14D18DBI FOR PUMP 5501 PART50A	Numbers	4
10	54871750 'O' RING P NO:14-024UC PART NO;936A FOR SUNDYNE	Numbers	8
11	54871645 'O RING PNO:14-047UA ITEM 936A,P4512 SUNDYNE	Numbers	3
12	54871608 'O' RING P NO:14-040UA ITEM 936T/N SUINDYNE,5501,5502,	Numbers	8
13	39023047 SHAFT SLEEVE SS316 P3502 [2.500'']	Numbers	2
14	39026450 MECH SEAL RING TC P3502A/B[2.500" PTO SEAL]	Numbers	2
15	39026516 MECH SEAL ASSLY COMPLETE (2.500"PTO SEAL) P3502	Numbers	2
16	39026309 VITON O RING INSERT MOUNTING (2.500" PTO SEAL)P3502A/B	Numbers	6
17	38551126 GASKET FOR SHAFT SLEEVE CAF515 P3004,3005,3501A/B	Numbers	5
18	38556145 DURAFLOX SHAFT PACKINGP4503P4504P3004P3005P3501 (1.625" ROTT SEAL)4503 P4504,3004,3005,3501[1.625"ROTT SEAL]	Numbers	10
19	38556339 DURAFLOX INSERT MOUNTINGP3004,P3005,P3501P4502P4504 (1.625" ROTT SEAL) P3004,3005,3501,4502[1,625"ROTT SEAL]	Numbers	10
20	38556511 COMPLETE SEAL[1.625"]P3004P3501P4502P4504	SET	3
21	38556821 TUMGSTON M SEAL RINGP4502P4504P3004P3005P3501 1,625"ROTT SEAL	Numbers	3
22	38556431 CARBON INSERT NO:5 (1.625]" ROTT SEAL)4503,4504,3004,P3005P3501 3005,3501	Numbers	6

NOTE: MATERIAL TEST CERTIFICATE & GUARANTEE CERTIFICATE TO BE PROVIDED
ALONG WITH SUPPLY.

FOR HINDUSTAN ORGANIC CHEMICALS LTD.

SOUMYA N.K.
DY.MANAGER (MATERIALS)