

(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

**OPEN 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	<b>REPAIRS &amp; RECONDITIONING OF HS ROTOR OF CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A</b> <b>HOCL Tender Ref : MEC30166/2355</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/ 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

MEC30166/2355

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 **REPAIRS & RECONDITIONING OF HS ROTOR OF CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A**. 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](http://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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CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A**

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender Ref. No: MEC30166/2355**

**REPAIRS & RECONDITIONING OF HS ROTOR OF  
CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A**

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

**SCOPE OF WORK****Compressor Details**

Capacity	-	9803 M <sup>3</sup> /Hr.
Discharge Pressure	-	8.5 Kg/cm <sup>2</sup>
Motor rating	-	933 KW (HT)
Motor Speed	-	3000 RPM
I & II Stage (LS) Rotor Speed	-	21000 RPM.
<b>III Stage (HS) Rotor Speed</b>		<b>29000 RPM.</b>

**Overall dimension of the High Speed Rotor assembly are**

Length	-	495mm
Weight	-	16 Kgs
Impeller dia	-	244 mm.

The scope of work includes but not limited to the following:

**Part A - Inspection of Rotor**

1. Manual cleaning of the rotor and diffuser casing after receipt.
2. Visual Inspection of the rotor and diffuser casing.
3. Run out checking of the rotor. Details of readings to be submitted.

**Part B - Repairs to the Rotor Assembly**

1. Removal of the Impeller from the shaft. The impeller mounting is through stoffel lobes (Male lobe in Pinion and Female lobe in Impeller). The required Jack screw to separate the impeller from the pinion has to be arranged by the party.

2. Checking of the male and female lobes on CMM machine for any defects and reconditioning of the same and critical examination of areas of discoloration.
3. Checking the entire length of the rotor for any surface defects/ cracks by MPI as per standard ASTM E -709 -80.
4. Checking the rotor for residual magnetization and demagnetization details of readings to be submitted.
5. Reconditioning the complete rotor which includes but is not limited to
  - a. Polishing and burnishing of the rotor at the damaged and critical areas like Bearing seating area, Oil seal and Gas seal seating area to maintain the clearances as prescribed in the OEM manual.
  - b. Reconditioning and grinding of the damaged thrust collar seating area.
  - c. Material procurement for new thrust collar. MOC to be ascertained by the party through spectroscopy. Details of components to be submitted.
  - d. Machining of the new thrust collar as per the finished rotor sizes.
  - e. Shrink fitting of the new thrust collar on the rotor shaft.
  - f. Heat treatment of the thrust collar for stress relieving. (temperature time graph is to be submitted).
  - g. Finish machining and grinding of the thrust collar after shrink fitting on the rotor.
6. Repairs to the bearing and seal assemblies (labyrinth and oil seal)
  - a. Both journal/thrust combination bearings shall be checked for clearances with rotor seating areas, if found suitable, polishing/babiting shall be done.
  - b. Seal assemblies shall be checked for clearances with rotor seating areas, if found suitable polishing and finishing shall be done.
7. Reconditioning of the impeller
  - a. Inspection of the complete impeller
  - b. DP checking of the complete impeller for cracks or any other defects (Report to be submitted).
  - c. Reconditioning of the impeller by finishing and polishing of the damaged portion of the Impellers vanes so as to maintain the profile of the vanes as close to the original dimension as possible.
  - d. Reconditioning of the lobes.
  - e. Cleaning and retapping of both the threads in the impeller eye.
  - f. Reconditioning of the diffuser and the back plate by finishing and polishing of the damaged portion of the stationary vanes so as to maintain the profile of the vanes and the axial clearances as close to the original dimension as possible.

8. Dynamic balancing of the rotor and Impeller as per ISO 1940 G1 standard. (Balancing records as per API 617 Residual unbalance worksheet to be submitted).
  - a. Balancing of the impeller and shaft individually before assembly
  - b. Fitting of the impeller on the rotor.
  - c. Dynamic balancing of the complete rotor assembly so as to ensure only minimum residual unbalance as per API 617 standard.

#### **Part C - Assembly and Trial Run of the Compressor at site**

1. Mobilizing of technically qualified man power at HOCL site for assembling of the compressor. Required assistance of skilled and unskilled labour will be provided by HOCL.
2. The party shall stand guarantee for the complete assembly of the compressor and the assembly shall include the following but will not be limited to -
  - a. Placing of the HS and LS Rotor along with the bearings and seal assembly in position.
  - b. Rotor centering checking & rectification.
  - c. Assembling of the bearings and seal assemblies
  - d. Clearance checking of the bearing, oil and Gas seals (labyrinth).
  - e. Assembling of the bearing housing.
  - f. The clearance report to be submitted.
3. Alignment of the Compressor with Motor as per OEM guidelines.
4. Final coupling of the Compressor with the Motor.
5. Special tools, gauges if any required for the assembling has to be arranged by the party.
6. Re-commissioning and guarantee test run of the compressor. The party shall be presented at site for 48 hrs. of continuous running of the compressor at the maximum possible load available at site.

#### **Part D - Fabrication and Supply of New Bearing, Labyrinth and Seals**

1. Fabrication and supply of complete new set of bearing, labyrinth and seals.
2. Reverse engineering to ensure and maintain the standard dimensions of the bearings, labyrinth and seals as per OEM manual.
3. Party will ensure the MOC required as per the OEM specifications. (MOC to be ascertained through spectroscopy by the party).
4. Procurement of the material for the fabrication by the party.
5. Party has to submit all the material test certificate and detailed drawing of the developed bearings seals and labyrinth.

## **Part E - Transportation of Rotor Assembly**

1. Preserving, Packing and despatch of the rotor assembly and Diffuser Casing to HOCL Kochi site by the party. The date of despatch shall be informed to HOCL well in advance for arranging transit insurance by HOCL.

### **SPECIAL TERMS AND CONDITIONS**

1. On receipt of the rotor the party will inspect the complete rotor including the run out for assessing the fitness of the rotor for further repairs. However, the scope of work may vary depending upon the findings of the joint inspection at party's works.
2. Only after ensuring the complete fitness of the rotor and if the runout is within the limits the party shall take up the repair jobs.
3. Party shall depute their team of Engineers/Supervisors and technical man power at site for measuring the required dimensions for the repair of the rotor assembly and also during the assembly and trial run of the compressor. Party has to give the period for the following so as to complete the job within 50 days from the receipt of rotor and diffuser casing at party's workshop.
  - Measurement at site
  - Repair to the rotor assembly
  - Assembly and trial run
4. Party will assemble the compressor as per the OEM manual.
5. Party will maintain, check and ensure all the required clearances as per the OEM manual during the entire process of assembling.
6. All tools and tackles, special jigs and fixtures required for the repairs to the rotor assembly including the removal and refitting of the impeller at the party's repair workshop will be in the party's scope.
7. All normal tools and tackles required during the assembling and trial run of the compressor at HOCL site will be provided by HOCL. Any special gauges required for centering are to be arranged by the party.
8. Transportation of Rotor and diffuser casings to the party's workshop will be done by HOCL free of cost.
9. Packing and transportation of Rotor, diffuser casing and other items after repairs, from party's workshop to HOCL site will be in the party's scope.
10. HOCL shall arrange transit and storage insurance on both sides, party shall inform the date of despatch of the item.
11. Party shall stand guarantee for the complete workmanship of the job done.
12. Party shall quote separately on lumpsum basis for repair jobs (Part A,B, and C). For Part D party will quote separately for supply of new bearing, labyrinth and seal.
13. Rates quoted for repairs shall include travelling, boarding and lodging, local conveyance, incidental charges, etc. HOCL will arrange for lunch, tea and snacks during the working hours at HOCL site for assembling of the compressor.
14. The party shall ensure to complete the job from repairs to assembling and recommissioning in the shortest period of time.

### 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: 8921387812, 8547196394, 0484 2727401**

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender No: MEC30166/2355**

**REPAIRS & RECONDITIONING OF HS ROTOR OF  
CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A**

**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***

The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.

**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.hockochi.com](http://www.hockochi.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 Tender document.**
4. Power of Attorney or Photostat copy or a true copy' thereof duly attested by a Gazetted Officer in case an authorised representative has signed the Tender.
5. Information regarding tenderer as stipulated in Clause.1 (given in the next page).
6. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
7. 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.
8. 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.
9. The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
10. Details of concurrent commitments of Tenderer.
11. **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)**

12. A tentative programme for the execution and completion of work within the time specified.

13. Any other technical information the Tenderer likes to furnish.

**Clauses :**

1. Average annual financial turnover of the bidder during the last 03 years ending 31<sup>st</sup> March 2018 should be at least **₹9 Lakhs** (Details of annual financial turnover to be submitted with Documentary proof).
2. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
3. Experience of having successfully completed similar works during the last 7 years ending 31<sup>st</sup> March 2018 should be either of the following: (Documentary proof should be attached along with the Technical Bid).
  - Three similar completed works costing not less than the amount equal to **₹12 Lakhs each**.  
OR
  - Two similar completed works costing not less than the amount equal to **₹15 Lakhs each**.  
OR
  - One similar completed work costing not less than the amount equal to **₹24 Lakhs each**.

**EARNEST MONEY DEPOSIT**

Quotation shall accompany an EMD of **₹20,000/-** 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:-

- a. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
- b. 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 Earnest Money Deposit shall be forfeited if: -

- a) The tender is revoked or varied during its validity period.
- b) The Prices are increased unilaterally after the tender opening and during its validity.
- c) The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

**COST OF TENDER DOCUMENTS**

The cost of tender documents **₹1000 + GST/-** (non-refundable) shall be paid by crossed DD/ Bankers Cheque. Details of bank transfer should be indicated/ copy to be uploaded in your technical offer. Parties who are not interested in quoting against enquiry may kindly send back the hard copy of the documents to us.

**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 **SIX MONTHS** from the date of issue of work order.

## **SCOPE OF SUPPLY**

### **MATERIAL**

#### **a. Contractor's Scope of Supply**

As per scope of work

#### **b. HOCL's Scope of Supply**

As per scope of work

### **TOOLS & TACKLES**

#### **a. HOCL's Scope**

As per scope of work

#### **b. Contractor's Scope**

As per scope of work

## **TIME OF COMPLETION**

Completion Period shall be **50 days** from the receipt of Rotor and diffuser casing at Party's workshop.

## **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 shall be released against the progress on pro rata basis.
- Balance 10% shall be released after completion, acceptance and submission of all certificates and other formalities.

#### **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.hockochi.com](http://www.hockochi.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) 02/01/2019 at 02.00 pm.

**OPENING OF BIDS:** The Technical Bids will be opened on 03/01/2019 at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

**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 white 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.

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender Ref. No: MEC30166/2355**

**REPAIRS & RECONDITIONING OF HS ROTOR OF  
CENTRIFUGAL PROCESS AIR COMPRESSOR - K 2501 A**

**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: **REPAIRS & RECONDITIONING OF HS ROTOR OF CENTRIFUGAL PROCESS AIR  
COMPRESSOR - K 2501 A**

**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 Value ( ₹)
		From	To	



**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. Details of Tender Fee enclosed:**

DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Amounting to \_\_\_\_\_

Name of the Bank : \_\_\_\_\_.

5. Organization chart as per Clause 7 of Pre-Qualification is uploaded (Yes/No)
6. Details of Income Tax return submitted for the last 3 year (Copies to be to be signed, stamped, scanned and uploaded) (Yes/No)
7. 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.
8. Equipment/tools list is uploaded (Yes/No)
9. Declaration statement as per Clause 10 of Pre-qualification is uploaded (Yes/No)
10. Annexure D - duly filled, signed and stamped, scanned and uploaded.

Enclosed the tender documents signed & sealed in all pages (Tender Notice, Scope of Work, Conditions of Contract, Copies of Experience Certificate, Work Orders, EMD etc.)

Signature of the Tenderer                      :

Name of the Tenderer                      :

Address                      :

Place :

Date :