

**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 the single bid system for the following item.

Sl.No.	Description of item and Tender No.	Qty (Approx.)
1	Supply of Aluminium sheets as per attached RFQ No.6000019639/2265/800003-M NIC TENDER ID : 2018_HOCL_397584_1	As per attached RFQ

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

Soumya N K  
Dy. Manager Materials

MAT/PUR/80003-M/18

20.10.2018

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 Limited e tenders for supply Aluminium sheet in coil as per attached RFQ . Detailed specification is given in the tender documents. Please note that the material is required at site on or before 15<sup>th</sup> February 2018. Offers with delivery period exceeding the above date will not be considered

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

The details of the tender are as shown in INDEX enclosed

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 Ltd.

Soumya N K  
Dy. Manager Materials

INDEX - TENDER NOTICE FOR ALUMINIUM SHEET

1	General instructions to the bidders for e bid submission	Annexure-I
2	Instructions to Bidders for online Bid Submission	Annexure II
3	Eligibility criteria for participating in the bid	Annexure-III
4	General Terms and conditions of the tender	Annexure-IV
5	Commercial Terms format	Annexure-V

## **ANNEXURE- I**

### **GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION**

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions attached as per instructions given below:-

1. HOCL has entered into an Agreement with nic for e procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in Annexure. The Price bid should be submitted in the uploaded BOQ .
  2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid email confirmed.
  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. The bids shall be neatly typed in English language with pages consecutively numbered and shall be signed on all pages by authorized persons. Bids shall be free from over writing and all corrections shall be duly attested by the bidder.
  5. 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.
  6. 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.
  7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
  8. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
  9. Specification of the Product : Specifications/catalogues/drawing of the product of shall be furnished along with the Technical Bid.
  10. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.
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**Instructions for Online 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.

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**ANNEXURE - III**

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

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

1. Delivery shall be completed before 15.02.2019. Offers with longer delivery period will not be considered. HOCL will have to start the pre-fabrication work and hence vendors may please quote their minimum delivery period.

2. Vendor shall confirm submission of Material test certificate alongwith supply of material.

3. Vendor shall confirm that they will supply as per specification given. No deviation will be allowed after placement of order.

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## **ANNEXURE-IV**

### **GENERAL CONDITIONS OF TENDER MAT/PUR/80003-M/18**

1.VALIDITY OF OFFER : Offer shall be valid for a minimum period of 60 days from the last date of submission stipulated for the tender.

2.SUBMISSION OF BIDS : Bids shall be uploaded as per the instructions given in Annexure I.

3.QUANTITY : Quantity given in the tender is based an estimate on maintenance work and actual quantity on order may vary slightly on either side.

4. 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) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reason.

5. PRICE:Vendors to quote the prices on FOR destination basis.

6.PAYMENT TERMS: Payment shall be released by HOCL within 30 days of receipt and acceptance of the material at HOCL site

7. INSURANCE : HOCL shall arrange the transit insurance for the materials.. However, the vendor shall promptly inform HOCL regarding despatches for arranging insurance.

8.SUPPLY SCHEDULE: Material shall be delivered at our site after inspection by the delivery date indicated in the Purchase Order . No extension of delivery period shall be acceptable.

9.RIGHT TO PROCURE FROM ALTERNATIVE SOURCE : In the event of non-supply by the vendor on whom purchase order is placed, HOCL reserves the right to procure material of same quality from an alternative source at the cost and risk of the Vendor.

10.OPENING OF BIDS : Bids will be opened electronically at 2.00 pm on 01.11.2018.

11. PURCHASE/PRICE PREFERANCE: Purchase /Price Preference or any other concessions applicable for SSI Units /PSUs will be as per latest Government Of India Directives. For availing this benefit, the bidder should make their claim in the Technical Bids itself and enclose necessary documentary evidence to prove their eligibility.

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**ANNEXURE-V**

**COMMERCIAL TERM FORMAT**

*(To be printed on your letter head& uploaded)*

(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 :

Freight Charges :

Validity of offer :

Delivery period :

Taxes Applicable :

Certificates provided alongwith supply.

Deviation in specification if any

Signature and Stamp



टेलीफोन (एरणाकुलम) 2720911- 14, 2720844 - 45, 2721040 - 43.

फॉक्स : (0484) 2720893.

ईमेल : hoclchin@md2.vsnl.net.in वेब : www.hoclkochi.com

Phone (Ernakulam) 2720911- 14, 2720844 - 45, 2721040 - 43.

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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



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

**REQUEST FOR QUOTATION**

RFQ NO. 6000019639/2265/80003-M

RFQ DATE : 20.10.2018

Due Date/Time : 31.10.2018 / 14 hrs

Opening Date/Time: 01.11.2018 / 14 hrs

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 CODE & DESCRIPTION	UNIT	QTY.
1	76860103 ALUMINIUM SHEET IN COIL FORM 1.2M X 24SWG	Kilogram	1,000
2	76860106 ALUMINIUM SHEET IN COIL FORM 1.2M X 26SWG	Kilogram	300
3	76863926 ALUMINIUM SHEET IN COIL FORM 1.2M X 22SWG	Kilogram	200

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

FOR HINDUSTAN ORGANIC CHEMICALS LTD.

SOUMYA N.K.  
DY.MANAGER (MATERIALS)