

(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).

**REQUEST FOR QUOTATION**

**RFQ No.** :  
Collective RFQ No.: 2470/MEC30174  
Date : 01.02.2019  
Contact Person : L. SHANIL LAL  
Due Date/Time : 22.02.2019,14:00:00 Hrs  
Opening Date/Time : 22.02.2019,15:00:00 Hrs

**Date :01.02.2019**

**SERVICES REQUIRED AT:**

M/s. Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Kochi-682302,  
Kerala, India.

Dear Sirs,

**Subject:CLEANING OF COOLING TOWER SUMP/TRAY**

1. Sealed quotations in duplicate are invited by **Hindustan Organic Chemicals Limited, Ambalamugal** for the works as detailed below. A set of tender documents is enclosed for submitting your quotation.

2. **Name of Work:** CLEANING OF COOLING TOWER SUMP/TRAY. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **22.02.2019** up to **14:00:00 Hrs**. Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Quotation shall accompany an EMD of **Rs. 2,100.00/-** paid by crossed DD/Bankers Cheque/Cash only of State Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI. Quotations not accompanied with EMD, are liable to be rejected.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

6.1 **Single Bid System**

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above) and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

**6.2** Sealed envelope shall be superscribed with Enquiry No. and Offer for CLEANING OF COOLING TOWER SUMP/TRAY. **Due Date: 22.02.2019** up to **14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

**6.3** Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

#### **7. Rates**

Goods and Service Tax(GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

#### **8. ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements**

Refer Annexure A, B and C attached.

#### **9. Engineer/Officer In-Charge:**

Mr. K.B. NOUSHAD  
CHIEF ENGINEER (MECHANICAL)

#### **10. Defect Liability Period**

As per GCC.

#### **11. Payment Terms**

90% Payment shall be released after completion of work and certification by Engineer-in-Charge.

Balance 10% shall be made after Defect Liability Period of one year or on production of Performance Bank Guarantee for the said amount.

#### **12. Validity of Offer**

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the **"Form of Rate List"** or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance.

#### **13. 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.

**14. Liquidated Damages**

If the work is not completed within the stipulated time, the contractor is liable to pay an LD of ½% of the total contract value PER DAY of the delay or part thereof subject to a maximum of 5% of the contract value.

**16. Period of Contract**

Period of contract shall be one year from the date of issue of work order.

**15. Scope of Supply**

**MATERIALS**

**a. Contractor's Scope**

All skilled and unskilled manpower required for the work is to be arranged by the contractor. All machines, tools, tackles, scrapers, shovels, brushes, lifting equipment such as chain pulleys, slings, D shackles, hoses, fitting connectors, steel scaffolding, metallic ladders and other tools and equipments required for the satisfactory completion of the work are to be arranged by the contractor.

**b. HOCL Scope**

HOC will provide only the required gaskets, fasteners, blind flanges, corrugated asbestos sheets, filtering elements and media, sealant, bleaching power, tube nozzle with wash nozzle spares for the work at free of cost.

**TOOLS AND TACKLES**

**a. Contractor's Scope**

Supply of steel scaffolding materials, pipes, pipe clamps etc. and its erection has to be arranged by the contractor.

**b. HOCL Scope**

Nil.

**17. Time of Completion**

Time of completion shall be 15 days from the date of instruction to start the work.

**18. 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.

**19. Other Terms & Conditions**

**19.1** The tenderers have to download the **GCC (General Conditions of Contract)** from our web site [www.hoclkochi.com](http://www.hoclkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

**19.2** In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

**19.3** In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

**19.4** Your quotation must be strictly in enclosed envelope indicating Collective RFQ

Number, RFQ Number, Due Date and Name of Work.

**19.5** For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

**20.** The tender notice may be read in conjunction with the standard **General Conditions of Contract (available in [www.hoclkochi.com](http://www.hoclkochi.com))**, Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

**21.** Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

**Date, Time & Venue of Public Opening of Tender**

Date : **22.02.2019**

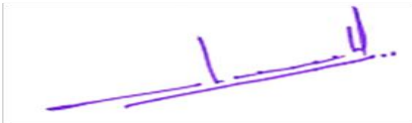
Time : **15:00:00 Hrs**

Venue: **Tender Room in Training Centre of HOCL, Ambalamugal.**

**Thanking You,**

**Yours Faithfully,**

**For Hindustan Organic Chemicals Limited,**



L. SHANIL LAL

GENERAL MANAGER (MECHANICAL)

[l.shanillal@hoclindia.com](mailto:l.shanillal@hoclindia.com)

**ATTACHMENTS:-**

1. Annexure ' A & B ' - ESI, PF, Labour Law Requirements.
2. Annexure ' C ' - Safety, Health and Environment (SHE) Conditions.
3. Annexure ' D ' - Proforma of declaration of black listing / Holiday listing
4. General Conditions of Contract.

## Scope of Work

We have a cooling tower for catering cooling water. We are planning to carry out the cleaning of Cooling Tower (Cooling tower No.1) and connected vessels. This work includes draining & cleaning of Cooling Tower sump including side channel, cooling tower basin, cleaning of Hot Water Distribution Basin, cleaning of asbestos Louvers, cleaning of existing side stream filter by removing the internal & refilling the same after cleaning, cleaning and refilling the new side stream filter with new internals available at stores/storage location.

Scope of work includes but not Confines to:

The sump Capacity of Cooling Tower is 650 M<sup>3</sup>. The Sump shall be completely drained by opening the drain valve/blind flange. Once draining is complete the debris which may include sludge, wooden pieces, Mud, Plastic Filter internals, wire meshes, Bolts, Nuts, etc and other sediments left over in the sump shall be scraped manually using shovels, wire brush etc. The side Channels of Cooling water sump (Approx 19 Mtrs X 1 Mtr) also has to be cleaned. For cleaning the side channel the contractor may require to replace/remove the concrete slabs to access the location/removal of debris from the bottom. The Cooling Water Basin (Approx 25.5 Mtrs X 18 Mtrs) has to be cleaned by removing of all fallen debris to the satisfaction of Engineer-in-Charge.

The Contractor's scope of work shall include isolating the sump by providing necessary blinds (if required) as per the instruction of Engineer-in-Charge (24'' Max) and emptying of the balance water from the sump. The Debris shall be collected in closed drums and shall be disposed off in the scrap yard/location as per the instruction of Engineer-in-Charge. Metallic and non-Metallic sediments are to be segregated in separate closed drums. Inside portion of the sump/Pipe headers has to be thoroughly cleaned and shall be made ready for inspection. Steel scaffolding/ladders are to be provided for carrying out inspection as per the instruction of Engineer in charge. All safety measures required have to be arranged by the contractor. Once the above work is completed, the contractor has to normalize the lines by removing the blinds (which are provided for isolation).

After draining of the sump, the cooling water inside the Header lines has to be drained completely after de blinding the line (26'' size) which is located in the Cumene Plant Cooling Water Pipe header Pit. Water from the pit has to be pumped out using suitable dewatering pump which shall be made available by the party. After dewatering the pit, the Cooling Water Pipe header as well as the pit has to be cleaned thoroughly, after which the contractor shall put back the dummy flange in position.

The Scope of Cleaning of Hot Water Distribution Basin at the Top of the Cooling Tower which comprise of the following activities.

1. Cleaning of Hot Water Distribution Basin floor.
2. Fixing of damaged Tube Nozzle with Flash Nozzle.

In addition, the asbestos sheets used to Louvers on either side of Cooling Tower shall be cleaned. Algae/other vegetations and other debris are to be removed using scrapers or other modes without damaging the asbestos Louvers to the satisfaction of the Engineer-in-Charge. The broken Louvers needs to be replaced/repared by the contractor. Necessary Asbestos sheets, sealants and fasteners will be supplied by HOCL free of cost. The party has to make arrangements to cut Asbestos sheets to the required size and shape. Steel scaffolding shall be erected by the party wherever necessary for the above work. Also, Drift eliminators shall be cleaned inside the Cooling Tower as per the instruction of Engineer-In-Charge.

Cleaning of side stream filters include cleaning and replacement of the internals of Side stream Filter (2000 mm Dia x 3000 mm Height), which contains Pebbles of 1/2'' to 1.5'' Sizes, Coarse Silex, Fine silex, and filter Sand other filtering components like Filter Disc and filtering media. For removing the filter elements, the contractor has to open

the side man way as well as top man way. After proper cleaning, the internals has to be filled (in the existing order). After completion, the work shall be certified by the Engineer-in-charge/Inspection. Necessary preparations for inspection are to be arranged by the contractor.

New side stream Filter is installed to Cooling Tower and the also shall be cleaned and filled with new internals. Pebbles filter sand and other internals has to be transported to site from its storage location, cleaning the same and filling the same in the side stream filter. After completion of work the excess HOC materials are to be returned to stores and proper reconciliation has to be carried out.

After completing the inspection and scaffolding clearance from Engineer-in-Charge, the same are to be dismantled and all the inside materials are to be removed. The blinds are to be removed and made ready for storing Water.

The contractor shall visit the site for ascertaining the actual quantum of work involved.

All skilled and unskilled manpower required for the work is to be arranged by the Contractor. All machines, tools ,tackles, scrapers, shovels, lifting equipment such as chain pulleys, slings, D shackles, hoses, fitting connectors, steel scaffolding, metallic ladders and other tools and equipment's required for the satisfactory completion of the work are to be arranged by the contractor.

HOC will provide only the required gaskets, fasteners, brushes, blind flanges, Corrugated Asbestos sheets, Filtering elements & media, Sealant, Bleaching powder, Tube Nozzle with wash Nozzle spares for the work at free of cost. Steel Scaffolding materials (pipe clamps) and its erection has to be arranged by the contractor. After completion of the work the excess HOC materials are to be returned to stores and scrap materials is to be transferred to the scrap yard after weighing. The site is to be cleaned thoroughly. The party shall execute the work in case of any increase/decrease in quantities at agreed rates. All safety procedures to be complied while carrying out of the job. Adequate safety precautions to be taken while working at higher elevations.

## Schedule of Rates

Name of vendor: HOCL

GSTIN Regn. of vendor:.....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	1000874 COOLING TOWER CLEANING  This work includes cleaning of Hot Water Distribution Basin, cleaning of asbestos Louvers, Cleaning of surroundings etc. as per the scope of work.	AU	1		
Service Account Code(SAC) for 1000874 :.....					
Rate of Tax :.....					

All fields including Service Account Code and tax rate for all items to be filled by the vendor/contractor failing which your offer is liable to be rejected.

Total Amount Rs:

(In Words Rupees .....

GSTIN Regn. of Vendor/Contractor: .....

Date :

Signature and Seal of the Contractor

Collective RFQ No.: 2470

----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

**Offer For:CLEANING OF COOLING TOWER SUMP/TRAY**

**From:**

**RFQ No. 6000021230  
Collective RFQ No. 2470**

**Due Date: 22.02.2019  
Due Time: 14:00:00 Hrs**

**To,  
General Manager (P & A),  
Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Ernakulam - 682302,  
Kerala, India.**

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