



HINDUSTAN ORGANIC CHEMICALS LIMITED  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN - 682 032.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

### **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>CONTRACT FOR ENGAGING UNSKILLED LABOURERS FOR CASUAL JOBS OF MISCELLANEOUS NATURE.</b> NIC Tender Ref : 2019_HOCL_466433_1 HOCL Tender Ref : PAD/2019/00001

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

Interested parties may please get registered with NIC e-procurement portal (URL: <https://www.eprocure.gov.in>) 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 the to the specifications and the terms and conditions.

Due Date & Time for Bid Submission: 27.05.2019, 14:00:00 Hours.

For and on behalf of Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

D.SINDHU  
GENERAL MANAGER (P&A)



HINDUSTAN ORGANIC CHEMICALS LIMITED  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN - 682 032.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

## **E- TENDER NOTICE**

PAD/2019/00001

30.04.2019

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 **CONTRACT FOR ENGAGING UNSKILLED LABOURERS FOR CASUAL JOBS OF MISCELLANEOUS NATURE**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). 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 [www.eprocure.gov.in](http://www.eprocure.gov.in).**

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 and (iv) Technical Bid , 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),

D.SINDHU  
GENERAL MANAGER (P&A)

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender No: PAD/2019/00001**

**CONTRACT FOR ENGAGING UNSKILLED LABOURERS FOR CASUAL JOBS OF MISCELLANEOUS NATURE.**

**SCOPE OF WORK**

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

**SCOPE OF WORK**

DETAILS OF INTERMITTENT JOBS TO BE CARRIED OUT  
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Intermittent and occasional jobs of the following nature in different departments of the company are to be carried out with Male/Female workers as and when required.

DEPARTMENTS  
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NATURE OF WORK & INTERVAL

**PERSONNEL & ADMINISTRATION DEPARTMENT**

1. Making of garden , Planting trees, watering, manuring , removing shrubs and weeds from lawn, cutting trees, cleaning the administration block , Training Centre , Specified areas.  
INTERVAL - INTERMITTENT

2. Keeping surroundings of building neat and clean.  
INTERVAL - TWICE IN A MONTH

3. Making tea/snacks/supplying Conference Hall, Offices in Admn. building, other miscellaneous jobs-taking projector/TV from P&A to Training Centre as and when required etc. Arranging Banner minimum 6 times in an year.  
INTERVAL - INTERMITTENT

4. Cleaning of surrounding area of canteen  
INTERVAL - ONCE IN A WEEK

5. Cleaning and clearing of drainage and waste pits near canteen.  
INTERVAL - Twice in a week.

## **PRODUCTION DEPARTMENT**

- TF/UF and MEA sump water pumping
- Hydrocarbon collection from API Oil Separator, RE Sump etc.
- Sludge transfer Lagoon to Sand filter and collection of dry sludge from sand filter.
- Acid transfer to DM plant (manually) as and when required from Synthesis section.
- Removing and recharging resins, activated carbon from SAC, SBA Mixed bed and ACF vessels.
- Addition of fresh Hot Oil surge drum.
- Transfer of Hot Oil drained from the plant to surge drum.
- Shifting filled hot oil drums (Hot oil drained from reboilers of different sections) to hot oil section.
- 2 MBF draining in drums, shifting the drums, loading the 2 MBF materials to TK.6519.
- Pumping out water from DNET and Fractionation sump using air pumps.
- Draining the material (hot oil & Hydrocarbon) in drums from the reboilers.
- Shifting the drums (full) from various sample point area.
- Shifting Hydrocarbon drums/leaky Phenol drums/and lab sample drums to Frac. Sump for reprocessing.
- E A Q addition
- SC 150 addition
- Removal of sample drums from the H2O2 plant and unload the same to day-tank.
- Shifting, unloading of KOH drums for electrolyte preparation.
- Cleaning of Plant floorings.
- During rainy season, Shifting Lime bags and spread lime in plant floors to avoid slippery.
- Hydrocarbon draining from Cumene Reactor Filters.

## **MECHANICAL DEPARTMENT**

### **Maintenance Workshop**

1. Lubrication oil filling in CPP - Engines every day when the engine is running.
2. Cleaning of mechanical parts of machinery.
3. Cleaning of oil spillage at work areas in plant/workshop.
4. Segregation of tools and tackles at workshop.
5. Segregation of scrap materials.
6. Handling of fresh lube oils/grease drums.
7. Collecting of waste lube oils.
8. Collecting/returning of spares/materials from stores.
9. Shifting of materials/tools & Tackles to and from various plants for site works.

### **Central Workshop**

1. Material shifting from Stores and transfer of materials to various plants for site works.
2. Cleaning of workshop, shifting of diesel and oil drums and cleaning of materials handling equipment.

## **UTILITIES DEPARTMENT**

1. Shifting of chemicals and materials from stores, cleaning of LSHS in LSHS unloading area and boiler plant.
2. Segregation of carboys and drums in cooling towers and LSHS unloading area.
3. Taking office papers, drawing & files to various departments and back.

## **ELECTRICAL DEPARTMENT**

### **I. PHENOL PLANT AREA**

Heavy tools handling/Ladder shifting for lighting work etc. 5 days/month  
Materials shifting from stores 3 days/month  
Motors and equipment cleaning, heavy motor hood lifting, overhauling/maintenance 5 days/month  
Helper to Technicians 8 days/month  
Battery room cleaning 2 days/month  
Cable room cleaning 2 days/month

### **II. AUXILIARY SUBSTATION AREA**

Ladder shifting work 3 days/month  
Cleaning bushes of plants in Auxiliary Substation yard & MCC room/cable room cleaning etc. 2 days/month  
As a helper to technician since no general workman is available for this area. 20 days/month

### **III. CPP AREA**

Cleaning of engine, trenches, drains, etc. 4 days/month  
Sludge removal, filling in drum & removing to tank 15 days/month  
Helper to technician 3 days/month  
Shifting of scraps battery/starter/dynamo/tools/meters/ladder etc. 4 days/month  
Cleaning of cable gallery/battery room 2 days/month  
Helper to technician for preventive 5 days/month  
Maintenance of transformer & Heavy equipment cleaning of substation yard & removal of bushes 3 days/month

### **IV. H2O2 / UTILITY SUBSTATION**

Cleaning of cable gallery at H2O2S/S, Utility S/S MCC 5 days/month  
Cleaning of transformer yard 2 days/month  
Cleaning of battery room at H2O2S/S 14 days/month  
Shifting of ladder for street light maintenance 2 days/month  
Shifting of transformer oil while carrying out oil filtration 2 days/month  
Shifting of scrap batteries when changing the batteries 2 days/month  
Cleaning site after preventive maintenance comprising of Maintenance of motors, Bearing changing while breakdown/maintenance, Lighting maintenance, Motor overhauling /removal of motors, Cleaning of MCC/PCC/UPS/battery charger 11 days/month

## **INSTRUMENTATION DEPARTMENT**

1. Lifting and moving of Heavy Items like Control Valve from plant to Dept. /Workshop or Dept. / Workshop to plant etc.
2. Cleaning / Rearranging of Inst. Workshop/Office etc.
3. Inst. Cable pulling/Dressing etc.
4. During Annual Stamping assisting in removing Weights, Weigh Scale, Weigh Bridge Platforms etc.

## **SAFETY DEPARTMENT**

1. Cleaning of fire station surroundings & garages once in a month
2. Filling of diesel in pumps and vehicles 2 hrs per day
3. Diesel collection in drums from cooling water once in a week
4. Arrangement and cleaning of stores once in 3 months
5. Cleaning of Fire station pump house once in 3 months
6. Cleaning and washing of fire station vehicles once in a month
7. Draining and filling of foam compound in fire tenders As and when the Fire tenders require repair work in the foam tank or connected system - Probably once in six months.
8. Draining and filling of foam compound in foam tanks in the plant. As and when some repair work come - Probably once in a year.
9. Disposal of unserviceable items from fire station premises to store yard As and when such items arise probably once in a year.

## **MATERIALS DEPARTMENT**

### **FPS**

1. Washing of HDPE Carbouys with DM water prior to filing with Hydrogen Peroxide.
2. Filling of finished products - Phenol, Acetone and Hydrogen peroxide in drums/carbouys.
3. Loading of drums and carbouys filled with finished products into trucks.
4. House keeping in the tank farm and drum/carbouy filling stations.
5. Sealing of road tankers filled with finished products.

### **STORES**

1. Shifting of materials between various stores/shifting after inspection etc. 3 days in a month
2. Painting small racks. 7 days in a year
3. Greasing of nuts, qty of items to be purchased etc. 3 times a year
4. Removal of dust from storage location once in 2 months
5. Winding of cables once in a year
6. Loading and unloading of cargo in the absence of evictees association. Once in a month

### **CIVIL**

1. Removal of weeds in expansion joint in paved areas 2 months
2. Works connected with Civil Maintenance like excavation, chipping, etc. As and when required.

### **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 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 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. . Page 7 of 17
- 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.

The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

- 2) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

- 3) 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.
- 4) 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.
- 5) 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.
- 6) 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.

### **Contract Person (HOCL)**

1. **Mr.N.V.RAVIDEV,  
DGM(P&A), HOCL, AMBALAMUGAL.  
0484 2727325**
2. **Mr.BIJU.C.J  
Sr.Admin. Officer.  
HOCL, Mob: 0484 2727294**

**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender No: PAD/2019/00001**

**CONTRACT FOR ENGAGING UNSKILLED LABOURERS FOR CASUAL JOBS OF MISCELLANEOUS NATURE.**

**GENERAL TERMS AND CONDITIONS**

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

**PREQUALIFICATION CRITERIA**

- a. Average annual financial turnover of the bidder during the last 03 years ending 31st March of the previous financial year should be at least **Rs.5,00,000/-**. (Documentary proof should be attached along with the Technical Bid).
- b. The bidder shall have successful completion experience of similar works in industrial establishments during last 7 years in deploying unskilled labourers for casual jobs of miscellaneous nature. The bidder should have an experience in executing similar works having minimum value of **Rs.4.38** Lakhs per month. (Documentary proof should be attached along with the Technical Bid).
- c. Details of EMD & Details of Tender Fee.
- d. Details of PAN No:
- e. Labour License No. (if any)
- f. Details of GST.

**Earnest Money Deposit**

Quotation shall accompany an EMD of **Rs. 33,000/- and tender fee of Rs. 2240/-** paid by crossed DD/Bankers Cheque/Cash only of Central Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI (A/c. No: 33580607136, IFS Code: CBIN 0284515). 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 Rs.2240/- (non-refundable) shall be paid by crossed DD/ Bankers Cheque only of Central Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI (A/c. No: 33580607136, IFS Code: CBIN 0284515). 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. and also KGST on works contract applicable as per rules in force. GST in case applicable shall be paid extra, to those who have GST registration with Central Excise Department, unless otherwise specified elsewhere.

Any work which involves transfer of materials, KVAT as applicable rate shall be deducted from the bill, unless a certificate to contrary is obtained from the Sales Tax Authorities.

### **Security Deposit**

a) Total Security Deposit shall be as per GCC (10% of the value of the contract). This may be deposited initially at 2.5% of the value of contract within 21 days of receipt of the notification of acceptance of tender and the balance 7.5% will be recovered installments through deductions @ 10 % of the value of each running account bill till the total security deposit amount is collected, after which no further deductions from the bills will be made on this account.

b) Alternatively, you may at your option deposit the full amount of 10 % of the accepted value of the tender towards the security deposit within 21 days of receipts by you, the notification accepting your tender.

c) Contractor can furnish the initial or total security deposit amount by way of bank guarantee from any nationalized bank in the prescribed form in favor of Hindustan Organic Chemicals Limited.

The EMD of the successful tenderer will be adjusted against the amount payable towards security deposit.

### **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 one year from the date of issue of Work Order.

However, work order shall be issued in two spells of six months each. Initially work order shall be issued for first SIX months and subject to satisfactory performance during this period, further work order for the remaining six months will be issued.

### **Scope of Supply**

Please see "scope of work" and "CONDITIONS OF CONTRACT"

### **Time of Completion**

The period of the contract shall be one year from the date of issue of Work Order.

### **Payment terms**

Payment will be made on monthly basis as per the actual number of engagement of casual labourers.

The payment towards the bills will be made within 15 days from the date of submission of the bills supported with the relevant documents. Bills should be submitted once in a month.

Records of daily engagement of workers and payment made to them shall be submitted along with the monthly bill at the P&A office of the company for verification.

### **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

### **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.

**Details of current commitments (copies of work orders to be uploaded), annual financial turn over (documentary proof to be uploaded), details of EMD, GST, and PAN No. shall be filled in the format and uploaded along with the technical bid.**

### **OTHER TERMS AND CONDITIONS**

NAME OF WORK: CONTRACT FOR ENGAGING SKILLED LABOURER FOR CASUAL JOBS OF MISCELLANEOUS NATURE

## CONDITIONS OF CONTRACT

1. 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.

2. The unskilled worker both male and female should be provided with necessary tools like spade, pick axe, baskets, sickle, etc. for carrying out incidental job of urgent and casual in nature in different departments of HOC whenever required.

3. The daily requirements of workers will be given one day in advance. The contractor or his authorized representatives should contact concerned officer every working day evening to ascertain the requirements for the next day.

4. The contract shall be read in conjunction with HOCL General Conditions of Contract and Special Conditions of Contract or any other documents forming part of this Contract. All clause of General Conditions of Contract shall be applicable to this contact.

5. The quoted rates will be valid for a period of 1 year from date of issue of work order without any escalation whatsoever.

6. The number of workers engaged should be certified daily by the authorized representative of the company and you shall issue token to each and every worker engaged by you. Contractor should ensure that the workers are carrying their token during the working hours without failure and show the same at the time of entry/exit at the factory gate.

7. Contractor shall issue photo identity cards to each and every worker engaged by you and should ensure that the workers are wearing their identity cards during the working hours without failure.

8. The contractor shall ensure that the workers engaged by him should follow the instructions given by the HOC Management/Security.

09. This contract can be terminated by giving one month notice on either side.

10. The contractor shall strictly follow the rules and regulations under Contract Labour (Regulation and Abolition) Act 1970 and Kerala Contract Labour Regulations and Abolition Rules 1972 within seven days from the date of signing the agreement. If you fail to produce license within seven days from the date of acceptance of work order, the same work order may be cancelled and awarded to any other parties. Your earnest money in such eventuality will be forfeited.

11. The rate offered by you are inclusive of all taxes, duties, if applicable and also contributions to be made under legislation like ESI, PF etc. The rate is also inclusive of all benefits like leave, holiday payment, compensation, bonus, Sunday wages, medical, etc. and also any other benefits to the worker under contract labour (Regulations and Abolition) Act-1970 or any other labour legislation or rules made there under or any settlement applicable to the worker from time to time.

12. All the persons engaged by you should cover under CPF scheme. It is the responsibility of the contractor to see that the contribution under PF Scheme is made every month for the workers engaged by you. In case of your failure to remit the contribution under PF Act, the amount will be recovered from you by deducting the same from your bill.

13. The contractor will have to abide by the provisions of other Central and State Government Act and Rules as applicable from time to time and shall extend facilities to your workers as will be applicable under Rules.

14. The contractor shall take all safety precautions as prescribed under Factories Act 1948 and also the Safety rules prescribed by the company while engaging your workers on any work and provide safety appliances to your workers at your own cost.

15. OVER TIME: Overtime will be paid to workers who are engaged beyond 8 Hrs per day or worked on Sundays/holidays, at the rate of double the normal rate per hour. For this, normal rate per hour will be arrived by dividing the per day rate by 8 hrs. Normal working hours shall be from 8.00 a.m. to 05.00 p.m. with one hour lunch break.

16. The payment towards the bills will be made within 15 days from the date of submission of the bills supported with the relevant documents. Bills should be submitted once in a month. Records of daily engagement of workers and payment made to them should be submitted along with the monthly bill at the P&A office of the company for verification.

### **IMPORTANT**

**DUE DATE & TIME:** Due date for submission of tender is (Closing date) **27.05.2019** at **02.00 pm.**

**OPENING OF BIDS:** The Technical Bids will be opened on **28.05.2019** 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 from the last date of submission stipulated for the tender.

**SUBMISSION OF BIDS:** Refer Instructions to Bidder for Online Bid Submission.

**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 white coloured (unprotected) cells with their respective financial quotes and other details ( 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 & SEALING ON ALL PAGES OF BIDS:** The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

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

**Tender No: PAD/2019/00001**

**CONTRACT FOR ENGAGING UNSKILLED LABOURERS FOR CASUAL JOBS OF MISCELLANEOUS NATURE.**

**TECHNICAL BID (FORM - A)**

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

**PRO-FORMA-TECHNICAL BID**

NAME OF WORK: CONTRACT FOR ENGAGING SKILLED LABOURER FOR CASUAL JOBS OF MISCELLANEOUS NATURE

1. Details of previous experience( Copies of work orders to be attached)

Sl No.	Name of the Industry	Period of Contract		Work Order Value Rs.
		From	To	

2. Details of annual financial turnover during the last 3 years.  
Documentary Proof to be attached)

Financial Year: Turnover:

2016-17 ₹

2017-18 ₹

2018-19 ₹

**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. PAN No: .....**

**6. GST No.....**

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 :