



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड
HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam dist, Pin- 682 302
Kerala- Ph: (0484) 2720911, Fax: (0484) 2720893
Email: kochi@hoclindia.com, web: www.hoclkochi.com

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.
01	HIRING OF CAR- HOC KOCHI UNIT HOCL TENDER REF: PAD/2021/001

Tender documents may be downloaded from www.hoclkochi.com or 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)

(SINDHU.D)
GENERAL MANAGER(P&A)



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PAD/2021/001

February 20, 2021.

M/s.

Dear Sir,

Hindustan Organic Chemicals Limited (HOCL) is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **HIRING OF CAR**. HOCL has entered into an agreement with M/s. NIC (National Informatics Center) 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 and <https://eprocure.gov.in/eprocure/app>.

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 Limited (GSTIN: 32AAACH2663P1ZG)

(SINDHU.D)

GENERAL MANAGER (P&A)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

AMBALAMUGAL.

SCOPE OF WORK

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

Quotations are invited as open e- tender in two bid system for the following work

Name of the Work:- **CONTRACT FOR PROVIDING A CAR ON HIRE TO HOCL,
AMBALAMUGAL**

Period of Contract: ONE YEAR

The requirement is a five seater tourist taxi of make Maruti Suzuki Ciaz / Honda City / Hyundai Verna / Skoda Rapid / Volkswagen Vento or higher models (with Driver and Petrol). The requirement will be on all working days from 8 AM to 8 PM normally. However the vehicle should be made available within half an hour on request from HOCL at any time on any day including Sundays and holidays.

Pre-Qualification Criteria

- a. The bidder should be an individual/ sole proprietary concern/ partnership concern or company and should be registered with Registrar of firms/registrar of companies or Shops & Establishment Act wherever applicable
- b. The bidder should be having sufficient experience for taxi hiring and working in this field for at least one year.
- c. The bidder should be having an office within 20 KMs from Ambalamugal and having contact phone number and email id.

Scope of Work

1. The requirement is One Car with Driver & Fuel on monthly rental for duty from 8 AM to 8 PM on all working days and on call duty on Sundays & Holidays. The expected km per month is approximately 1500. The model of the vehicles shall be on or after October, 2017.
2. The vehicle shall be made available on all working days and also on Sundays & Holidays if required by HOCL.
3. The vehicle taken on contract must be made available at any given time and day as desired by HOCL.
4. The rates shall be inclusive of wages to driver, batta, fuel and all incidental and other charges which may have to be incurred by the Contractor in execution of the work as per this contract. The rates shall be firm for the period of contract.

5. Lumpsum rate for per month for engagement up to 1500 KMs shall be quoted.

In addition, the following rates also to be quoted.

- a. The rate per KM for the KM run in excess of 1500 KMs in a month
- b. Hourly rate for engagement beyond 12 Hours in a day.
- c. Driver Batta for duty beyond 08:00 PM when engaged for outstation duty.

6. Time of engagement of the vehicle and the distance run by the vehicle shall be recorded on log book on daily basis. For this, the time of first entry of the vehicle at the Security Gate of the Factory of HOCL and the odometer reading at that time shall be taken as the opening time and opening KM for that particular day. Similarly the time of final exit of the vehicle from the Security Gate of the Factory of HOCL and the odometer reading at that time shall be taken as the closing time and closing KM for that particular day. In case the trip on a particular day commences or ends at any place other than the Factory of HOCL, the distance from the Factory of HOCL to that place shall be added to the total KMs run on that particular day, except in the cases of trips involving overnight halt. In case of trips involving overnight halt, the closing time and closing KM reading on the day of halt shall be taken at the place halt and the opening time and opening KM reading on the next day shall be taken from the place of halt. For outstation travel on overnight duty, drivers Batta will include stay for the driver also.

7. Payment shall be effected on a monthly basis. The Contractor shall submit the bill with all trip sheets on a monthly basis. The trip sheets are to be duly certified by the authorized Officer of HOCL. Payment will made within 15 days from the date of receipt of the Bills.

8. The successful tenderer shall remit 5% of the Contract value as interest free Security Deposit or furnish a Bank Guarantee from a Nationalised / Scheduled Bank in the format prescribed by HOCL.

9. In case the contract vehicle is taken for maintenance/ repair, a substitute vehicle of similar make, model & capacity shall be provided by the contractor. In case the contractor fails to provide substitute vehicle, HOCL may make alternate arrangements at the risk and cost of the contractor and expenses incurred for the same shall be recovered from the Contractor.

10. It shall be the responsibility of the contractor to keep all valid and current documents and certificates in the vehicle. HOCL shall not be responsible either directly or indirectly in any manner whatsoever for any omission on the part of the Contractor to comply with the statutory requirements as per the Motor Vehicles act or any other statute/rule as applicable.

11. The vehicles provided shall be in very good running condition and proper upkeep of the vehicle is to be ensured by the contractor. Year of make of the vehicle should be duly specified and proof thereof shall be submitted along with the offer.

12. The Contractor shall strictly observe the Security and Safety Regulations of HOCL including Covid guidelines. The vehicle shall be equipped with all the necessary safety appliances/equipment for emergency and rescue purpose as stipulated in Motor Vehicles Act 1988 and Rules thereto.

13. The Contractor shall comply with the requirements of all Local, State and Central Government Acts, Rules, Regulations, By-Laws, Orders, etc. in force from time to time.

14. The Contractor shall obtain at his costs all permits, licenses and other authorizations, as required for the work from Government Authorities. The Contractor shall maintain proper records any registers as required by the concerned statutes and submit them to HOCL as and when required.

15. HOCL shall not make any payments to the Contractor other than the rates agreed for the work. Any extra payments, during the course of the contract period shall be borne entirely by the Contractor except toll charges and parking fees if any, during the course of duty, which shall be reimbursed by HOCL. The Contractor shall absorb the impact due to changes if any in fuel price/other government taxes and duties.

16. In case the Contractor fails to discharge his statutory obligations leading to a situation wherein HOCL has to incur any expenditure/loss in their capacity as the Principal Employer, such expenditure / loss shall be realized from the Contractor.

17. The Contractor shall indemnify HOCL against any eventualities arising out of accidents and fines/ penalties/punishments by legal/statutory authorities due to negligence on the part of the contractor/driver.

18. The vehicle should have a comprehensive insurance coverage and the policy of insurance should be in force at all times during the contract period and the same shall be produced before HOCL on demand.

19. The Drivers deputed should be well experienced, of good character and antecedents, well behaved, neatly dressed in Uniform and should be in possession of valid Driving Licence and all requisite documents of the vehicle including Pollution Control Certificate. Misbehaviour of any kind on the part of the driver shall be viewed very seriously and it is the responsibility of the contractor to change the driver immediately on report from HOCL.

20. The wages paid to the drivers should not be less than the minimum wages notified by the Government from time to time and they should be covered under PF and ESI as per prevailing Rules in this regard.

21. The contractor should bear all expenditure connected with maintenance necessitated to the vehicle during the period of Contract. HOCL shall not be held responsible for any loss/damage to vehicle, other properties, life or other unforeseen incidents like accidents that may occur during the period of hiring of vehicle.

22. HOCL will also be not responsible for any loss of life, or any injury to the driver or to any third party caused at the time of performing bona fide trips of HOCL during the period of contract. The contractor will be responsible for loss, damage or injury to any person, property, materials, equipment or any other article caused due to poor maintenance of the vehicle hired by HOCL and negligence on the part of the Driver. The car shall be provided with brand new tyres (including stepiny)

23..The contractor shall at all times keep HOCL indemnified against all claims, actions, proceedings, costs, damages incurred and compensation agreed in consequence of any breach of all or an of the covenants and warrants herein contained.

24. HOCL shall not in any way be responsible during the course of contract for any accident, loss, damages etc. that may occur to the vehicles so supplied by the contractor on contract basis.

25. a. Driver shall wear mask and adhere to all COVID 19 protocol.
b. The vehicle shall be disinfected frequently.
c. The fumigation of the vehicle to be done if the driver or any person is tested Covid positive.
d. The inliners shall be kept clean on daily basis, upholstery shall be of good quality and shall be kept clean without any damages, the vehicle shall have freshness.
e. The Driver shall be provided with smart phone with navigation facility and mobile number to be communicated to HOCL.

26. VALIDITY OF OFFER:

The offer shall be valid for a period of 90 days from the date of submission for placement of order.

27. 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 blue 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.

28. BID CLOSING DATE OPENING DATE

DUE DATE for submission of tender is (closing date) **15.03.2021, 02.00 PM**

Technical Bids will be opened on **16.03.2021 at 2.00pm**. Acceptable bidders shall be informed the date of opening of Price Bids.

GENERAL INSTRUCTIONS FOR ONLINE BID SUBMISSION

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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 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.
- 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.

Contract Person(NIC matters)

Mr.Midhun Babu
Co-ordinator
Mob: 8547196394, 0484 2727401

Contract Person (HOCL)

Mr.N.V.RAVIDEV,
GM(P&A), HOCL, Ambalamugal.
Tel.0484 2727325

Ms. RAJALAKSHMI AMMA P K
Asst. Manager(Co-Ordination)
HOCL, Ambalamugal.
Ph: 0484 2727232

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender No: PAD/2021/001

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. The bidder should be an individual/ sole proprietary concern/ partnership concern or company and should be registered with Registrar of firms/ registrar of companies or Shops & Establishment Act wherever applicable
- b. The bidder should be having sufficient experience for taxi hiring and working in this field for at least one year.
- c. The bidder should be having an office within 20 KMs from Ambalamugal and having contact phone number and email id.

Earnest Money Deposit

Quotation shall accompany an EMD of **Rs.4,600/-** 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 (A/c. No: 10342163665, IFS Code: SBIN0001108). 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.

Rates : Rates quoted shall be inclusive of all taxes, duties and other levies etc. and also GST 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 :The total security deposit shall be 10% of the contract value. 2.5% of the contract value should be deposited within 21 days of receipt of work order against initial security deposit. Balance 7.5% will be recovered from the first and subsequent receiving bills or final bill against Security Deposit @ 10% till 10% of the contract value is recovered. EMD deposited shall be adjusted against the initial 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 : One year from the date of issue of Work Order.

Scope of Supply : As per Scope of Work.

Time of Completion: One year from the date of issue of Work Order.

Payment terms :Monthly payment after completion of work. You shall submit the monthly bill along with the work execution registers and also the details of payment made to the labourers engaged by you. The payment shall be made within seven days from the date of submission of bill.

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.

GCC: The GCC shall be signed and stamped on all pages and submitted as hard copy to the concerned Engineer as an undertaking that you have read and understood the contents of GCC and shall abide by it.

OTHER TERMS & CONDITIONS

1. This contract shall be read in conjunction with our general conditions of contract and special conditions of contract of HOCL or any other documents forming this contract.
2. The contractor shall strictly follow the provisions of the Contract labour (Regulation and Abolition) Act 1970 and Kerala Contract Labour (Regulation and Abolition) Rules.

3. The rate offered by you are inclusive of all taxes, duties etc as applicable and the benefits extended to the laborers and also the remittance to be made under the statutory legislation's like ESI Act, PF Act etc. It is the responsibility of the contractor to remit the remittance under PF Act and other legislation applicable for the labourers engaged by him.

4. The contractor shall ensure that the labourers engaged by him are strictly observing the safety rules and other rules and regulations of the company. The contractor shall comply with the Requirements of ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. as per Annexure A, B, and C uploaded .

DUE DATE & TIME: Due date for submission of tender is (Closing date)

15.03.2021 at 02.00 pm.

OPENING OF BIDS: The Technical Bids will be opened on **16.03.2021 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 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 Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder) and 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.

SINGNING & 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.
HOCL Tender No.PAD/2021/001

CONTRACT FOR HIRING OF CAR.

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

1.Details of previous experience and current commitments (Copies of work order 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:

2018-19

2019-20

2020-21

3. Details of EMD enclosed:

DD No... ..DatedAmounting to `..... Name of the
Bank :

4. PAN No of the bidder:

5. GSTIN No of the bidder:

We hereby undertake that we have read and understood the content of
GCC and shall abide by it.

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

PLACE :

Seal

DATE :

TECHNICAL BID

Sl.No.	DETAILS	
1	Name of Travel Agency	
2	Address with telephone, e-mail, fax number & the name(s) of the contact person(s)	
3	Year of establishment (Please attach documentary evidence)	
4	Income Tax – PAN No. (Please attach documentary evidence)	
5	GST Registration (Please attach documentary evidence)	
6	Detailed description and value of works done for others (Please attach documentary evidence)	
7	Details of vehicle to be deployed in HOCL. (Make & year of manufacture) (Attach copy of Registration Certificate)	
8	Details of EMD	

Signature of the Tenderer :

Name of the Tenderer :

Address :

PLACE :

Seal

DATE :

ANNEXURE – A

ESI, PF, LABOUR LAW ETC. – REQUIREMENTS

1. ESI As per the ESI Act 1948

The Contractor shall enroll all his men deployed for the work in the ESI scheme. Registration for all workmen under ESI scheme is also to be complied with.

2. Safety Regulations and General Conditions of Contract

The Contractor should be strictly abide all the safety regulation of HOC specified in GCC. Contractor should obtain necessary safety work permit from authorised officer before starting the work every day, in every shift.

3. Workmen Compensation

It will be your responsibility to meet all claims for compensation under workmen's Compensation Act 1923. ESI or under any other law in respect of sickness, accidents injury or death suffered by workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employee's State Insurance Act 1948. You will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. You hereby agree that you shall keep HOC fully indemnified in respect of claims under the Workmen Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.

4. Personal Protective Equipments (PPE)

You are requested to use personal protective equipment such as

1. Safety Helmet
2. Safety belts
3. Welder's Personal Protective equipment like goggles, gloves, shoes and face shield

As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:

1. Face Mask
2. Face Shield
3. Hand Gloves

Also all your workers are to be subjected to temperature screening at Security, hand wash at the entrance, maintain physical distancing as far as possible.

You shall strictly instruct your workers not to spit in the public places and area of work.

It is the basic responsibility of the Contractor to provide all the safety gadgets (PPEs) as mentioned above to all their Supervisors/Workers.

And without these PPEs Contractor will not be allowed to carryout any job, which may please be noted.

5. Labour Laws & Provident Fund

You are requested to possess:

A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.

1. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

6. Guidelines to Contractors/Suppliers for Environmental Protection

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
 - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
 - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

7. B. Confined Space Entry

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

ANNEXURE - B

LABOUR LAWS – CHECK LIST

1. Contract Labour (Regulation & Abolition) Act – 1970

Contractor should possess Labor License if he engages more than 19 workers at a time for a particular job.

2. ESI Act 1948

A worker whose wages (excluding Overtime Wage) does not exceed `15,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
 1. Registration form duly filled in by the worker concerned.
 2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
 3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than `15,000/- per month should produce the following documents:
 1. An undertaking from his employer that his wage is more than `15,000/- per month and he is not required to be covered under ESI Act is to be submitted.
 2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

3. The EPF & MP Act – 1952

- a. The concerned worker has to file nomination form
- b. If already covered under the Act and Scheme, the related document to be submitted.

4. Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979

The contractor should possess License under this Act, if he engages 05 or more interstate migrant workmen on any day.

ANNEXURE - C

SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS

The following Safety, Health and Environment conditions shall apply to the Contractor those who are working at HOCL, Ambalamugal.

- Shall ensure the availability and suitability of qualified and experienced personnel at the site for effective and efficient SHE management.
- Shall ensure that the equipment, materials, consumables are in conformity with the requirements.
- Shall ensure that all equipments/scaffolding used are having adequate stability.
- Shall ensure that appropriate and adequate PPEs are provided and worn by the personnel involved.
- Shall ensure that safety signs are posted as appropriate to the activity/hazard as required.
- Shall ensure the removal of material from site, which do not conform to the requirements.
- Shall ensure no adverse impact on environment due to activities.
- Shall maintain proper close supervision over their employee's activities.
- Shall identify the hazards related to their nature of work being executed and develop methods to eliminate/control those hazards where required to prevent any unwanted incidents/accident.
- Shall educate/train the workers throughout the work and improve their SHE awareness.
- Shall ensure adequate hygiene, (i.e. cleanliness, environment free from dust and fume, proper lighting and drinking water to all worker employed by the contractor).
- Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:
 - Vehicles & equipments
 - Tools, equipments, lifting appliances
 - Safety equipments
 - Fire protection
- Shall at his own expenses from time to time and whenever required clear away and remove all rubbish/scrap/unwanted materials from its work area to designated area.
- Shall report all incidents/accidents occurring if any connected with the job. The Contractor shall prepare and submit an incident/accident report to OWNER's Safety Department.

ANNEXURE - D

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Pubic Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE - E

ANNEXURE TO BID AGAINST TENDER NO _____

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put √ in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No

4iii	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE:SIGN AND STAMP OF BIDDER		