



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, COCHIN – 682 302

दूरभाष Phone: (0484) 2720911, फ़ैक्स FAX No. (0484) 2720893

**खुली ई निविदा सूचना OPEN E- TENDER NOTICE**

एचओसीएल निम्नलिखित मदों की आपूर्ति के लिए द्वाि बोली के अधीन ई बोली आमंत्रित करती है।  
HOCL Invites Open e Bids under the two bid system for the following item.

क्रमांक Sl.No.	मद के विवरण और निविदा सं Description of item and Tender No.	मात्रा (लगभग) Qty (Approx.)
1	बेन्जीन की आपूर्ति संलग्न विनिर्देशों के अनुसार Supply of Benzene as per specification attached. एचओसीएल निविदा संदर्भ HOCL Tender Ref : MAT/PUR/10773/20	1000 मि टन MT

निविदा दस्तावेज़ [www.hoclindia.com](http://www.hoclindia.com) या [www.eprocure.gov.in](http://www.eprocure.gov.in) से डाउनलोड कर सकता है।

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

इच्छुक पार्टियां निविदा में भाग लेने के लिए एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल : <https://eprocure.gov.in/eprocure/app>) में पंजीकृत करें। निर्धारित ऑनलाइन प्रक्रिया से भिन्न अन्य माध्यम से प्रस्तुत निविदाएँ स्वीकार नहीं किया जाएगा। कृपया अपना प्रस्ताव प्रस्तुत करने से पहले किसी जोड़/शुद्धिपत्र/विस्तार के लिए उपरोक्त वेबसाइट नियमित रूप से देखें।

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.

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
For Hindustan Organic Chemicals Limited  
(GSTIN: 32AAACH2663P1ZG)

K.R. Usharani के.आर . उषाराणी

CGM (Materials / FPS) मुख्य महाप्रबंधक (सामग्री /एफ. पी. एस)



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सामग्री MAT/क्रय PUR/10773/20

10.07.2020

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL need around **1000 MT of Benzene** for our consumption during the month of **August-2020**

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

The details of the tender are as shown in **INDEX** enclosed

You may submit your offer on two bid system online before the due date and time specified.

**Tender Closing date : 16.07.2020 at 02.00 pm**

**Tender opening date : 17.07.2020 at 02.00 pm**

Thanking you,

Yours faithfully,  
For Hindustan Organic Chemicals Ltd.

K.R.USHARANI  
CHIEF GENERAL MANAGER (MATERIALS)

**INDEX - OPEN TENDER NOTICE FOR BENZENE**

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**ANNEXURE- I****GENERAL INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION**

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

1. HOCL has entered into an Agreement with NIC for e procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in various Annexures. The bid containing the Technical specification of the Products and all commercial terms should be uploaded as per instructions given in Annexure I, IA & Annexure III. The Price bid should be submitted in price bid format given Annexure V & VI.

2. Techno commercial bid shall be opened electronically on the specified date and time given in NIT. Bidders can witness the electronic opening of bid. The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid emails confirmed.

3. This enquiry is for supply of benzene based on spot price basis. Price Calculation for import consignment and indigenious supplier is given as per Annexure V & VI respectively

4. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."

5. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.

6. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.

7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.

8. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSME's shall be as per Govt. of India policy in vogue.

9. Bidders shall quote with credit period of 30 days from the date of supply of material at HOCL site. In case anybody offer a lower higher credit period other than the specified period, their offer will be evaluated after loading/reducing interest @ SBI PLR as on the date of price bid opening.

10. **Comparison of bids:**

Price Comparison/Evaluation of bids shall be done on landed cost at HOCL net of GST. HOCL has asked for delivered material at site.

In case, any bidder has offered for material with delivery terms different from what is specified in the price bid format, transportation charges to HOCL site it will be added to the price net of GST to arrive at the landed cost at HOCL site.(Annexure VI)

**11. Bids shall be valid for a minimum of 10 days from the date of opening of bids.**

In case of extension of opening date, offer validity shall be extended accordingly.

Technically qualified bidders will be informed regarding the opening of price bids through e-mail.

**12. Taxes applicable**

Bidders should clearly indicate the rate of GST applicable and GSTIN and HSN code applicable shall be indicated in the bid.

**13. Analysis Report & Source:**

Analysis report shall also be furnished along with the bid.

14 .The quantity shown in the enquiry is only indicative. In case the quantity off take is less than the quantity specified in the enquiry, HOCL will not accept any claim.

15. Vendors blacklisted by HOCL or other PSUs will not be allowed to participate in this tender.

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**ANNEXURE I A****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.

Information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

**Note:** *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the

details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

**ASSISTANCE TO BIDDERS**

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.





ANNEXURE-IISPECIFICATION OF BENZENE REQUIRED

Sl.No.	Parameters	Specifications
1.	Colour (Pt-Co Scale), max.	15
2.	Relative Density at 15°C/15°C	0.8790-0.8860
3.	Solidification Point (°C) on dry basis, min.	5.40
4.	Distillation Range (°C) (including 80.1°C), max.	1.0
5.	Acid wash test, max.	No.1
6.	Purity by GC (wt %), min.	99.90
7.	Non-aromatics by GC (wt.ppm), max.	700
8.	Heavy Aromatics by GC (wt.ppm), max. (Including Toluene 150 ppm max.) (Ref. ASTM D5871-08/IS:534-92 Specification)	300

**ANNEXURE – III****TERMS AND CONDITIONS**

1. **Price** :- Price quoted should be on FOR HOCL, Ambalamugal, Kochi basis, by road movement, as per the enclosed format vide Annexure-VI.
2. **Quantity** : - **1000 MT** with a quantity variation +/- 10% are required for the month of August-2020. For the supply by material by road movement, the quantity received as per HOCL weigh bridge will be the final accepted quantity. Accepted quantity only shall be considered for payment. Quantity shown in the enquiry is only approximate and no guarantee can be given about the exact quantity that will be ordered. If any vendor wants to offer lesser/more quantity, they may do that with a clear mention in the technical bid.
3. **Payment** : - Payment terms will be 30 days interest free credit. In case anybody offer a lower/higher credit period other than the specified period, their offer will be evaluated after loading /reducing interest @SBI PLR as on date of price bid opening.
4. **Validity** of the offer should be **10 days from the tender opening date**. In case of extension of the tender opening date, the validity shall be extended accordingly.
5. **Delivery** - You may clearly indicate your delivery period at HOCL site in your offer from the date of placement of order. The ordered quantity should be supplied at our site @ 60 MT per day.
6. **Delivery Period** : The requirement is for the month of August-2020. Hence material may be delivered accordingly.
7. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSME's shall be as per Govt. of India policy in vogue and will be granted while evaluating the prices.
8. **Quality**- Tenderer may confirm that the specification of benzene offered is as per our enquiry specification. Delivering the product as per the purchase order specification will be the sole responsibility of the seller. Sample of each consignment /load will be analyzed at our laboratory & products meeting our approved specification only will be accepted.
9. **Documentation** Indigenous cargoes: - The following documents are to be provided by the seller with the material for arranging payment.
  1. Signed commercial invoice in duplicate.
  2. Manufacturer's Test Certificate to accompany the cargo.
10. **Rejection of tender**: HOCL reserves the right to accept or reject any tenders without assigning any reasons whatsoever it may be.

11. **Notification of dispatches:** In the case of road movement in tankers, vendor shall inform HOCL by mail the tanker wise list of dispatches on the next day.
  12. **OPENING OF THE BIDS:-** Last date of submission of tender will be **16.07.2020 at 02.00 PM**. Techno commercial Bids will be opened on **17.07.2020 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by e-mail.
  13. **LIQUIDATED DAMAGES:** In the event of the supplier's failure to deliver the goods by the dates specified in the contract, the purchaser may without prejudice to his any other rights hereunder, recover from the supplier liquidated damages @ 0.5 percent per week of delay of the contract price of the undelivered goods, subject to a maximum of 5 %. Also HOCL reserves the right to cancel the order and procure the material from elsewhere at the risk and cost of the defaulted vendor.
  14. When the contract is with domestic supplier, the applicable arbitration procedure will be as per Indian Arbitration & Conciliation Act, 1996 or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings.
- .....

TECHNO COMMERCIAL BID FORMAT

(Please fill up the details mentioned below in your letter head and upload along with your bid)

Name and Address of Organization:

Phone & Fax No :

GSTIN :

E-mail id for correspondence:

Contact Person Name and Mobile No:

Are you registered under MSME:

(If yes please upload Documentary proof like UAM/NSIC certificate etc)

Payment Term offered:

Terms of delivery offered:

Delivery Period required to deliver the material at HOCL Ambalamugal

Validity of offer:

Whether your firm is blacklisted by any PSU in past:

Any other remarks you would like to specify:

Signature and Stamp

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ANNEXURE-V**PRICING OF BENZENE (PER MT) – FOR INDIGENOUS SUPPLIES**

(i) Indigenous Suppliers (By movement by road tankers) may quote for as per the following formula.

Item	Description	Formula / Offer
A	Price in Rs.Ex-Works Basis	<b>Price As Quoted in BOQ</b>
B	Freight charges for transporting the material from Ex-works to HOCL Ambalamugal	Vendor to quote (in %). If not quoted, HOCL will be adding the transportation charges approximately
C	Basic Price in Rupees on FOR Kochi Price	A+B
D	GST To be quoted in %. i.e. C X Applicable rate (currently 18%)	
E	Total FOR Kochi Price including GST	C+D
E	Landed price i.e. Net of GST	E-D

**\*Other charges, if any, may be included in BOQ as % of Basic rate quoted.**

Annexure VI

Eligibility criteria for participating in the bid.

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

- (1) Vendor should have adequate financial capacity to supply HOCL's requirement of Benzene as per the HOCL specification given.
- (2) Vendor should have executed orders for "similar" products of value not less than Rs.8 Crores in the last 3 financial years.
- (3) Vendor should have executed single order of value of Rs. 2 crores minimum, for "similar" products in the last 3 *financial* years.
- (4) Vendor should submit solvency certificate from a scheduled bank for a minimum value of Rs. 1 crores.

"The term Similar products includes all types of bulk Petrochemical or equivalent products"

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