



**HINDUSTAN ORGANIC CHEMICALS LTD**

(A Govt. of India Enterprise)

**AMBALAMUGAL PO**

**ERNAKULAM DIST, KERALA, INDIA**

Phone :04842720911 ; Email :kochi@hoclindia.com

Fax :0484-2720893 ; Web :www.hoclindia.com

**REQUEST FOR QUOTATION**

**HOCL  
AMBALAMUGAL  
, Kerala  
India-682302  
Vendor Code : 1003142**

**Service RFQ NO. : 70000129 / MSS/625/2022  
Tender Type : Limited Tender Service  
Due Date/Time : 23-Feb-2022/14:00:00 hrs  
Opening date/Time : 23-Feb-2022/15:00:00 hrs  
Contact Person : NASEEMA A P, M(S)  
Date : 29-1-2022**

**SERVICES REQUIRED AT:**

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

**Dear Sirs,**

**Subject:** IT SECURITY AUDIT INCLUDING VULNERABILITY ASSESSMENT & PENETRATION TEST FOR THE NETWORKED IT INFRASTRUCTURE OF HOCL FROM CERT-IN EMPANELLED AGENCIES FOR SECURITY AUDIT.

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

**Name of Work:IT SECURITY AUDIT INCLUDING VULNERABILITY ASSESSMENT & PENETRATION TEST FOR THE NETWORKED IT INFRASTRUCTURE OF HOCL FROM CERT-IN EMPANELLED AGENCIES FOR SECURITY AUDIT.**

**. A brief description of the scope of work is given separately which is attached herewith.**

**Last date of receipt of quotations:Tenders will be received at the office of General Manager(P&A), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 23-Feb-2022/14:00:00 hrs. Bids received after the due date will not be considered.**

**Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed**

*Continued...*

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

**Goods and Service Tax (GST) :**

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

**Rates :**

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

**ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :**  
Refer Annexure A, B and C attached.

**Validity of Offer :**

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

**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.

**Other Terms & Conditions :**

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

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

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

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

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

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*Continued...*

### Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor: .....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words	Amount (INR)
1	<b>S9000495</b> IT SECURITY AUDIT INCLUDING VULNERABILITY ASSESSMENT & PENETRATION TEST FOR THE NETWORKED IT INFRASTRUCTURE OF HOCL FROM CERT-IN EMPANELLED AGENCIES FOR SECURITY AUDIT.	ACTIVITY UNIT	1.00		

Service Account Code(SAC) for S9000495 :.....
Rate of Tax %:

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

**Total Amount Rs:**

**In Words Rupees:**.....

Date :

**Signature and Seal of the Contractor**

*Continued...*

## NOTES

### 1.SCOPE OF WORK:-

The Auditor is expected to carry out an assessment of the vulnerabilities, threats and risks that may exist in the Networked IT Infrastructure; through Internet Vulnerability Assessment and Penetration Testing which includes identifying remedial solutions and recommendations for implementation of the same to mitigate all identified risks.

Bidder/ Auditor shall be engaged with HOCL in identifying the gaps and assist, guide, develop and render expert advice to HOCL to ensure that its information assets are adequately protected on a continuous basis from a variety of threats such as error, fraud, cyber- attacks, privacy violation, service interruption.

### 2.DEFECT LIABILITY PERIOD:AS PER GCC

### 3.OTHER TERMS AND CONDITIONS:SPECIAL TERMS AND CONDITIONS ATTACHED

### 4.PAYMENT TERMS:-

Payment will be released after successful completion of work, submission of necessary certificate /documents / Report to HOCL and receipt of invoice

### 5.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.

### 6.TIME OF COMPLETION:-

The time of completion shall be one month from the date of instruction to start the work.

### 7.ATTACHMENTS:-

1. SCOPE OF WORK AND SPECIAL TERMS AND CONDITIONS
2. NETWORK ARCHITECTURE OF HOCL
3. NETWORK SECURITY AUDIT CHECK LIST
4. TECHNICAL DETAILS

**Thanking You,**

**Yours Faithfully,**

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**NASEEMA A P  
MANAGER (SYSTEMS)**

### Attachments: -

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

-----Tear off portion to be pasted on the Envelope containing Offer-----

*Continued...*

**Offer for IT SECURITY AUDIT INCLUDING VULNERABILITY ASSESSMENT & PENETRATION TEST FOR  
THE NETWORKED IT INFRASTRUCTURE OF HOCL FROM CERT-IN EMPANELLED AGENCIES FOR  
SECURITY AUDIT.**

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**From : HOCL  
1003142**

**RFQ No. : 70000129**

**Due Date :23-Feb-2022  
Due Time : 14:00:00 hrs**

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

**IT SECURITY AUDIT INCLUDING VULNERABILITY ASSESSMENT & PENETRATION  
TEST FOR THE NETWORKED IT INFRASTRUCTURE OF HOCL**

<b>ATTACHMENTS</b>		
<b>1</b>	Scope of Work	<a href="#"><u>Annexure-I</u></a>
<b>2</b>	Network architecture of HOCL	<a href="#"><u>Annexure-II</u></a>
<b>3</b>	Network security audit checklist	<a href="#"><u>Annexure-III</u></a>
<b>4</b>	Technical Details	<a href="#"><u>Annexure-IV</u></a>
<b>5</b>	General Terms and conditions of the tender	<a href="#"><u>Annexure-V</u></a>
<b>3</b>	Technical Bid	<a href="#"><u>Annexure-VI</u></a>
<b>6</b>	Annexure A,B,C ,D & E	<a href="#"><u>Annexure- VII</u></a>

**SCOPE OF WORK & SPECIAL TERMS AND CONDITIONS**

The Auditor is expected to carry out an assessment of the vulnerabilities, threats and risks that may exist in the Networked IT Infrastructure; through Internet Vulnerability Assessment and Penetration Testing which includes identifying remedial solutions and recommendations for implementation of the same to mitigate all identified risks.

Bidder/ Auditor shall be engaged with HOCL in identifying the gaps and assist, guide, develop and render expert advice to HOCL to ensure that its information assets are adequately protected on a continuous basis from a variety of threats such as error, fraud, cyber- attacks, privacy violation, service interruption.

**IT Infrastructure Security Audit**

Bidder shall perform the activities which would include the followings towards Conducting

Network Security Architecture Review of HOCL

- Understanding the traffic flow in the LAN networks.
- Analyse the Network Security controls, which include study of logical locations of security components like firewall, IDS/IPS and servers.
- Study and analyse the network device's roles and configuration thorough configuration audit.
  - Understand and evaluate the loopholes in the configuration, if any.
  - Audit checklist for network devices
  - Configuration of all Network Equipment's should be verified for any Security threats

## **Vulnerable Assessment and Penetration testing (VAPT)**

The Vulnerable assessment and Penetration Testing (VAPT) for IT systems is to be conducted for all locations. VAPT would include the following but not limited to:

- Port scanning of the servers, network devices and security devices/applications.
- Analysis and assessment of vulnerabilities.
- Network traffic observation for important and confidential information like username, password
- Perform a comprehensive scan of all IP address ranges in use to determine what vulnerabilities exist in the network devices and servers, and to review all responses to determine if any risks exist/vulnerability exists.
- Router testing, Firewall testing
- Check for the known vulnerabilities in the Operating Systems, and applications like Browser, E-Mail, Web Server, and VPN etc.
- Test for the presence of unnecessary services/applications those are running on the network devices/servers/workstations.
- Exploitation of vulnerabilities

The assessment/testing should check for various categories of threats including but not limited to:

- Unauthorized access into the network and extent of such access possible
- Unauthorized modifications to the network and traffic flowing over network
- Extent of information disclosure from the network
- Spoofing of identity over the network
- Possibility of denial of services
- Possible threats from malicious codes (viruses and worms etc.)
- Possibility of traffic route poison

## **Confidentiality**

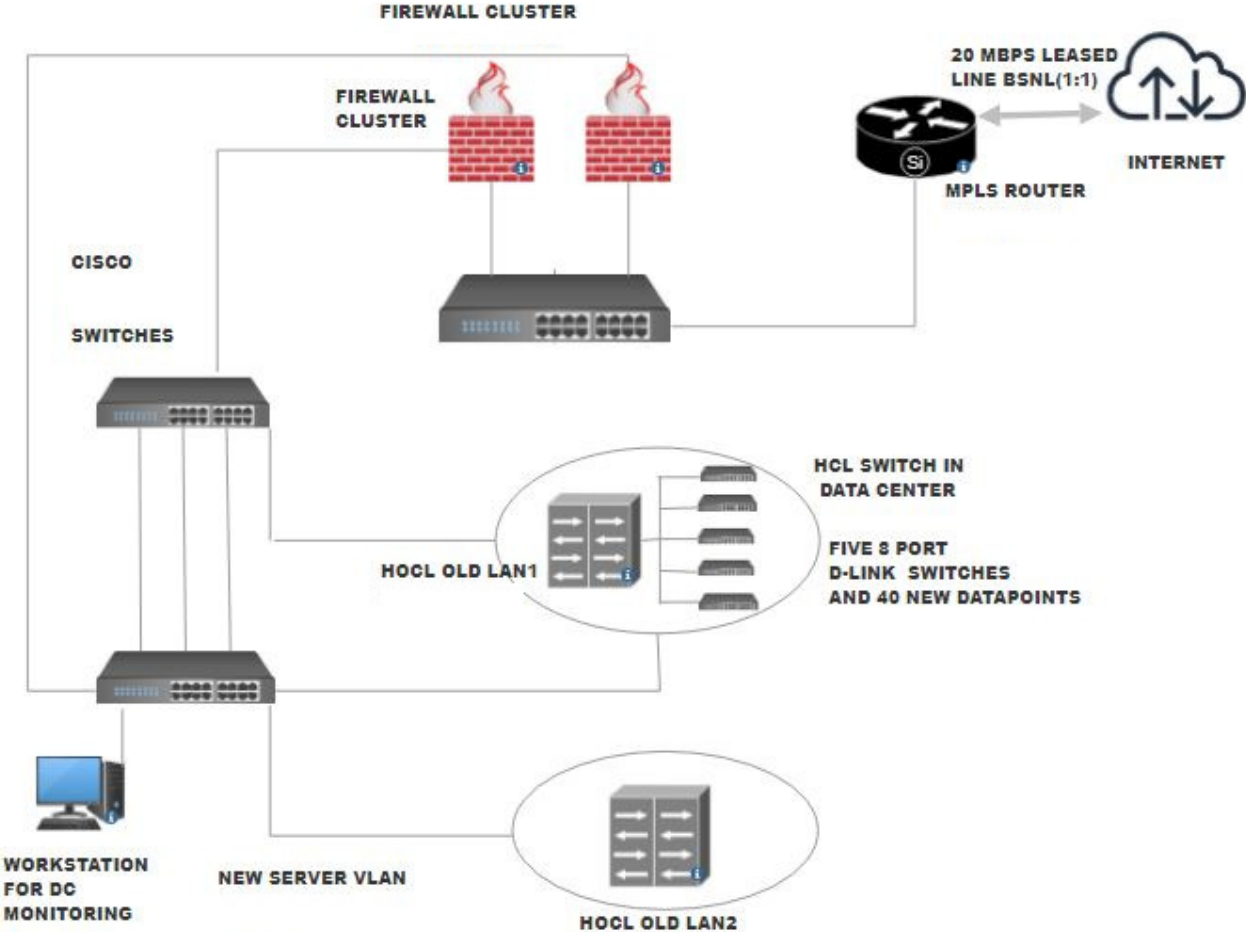
All documents, information and reports relating to the assignment would be handled and kept strictly confidential and not shared/published/supplied or disseminated in any manner

## **Deliverables**

Risk assessment report/Gap analysis comprising of risks, solutions, recommendations followed by guidance for implementation of the corrective measures. The agency is also required to finally issue the Audit Compliance Certificate/Assurance certificate to HOCL, post completion of the process regarding successful patching of all vulnerabilities.



**NETWORK ARCHITECTURE OF HOCL**



**NETWORK SECURITY AUDIT CHECKLIST**

**GENERAL**

1. Network Security Policy
2. Password Security
3. Security Training

**LAN SECURITY**

1. Hardening of servers on the internal network, removing unnecessary services and applications
2. Server permissions set appropriately for users
3. No anonymous users allowed
4. Unauthorized login attempt policies
5. Share the functions of server administration between administrators
6. Limit remote administration
7. Remote Access Security policy and implementation
8. Disable Remote Administration where it isn't needed
9. Enable auditing of Administrator login attempts
10. Set appropriate group access permissions
11. Configure audit logs to track unauthorized access of files/systems/folders/accounts
12. Configure patch management or scheduled download and application of the operating system and security patches

**WORKSTATION LOGONS**

1. Screen Locks on all computers
2. Require passwords on all computers, including screen lock recovery
3. Harden workstations, removing unnecessary applications and programs
4. Anti-virus software installed
5. Ensure anti-virus updates are occurring regularly
6. Ensure software updates are occurring regularly
7. Ensure the operating system and security patches are occurring regularly
8. Pop-up blockers enabled

**NETWORK EQUIPMENT SECURITY**

1. Configure audit logs to monitor access
2. Document configuration working configuration settings in case of failure
3. Document user accounts/passwords for accessing these devices and put them in a safe place

4. Make sure that firmware upgrades occur regularly

## **ROUTER/FIREWALL SECURITY**

1. Firewall configuration
2. Rule-based analysis
3. Use a firewall and make sure that all public-facing services are on a separate network segment or DMZ (email, FTP, web, for example) for intrusion prevention.
4. Configure firewall policies to deny inbound access to unused ports
5. Review all firewall policies for potential security risks
6. Implement network address translation (NAT) where possible
7. Make sure the router and firewall software is updated regularly
8. Make sure the router and firewall firmware is updated regularly

**TECHNICAL DETAILS**

<b>Technical Details</b>		
<b>Organisation Name:</b>	HINDUSTAN ORGANIC CHEMICALS LTD	
<b>Address:</b>	AMBALAMUGAL,KOCHI-682302	
<b>Contact Person:</b>	NASEEMA AP	
<b>Contact Number:</b>	<b>9947115482</b>	
<b>Email ID:</b>	<a href="mailto:naseema@hoclindia.com">naseema@hoclindia.com</a>	
	-	
<b>Billing Address:</b>	HINDUSTAN ORGANIC CHEMICALS LTD,AMBALAMUGAL,KOCHI-682302	
<b>GSTIN:</b>	<a href="#">32AAACH2663P1ZG</a>	
<b>S. No.</b>	<b>Parameters of Organisation</b>	<b>Description</b>
1	Location/Address are in scope	Hindustan Organic Chemicals Ltd, Kochi
2	Single floor or spread over multiple floors	Multiple floor, Local computers are spread across the plant
3	No. of Servers	Two servers with Tally ERP application and ASP.NET running on.
4	No. of L2/L3 Switches	2 layer 3 switches and one layer 2 switch
5	No. of Security devices ( Such as Firewall/UTM/IDS/IPS)	Firewall
6	No. of Client machines / nodes & no of employees	around 150
7	Do any Information Security policies/procedures/processes/SOP exists or not	Yes (Information Security policy)
8	Do you have BCP/DR plan and a DR site?	No DR
9	Number of Public IP(s) for External Penetration Testing	1
10	No. and make of firewalls/ UTM devices	2 Nos
11	No. of IDS/IPS	No
12	No. of Wireless Access points	No
13	No. of VPN Tunnels	No
14	Is VLAN configured?	Yes
15	Are there any devices such as a firewall, intrusion detection/prevention system, web application firewall, or load balancer in place that may impact the results of a penetration test?	Firewall
16	List all the domain names registered to your organization. (Examples – acme.com; acmesales.com)	hoclindia.com
17	Details About Current network layout and Architecture Diagram	Attached
18	Surveillance cameras/IP Camera	16 cameras
19	Mode of Communication	NIC Email

**GENERAL CONDITIONS OF TENDER**

**ELIGIBILITY CRITERIA:**

- a. The bidder must be an empanelled auditor of CERT-In , having a valid empanelment certificate. Copy of authorization with valid CERT-IN empanelment to be furnished.
- b. Documentary evidence of firm's GST Registration shall be furnished. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected

**VALIDITY OF OFFER:**

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

**DUE DATE AND TIME:**

DUE DATE for submission of tender is (closing date) **23.02.2022, 02.00 PM**

**CONTACT PERSONS (Hindustan Organic Chemicals Limited)**

**NASEEMA A P**  
**MANAGER (MSS)**  
**LAND LINE: 0484-2727481**  
**MOBILE: 9947115482**  
**Email: [mss.kochi@hoclindia.gov.in](mailto:mss.kochi@hoclindia.gov.in)**

**CLOSING OF BIDS: 23.02.2022 AT 02.00 PM**

**OPENING OF BIDS:** The Bids will be opened on **23.02.2022 at 03.00 PM** electronically.

**RIGHT TO REJECT A BID:** HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being

technically acceptable to HOCL(c) Vendor not agreeing with the general conditions of the tender. (d) Not enclosing any particular documents asked for. (e) Any other valid reasons.

**SIGNING AND 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.

**PAYMENT TERMS:**

Payment will be released after successful completion of work, submission of necessary certificate /documents / Report to HOCL and receipt of invoice.

**DEFECT LIABILITY PERIOD:** AS PER GCC

**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.

**TIME OF COMPLETION:**

The time of completion shall be one month from the date of the instruction to start the work.

**CRITERIA FOR AWARDING THE CONTRACT:**

The contract shall be awarded to the bidder satisfying all the conditions of the tender, based on total all inclusive value of the contract.

**LABOUR LAWS AND ENVIRONMENTAL PROTECTION:**

You shall strictly abide by the 'article-8 "Labour Laws" of General Conditions of Contract and 8.6 "Employees State Insurance Act" and "PF-Act" in particular (Refer Annexure A &B attached ).

**GENERAL CONDITIONS OF CONTRACT:**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website [www.hoclindia.com](http://www.hoclindia.com) and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

**TECHNICAL BID**

<b>Sl. No</b>	<b>Item</b>	<b>Details to be filled up by vendor</b>
1	Name and address of the vendor	
2	GSTIN No:	
3	Details of contact person: Name, phone number, email ID	
4	Number of Years in Operation	
5	Whether Micro or Small Enterprise	<b>Yes / No</b> (If Yes, Bidder to submit requisite documents)
6	Are you a CERT-In empaneled vendor for Security Audit?	<b>Yes / No</b> (If Yes, Bidder to submit requisite documents))
6	Do you have a minimum of 3 years experience in the same field	<b>(Yes/ No)</b> (Enclose evidence of 3 years' experience. Any document issued by Government evidencing 3 years of existence of the company shall be acceptable.)
10	Any other document which bidder feel necessary to support the bid	<b>Yes / No</b> (If yes, please furnish details)
11	Check whether you have attached the following documents to this technical bid, duly signed and sealed on all the pages.  If the bid does not contain these, it is liable to be rejected.	1. Requirements of HOCL and Scope of work <b>(Annexure I)</b> 2. CERT-In empanelment details. 3. Details of similar kind of works executed as mentioned in the Technical evaluation criteria. 4. Any Other documents
16	Have you been blacklisted by any Government organization in the past? If yes, furnish the details.	<b>(Yes/ No)</b>

This is to certify that all the facts furnished above and documents attached are genuine/ true. We also understand that in case it is subsequently found that the documents / facts furnished are false, the contract (if placed on us) is liable to be cancelled. I confirm that we accept the general conditions of contract for this tender and deviations if any have been attached to this technical bid.

DATE:

PLACE:

SEAL & SIGNATURE:



**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. 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 carry out any job, which may please benoted.

**5. Labour Laws & Provident Fund**

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.
2. 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. \_\_\_\_\_  
 \_\_\_\_\_w  
 hich 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

(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
4iil	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	<b>AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY:</b> 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		