

**HOC/MSS/515/2024****03.06.2024**

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 **AMC FOR ERP DATA CENTER AT OUR FACTORY AT AMBALAMUGAL, KOCHI**. 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.hoclindia.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 **Single bid system** online before the due date and time specified.

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)

**NASEEME A P
CM (SYSTEMS)**



**SINGLE TENDER NOTICE FOR AMC FOR ERP DATA CENTER AT OUR FACTORY AT
AMBALAMUGAL, KOCHI**

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**ANNEXURE- I****SPECIFICATION & SCOPE OF WORK**

Complete maintenance of the ERP Data Centre consisting of components of Fire & Safety, Precision Air Conditioner, Rodent Repellent, Biometric

Access System, Network items, Civil & Electrical system. Apart from maintenance of the above items the following works also are to be carried out by the vendor:-

1. Vacuum cleaning of Electrical panels and MCB's, Verifying and fine tuning of all the electrical voltage, resistance, Parameters. Calculating load and suggestion for loading additional equipments. Support should be provided for any DC Power related issues.
2. Physical verification to ensure the proper installation of all the connected equipments. Installation recommendation for the additional equipments based on cooling, power availability.
3. Cleaning of Access floor tiles with antistatic floor cleaner, Vacuum Cleaning with HEPA Vacuum Cleaner inside the Data Center. Checking cold air throw and fine tuning. Vacuum cleaning of server, switch and other connected equipments. Replacement of damaged ceiling and floor tiles at free of cost.
4. Vacuum dust in installed patch panels Passive cabling rerouting ,ensure all unwanted cables are removed from the DC, ensure all the new installed cables are labelled properly, reroute the patch cords according to the standards, clean the spare Fiber connectors. Any support in connection with passive components inside the Data Center.
5. Cleaning the Precision Air Conditioner Unit (Uniflair), Check the refrigerant piping for signs of leak, Check machine's Compressor and other drives for undue vibration, Clean Air filter, Ensure Condensate drain is not clogged, Ensure blower wheel fins are free from dirt, Record the Voltage – RY –YB –RB, Record Amps indoor motor- R-Y-B, Record condenser motor Amp, Record Suction pressure and discharge pressure, Check all Starters, Check operation of HP, LP Switches, Check electrical connection and fuses, Check operation of heater and humidifier, Record amps of the compressor – R-Y-B. All the damaged components should be replaced at free of cost.
6. Cleaning & testing of Honey well - Fire detection system and FM 200 Kidde Suppression System, Detectors, Hooter, Manual Call points, Multi-sensor, Modules - 20 Nos., Panel - 01 Nos., Cleaning and testing of each detector hooter, manual call points, Panels. Loop test through the panel and replace any damaged components at free of cost. Physically check the FM200 Cylinder, piping and Nozzles. Free replacement of any defected components at free of cost. (Excluding - FM200 Gas).



7. Maintenance & testing of Rodent repellent System (VHFO Model Maser India Rodent repellent System with transducers.)
8. Perfect periodic health check of all the above specified components, preventive maintenance of all items in DC is to be carried out once in a quarter in normal conditions, HOCL shall seek additional visits of Vendor as and when required based on the needs / operational /maintenance issues. Suggestions for improvement/up gradation of any of the components to comply with latest Data Centre standards



COMPONENT SPECIFICATIONS

I. FIRE & SAFETY

A) Ionization Smoke Detector

The analog ionization detectors utilize an intelligent ionization smoke sensor to sense changes in air samples from its surroundings. The integral microprocessor dynamically examines values from the sensor and initiates an alarm based on the analysis of data. The detector continually monitors any changes in sensitivity due to the environmental effects of dirt, smoke, temperature, aging, and humidity. The ion detector is rated for ceiling installation at a minimum of 30 ft (9.1m) centers and is suitable for wall mount applications.

B) Photoelectric Smoke Detector.

Provides intelligent photoelectric smoke detectors. The analog photoelectric detector utilizes a light scattering type photoelectric smoke sensor to sense changes in air samples from its surroundings. The integral microprocessors dynamically examine values from the sensor and initiate an alarm based on the analysis of data. The detector continually monitors any changes in sensitivity due to the environmental effects of dirt, smoke, temperature, aging, and humidity. The photo detector is rated for ceiling installation at a minimum of 30 ft (9.1m) centers and is suitable for wall mount applications. The percent smoke obscuration per foot alarm set point shall be field selectable to any of five sensitivity settings ranging from 1.0% to 3.5%.

C) Addressable Multi-sensor detector

The multi-sensor analog detector photoelectric smoke sensor and a fixed temperature type heat sensor to sense changes in air samples from its surroundings. The integral microprocessor employs time based algorithms to dynamically examine values from both sensors simultaneously and initiate an alarm based on that data. The detector continually monitors any changes in sensitivity due to the environmental effects of dirt, smoke, temperature, aging, and humidity. The Multi-sensor detector is rated for ceiling installation at a minimum of 30 ft (9.1m) centers and is suitable for wall mount applications.

D) Addressable Manual Break Glass Call Point

Direct decade addressing (01-99) Built-in electronics Fast response Flush or surface mounting. It should be designed to provide a manual alarm interface to the intelligent multiprotocol fire alarm control panels.

E) Multi-protocol Fire Alarm Control Panel

Internal Sounder: Intermittent buzzer (fault condition). High - pitched continuous buzzer (fire condition). External Outputs: Sounder Outputs: 2 programmable outputs. Open and



short circuit monitoring. 1A maximum per output. Auxiliary Relays: EN54 format at 1 fault relay and 1 programmable relay voltage free, changeover outputs Contacts rated at 24V ac/dc, 1A, 0.6 pF maximum. User Controls: MUTE, ACCEPT, SILENCE/RESOUND, SOUND ALARMS & RESET Programming Controls: Alphanumeric multi-level keypad with 15 keys and 3 control keys: LED panel should have status indicators for: FIRE, FAULT, ACCEPTED, DISABLEMENT, TEST, SOUNDER FAULT, DELAYED MODE, RELAYS DISABLED, EARTH FAULT, SYSTEM/CPU FAULT, SOUNDERS DISABLED, ALARMS SILENCED, SUPPLY FAULT, POWER.

F) Fire Suppression System.

Colorless gas at standard conditions, exhibiting a boiling point of -16.4°C. Through the use of properly designed equipment, FM-200 mixed well in a protected enclosure to provide a homogenous mixture in air.

Technical specifications:-

Chemical Formula C3F7H

Ozone Depletion Potential 0

Molecular Weight 170.03

Boiling Point -16.4°C

Critical Temperature 102.0°C

Extinguishing Concentration, Heptane Cup 5.8%

Burner (% by volume)

Vapour Pressure at 21°C 68.8 psia

Applicable Standard: NFPA 2001

Room temperature; considered: 21 Deg.C

Minimum conc. of agent as per (NFPA) 2001: 7.0%

Max. Concentration of gas as per (NFPA) 2001: 9.0%

Flooding Factor: 0.5483 Kg/m³

System pressure: 25 Bar

Min. pressure requirement at nozzle: Min. 6.034 Bar

Discharge time: 10 Sec. (Maximum)

Cylinder Size: 80 Litre

Minimum fill in cylinder: 48.Kg

Nozzle coverage area 180 deg: 10.2M radius (maximum)

360 deg: 6.4M radius (maximum)



II. RODENT REPELLENT

One Master Control Support for 12 Transducers with operating frequency above 20 KHz (Variable) Sound Out put 80 dB to 110 Db at 1 Mtr, and Power out 800 Mw Per Transducer, Power consumption 15 W approximately. The Bracket and stand are powder coated and the cables are 2 cores Flexible 14/40 SWG Specially coated CT Wires.

The Controller has the test switch to know the audible sound. The Transducer is kept above and below ceiling and the possible entry points.

III PRECISIONAIRCONDITIONING (UNIFLAIR - AMICO – Qty - 4Nos)

PAC has the following components:-

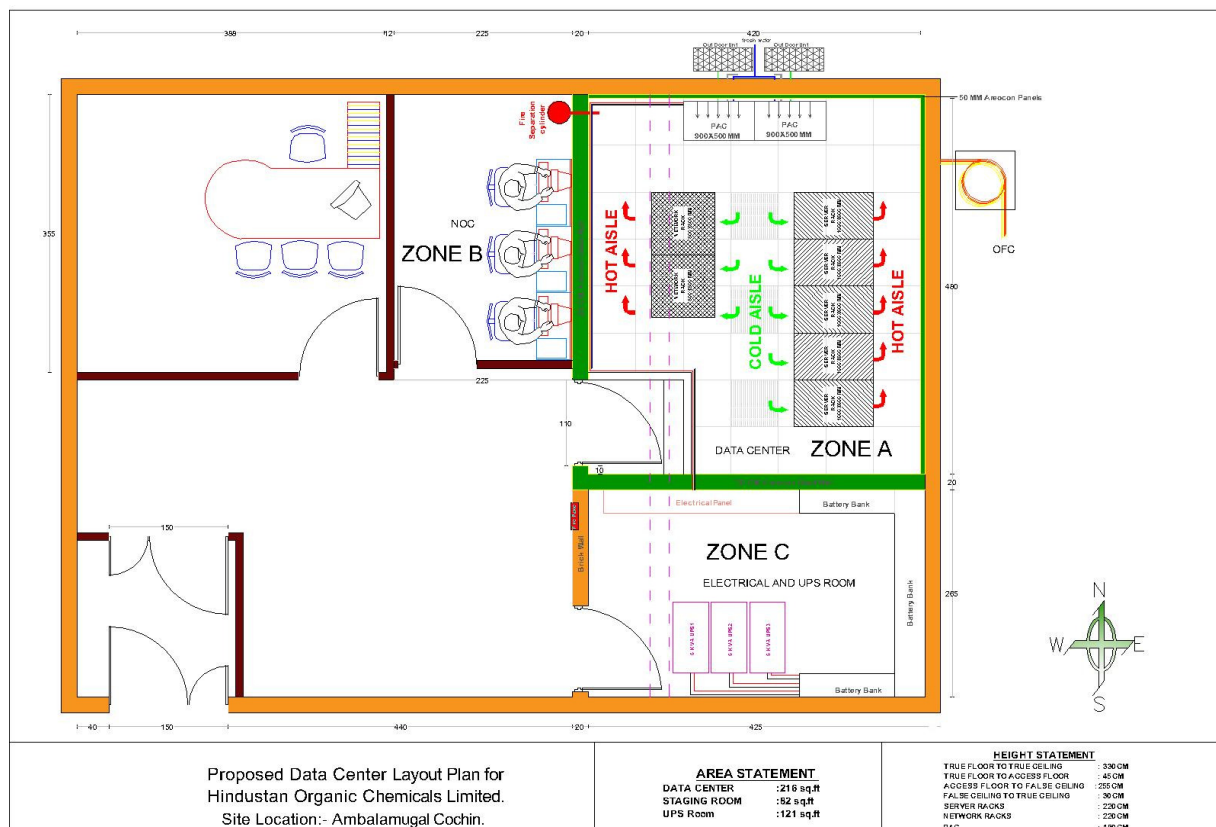
- A) Precision Air conditioner units**
- B) Cabinet Construction**
- C) Fans**
- D) Evaporator Coil**
- E) Filtration**
- F) Compressor**
- G) Refrigerating circuits (air-cooled DX versions)**
- H) Remote air-cooled condenser (for air-cooled DX version).**
- I) Electrical Heating**
- J) Humidifier**
- K) Switch Board**
- L) Microprocessor control system**



IV. CIVIL WORKS

1) Layout of Data Centre (DC) at HOC Kochi

In the schematic below, the area is logically divided in 3 parts. Each of these zones has different objectives as described further in this section:-



Zone A - This DC Server room area would host servers, server racks, storage racks, networking component Racks, and AHU, The area of Zone A is approximately be 220sqft.

Zone B – comprises of NOC room, Desk area, Fire Panel & Fire suppressions controls. This zone is approximately be 80 sqft.

Zone C – Comprises of room for Power panels, UPS, Battery Racks, etc. This zone is approximately be 120 sqft.

False flooring, Panels, Pedestal, Mineral Fiber Board (Modular ceiling Tile), Aerocon Bricks, and Fire rated door. (FD size = 1100 x 2100 Mm (single leaf) fire rated steel door (two hours) with fire rated circular vision panel of 300MM dia , SS ball bearing butt hinges, mortice lock, heavy duty door closer.), Aerocon Panel Sheet, etc.



V. NETWORKING

- UL Listed CAT6 LAN cables laid up to the rack level in the DC.
- Dedicated raceways/cable-trays used for laying Cables.
- The standard is EIA/TIA 568B/C
- All the cable raceways are adequately grounded and fully concealed with covers.
- The cables are appropriately marked and labeled.

VI. ELECTRICAL COMPONENTS

a) THE POWER CONTROL PANELS

The power control panels are cubicle type dust and vermin proof, free standing floor mounting panel boards made out of 14/16SWG CRCA sheet provided with powder coated paint of approved shade. The Panel Board Complete with all inter connection, painting and control wiring etc. are as per Electrical Inspectorate Standards.

Miniature Circuit Breakers (MCB)

MCB for ratings up to 125 Amps available in 1, 2, 3 or 4 pole versions

MCB casing is made of self-extinguishing material, tropicalised treatment 2 (relative humidity: 95% at 55 deg C).

MCB comply with IS8828-1996/IEC898-1995.

Note: - THE VENDORS ARE ADVISED TO VISIT OUR PREMISES FOR FURTHER DETAILS, IF REQUIRED.

VII. BIOMETRIC ACCESS CONTROL SYSTEM

eSSL make biometric card reader controller having user capacity: 2000, transaction storage: 100000, display of 2.8" TFT screen, 4x4 keypad.

**ANNEXURE - II****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 /



	<p>EMD as applicable and enter details of the instrument.</p> <ol style="list-style-type: none">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.
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**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-III****GENERAL CONDITIONS OF TENDER HOC/MSS/515/2024 dated 03.06.2024 due on 17.06.2024****VALIDITY OF OFFER:**

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

SUBMISSION OF BIDS:

Refer ANNEXURE II.

DUE DATE AND TIME:

DUE DATE for submission of tender is (closing date) **17.06.2024, 02.00 PM**

PRICED BID SUBMISSION- BOQ

Bidders are requested to note that they should necessarily **submit their financial bids in the format provided and no other format is acceptable.** If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. **Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder).** No other cells should 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.

RATES:

The rates shall be quoted in Annexure – V (Schedule of rates) and submit it online. Taxes applicable shall be separately indicated.

CONTACT PERSONS (Hindustan Organic Chemicals Limited)

Naseema A P
Chief Manager (SYSTEMS)
Land line : 0484-2727481
Mobile: 9947115482
Email: mss.kochi@hoclindia.com

OPENING OF BIDS: The Technical Bids will be opened on **18.06.2024 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.



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. (g) 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.

PERIOD OF CONTRACT: The AMC shall be from 01.08.2024 to 31.07.2025

PAYMENT TERMS:

Within 30 days on submission of the invoice at the end of each quarter subjected to the successful completion of preventive maintenance and submission of report.

DEFECT LIABILITY PERIOD: AS PER GCC

TIME OF COMPLETION:

The period of the contract shall be one year from 01.08.2024.

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.hoclkochi.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.

TERMS AND CONDITIONS

1. Preventive Maintenance - Once in three months
2. Breakdown Maintenance - As and when required
3. Breakdown to be attended - Within 4 working hours of reporting
4. You should provide well qualified and highly trained service professionals.
5. The AMC is comprehensive in nature including spares
6. All defective/damaged parts should be replaced free of cost during the period of contract.
7. The parts replaced should be new or equivalent to new in performance when used in the equipments.
8. ***Vendor shall deliver prompt services.***

**ANNEXURE-IV****TECHNICAL BID**

Technical Bid should contain the following details which must be uploaded in the NIC website in pdf format:

Sl. No	Item	Details to be filled up by vendor
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	Website	
6	Whether Micro or Small Enterprise	
7	Do you have a minimum of 3 years experience in the same field	
8	Whether Warranty details enclosed	
9	Have you enclosed certificate showing your experience in the same field	
10	Any other document which bidder feel necessary to support the bid	
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.	
12	Have you been blacklisted by any Government organization in the past. If yes, furnish the details.	

This is to certify that all the facts furnished above and documents attached are genuine/ true. I 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-IV

NAME OF WORK: AMC FOR DATA CENTER 2024

COMPLIANCE / NO-DEVIATION STATEMENT

Tender ID:

It is hereby stated that the quotation/offer submitted by us 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.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place:

SEAL

Date:



ANNEXURE-V

NAME OF WORK: AMC FOR DATA CENTER 2024

COMPLIANCE OF GENERAL CONDITIONS OF CONTRACT (GCC)

It is hereby stated that we have read and understood General Conditions of Contract (GCC) and confirm that we abide by all the terms and conditions of GCC.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place :

SEAL

Date :



ANNEXURE-VI

NAME OF WORK: AMC DATA CENTER

CHECK LIST
PRO-FORMA-TECHNICAL BID

1. Documents substantiating prequalification criteria as per Annexure - III submitted (YES/NO).
2. General Terms and Conditions, Scope of Work (Annexure I, III, IV, V, VI, VII A, B & C) (complete set of Tender Documents) to be signed and stamped on all pages, scanned and uploaded (YES/NO).
3. Proforma of Declaration of Black Listing/ Holiday Listing (Annexure D) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
4. Bidder Information (Annexure - E) - put V mark in front of your confirmation, signed and stamped, scanned and uploaded (YES/NO).
5. BID CONFIRMATION (MORE THAN 5 LAKHS) (Annexure F) - duly filled, signed and stamped, scanned and uploaded. (YES/NO)
6. Bid security Declaration (Annexure H) - duly filled, signed and stamped, scanned and uploaded. (YES/NO)
7. Declaration on Code of Integrity for Public Procurement (Annexure L) - duly filled, signed and stamped, scanned and uploaded. (YES/NO)
8. Declaration of compliance of order (Annexure R) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
9. Form of declaration along with submission of tender (Annexure W) - duly filled, signed and stamped, scanned and uploaded (YES/NO).
10. Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement)

Enclosed the tender documents signed & sealed in all pages (Tender Notice, Scope of Work, Conditions of Contract, Copies of Experience Certificate, Work Orders, etc.)

Signature of the tenderer :

Name of the tenderer :

Address :

Place :

Date :

**ANNEXURE-A****ESI, PF, LABOUR LAW ETC.- REQUIREMENTS****1. ESI As per the ESI Act 1948**

The Contractor shall enrol all his men deployed for the work in the ESI scheme. Registration for all work men 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 everyday, in every shift.

3. Work men 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 be noted.

5. Labour Laws& ProvidentFund

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour(Regulation and Abolition) Act1970.
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/TREMS 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****LABOURLAWS–CHECKLIST****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. ESIAct1948

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–2Nos.
- c. For those workers whose wages are 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 & MPAct–1952

- a. The concerned worker has to file nomination form.
- b. If already covered under the Act and Scheme, there is no 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 work men on any day.

**ANNEXURE-C****SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS**

The following Safety, Health and Environment conditions shall apply to the Contract or 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 use shall have 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 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 BLACKLISTING/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 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")

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 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 v 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		

**BID SECURITY DECLARATION****ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO _____****I/We.....hereby declare that:**

1. I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.
2. I will commence the work on intimating to start the work/ on receipt of Letter of Indent.
3. I will not withdraw or amend the tender or impair or derogate from the tender in any respect within the period of validity of the tender.
4. I will furnish the required performance security within the specified period.

NAME AND ADDRESS OF THE BIDDER**PLACE:****DATE:****SIGNATURE AND STAMP OF THE BIDDER**

ANNEXURE – L

DECLARATION ON CODE OF INTEGRITY FOR PUBLIC PROCUREMENT (COIPP)

I, hereby declare that, I shall observe the highest standard of ethics and shall not indulge in the following prohibited practices, either directly or indirectly, at any stage during the period of this distributorship or during execution of resultant contracts:

- i. “Corrupt practice” : making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- ii. “Fraudulent practice” : any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- iii. “Anti-competitive practice” : any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of HOCL that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non competitive levels;
- iv. “Coercive practice” : harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v. “Conflict of interest” : participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from HOCL with an intent to gain unfair advantage in the procurement process or for personal gain;
and
- vi. “Obstructive practice” : materially impede HOCL’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and / or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the procuring entity’s rights of audit or access to information;

I, further declare that:

- i. I shall be obliged to suo-moto proactively declares any conflicts of interest (coming under the definition mentioned above - pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract and failure to do so would amount to violation of this code of integrity;
and
- ii. I, in any previous transgressions of such a code of integrity with any entity in any country during the last three years or I have been debarred by any other procuring entity. Failure to disclose, would amount to violation of this code of integrity;

Yours faithfully,

Signature and Stamp of bidder :

Name of the Bidder :

Place :

Date :

Annexure - R

Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017

This declaration must form part of all tenders & it contains general information and serves as a declaration form for all bidders. (Before completing this declaration, bidders must study the General Conditions, Definitions, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 & prescribed tender conditions).

DECLARATION BY AUTHORISED SIGNATORY OF THE FIRM

I, the undersigned,..... (full names), do hereby declare, in my capacity as of M/s(name of bidder entity), that:

1. The facts contained herein are within my own personal knowledge.
2. I have read the Order (Public Procurement No.1, 2 & 3) dtd 23 Jul 2020 & 24 Jul 2020 on the subject of Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 regarding restrictions on procurement from a bidder of a country which shares a land border with India and comply to all the provisions of the Order.
3. I certify that M/s(name of bidder entity) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I further certify that M/S.....(name of the sub-contractor if any) is not from such a country or, is from such a country (strike out whichever is not applicable), has been registered with the Competent Authority. I hereby certify that this SUPPLIER fulfills all requirements in this regard and is eligible to be considered. [Where applicable, evidence of valid registration by the Competent Authority is attached].
4. I understand that the submission of incorrect data and / or if certificate / declaration given by M/s(name of bidder entity) is found to be false, this would be a ground for immediate termination and further legal action in accordance with law as per Clause 12 of the Public Order on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017.

AUTHORISED SIGNATURE:

DATE: _____

Seal / Stamp of Bidder

ANNEXURE – W
FORM OF DECLARATION ALONG WITH SUBMISSION OF TENDER

From

To

HINDUSTAN ORGANIC CHEMICALS LTD
Ambalamugal

1. I/We hereby declare that, for execution WORK of _____ as per Tender / NIT / RFQ No. _____, Date: _____, I / We have read, understood and agree to the scope of work, time schedule for completion of work. Period of contract, General Conditions of Contract, Special Conditions of Contract, Payment Terms, Specifications for materials and workmanship, Drawings, and other Documents and papers, all as detailed in the Tender Documents at the Schedule of Rates / Amount quoted by me / us for the above WORK in accordance with the above Tender / NIT / RFQ.
2. It has been explained to me / us that the time stipulated for completion of WORK in all respects and indifferent stages mentioned in the 'Time Schedule' of completion of WORK and signed and accepted by me / us is the essence of the CONTRACT. I / We agree that in case of failure on my / our part, to strictly observe the Time of Completion mentioned for WORK or any of them and to the final completion of WORK in all respects according to the Schedule set out in the said 'Time Schedule' of completion of WORK, and I / We agree fully to the recovery being made as specified (including Liquidated Damages clause) in the above Tender / NIT / RFQ.
3. I / We agree to pay the Earnest Money and Security Deposit and accept all the Terms and Conditions laid down in the Tender / NIT / RFQ in this respect.
4. In the case of acceptance of this tender, I / We hereby agree to abide by and full fill all Terms and Conditions of above Tender / NIT / RFQ and in default thereof, to forfeit and pay to HOCL such sums of money as are stipulated In Condition contained In General Tender Notice and Tender Documents.
5. If, I / We fail to commence the WORK specified in the Tender / NIT / RFQ, or I / We fail to deposit the amount of Security Deposit specified In Tender / NIT / RFQ, I / We agree that HOCL without prejudice to any other right or remedy be at liberty to forfeit the said Earnest Money in full, otherwise the said Earnest Money shall be retained by HOCL towards the Security Deposit specified in the Tender / NIT / RFQ. HOCL shall be at liberty to cancel the Tender / NIT / RFQ, if I / We fail to deposit the Security Amount as aforesaid or to execute an Agreement or to start WORK as stipulated In the Tender / NIT / RFQ Document.

Dated this _____ day of _____ 20____

Signature of tenderer(s) with seal of the firm