

( This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work )

To,

**REQUEST FOR QUOTATION**

**RFQ No.** :  
Collective RFQ No.: 2548/  
Date : 23.05.2019  
Contact Person : Prakash B Singadi  
Due Date/Time : 07.06.2019,14:00:00 Hrs  
Opening Date/Time : 07.06.2019,15:00:00 Hrs

Date :23.05.2019

**SERVICES REQUIRED AT:**

M/s. Hindustan Organic Chemicals Limited,  
P. O. Ambalamugal, Kochi-682302,  
Kerala, India.

Dear Sirs,

**Subject:Shifting of rectifier transformer -1 at Hydrogen 2 plant.**

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

2. **Name of Work:** Shifting of rectifier transformer -1 at Hydrogen 2 plant.. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **07.06.2019** up to **14:00:00 Hrs.** Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Quotation shall accompany an EMD of **Rs. 2,500.00/-** paid by crossed DD/Bankers Cheque/Cash only of State Bank of India drawn in favor of M/s. Hindustan Organic Chemicals Limited payable at Ambalamedu branch of SBI. Quotations not accompanied with EMD, are liable to be rejected.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

6.1 **Single Bid System**

Page 1 of 9 Vendor Sign & Seal  
HOCL GSTIN: 32AAACH2663P1ZG

For Hindustan Organic Chemicals Limited  
CIN: L99999MH1960GOIO11895

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above) and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

**6.2** Sealed envelope shall be superscribed with Enquiry No. and Offer for Shifting of rectifier transformer -1 at Hydrogen 2 plant.. **Due Date: 07.06.2019** up to **14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

**6.3** 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.

#### **7. Rates**

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

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.

#### **8. ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements**

Refer Annexure A, B and C attached.

#### **9. Engineer/Officer In-Charge:**

Mr. Hareesh Madhav A , DM (ELECT)

#### **10. Defect Liability Period**

As per GCC

#### **11. Payment Terms**

90% payment will be released after completion of work and certification by Engineer-In-Charge.

Balance 10% payment will be made after defect liability period of one year or on production of PBG for the said amount.

#### **12. 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.

#### **13. Security Deposit**

Total security deposit shall be 10% of contract value/actual value of work.

Initial security deposit @ 2.5% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of work order.

Balance 7.5% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 10% of the total actual value of work executed on

completion of work is recovered

**14. Liquidated Damages**

If the work is not completed within the stipulated time, the contractor is liable to pay an LD of ½% of the total contract value per week of the delay or part thereof subject to a maximum of 5% of the contract value.

**16. Period of Contract**

Period of contract shall be six month from the date of issue of work order / LOI .

**15. Scope of Supply**

MATERIALS

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a. Contractor's Scope

Supply and replacement of gasket, bolts, nuts, fasteners etc., as directed by site Engineer # In-Charge for the satisfactory completion of work.

b. HOCL's Scope

Nil

TOOLS AND TACKLES

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a. Contractor's Scope

All skilled & Unskilled manpower required for the work is to be arranged by the contractor

All tools, tackles, lifting equipments such as chain pulleys, slings, D shackles, equipments required for the satisfactory completion of the work has to be arranged by the contractor.

Crane / truck for shifting of transformer from plant to central work shop and vice-versa to be arranged by contractor

b. HOCL's Scope

Nil.

**17. Time of Completion**

Time of completion shall be one month from the date of intimation, as per the requirement after issue of work order.

**18. 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.

**19. Other Terms & Conditions**

**19.1** The tenderers have to download the **GCC (General Conditions of Contract)** from our web site [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.

**19.2** 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.

**19.3** 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.

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

**19.5** For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

**20.** 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.

**21.** Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

**Date, Time & Venue of Public Opening of Tender**

Date : **07.06.2019**

Time : **15:00:00 Hrs**

Venue: **Tender Room in Training Centre of HOCL, Ambalamugal.**

**Thanking You,**

**Yours Faithfully,**

**For Hindustan Organic Chemicals Limited,**

Prakash B Singadi  
DGM ( E )

Attachments:-

1. Annexure ' A & B ' - ESI, PF, Labour Law Requirements.
2. Annexure ' C ' - Safety, Health and Environment (SHE) Conditions.
3. General Conditions of Contract.( can be downloaded from HOCL website )

## Scope of Work

We have rectifier transformer 1 at Hydrogen 2 plant. The same is to be inspected by M/s. Hind rectifier Ltd., for diagnosing fault in the rectifier transformer . Hence, we are planning to engage an external agency to carry out shifting of rectifier transformer -1 to central workshop within the company premises.

Quantity shown in the schedule of rate is only indicative and can vary on either side. However, the rate will remain same throughout the pendency of the contract for which the contractor must be ready.

The work includes but not confined to the following :

1. Disconnection of cables and bus bar from primary and secondary power supply, Thermometer for WTI, OTI, buchhloz relay, Marshalling box ( OTI, WTI) Earthing and bushing etc., . Dismantling of conservator, buchholz relay and explosion vent etc., as per the instruction of Engineer-In-Charge.
2. Shifting of rectifier transformer from Hy 2 plant to central workshop. required machinery and manpower to be arranged by contractor.
- 3.Dismantling of top cover of transformer and lifting of transformer core & winding from main tank for inspection at site
4. You shall provide assistance for necessary disconnection / dismantling and lifting of core and winding from transformer using overhead crane at central workshop for inspection work as and when required as per the instruction of HOC / III party inspection agency.
- 5.Replacement of Gasket, damaged bolts and nuts etc., are under the scope of contractor.
- 6.Refixing of top cover of rectifier transformer after inspection / replacement of gasket
- 7.Shifting back rectifier transformer from central workshop to Hy 2 plant site , required machinery and manpower to be arranged by contractor
- 8.Reconnection of all cables, bus bar and refixing of all dismantled parts and making transformer in ready condition for charging

Note :

- 1) Replacement of gasket, damaged bolt and nuts will be carried out by contractor, if transformer is found to be OK .
- 2) Reconnection of all cables, bus bar and refixing of all dismantled parts will be carried out by contractor, if transformer is found to be OK .

### GENERAL CONDITIONS

1. You are requested to take necessary insurance for the personnel employed by you. HOC will not take any responsibility or admit any claim in the event of an accident in any manner.
2. Safety Helmets, goggles, safety belts etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
- 3.Contractors has to arrange chain pulley block for lifting at site and crane / truck

for shifting of transformer from plant to central work shop and vice-versa, approximate supporting weight of rectifier transformer. is approximate 14 ton.

4. The party shall execute the work in case of any increase/decrease in quantities at agreed rates.

5. YOU ARE REQUESTED TO VISIT THE SITE TO ASCERTAIN THE EXACT QUANTUM OF WORK/SITE CONDITIONS BEFORE SUBMITTING YOUR OFFER.

## Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:.....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	<b>3000863</b> Dismantling / disconnection of all allied accessories of rectifier transformer	AU	1		
<b>Service Account Code(SAC) for 3000863 :.....</b> <b>Rate of Tax :.....</b>					
2	<b>3000864</b> Shifting of rectifier transformer from HY 2 plant to central workshop	NOS	1		
<b>Service Account Code(SAC) for 3000864 :.....</b> <b>Rate of Tax :.....</b>					
3	<b>3000865</b> Dismantling of top cover of rectifier transformer and lifting transformer core and winding from main tank.	AU	1		
<b>Service Account Code(SAC) for 3000865 :.....</b> <b>Rate of Tax :.....</b>					
4	<b>3000866</b> Supply and replacement of gasket, bolts and nuts etc., to rectifier transformer.	SET	1		
<b>Service Account Code(SAC) for 3000866 :.....</b> <b>Rate of Tax :.....</b>					
5	<b>3000867</b> Re-fixing of top cover of rectifier transformer	AU	1		
<b>Service Account Code(SAC) for 3000867 :.....</b> <b>Rate of Tax :.....</b>					

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
6	<b>3000868</b> Shifting of rectifier transformer from central workshop to HY 2 plant site	NOS	1		
<b>Service Account Code(SAC) for 3000868</b> :..... <b>Rate of Tax</b> :.....					
7	<b>3000869</b> Re-fixing / Reconnection of all allied accessories of rectifier transformer	AU	1		
<b>Service Account Code(SAC) for 3000869</b> :..... <b>Rate of Tax</b> :.....					

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

Total Amount Rs:

(In Words Rupees .....

GSTIN Regn. of Vendor/Contractor: .....

Date :

Signature and Seal of the Contractor



----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

Offer For: Shifting of rectifier transformer -1 at Hydrogen 2 plant.

From:

RFQ No.  
Collective RFQ No. 2548

Due Date: 07.06.2019  
Due Time: 14:00:00 Hrs

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

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