

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Govt. of India Enterprise)
Ambalamugal.P.O, Ernakulam Dist-Pin: 682 302
Kerala. Ph: 0484 2720911, Fax: 0484 2720893

PAD/2019/00007

DATE :18.10.2019

E-TENDER NOTICE

HOCL Invites e-Bids under the two-bid system for the following work:

Sl. No.	Description of Item and Tender No.
1	GRASS CUTTING WORK IN PLANT AND NON PLANT AREAS (LIMITED TENDER) NIC Tender ID : 2019_HOCL_512216_1 HOCL Tender Ref. No. : PAD/2019/00007

Tender documents may be downloaded from www.hoclkochi.com or www.eprocure.gov.in. Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>.) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted.

Please visit the above sites regularly for any addendum/ corrigendum /extension before submitting the offers. Please submit your E-bids under the **two-bid system** confirming to the specifications and the terms and conditions.

For and on behalf of Hindustan Organic Chemicals Limited (GSTN:32AAACH2663P1ZG)

SINDHU.D
GENERAL MANAGER(P&A)

HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam dist, Pin- 682 302

Kerala- Ph: (0484) 2720911, Fax: (0484) 2720893

Email: kochi@hoclindia.com, web: www.hoclkochi.com.

PAD /2019/00007

Date: 18.10.2019

M/s.

Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for GRASS CUTTING WORK IN PLANT & NON PLANT AREAS. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website www.hoclkochi.com and www.eprocure.gov.in/eprocure/app. Index of documents enclosed is attached herewith. You are requested to kindly go through the(i) Scope of Work (ii) General Conditions of Contract (ii) Special Conditions of Contract and (iv) General Instruction to bidders for online bid submission, in detail before preparing/submitting your tender.

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

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited(GSTN:32AAACH2663P1ZG)

SINDHU.D

GENERAL MANAGER (P&A)

**INDEX- OPEN TENDER NOTICE FOR GRASS CUTTING WORK IN PLANT & NON
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HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: PAD/2019/00007

NIC TENDER ID: 2019 HOCL 512216 1

CONTRACT FOR GRASS CUTTING WORK IN PLANT AND NON PLANT AREAS.

SCOPE OF WORK

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

SCOPE OF WORK

1. The contractor should maintain the area under contract in neat condition by cutting the grown Grass manually/machine (to an average height of 15cm) from time to time. The mode of cutting the grass in different locations of the factory will be decided by the Engineer-in-Charge from time to time.
2. The Contractor should ensure that the Grass is not grown beyond on average height of 15 cms at any point.
3. Engine/ Motor operated mechanized cutting devise should not be used for cutting the grass in Process plant area. For other areas, prior permission should be taken from competent authority, before using engine/motor operated mechanized cutting device.
4. The removal and disposal of cut grass should be done simultaneously along with the cutting of Grass.

THE DISPOSAL OF CUT GRASS SHOULD BE DONE AT PLACES ANYWHERE OUTSIDE COMPANY PREMISES AT THE RISK AND COST OF CONTRACTOR.
5. Any cut grass fallen inside the drains should be cleared by the Contractor without any delay.
6. No vehicle entry will be permitted inside fenced area of LPG/Propylene storage area.
7. The first round of cutting should be completed within 15 days of acceptance of the order by engaging sufficient number of labourers.
8. The necessary tools like sickles, spade, pick-axe, baskets, etc. and also arrangement for transportation of waste/cut grass for disposal should be arranged by the contractor.
9. A log book is to be maintained by you regarding the work.
10. Spraying pesticides for controlling grass growth in Factory premises not allowed.

AREA UNDER THE CONTRACT

The plant and non-plant areas of HOCL, under this contract would be total around **1,47,625.43 Sq. Meter**. In addition to that, all the specified paved area has to be maintained for which no separate payment will be made. During the operative period of this contract, Contractor has to undertake the additional area of work if any at the same rate (proportionately) terms and conditions. Any deletion of area due to construction etc. shall also be permissible during the contract period and no payment shall be made for such deleted area from the date of deletion.

General instructions for Online Bid Submission

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal(Govt. Of India), 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 Enrolment**" on the CPP Portal which is [free of charge](#).
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

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

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

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

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

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

Contract Person

**Mr.N.V.RAVIDEV
DGM(P&A)
HOCL, AMBALAMUGAL
0484 2727325**

**Mr.BIJU.C.J
Sr.Admin. Officer
HOCL, Ambalamugal
0484 2727294**

HINDUSTAN ORGANIC CHEMICALS LIMITED

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

Tender Ref. No: PAD/2019/00007

CONTRACT FOR GRASS CUTTING WORK IN PLANT AND NON PLANT AREAS.

GENERAL TERMS AND CONDITIONS

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

PREQUALIFICATION CRITERIA

1. The bidders shall submit details of current commitments as per Annexure V of technical bid.
2. Experience having successfully completed the works during last 7 years ending 31st March 2019 should be either of the following:
(Documentary proof shall be attached along with technical bid.)
 - a. Three completed works costing not less than 5.56 Lakhs.
OR
 - b. Two completed works costing not less than 06.95 Lakhs.
OR
 - c. One completed work costing not less than 11.12 Lakhs.
3. Average annual financial turnover during the last 3 years, ending 31st March 2019 shall be at least Rs.4.17 Lakhs. Details of annual financial turnover to be submitted with documentary proof.
4. Experience in similar work, ie, House keeping, labour supply, Civil Works, Labour oriented miscellaneous works shall also be considered and details of current commitments with copies of work order to be submitted along with Technical Bid. Declaration of black listing/ holiday Listing to be submitted along with technical bid.
4. Details of EMD to be submitted. Details of PAN No. & GST No. to be submitted.
5. All Tender documents duly signed and stamped on all pages to be submitted along with technical bid.

EARNEST MONEY DEPOSIT

Quotation shall accompany an EMD of **Rs. 10,500/-** 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 Ernakulam. Quotations not accompanied with EMD, are liable to be rejected.

EMD of the tenderer will be forfeited under the following conditions:-

- a. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
 - b. If the tenderer does not commence the work after awarding the contract.
- No interest on EMD will be paid.
 - EMD of the successful tenderer will be adjusted against the security deposit.
 - EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.

RATES

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. and also on works contract applicable as per rules in force. GST, in case applicable shall be paid extra, to those who have Service Tax registration with Govt. Department, unless otherwise specified elsewhere.

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.

2.5 % initial security deposit and Balance 7.5% security deposit shall be as per clause 3.8 and 4.4 of the standard 'General Conditions of Contract' which is available in the office for reference, if required.

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 value of each running bill till the total security deposit is collected.

LIQUIDATED DAMAGES

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

PERIOD OF CONTRACT

One year from the date of issue of Work Order.

SCOPE OF SUPPLY

AS PER SCOPE OF WORK

TIME OF COMPLETION

One year from the date of issue of Work Order.

PAYMENT TERMS

Payment will be made on monthly basis by certification of officer -in-charge and 100% payment shall be made progressively as per our standard terms of payment.

CONTRACT PREFERENCE

Contract / Price Preference or any other concessions applicable for **MSME /STARTUPS/ SSI Units /PSUs** will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

DEFECT LIABILITY PERIOD

AS PER GCC

AGREEMENT

The contractor has to execute an agreement with HOCL in the prescribed format on a non judicial stamp paper of appropriate value and in case of placement of work order.

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.

DUE DATE & TIME: Due date for submission of tender is (Closing date) **08.11.2019** at **02.00 pm.**

OPENING OF BIDS: The Technical Bids will be opened on **09.11.2019** at **02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

VALIDITY OF OFFER: Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

SUBMISSION OF BIDS: Refer Instructions to Bidder for Online Bid Submission.

PRICE BID SUBMISSION-BOQ: Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard **BOQ** format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. once details have been completed, the bidder must save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

RIGHT TO REJECT A BID: HOCL reserves the right to reject any

bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

SIGNING & 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.

Details of **previous experience** and current commitments (copies of work orders to be uploaded), **annual financial turn over** (documentary proof to be uploaded), details of EMD and PAN No., GST No. shall be filled in the format and uploaded along with the technical bid.

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CONTRACT FOR GRASS CUTTING WORK IN PLANT AND NON PLANT AREAS.

TECHNICAL BID (FORM - A)

**THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND
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PRO-FORMA-TECHNICAL BID

Name of Work: CONTRACT FOR GRASS CUTTING WORK IN PLANT AND NON PLANT AREAS.

1. Details of current commitments and previous experience (Copies of work orders to be attached)

Sl No.	Name of the Industry	Period of Contract		Work Order Value Rs.
		From	To	

**2. Details of annual financial turnover during the last 3 years.
Documentary Proof to be attached)**

Financial Year: Turnover:

2016-17 :

2017-18 :

2018-19 :

1. Details of EMD enclosed:

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

2. PAN No:

3. GST No.....

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

Signature of the Tenderer :

Name of the Tenderer :

Address :

Mob. No; :

Place :

Date :