



This tender floated in GeM Portal with GeM Bid No. GEM/2025/B/6830048 dt. 28-10-2025. The due date for submission is 11/11/2025 at 02:00 PM.

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

HINDUSTAN ORGANIC CHEMICALS LIMITED

(भारत सरकार का एक उद्यम)

(A Government of India Enterprise)

अंबालामुगल, एर्नाकुलम जिला, पिन - 682 302

AMBALAMUGAL, Ernakulam District, PIN – 682 302.

फोन: (0484) 2720911, फैक्स नंबर (0484) 2720893

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

ई-निविदा सूचना

E- TENDER NOTICE

HOCL निम्नलिखित कार्य के लिए दो बोली प्रणाली के तहत ई-बोली आमंत्रित करता है:
HOCL Invites e-Bids under the **Two Bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1	कार्य का नाम : पाइपिंग और उपकरणों का महत्वपूर्ण निरीक्षण HOCL निविदा संदर्भ : MEC30470 Name of Work : CRITICAL INSPECTION OF PIPING AND EQUIPMENT HOCL Tender Ref : MEC30470

निविदा दस्तावेज www.hoclkochi.com, <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app> से डाउनलोड किए जा सकते हैं।

Tender documents may be downloaded from www.hoclkochi.com, <https://mkp.gem.gov.in/market> & <https://eprocure.gov.in/eprocure/app>.

इच्छुक पार्टियां निविदा में भाग लेने के लिए कृपया एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) पर पंजीकृत हो सकती हैं। निर्दिष्ट ऑनलाइन प्रक्रिया के अलावा अन्य प्रस्तुत निविदाएं स्वीकार नहीं की जाएंगी। कृपया प्रस्ताव जमा करने से पहले किसी भी परिशिष्ट/शुद्धिपत्र/विस्तार के लिए नियमित रूप से उपरोक्त साइटों पर जाएं।

Interested parties may please get registered with NIC e procurement portal (URL: <https://eprocure.gov.in/eprocure/app> & <https://mkp.gem.gov.in/market>) 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.

कृपया विशिष्टताओं और नियमों और शर्तों की पुष्टि करते हुए दो बोली प्रणाली के तहत अपनी ई-बोली जमा करें।

Please submit your E-bids under the **Two Bid system** confirming to the specifications and the terms and conditions.

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए और उनकी ओर से
For and on behalf of Hindustan Organic Chemicals Limited
(GSTN:32AAACH2663P1ZG),(CIN:I99999MN1960GOI011895)

मंगेश वी. शहासने MANGESH V. SHAHASANE
महाप्रबंधक (यांत्रिक/ उपयोग सेवाएँ) GM (MECH/UTL)



INDEX

CRITICAL INSPECTION OF PIPING AND EQUIPMENT

1	General Terms and conditions of the tender निविदा के सामान्य नियम एवं शर्तें	ANNEXURE - I
2	Scope of work काम की गुंजाइश	ANNEXURE - II
3	Special Conditions of Contract अनुबंध की विशेष शर्तें	ANNEXURE - III
4	Compliance/No Deviation Statement अनुपालन/कोई विचलन नहीं विवरण	ANNEXURE - IV
5	Compliance of General Conditions of Contract (GCC) अनुबंध की सामान्य शर्तों का अनुपालन (जीसीसी)	ANNEXURE - V
6	Check List जांच सूची	ANNEXURE - VI
7	ESI, PF, Labour Law etc. – Requirements ईएसआई, पीएफ, श्रम कानून आदि - आवश्यकताएँ	ANNEXURE A, B, C & D
8	Labour Laws लेबर रूल्स	
9	Safety, Health & Environment (SHE) Conditions सुरक्षा, स्वास्थ्य एवं पर्यावरण (एसएचई) स्थितियाँ	
10	Proforma of Declaration of Black Listing/ Holiday Listing काली सूची/अवकाश सूची की घोषणा का प्रोफार्मा	
11	Bidder Information बोली लगाने वाले की जानकारी	ANNEXURE - E
12	Self Declaration of Local Content स्थानीय सामग्री की स्व-घोषणा	ANNEXURE - F
13	Bid Security Declaration बोली सुरक्षा घोषणा	ANNEXURE - H
14	Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dt. 23 Jul 2020 & 24 Jul 2020 on Restrictions under Rule 144 (xi) of the General Financial Rules (GFRs), 2017 आदेश के अनुपालन की घोषणा (सार्वजनिक खरीद संख्या 1, 2 और 3) दिनांक। सामान्य वित्तीय नियम (जीएफआर), 2017 के नियम 144 (xi) के तहत प्रतिबंधों पर 23 जुलाई 2020 और 24 जुलाई 2020	ANNEXURE - R
15	Instructions to the Contractors for use of Vehicles वाहनों के उपयोग के लिए ठेकेदारों को निर्देश	Annexure - S



ANNEXURE-I

GENERAL TERMS AND CONDITIONS OF THE TENDER

EARNEST MONEY DEPOSIT - NOT APPLICABLE TO MSME / SSI Units /PSUs

Quotation shall accompany an EMD of ₹12,900 shall be paid by crossed DD/Bankers Cheque/thro' NEFT.

Bank Details - State Bank of India
- A/c No. 37881840330
- IFSC - SBIN0013551
Branch Name - Belapur, Mumbai

Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

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

1. If after opening of the tender, the tenderer revokes his tender or increase his quoted rates.
2. If the tenderer does not commence the work after awarding the contract.
3. No interest on EMD will be paid.
4. EMD of the successful tenderer will be adjusted against the security deposit.
5. EMD of unsuccessful bidders shall be refunded after finalization of the contract and no interest shall be payable.
6. The tender is revoked or varied during its validity period.
7. The Prices are increased unilaterally after the tender opening and during its validity.
8. The tenderer after intimation of acceptance of the tender fails to execute the agreement/or furnish security deposit within the stipulated time.

PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID)

The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.

- a. Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
- b. GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site www.hoclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages.

Pre-qualification Criteria (Not applicable to already registered vendor of HOCL)

- a. Experience on similar works executed during the last five years and details like monetary value, proof of satisfactory completion of works etc.
- b. Earnest Money in the manner specified in the Tender document.



- c. Organization chart giving details of field management at SITE, the tenderer proposes to have for this work including bio-data of the Site-in Charge and key personnel.
- d. The bidder should have well qualified workforce in adequate numbers for handling various stages of the work. The staff/workers details are to be furnished.
- e. The bidder should have adequate number of equipments/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- f. Copies of work orders already completed or in progress
- g. Tender should accompany the details asked in A, B,C, D, E , F, H, Q, R, S & AC
- h. Completion certificates
- i. GSTN registration
- j. Information regarding tenderer as stipulated in Clause.1 .
- k. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- l. 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)

Clause - 1 & 2 (not applicable to MSME)

1. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **₹1 Lakh/-** (Details of annual financial turnover to be submitted with Documentary proof).
2. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

Three similar completed works costing not less than the amount equal to **₹1.72 Lakh/-**.
OR
Two similar completed works costing not less than the amount equal to **₹2.15 Lakh/-**.
OR
One similar completed works costing not less than the amount equal to **₹3.45 Lakh/-**.
3. The parties who have been blacklisted / put in holiday list or parties in respect of whom action has been initiated for Blacklisting / Holiday listing by HOCL/any government / Quasi government agencies or any PSUs shall not be considered for award of job. The tenderer should give a written declaration regarding the same.
4. In addition to Clause No.3.7 of our GCC, the tenderer 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.

RATES

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.



SECURITY DEPOSIT

Total security deposit shall be 5% of total contract value. This shall be recovered through deductions at the rate of 5% (Five percentage) of the value of each running account bill till the total security deposit amount is collected, after which no further deductions shall be made on this account.

OR

Security Deposit shall be furnished in the form of Insurance Surety Bond (ISB) issued from Insurance Company under IRDAI, Account Payee Demand Draft, Bank Guarantee issued from any Scheduled Bank in India having a branch in Kochi, Kerala / on online payment in an acceptable form.

Security Deposit shall be refunded not later than 60 days to the contractor without any interest after the completion of contract in all respects and completion of all such obligations under the contract.

PERFORMANCE SECURITY

Performance security shall be 5% of total work order value of the contract. It shall be furnished within 21 days after notification of award and it shall be released after the defect liability period.

Performance Security shall be furnished in the form of Insurance Surety Bond (ISB) issued from Insurance Company under IRDAI, Account Payee Demand Draft/ Bank Guarantee issued from any Scheduled Bank in India having a branch in Kochi, Kerala.

LIQUIDATED DAMAGES

In case the contractor fails to complete the work within the stipulated period, contractor shall be liable to pay a LD of ½% (half percent) of the contract value **per day** for the delay or part thereof subject to a maximum of 5% (Five percent) of the contract value.

DEFECT LIABILITY PERIOD

The contractor shall guarantee the entire work for a period of **12 months** from the date of completion of entire works. Any damage or defect that may arise or lie undiscovered at the time of issue of completion certificate, connected in any way with the workmanship should be rectified by the contractor at his own expense as deemed necessary by the Engineer-in-Charge.

PERIOD OF CONTRACT

The period of the contract shall be **18 Months** from the date of issue of work order/issue of instruction to start the work.

SCOPE OF SUPPLY

Materials

a. Contractor's Scope

All skilled & unskilled manpower require for the work is to be arranged by the contractor. All facilities like machines / instruments required for NDT, tools, tackles, vaccum box, vaccum pump and other equipments required for the satisfactory completion of the work is to be arranged by the contractor.



b. HOCL Scope

Scaffolding whenever required shall be arranged by HOC.

Tools & Tackles

a. Contractor's Scope

All machines, tools and tackles required for the satisfactory completion of the job shall be arranged by the contractor.

b. HOCL Scope

Nil

WATER & POWER

HOC will provide water and power at one point free of cost.

TESTING & INSPECTION

HOCL shall inspect the equipments during the work in progress along with the 3rd party inspection agency arranged by HOCL. All the necessary assistance shall be provided by the contractor to the Inspectors during inspection of the equipments. Contractor has to follow all the instruction given by HOCL Engineer-in-Charge, Inspection Engineer & 3rd party Inspector.

GENERAL SITE CLEANING

Working site should always be kept cleaned up to the entire satisfaction of the Engineer/Officer-In-Charge. Upon completion of the work, all materials shall be transported to designated locations in HOCL premises as directed by the Engineer/Officer-In-Charge on daily basis. Material reconciliation has to be carried out before submitting the bill.

TIME OF COMPLETION

Time of completion shall be within 2 days from the date of issue of work order or instruction to start the work by the Engineer-in-Charge.

VALIDITY OF THE TENDER

The tender shall be kept valid for acceptance for a period of **THREE months** from the last date prescribed for receipt of the tender.

A Tenderer shall not be entitled during the said period of three months without the consent in writing of the company to revoke or cancel his tender or to vary the tendered rate or any terms thereof.

PRICE

The Contract will be awarded on fixed all-inclusive price unless otherwise specified. All rates in the tender shall cover applicable taxes, levies and duties. However applicable GST will be paid by HOCL subject to the successful tenderer having GST registration with Central Excise.

The price shall be quoted both in figures and words. In case a tenderer has quoted two different prices in words and figures the lower of the two will be considered valid and binding on the tenderer.



PAYMENT TERMS

- 95% Payment will be made on completion of the work and certification by the Engineer-in-charge.
- Balance 5% payment will be kept as security deposit and it will be released after the completion of contract in all respects & completion of all obligations under the contract.

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.

Arbitration of disputes

"All disputes, differences, questions and claims arising out of, under or touching upon this Tender /Agreement/ Purchase Order/ Work Order shall be settled amicably between the parties through mutual discussion and failing that, such disputes, difference, questions or claims shall be referred for resolution through arbitration to the India International Arbitration Centre or a Sole Arbitrator to be appointed by the Chairman-cum-Managing Director of HOCL and the award of Arbitration shall be final and binding on the parties. The seat of the Arbitration shall be at Kochi, Kerala, India and the proceedings of the arbitration shall be held at Kochi, Kerala, India in accordance with the India International Arbitration Centre Act 2019 / Indian Arbitration & Conciliation Act 1996 or any statutory modification or

OTHER TERMS AND CONDITIONS

General Conditions of Contract (GCC) of HOCL

The General Conditions of Contract of the company is applicable to, and forms part of the contract. The General Conditions of Contract of HOCL can be downloaded from our Web site www.hoclkochi.com.

Right to Issue Addendum

The company reserves the right to issue any addendum to the tender document to clarify/amend/supplement and/ or delete any of the conditions, clauses or terms stated in the tender documents. Each addendum issued shall be distributed to the tenderer or his authorized representative and each such addendum shall become part of the tender documents.

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

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 & STAMPING ON ALL PAGES OF BIDS: The vendor shall sign and stamp on all the pages of the bids uploaded, failing which bids are liable to be rejected.

ASSISTANCE TO BIDDERS

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.

Contact Person (for online submission)

Mr. Midhun Babu
Deputy Manager (Materials/MSS)
Mobile No. 8921387812, 8547196394

HOCL Work Co-ordinator

Mr. Rakesh C R
Deputy Manager (Mechanical)
Mobile No.8075107871
0484 2727291



ANNEXURE-II

SCOPE OF WORK

Scope of work includes but not limited to the following:

Inspection, testing and certification of pipe lines and equipments, through visual inspection, thickness and hardness.

The pipe lines and its connected vessels will be handed over to the Contractor after gas freeing by emptying, purging and blinding positively at all entry and exit nozzles. In addition, safe work permit shall be issued by HOCL before starting the work. Entry inside confined space to be recorded in register books.

In case the work is to be carried out using ladders, the contractor shall collect the ladder from the HOCL shed, transport and position them at the work site, and return them to the HOCL shed after completion of the work. All activities related to the collection, transportation, positioning, and return of ladders shall be under the contractor's scope.

After handing over the pipelines and connected vessels, the contractors scope of work includes:

Necessary surface preparation, Non destructive testing (NDT), ie. WFMPI, UT Thickness measurement, Hardness Test, UT Flaw check, DYE Penetrant test and Radiography if necessary as per the instruction of Engineer-in-Charge.

Necessary buffing of the weld joints/surface preparation (painted / non painted surfaces) has to be arranged by the contractor at his cost.

Submission of test reports, RT films and documentation including details of test equipment used, calibration certificate, traceability certificate and valid NDT level certificates of the technician performing the test. Also a soft copy of the NDT report (in triplicate).

ERECTION OF SCAFFOLDING

Erection of scaffolding if required for NDT will be carried out by HOCL through other agencies. Removal of insulation is not anticipated for the work. But during inspection, if any area is found doubtful, HOCL will remove the insulation and reinsulate the same after inspection at free of cost.

Note : All the equipments used for NDT should have valid calibration certificate having traceability with National/International standards.

TECHNICAL SPECIFICATION

Non – Destructive Testing

a. **WFMPI – WFMPI is required to be carried out to detect all types of crack / defects or such other discontinuities by using**

- Air circulated AC magnetic yoke suitable for the job.
- Fluorescent iron powder suspended in water.
- Ultraviolet light



WFMPI method used should meet the requirement of standard recommended practice for MPI – ASTM – E – 709/T 700 – ASME including selection of equipment and magnetic power calibration/testing of equipment and examination technique. Reliable equipment of magnaflux or equivalent make to be used for the job. The contractor shall arrange all testing equipments/instruments, accessories and consumables at his own cost.

For Pipelines

- 100 mm parent metal on either side of the weld is to be covered in WFMPI of welds.
- For connected vessels 100% of the welds, fillet welds of stiffening ring, welding spots/area of temporary attachments are to be checked by WFMPI.

b. Ultrasonic Thickness Measurement

Ultrasonic thickness measurements to be taken by using Ultrasonic thickness meter of Kraut – Kramer or equivalent make in points/locations to get a profile of wall thickness approximately 4-5 readings/ metre length of the pipes.

Each location of thickness shall be scanned and minimum thickness to be marked.

Necessary surface preparation of the spots/areas for taking measurements shall be the responsibility of the Contractor. Depending on the inspection results, more thickness readings may have to be taken.

In the case of painted surfaces you should have Instrument with facility to measure through painted surfaces. (i.e Through Coat Thickness Gauge Instrument)

c. UT Flaw check shall be carried out as mentioned below:

- Weld joints of pipe lines
- 100% 'T' joints of circumferential with longitudinal welding covering a straight length of 150 – 200mm on either side of the weld joints by angle probe scanning in the case of vessels and equipments.
- 100% nozzle weld joints of all weld joints of pipe lines

d. Hardness Measurement

Hardness is to be measured at random of circumferential welds, longitudinal welds, nozzle welds, HAZ, parent metal/and any left over weld area. Digital Hardness Tester using rebound velocity method) of a reliable and reputed make to be used. 8 Exact number of points and locations shall be decided at site. Providing hardness tester shall be the responsibility of the contractor. Provision must be kept for additional readings as decided by the Engineer-in-charge from HOC.

e. Radiography

- Radiography of the weld joints (both shop and site) shall be carried out as per ASME Sec. V Article II & ASME Sec.VII UW11.



- Acceptance criteria shall be ASME Sec. VIII Div. I for pressure vessels. ANSI B 31.2 for piping and
- The radiography will be permitted only in the night (2AM – 5AM). All tools, tackles, films, X ray / gamma ray machine etc. whatever required for the job has to be brought by the contractor

f. Hydro testing of pipelines and connected vessels.

Hydraulic test shall be witnessed by the Contractor at a pressure as indicated (if required).

g. Dye Penetrant

Dye penetrant Testing as per ASTM E 165-88 (Magna Flux make consumables Only)

h. Visual Inspection

Visual Inspection as per ASME - V

- i. All the consumables required for the satisfactory completion of all the jobs shall be brought by the contractor.**
- j. There will not be any separate rate for visual inspection and witnessing hydraulic testing and you have to absorb the same in other rates.**

Submission of Test reports/Documentation

Preliminary report of the inspection should be submitted within 3 days and final report within 10 days after inspection. The contractor shall have to submit final detailed report and documentation containing NDT data showing all indications and readings on development sketch and issue the certificates (including soft copy).



ANNEXURE- III

SPECIAL CONDITINOS OF CONTRACT

1. All manpower, tools, tackles, lifting tools, ropes, wire brushes, grinding machine, buffing machine, chain pulley block, wheel barrows etc. whatever required for the work are to be arranged by the contractor. A list of tools and tackles intended to be brought for the work by the contractor has to be kept along with the bid.
2. Safety Helmets, safety shoe, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
3. No work to be carried out without wearing safety gadgets (PPE's), work order, confined space entry record and safety work permit by the employees of the contractor.
4. If the work is urgent, you have to deploy people on round the clock basis to complete the work on time as per the instruction of Engineer-in-Charge.
5. The entire work is to be carried out as per the standard engineering practice and subjected to stage inspection by HOCL.
6. All debris, waste etc. arising out of the job should be segregated weighed, transported and dumped into the scrap yard as per the instruction of Engineer-in-Charge at your cost. The contractor also has to abide by the guidelines for Environmental Protection.
7. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory. The balance work will be carried out by HOC through another agency at the cost and risk of the first contractor.
8. Contractor has to mobilise the complete team with necessary tools and tackles **within 24 hours** from the time of intimation to start the work.
9. Either the contractor or his authorised supervisor should be available at work site throughout the work.
10. The quantity shown can vary i.e. Increase or decrease depending upon the situation. However, the rate and other terms and conditions are same throughout the pendency of the contract for which the contractor must be ready.
11. The Contractor should follow all clause in Annexure - A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labour Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry.
12. Contractor should get prior permission from the Engineer-in-Charge for bringing the material to HOC.
13. Contractor should ensure that a standby person is kept outside the man-way nozzle when the work is inside a confined space and maintain Confined space Entry Register.
14. In the case of painted surfaces you should have Instrument with facility to measure through painted surfaces. (i.e Through Coat Thickness Gauge Instrument).
15. In case the work is to be carried out using ladders, the contractor shall collect the ladders from the HOCL shed, transport and position them at the work site, and return them to the HOCL shed after completion of the work. All activities related to the collection, transportation, positioning, and return of ladders shall be under the contractor's scope.



ANNEXURE- IV

COMPLIANCE / NO-DEVIATION STATEMENT

It is hereby stated that the quotation/offer submitted by us is in full compliance with all 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

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

CHECK LIST

EMD - ₹12,900/- (Not applicable to MSME/NSIC/PSUs) shall be paid by through NEFT/RTGS/Bank Guarantee.

Bank Details - State Bank of India
 - A/c No. 37881840330
 - IFSC - SBIN0013551
Branch Name - Belapur, Mumbai

PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID)

The Tenderers shall submit the following in the Technical bid (Un priced Bid) without which the tender will be rejected.

- a. Complete set of Tender Document duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
- b. GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site www.hoclkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages.

Pre-qualification Criteria (Not applicable to already registered vendor of HOCL)

- a. Experience on similar works executed during the last five years and details like monetary value, proof of satisfactory completion of works etc.
- b. Earnest Money in the manner specified in the Tender document.
- c. Organization chart giving details of field management at SITE, the tenderer proposes to have for this work including bio-data of the Site-in Charge and key personnel.
- d. The bidder should have well qualified workforce in adequate numbers for handling various stages of the work. The staff/workers details are to be furnished.
- e. The bidder should have adequate number of equipment/tools/tackles/scaffolding pipe/clamps/ staging materials in sound condition for the execution of the work within the stipulated time. The equipment details should be furnished.
- f. Copies of work orders already completed or in progress
- g. Tender should accompany the details asked in A, B,C, D, E , F, H, R, S & AC
- h. Completion certificates
- i. GSTN registration
- j. Information regarding tenderer as stipulated in Clause.1 .
- k. Details of work of similar type and magnitude carried out by the tenderer as stipulated in Clause.3.
- l. 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)



Clause - 1 & 2 (not applicable to MSME)

5. Average annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **₹1 Lakh/-** (Details of annual financial turnover to be submitted with Documentary proof).
6. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following:

Three similar completed works costing not less than the amount equal to **₹1.72 Lakh/-**.
OR
Two similar completed works costing not less than the amount equal to **₹2.15 Lakh/-**.
OR
One similar completed works costing not less than the amount equal to **₹3.45 Lakh/-**.
7. The parties who have been blacklisted / put in holiday list or parties in respect of whom action has been initiated for Blacklisting / Holiday listing by HOCL/any government / Quasi government agencies or any PSUs shall not be considered for award of job. The tenderer should give a written declaration regarding the same.
8. In addition to Clause No.3.7 of our GCC, the tenderer 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.

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 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 carryout any job, which may please be noted.

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. HOCL Company premises is declared as "**PLASTIC FREE ZONE**". Hence, plastic carry bags or any plastic item having thickness less than 75 microns should not be used/brought inside the Company. Violation of the same by the contractor or his employees will be an offence as per Company Rule.

8. **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 ₹21,000/- 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 ₹21,000/- per month should produce the following documents:
 1. An undertaking from his employer that his wage is more than ₹21,000/- 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. _____ 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 - E**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 ✓ 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.	☐ Yes, We are on holiday List/Black List/De-List ☐ No
2	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	☐ Micro ☐ Medium ☐ Small ☐ No
	ii Status of MSE Bidder	☐ Manufacturer ☐ Services ☐ Not Applicable
	iii Whether MSE bidder is offering product manufactured by him/her	☐ Yes ☐ No
3	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>	☐ Mention UAM Number _____ ☐ Not Applicable
	ii Submitted valid document against clause no 3 (i)	☐ Submitted ☐ Not Applicable
4	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	☐ Yes ☐ No
	ii Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	☐ Yes ☐ No
	iii Submitted certificate against clause no 4 (ii)	☐ Submitted ☐ 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	☐ Agreed ☐ Not Agreed
DATE: SIGN AND STAMP OF BIDDER		

ANNEXURE (F)

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER

NO _____

(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put V)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I ☐ Class II ☐
2	Specify the percentage (%) of local content.	----- %
3	Details of location at which the local value addition is made	
4	Mention whether the product offered is manufactured in India under a license from a foreign who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage (%) of local content specified against mentioned against Sr.No.2 is_____%.

We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under Law.

DATE:

SGNATURE AND STAMP

Definitions

Local Content: - The amount of value added in India (Total value of item procured minus the value of imported content in the item (including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: - Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

ANNEXURE – H

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 - 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 -S

INSTRUCTIONS TO THE CONTRACTORS FOR USE OF VEHICLES

INSTRUCTIONS TO THE CONTRACTORS FOR USE OF VEHICLES, LIFTING MACHINES, LIFTING TOOLS & TACKLES, EARTH MOVING EQUIPMENT AND ENGINE OPERATED EQUIPMENT

1. Lifting machines, chains ropes and lifting tackles

Contractor shall possess valid certificates, for lifting machines, chains blocks, ropes, slings, D-shackles, belts and other lifting tools & tackles used for working inside HOCL, Ambalamugal.

2. Insurance for special type vehicles

Contractor shall possess valid certificates, for vehicles which are used for working inside HOCL, Ambalamugal.

3. Driving License

The Driver/Operator shall possess relevant valid certificates, for vehicles which are used for working inside HOCL, Ambalamugal.

4. Certificate of Fitness

Contractor shall possess valid certificates, for transport vehicles which are used for working inside HOCL, Ambalamugal.

5. Vehicle Entry Permit

Vehicle entry permit shall be taken for use of Mobile equipment inside plant area.

6. Spark Arrestor

Spark arrestor shall be provided for all vehicles / engine operated equipment which are used for working inside plant area.

NOTE:

- 1. The vehicle / mobile equipment brought inside HOCL premises shall be maximum 10 years from the date of registration.**
- 2. Spark ignited equipment (including petrol driven engines) are not permitted inside PESO Licensed area.**

Please note that Mobile Lifting Machines like Mobile cranes, Fork lift, Manlift, Dozers and Excavator shall be allowed to work inside the Factory Premises only after verifying the following:

I. For Mobile Cranes

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO license for operating crane available
- b. Record of eye examination/re-examination carried out as per Kerala factories Rules 1957
- c. Availability of load chart inside operator cabin in such a way that operator can read and understand load chart.
- d. Condition of hook and latch.
- e. Condition of wire ropes/slings.
- f. Condition of over hoist limit switch (Anti two blocks) and overload alarm.
- g. SWL marked on all hooks.
- h. Tyre condition.
- i. Third party inspection certificate of crane and lifting tools and equipment.
- j. Condition of Horn & Reverse horn.
- k. Condition in hydraulic cylinders and outriggers.
- l. Guards in moving and rotating parts.
- m. Availability of Safe Load indicator (SLI) in operator cabin.

II. For Fork Lift

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO License for operating Excavator.
- b. Condition of Fork.
- c. Condition in hydraulic cylinders for any leakage.
- d. Tyre condition.
- e. Condition of Horn & Reverse horn.
- f. Condition of overhead guard.

III. For Man Lift

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO license for operating crane available
- b. Record of eye examination/re-examination carried out as per Kerala factories Rules 1957
- c. Condition of Platform and guard rails.
- d. Condition of main boom and tip boom.
- e. Tyre condition.
- f. Third party inspection certificate of crane and lifting tools and equipment
- g. Condition of Horn & Reverse horn.
- n. Condition in hydraulic cylinders and outriggers.

IV. For Excavator/Dozer

Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:

- a. RTO License for operating Excavator.
- b. Condition of Loader bucket.
- c. Condition of Boom.
- d. Hydraulic oil level.
- e. Condition in hydraulic cylinders for any leakage.
- f. Tyre condition.
- g. Condition of Horn & Reverse horn.
- h. Condition of backhoe pins and bushings.
- i. Condition of swing tower.