



HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

LIMITED E- TENDER NOTICE

HOCL Invites e Bids under two bid system for the supply of following item.

Item description:SAFETY ITEMS AS PER RFQ NO.20000267/41766
HOCL Tender Ref : MAT/PUR/41766/2020

Tender documents may be downloaded from www.hoclindia.com or www.eprocure.gov.in

Approved vendors 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.

Thanking you,
Yours Faithfully,

For Hindustan Organic Chemicals Limited
(GSTIN: 32AAACH2663P1ZG)

Soumya N K
Manager (MATERIALS)



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA
Phone :0484-2720911 ; Email :kochi@hoclindia.com
Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION	
Limited Tender Materials	
RFQ NO.	: 20000267/41766
RFQ DATE	: 20-Nov-2020
Opening date/Time	: 30-Nov-2020/14 hrs
Due Date/Time	: 01-Dec-2020/14.00 hrs
HOCL GST	: 32AAACH2663P1ZG

We Shall be grateful to receive your quotation in duplicate for the supply of the undermentioned articles subject to our standard terms and conditions attached herewith. Quotations indicating price, terms of delivery, detailed specification, relevant drawings, pamphlet and literature wherever applicable shall reach us on or before the due date and time stipulated above. Kindly provide your GSTIN, HSN codes of goods and rate of GST% for all the items.

SI No.	MATERIAL CODE & DESCRIPTION	UNIT	QUANTITY
1	83280418 GLOVES COTTON 14" (200 GSM COTTON) WITH DOUBLE STITCHING	Pair	2,500.00
2	83280560 GLOVES RUBBER 12" MADE OUT OF SUPERIOR QUALITY RUBBER ,ACID/ALKALI RESISTANT WHICH IS HAVING GOOD GRIP IN WET AND OILY ENVIRONMENTS;IT SHALL BE LIGHT WEIGHT, CUT/ ABRASION RESISTANT. IT SHALL HAVE THE APPROVAL/MARKING OF INDIAN/INTERNATIONAL STANDARDS.[EN- 374 EN-388[4121]	Pair	600.00
3	83280579 GLOVES RUBBER 16" MADE OUT OF SUPERIOR QUALITY RUBBER ,ACID/ALKALI RESISTANT WHICH IS HAVING GOOD GRIP IN WET AND OILY ENVIRONMENTS;IT SHALL BE LIGHT WEIGHT, CUT/ ABRASION RESISTANT. IT SHALL HAVE THE APPROVAL/MARKING OF INDIAN/INTERNATIONAL STANDARDS.[EN-374 EN-388[4121]	Pair	500.00
4	83280613 GLOVES PVC UNSUPPORTED 14" [HEAVY DUTY PVC GLOVES HAVING GOOD FLEXIBILITY AND ELASTICITY EVEN AT LOW TEMP;IT SHALL BE RESISTANCE TO ACIDS CAUSTICS AND SOLVENTS;IT SHALL HAVE THE APPROVAL OF ISI/CE APPROVED [EN-374 EN-388 APPROVAL OR SHALL POSSESSS RELEVANT TEST CERTIFICATE FROM ANY GOVERNMENT/STATUTORY BODY	Pair	250.00
5	83280534	Pair	10.00

Continued...

	<p>HEAT SHIELD HAND GLOVES LEATHER 14"[THE LEATHER HAND GLOVES SHOULD HAVE COTTON/DENIM LINING TO ARREST DIRECT CONTACT OF THE SKIN WITH LEATHER AT ANY POINT OF TIME,AND SHALL BE STICED WITH NOMEX TREADS;IT SHALL HAVE GOOD SNAGS,CUT, ABRASION AND PUNTURES RESISTANCE;IT SHOULD HAVE REINFORCED PALM STRIP FOR BETTER PROTECTION WITH EXCELLENT DRY DRIP AND GOOD COMFORT;IT SHALL CONFIRM TO IS6994 PART[1] AND ISI MARKED OR ANY INTERNATIONAL STANDARDS ,CERTIFICATION OR MARKING</p>		
6	<p>83280509 GLOVES NON ASBESTOS 14" HEAT RESISTANT HAND GLOVES, MADE OF NON ASBESTOS MATERIAL HAVING BACK NON-WOVEN FELT INSULATION TO PROTECT BACK OF HAND AGAINST RADIANT HEAT. IT SHALL GIVCE A FULL LENGTH HEAT BARRIER TO PROTECT THE HAND, IT SHALL GIVE BETTER FINGER COMFORT, DEXTERITYAND SHALL GIVE PROTECTION AGAINST SNAGS ,PUNCTURES, ABRASION AND CUTS AND SHALL HAVE DRY GRIP IT SHALL BE CAPABLE OF GIVING A HEAT PROTECTION OF MINIMUM 250 DEG. GLOVES SHALL BE CE APPROVED,CONFORMING TO EN407 OR TO ANY RELEVANT INTERNATIONAL STANDARDS AND MARKING. THE GLOVES SHALL BE OF LENGTH 14"</p>	Pair	10.00
7	<p>83280571 GLOVES RUBBER 14" MADE OUT OF SUPERIOR QUALITY RUBBER ACID/ALKALI RESISTANT WHICH IS HAVING GOOD GRIP IN WET AND OILY ENVIRONMENTS.IT SHALL BE LIGHT WEIGHT. CUT/ABRASION RESISTANT;IT SHALL HAVE THE APPROVAL /MARKING OF INDIAN/INTERNATIONAL STANDARDS[EN374 EN-388[4121]</p>	Pair	500.00
8	<p>83270086 PANTS PVC ELASTIC AT WAIST FOR BETTER FITTING. ALL SEAMS TO BE ULTRASONICALLY WELDED THE ABOVE ITEM SHALL HAVE EN/IS MARKING OR THE MATERIAL SHALL BE TESTED AND CERTIFIED BY GOVERNMENT/GOVT APPROVED AGENCIES ACID&ALKALI PROOF</p>	Numbers	25.00
9	<p>83270095 COAT PVC-FULLY WELDED5 ACID&ALKALI PROOF. THE MATERIAL SHALL BE MADE OF EXCELLENT FABRIC AND SHALL BE DURABLE AND HYPOALLERGENIC; IT SHALL POSSESS RELEVANT TEST CERTIFICATE FROM ANY GOVERNMENT/STATUTORY BODY. COAT SHOULD BE DESIGNED WITH OVERLAPPING ZIP ARRANGEMENT FOR COMPLETE CHEMICAL PROTECTION.ALL SEAMS TO BE ULTRASONICALLY WELDED. THE SLEEVES SHOULD BE PROVIDED WITH DOUBLE CUFF DESIGN TO ENABLE LIQUID TIGHT PROTECTION ALONG WITH CHEMICAL GLOVES.THE COAT SHOULD BE PROVIDED WITH ELASTIC WAIST FOR BETTER FITTING AND SHALL HAVE EN/IS MARKING OR THE MATERIAL SHALL BE TESTED AND CERTIFIED BY GOVT/GOVT APPROVED AGENCIES</p>	Numbers	25.00

NOTES

1.NOTE:->

Sample to be forwarded directly to the following address on or before Technical Bid opening

Continued...

FOR HINDUSTAN ORGANIC CHEMICALS LTD

**SOUMYA NK
MANAGER(MATERIALS)**



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, COCHIN – 682 302

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

MAT/PUR/41766/20

20.11.2020

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites tenders **for Procurement of Various Safety Items in two bid system**. Detailed specification is given in the attached RFQ. Please note that the material will be procured in two or three lots as per the requirement within a period of 6 months from the order placement. Delivery schedule will be intimated by e-mail.

Tender documents are uploaded in HOCL website www.hoclindia.com and www.eprocure.gov.in

The details of the tender are as shown in **INDEX** enclosed

You may submit your offer online before the due date and time specified

Closing Date of Tender : **30.11.2020 at 2.00 pm**

Opening Date of Tender : **01.12.2020 at 2.00 pm**

Thanking you,

Yours faithfully,
For Hindustan Organic Chemicals Ltd.

SOUMYA N K
MANAGER MATERIALS

INDEX - TENDER NOTICE FOR SAFETY ITEMS

1	Instructions to Bidders for online Bid Submission	Annexure I
2	Eligibility criteria for participating in the bid	Annexure-II
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5	Commercial Terms format	Annexure-IV-A & Annexure -IV -B

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.

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 / 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.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) 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.

9) 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.



Eligibility criteria for participating in the bid.

Offers of bidders who satisfy the following Eligibility Criteria only will be considered .

1. Material will be procured in 2-3 lots as per the requirement within a period of 6 months. Hence rate shall be firm for a period of six months from the date of order.
2. As per GOI guidelines, Gloves will be procured exclusively from MSME vendors, So please upload the documentary proof to this effect.
3. Materials offered shall have EN/IS MARKING or the material shall be tested and certified by Government/Govt. Approved Agencies. Technical Offers satisfying this criteria will only be considered for price bid opening
4. Vendor shall submit the RFQ specification provided by HOCL duly signed and stamped with the tender as a token of acceptance. Any deviation may please be mentioned in the deviation statement. No deviation will be allowed after placement of order.
5. Sample to be forwarded directly to the following address on or before Technical Bid opening.

CGM (Materials)
Hindustan Organic Chemicals Ltd,
Ambaamugal P.O.
Ernakulam -682302

ईबोली प्रस्तुतिके लिए सामान्य नियम और शर्तें

GENERAL TERMS AND CONDITIONS FOR E BID SUBMISSION

कृपया नीचे दिए गए निर्देशों के अनुसार विशिष्टताओं और नियमों और शर्तों के अनुरूप अपनी ई-बोलियां प्रस्तुत करें:

-

Please submit your e-bids conforming to the specifications and the terms and conditions attached as per instructions given below:-

1. एचओसीएलने ईप्रोक्योरमेंटके लिए एनआईसीके साथ उनके पोर्टल www.eprocure.gov.in के माध्यम से एक समझौता पर प्रवेश किया है। निविदा बंद करने की नियत तारीख और समय पर या उससे पहले कोटेशन ऑनलाइन प्रस्तुत किए जाएंगे।

HOCL has entered into an Agreement with NIC for e procurement through their portal www.eprocure.gov.in. Quotations shall be submitted online on or before the due date and time of closing the tender.

2. एनआईटीमें दी गई निर्दिष्ट तिथि और समय पर बोलियां इलेक्ट्रॉनिक रूप से खोली जाएंगी।
Bids shall be opened electronically on specified date and time given in NIT.
3. बीओक्यू: बोलीदाताओं से यह नोट करने का अनुरोध है कि उनको प्रदान की गई प्रारूप में अपनी वित्तीय बोलियां अवश्य रूप से प्रस्तुत करना चाहिए और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि निविदा बोली के साथ मूल्य बोली को एक मानक बीओक्यू (BoQ) प्रारूप के रूप में दिया गया है, तो वही डाउनलोड किया जाना है और सभी बोलीदाताओं द्वारा भरा जाना है। बोलीदाताओं को बीओक्यू (BoQ) फ़ाइल डाउनलोड करना, उसे खोना और अपने संबंधित वित्तीय भाव और अन्य विवरणों (जैसे बोलीदाता का नाम) के साथ सफेद रंग (असुरक्षित) स्थानों को पूरा करने की आवश्यकता होती है। किसी भी अन्य स्थानों में बदलाव नहीं करना चाहिए। एक बार विवरण पूरा हो जाने के बाद,

बोलीदाता को फ़ाइल से वक़र के नाम बदले बिना इसे ऑनलाइन प्रस्तुत करना चाहिए। यदि बीओक्यू (BoQ) फ़ाइल को बोलीदाता द्वारा संशोधित पाया जाता है, तो बोली अस्वीकार कर दी जाएगी।

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.

4. मात्रा: निविदामें दी गई मात्रा रख-
रखाव कार्य के अनुमान पर आधारित है और आदेश पर वास्तविक मात्रा दोनों तरफ थोड़ा भिन्न हो सकती है।
QUANTITY: Quantity given in the tender is based an estimate on maintenance work and actual quantity on order may vary slightly on either side.r
5. All the certificates to be provided as per RFQ alongwith supply.
6. बोली में निम्न लिखित अनुपालन कथन अभिन्न अंग के रूप में समाहित किया जाएगा:
“हमने इस पूछताछ से हिस्से के रूप में खरीद और संबंधित दस्तावेजों के नियमों और शर्तों को पढ़ा, समझा और स्वीकार किया है और इसके अनुपालन में सामग्रियों की आपूर्ति करने के लिए सहमत हैं।”
The bid shall contain as integral part of the same the following compliance statement:
“We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same.”
7. बोली दाताओं को इस पूछताछ के दस्तावेजों का सावधानी पूर्वक पढ़ना चाहिए। पूछताछ में दिए गए सभी नियम और शर्तें बोली दाताओं के लिए बाध्यकारी होंगी जब तक कि ऐसी स्वीकृति के मामले में किसी भी बोली को स्वीकार करते समय एचओसीएल द्वारा स्पष्ट रूप से किसी भी नियम और शर्तों के साथ विरोध नहीं किया जाता है।
Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
8. एचओसीएल किसी भी या सभी बोलियों को किसी भी कारण बताए बिना आंशिक या पूर्ण रूप से स्वीकार करने या अस्वीकार करने के लिए या इस पूछताछ को रद्द करने का अधिकार सुरक्षित रखता है।
HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
9. एचओसीएल को पूछताछ का अंतिम दिनांक/समय बिना कारण बताए बढ़ाने का अधिकार है।
HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
10. बोलियाँ प्राप्त होने और बोलियाँ खोलने के लिए नियत तारीख से न्यूनतम 60 दिनों के लिए वैध होंगी।
Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
11. उत्पाद की विशिष्टता: विशिष्टता युक्त उत्पाद को बोली के साथ अपलोड किया जाएगा।
Specification of the Product: Specifications offered product shall be uploaded along with Bid.
12. भुगतान की शर्तें इस प्रकार हैं: क) 30 दिन का क्रेडिट या ख) 90% प्रेषण दस्तावेजों के विरुद्ध बैंक के माध्यम से और शेष एचओसीएल साइट में सामग्रियों की प्राप्ति और स्वीकृति के 30

दिनों के भीतर। बादकेयाकिसीभीप्रस्तावित अन्यशर्तोंके मामलेमें, कीमतकीतुलनाकेलिएउपयुक्तबैंकप्रभारवहन कियाजाएगा।

Payment terms shall be: a) 30 days credit or b) 90% against dispatch documents through bank and balance within 30 days of receipt and acceptance of materials at HOCL site. In the latter case or any other terms offered, suitable bank charges shall be loaded for price comparison.

13. वितरणकीअवधिआपकेऑफरमेंस्पष्टरूपसेउल्लिखितकियाजानाचाहिएअन्यथाऑफरको "एक्सस्टॉकबेसिस" केरूपमेंमानाजाएगा।देरीसेकीगयीडिलीवरीकेमामलेमें, प्रतिसप्ताहबकायाराशिपरमालकीकीमतका½%काजुर्मानाअधिकतम 5% लगायाजाएगा। Delivery period must be clearly mentioned in your offer in the absence of which offer will be treated as on "Ex-stock basis". In case of delayed delivery a penalty of ½% of the price of the goods on arrears per week subject to a maximum of 5% will be levied.
14. बोलियांऑनलाइनजमाकीजाएंगी।निर्दिष्टऑनलाइनप्रक्रियाकेअलावाअन्यमाध्यमसेप्रस्तुतकीगयीनिविदाएंस्वीकारनहींकीजाएंगी।निविदाएंओवरराइटिंगयामिटानेसेमुक्तहोनीचाहिए।सुधारऔर परिवर्धन, यदिकोईहोतोसत्यापितकियाजानाचाहिए। Bids shall be submitted online. Tenders submitted other than through online procedure specified will not be accepted. Tenders should be free from overwriting or erasing. Corrections and additions, if any must be attested.
15. जहाँतकसंभवहोदरकोएफओआरगंतव्यआधारपरउद्धृतकियाजानाचाहिए। As far as possible the rate should be quoted on FOR Destination basis.

यदि कोई बोलिदाता पूर्व-

कार्योपरमूल्ययाभावकेआधारयाएफओआरप्रेषणस्टेशनकेआधारपरनिर्दिष्टनहींकरताहै, तोकीमतनिम्नलिखिततरीकेसेलोडकीजाएगी।

In case a tenderer does not specify the basis of price or quotes on Ex-works or FOR dispatching station basis, price will be loaded on the following manner.

- I. एक्स-वर्क्सऑफरकेमामलेमेंऔरयदिफर्मपैकिंगऔरफॉरवर्डिंगचार्जकोनिर्दिष्टनहींकरताहै, तोएफओआरप्रेषणकेंद्रमूल्यकीगणनाकेलिएएक्स-वर्क्समूल्यका 2% लोडकियाजाएगा।

In case of Ex-works offer and if the firm does not specify the packing & Forwarding Charge, 2% of Ex-Works price will be loaded to arrive at FOR dispatching station price.

- II. एफओआरप्रेषणस्टेशनप्रस्तावकेमामलेमें, गंतव्यतकअनुमानितमालकेतत्वकेरूपमेंएफओआरगंतव्यमूल्यकीगणनाकेलिएनिम्नप्रतिशतजोड़ाजाएगा

In case of FOR Dispatching station offer, following percentage will be added to arrive FOR destination price as element of estimated freight up to destination.

साइट से प्रेषण केंद्र की लगभग दूरी Approximate distance of dispatching station from site

**प्रेषण केंद्र मूल्य के लिए %
% for dispatching station price**

Above 2001 Km के ऊपर	5%
1501-2000 Km	4%
1001-1500 Km	3%
501-1000 Km	2%
500 Km & below के नीचे	1%

यदि फर्म भाड़ा और पी एंड एफ शुल्क की सही राशि देती है,
तो उपरोक्त प्रतिशत राशि के स्थान पर इसे जोड़ा जाएगा

In case the firm quotes the exact amount of freight & P&F Charges, the same will be added in place of above percentage amount

16. निविदा में उल्लिखित इकाई के लिए दर हमेशा दी जानी चाहिए।

The rate should always be indicated for the unit mentioned in the tender.

17. आदेश दिए जाने के बाद कीमतों को पक्का माना जाएगा। यदि समय पर आपूर्ति नहीं की जाती है,
तो निविदाकर्ता की लागत पर जोखिम खरीद की जाएगी। चूक के मामले में निविदाकर्ता को ब्लैकलिस्ट
किया जा सकता है।

Prices shall be considered to be firm once the order is placed. If supply is not effected in time, risk purchase shall be carried out at the cost of the tenderer. Tenderer is also liable to be blacklisted in case of default.

18. एचओसीएल द्वारा आग्रह प्रकट करने पर,

निविदाकर्ता को अपनी साइट पर सामग्री के निरीक्षण के लिए सहमत होना चाहिए। निरीक्षण एचओसीएल
के प्रतिनिधि द्वारा या तीसरी पार्टी या संयुक्त रूप से किया जा सकता है।

Tenderer should agree for inspection of material at their site, if desired by HOCL. The inspection may be carried out by the representative of HOCL or by a third party or jointly.

19. निविदाकर्ता को बोली में दी गई सामग्री का अपना GSTIN सं और HSN कोड निर्दिष्ट करना होगा।

The Tenderer must specify their GSTIN No & HSN code of material offered in the BID

20. सफल निविदाकर्ता,

यदि एचओसीएल द्वारा आग्रह करने पर,

तो आदेश प्राप्ति के दस दिनों के भीतर सुरक्षा जमा के रूप में आदेश के मूल्य के 5% के बराबर राशि जमा कर सक
ता है। इस राशि पर एचओसीएल द्वारा कोई ब्याज नहीं दिया जाएगा

The successful tenderer shall, if so desired by HOCL, deposit an amount equivalent to 5% of the value of order as security deposit within 10 days of the order towards satisfactory execution of the order. No interest will be paid on this amount by HOCL

21. आपूर्तिकर्ताको यदि कीमतमें कोई भी गिरावट हो या यदि वही सामग्री किसी अन्य ग्राहक को कम कीमत पर देने पर एचओसीएल को भी वही लाभ प्रदान करना चाहिए।

Supplier must extend the benefits to HOCL if there is any subsequent fall in price or if the same materials are offered to any other customer at lower price.

22. एचओसीएल दो या दो से अधिक आपूर्तिकर्ताओं के बीच ऑर्डर विभाजित करने और या बिना किसी कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार रखता है।

HOCL reserves the right to split the order between two or more suppliers and or reject any or all tenders without assigning any reason.

23. एचओसीएल द्वारा ट्रांजिट इंश्योरेंस की व्यवस्था की जाएगी।

Transit Insurance will be arranged by HOCL.

24. डिलीवरी एचओसीएल द्वारा दिए गए वितरण कार्यक्रम के अनुसार होगी।

Delivery will be as per delivery schedule given by HOCL.

25. निर्माता परीक्षण प्रमाणपत्र मूल या प्रमाणित में,

मूल में गारंटी प्रमाणपत्र हैं,

मूल में ड्राइंग आदि में यथा लागू आपूर्तिके साथ प्रदान किया जाएगा।

Manufacturers test certificate in original or attested, guarantee certificates in original, drawings in original etc. as applicable shall be provided along with the supply.

26. निविदाकर्ता जहाँ भी अपेक्षित हो, आवश्यक कैटलॉग/चित्र/वस्तुओं के विस्तृत विनिर्देशों को संलग्न किया जाए। इसके अलावा दिए गए सामग्री के मेक/मॉडल स्पष्ट रूप से निर्दिष्ट करें।

Tenderer may attach necessary catalogues/drawings/detailed specifications of the items wherever required. Also clearly specify the make/model of the item offered.

27. पीएसयू/एसएसआई/काइयों आदि के लिए खरीद प्राथमिकताएं,

ईएमडी/एसडी छूट आदि समय-

समय पर भारत सरकार के निर्देशों के अनुसार लागू होंगी। इसके लिए,

निविदाकर्ता को अपने प्रस्ताव में सहायक दस्तावेजों के साथ अपनी पात्रता का दावा करना चाहिए।

Purchase preferences, EMD/SD Exemption etc for PSUs/SSI units etc will be applicable as per GOI directives from time to time. For this, the tenderer should claim their eligibility along with the supporting documents in their offer itself.

28. हमारे डिलीवरी की शर्तों को पूरा करने वाले उद्धरण, यदि कोई निर्दिष्ट है, तो केवल विचार किया जाएगा।

Quotations meeting our delivery terms, if any specified, will only be considered.

29. यदि निविदाकर्ता उल्लिखित किसी भी शर्तों से विचलित हो रहा है,
तो आपका प्रस्ताव अस्वीकृत होने के लिए उत्तरदायी है।

If the tenderer is deviating from any of the above terms mentioned, your offer is liable to be rejected.

30. निविदा की खुलने की तारीख **01.12.2020 दोपहर 2.00 बजे** है
Opening date of tender is **01.12.20 at 2.00 pm**

31. सामग्री तत्काल आवश्यक है। इसलिए विक्रेता कृपया अपनी न्यूनतम डिलीवरी अवधि बता सकते हैं
Material is required urgently. hence vendors may please quote their minimum delivery period

वाणिज्यिकअवधिप्रपत्रCOMMERCIAL TERM FORMAT

(आपकेपत्रशीर्षएवंमुद्रितकरअपलोडकियाजाए)
(To be printed on your letter head& uploaded)

(कृपयाअपनेपत्रशीर्षमेंनीचेदियेगएविवरणभरेंऔरअपनीबोलीकेसाथअपलोडकियाजाए)

(Please fill up the details mentioned below in your letter head and upload along with your bid)

संगठनकानामऔरपता

Name and Address of Organization:

फोनऔरफैक्ससंPhone & Fax No:

जीएसटीआईएनGSTIN :

पत्राचारकेलिएईमेलआईडी

E-mail id for correspondence:

संपर्कअधिकारीकेनामऔरदूरभाषसं

Contact Person Name and Mobile No:

एमएसएमई/एनएसआईसीकेसाथपंजीकृतहैं

Whether registered with MSME/NSIC:

(यदिहाँतोदस्तावेजप्रमाणसंलग्नकरें)

(If so pl. enclose documentary proof)

दीगयीभुगतानअवधिPayment Term offered.

दियेगएवितरणशर्तें :Terms of delivery offered: We require the material on FOR HOCL basis .In case any other terms of delivery is offered, please specify the P&F and Freight charges in the BOQ itself(If not specified in the BOQ ,approximate charges as per General Terms clause no 15 will be added for comparison purpose)

प्रस्तावकीवैधताValidity of offer:

वितरणअवधिDelivery period:

लागूकरTaxes Applicable:

आपूर्तिकेसाथप्रदानप्रमाणपत्रCertificates provided along with supply.

विनिर्देशनमेंविचलनयदि कोईहोतोDeviation in specification if any

हस्ताक्षरऔरमोहरSignature and Stamp

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put ✓ in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iil	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	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		