



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN – 682 302.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

**E- TENDER NOTICE**

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

Sl. No.	Description of Item and Tender No.
1	<b>LED Light Fixture Installation Works Phase-II</b> <b>Tender Ref No : ELE/H2O2-UTY/573</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com) or [www.eprocure.gov.in](http://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.

Please submit your e-bids under the **single-bid system** conforming to the specifications and the terms and conditions.

**For and on behalf of Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)  
(CIN: L99999MH1960GOIO11895)**

**Prakash B Singadi**

**GM(E)/HOD(E)**

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**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
 (A Government of India Enterprise)  
 Ambalamugal P.O,Ernakulam District, Kerala – 682 302.

Tender No: ELE/H2O2-UTY/573

**LED Light Fixture Installation Works Phase-II**

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

**SCOPE OF WORK**

The detailed scope of work is listed below:

**a) Installation of 45/60W LED street light fixture (Service No. S3000905)**

Contractor shall install and commission the 45/60W LED street Light fixture as per drawing No. ELE/H2O2-UTY/573/1. All the structural items such as 32mm NB G.I pipes (class B, TATA/JINDAL make), M.S flat, M.S Angles, Bolt, Nut and washers shall be supplied and erected by the contractor. Light fixture support G.I pipe shall be bended to approximately 105 Degree angles as per the drawing. All the structural items after fabrication and welding shall be painted using one coat epoxy primer and two coat epoxy finish paint of light grey colour. All the bolts, nuts etc shall be stainless steel type. Dimension of G.I pipe clamp given in the drawing are approximate only. Contractor shall take the actual measurement required for pipe clamps from site before starting the fabrication works. Lighting cable having size 3Cx2.5 sq.mm YWY required for street light fixture shall be supplied by HOCL. Contractor shall install the lighting cable from lighting JB located at bottom of concrete light pole to the street light fixture. Approximate length of lighting cable required from JB to street light fixture is 9 meters. The cable shall be properly clamped on to the concrete light pole at suitable intervals. Cable clamping shall be permanent type using aluminium strips/clamps. The minimum thickness of Aluminium strips/clamps used for cable clamping shall be 1mm. All the screws used for cable clamping shall be of SS type. Scaffold platform required for the installation work shall be arranged by the contractor. All the welding and fabrication works are under scope of contractor.

**b) Installation of FRP Street Light Junction Boxes having size 213x213x90mm (Service No.S3000562)**

Contractor shall dismantle the existing damaged lighting junction boxes (Sintex make) installed at base of concrete light poles and replace it with new FRP junction boxes supplied by HOCL. Cable gland dismantling, cable termination, installation and commissioning of JB's shall be done by party. Old cable glands shall be removed and new cable glands shall be installed. Excavation and vegetation cutting around concrete light poles in case required for cable glanding shall be done by party. All the cable glands are of single compression type of good quality. Junction boxes supplied by HOCL shall have suitable connectors and HRC fuses. Contractor shall provide suitable size necessary gland holes on the JB's for cable glanding depending up on site situations. All the JB's are of FRP type having dimension 213x213x90mm. In normal conditions, street light Junction boxes shall have 2 nos 3Cx25 sq.mm AYFY cable and 1 no.3Cx2.5 sq.mm YWY cable terminated on it. FRP junction box shall be fixed on to the concrete light pole using 25x3 mm Aluminium strips as per drawing no.ELE/H2O2-UTY/573/02. All the hard wares used for JB installation shall be stainless steel type.

**c) Installation of 100/200W LED flood light fixture (Service No.S300907)**

Contractor shall install and commission 100/200W, IP65 non-flameproof LED flood light fixture on existing concrete Street Light Poles at a height of nearly 6 meter from FFL as per drawing no.ELE/H2O2-UTY/573/3. Lighting cable having size 3Cx2.5 sq.mm YWY required for Flood light fixture shall be supplied by HOCL. Contractor shall install the lighting cable from JB located at bottom of concrete street light pole to the Flood Light fixture. One nos FRP JB of size 132x132x75 mm size, shall be installed near to the LED Flood Light fixture to avoid the open straight jointing of Lighting cable and LED light fixture flexible cable. Approximate length of lighting cable required from JB to Flood light fixture is 9 meters. The cable shall be properly clamped on to the concrete light pole at suitable intervals. Cable clamping shall be permanent type using aluminium strips/clamps. The minimum thickness of Aluminium strips/clamps used for cable clamping shall be 1mm. All the screws used for cable clamping shall be of SS type. All the required M.S structural, Glands, Lugs, Bolts and Nuts shall be supplied by party. M.S structural shall be painted using one coat Epoxy primer and two coat epoxy paint of grey colour. All the bolts, nuts etc shall be stainless steel type. All welding work and fabrication work of Flood Light fixture structural support shall be done by party. Scaffold platform/ Ladder for installing flood light fixtures on existing light poles shall be arranged by party.

**d) Installation of non FLP 35W LED well glass fixture ( Service No.S300968)**

Contractor shall dismantle the existing 80W HPMV non FLP well glass light fixture installed on structural support, columns, beams, pipe light poles etc. at a height of 3-5 meter from floor level and replace it with new non FLP LED well glass fixture having 35W rating supplied by HOCL(Drawing No.ELE/H2O2-UTY/573/4 & 5). Necessary modification on the existing light support shall be done by the contractor for fixing the new LED Light fixture including fabrication and painting. The entire new LED well glass light fixture shall be provided with integral flexible cable. Contractor shall install FRP junction box having size132x132x75 mm near to each new LED light fixture for terminating the LED light fixture flexible cable and incoming/outgoing armoured lighting cables. All the FRP JB shall be supplied by HOCL. All JBS shall be provided with suitable size ready-made terminal connectors. Required sizes of cable glands for installing FRP Junction boxes shall be supplied by party. Armoured cables shall be glanded using weatherproof double compression metallic cable glands (Brass nickel plated) and flexible cable shall be glanded using weatherproof PG glands. Contractor shall carry out dismantling of lighting cable from existing HPMV fixture, necessary re glanding, termination, cable dressing etc w.r.to J.B and LED well glass fixture installation. The size of incoming and outgoing lighting cable is 3Cx2.5 sq.mm YWY. Contractor shall carry out necessary fabrication works on existing light fixture structural support for fixing the new FRP JBs. All the hardware required for installation of LED well glass Light fixtures and its JBs shall be stainless steel type.

**e) Supply, fabrication and erection of M.S Structural (S3000016)**

Additional M.S structural such as flat, angles, channels etc. required during execution of service no.S3000968 (Installation of non FLP 35W LED Light fixture) shall be supplied by contractor and shall carry out necessary fabrication works as per site conditions. All the M.S Structural after fabrication shall be painted using one coat epoxy primer and two coat epoxy finish paint. This service can be utilized only for quantity execution of M.S structural w.r.to service no. S3000968.

**f) Installation of FRP Lighting Junction Box having size132x132x75 mm (Service No.S300969)**

Contractor shall dismantle the damaged lighting junction box 4"x4" size at plant locations and replace it with new FRP junction box supplied by HOCL. Cable gland dismantling, cable termination, installation and commissioning of JBs shall be done by party. Old cable glands shall be removed and new cable glands shall be installed. All the cable glands shall be double compression weatherproof type (brass nickel plated) of good quality. Junction boxes supplied by HOCL shall be provided with suitable connectors. Contractor shall provide suitable size

necessary gland holes on the JB's for cable glanding depending up on number of cables. All the cables connected to JB are of 3Cx2.5 sq.mm YWY. Contractor shall provide necessary holes on the existing JB structural for fixing the new JB's. All the hardware required for JB installation shall be stainless steel type. Cable Lugs, glands and all SS hard ware required for the work shall be supplied by the contractor.

g) Installation of 45W LED street light fixture

Contractor shall install 45W LED street light fixtures on already built street light pole at a height of 5-6 meter from finished floor level. Armoured 3Cx2.5 sq.mm YWY cable shall be laid and terminated between the LED Light fixture and bottom lighting Junction box. All the LED light fixtures, Cables and JB's shall be supplied by HOCL. Contractor shall provide suitable scaffold/Ladder for installing the Led street Light fixture. Cable shall be properly arranged and dressed by the contractor. Existing street light pole is made out of 3" G.I pipes.

### **General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

- 1) Bidders are required to enrol 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.

Contact Person

Mr. Midhun Babu

Sr. Systems Analyst ( HOCL )

Mob : 8921387812 , 0484-272740



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
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Ambalamugal P.O, Ernakulam District, Kerala – 682 302.

Tender No: ELE/H2O2-UTY/573

**LED Light Fixture Installation Works Phase-II**

**GENERAL TERMS AND CONDITIONS**

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

**EARNEST MONEY DEPOSIT**

NIL

**COST OF TENDER DOCUMENTS**

NIL

**RATES**

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

**ESI, PF, LABOUR LAW, SHE ( Safety, Health & Environment ) etc, Requirements**

Refer Annexure A, B C and D attached.

**SECURITY DEPOSIT**

Total security deposit shall be 3% of contract value/actual value of work.

Initial security deposit @ 1% of the contract value shall be remitted with HOCL, Kochi within 21 days from the date of receipt of Work Order.

Balance 2% will be recovered from the 1st and subsequent running bills/final bill against security deposit at a rate of 3% 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**

The period of the contract shall be six months from the date of issue of work order / LOI

## **SCOPE OF SUPPLY**

### **MATERIALS:**

#### a.) Contractor's scope:

All the structural components such as G.I pipes, M.S angles, M.S flat, Aluminium flat, Bolts, Nuts, washers, screws, Cable glands, Cable Lugs, Cable clamps etc shall be supplied and erected by party.

#### b.) HOCL Scope:

All the light fittings, Junction Boxes and cables required for LED light installation work shall be supplied by HOCL

### **TOOLS AND TACKLES**

#### a) Contractor's scope:

All the tools and tackles required for the installation of light fittings and JBs shall be supplied by party.

#### b.) HOCL Scope:

Nil

## **TIME OF COMPLETION**

Work shall be started with in two weeks from date of issue of work order/LOI. Work shall be continuous in nature. Entire work shall be completed within six months from date of issue of work order.

## **VALIDITY OF THE OFFER**

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.

## **PAYMENT TERMS**

100% payment shall be made on actual quantities executed and after successful completion of work.

## **DEFECT LIABILITY PERIOD**

AS PER GCC

## **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 and Time:** 22.12.2021, 02:00 pm.

**NOTE:**

## **PRICED BID SUBMISSION- BOQ**

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

## **OTHER TERMS AND CONDITIONS**

The Following Documents are enclosed

1. SCOPE OF WORK
2. TECHNICAL BID FORMAT
3. DECLARATION BY BIDDER
4. TECHNICAL BID

The General Conditions of Contract (GCC) is available on [www.hoclkochi.com](http://www.hoclkochi.com).

Vendors who are unable to quote may kindly submit regret letter mentioning the reason for not submitting the bids.

**Contact Persons (Hindustan Organic Chemicals Limited)**

Sujith P M

DM(E)

Phone 0484-2727226

Mail- [pm.sujith@hocl.gov.in](mailto:pm.sujith@hocl.gov.in)



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
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Ambalamugal P.O,Ernakulam District, Kerala – 682 302.

Tender No: ELE/H2O2-UTY/573

**LED Light Fixture Installation Works Phase-II**

**DECLARATION BY BIDDER**

**( To be submitted along with the un priced bid )**

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

We.....  
..... (Name and address of the bidder) hereby declare that,  
we have gone through and understood the tender documents, specifications, scope of work  
and all other details in these tender documents. We confirm that we have the capabilities and  
experience in providing the required support.

DATE:

SIGNATURE OF AUTHORISED PERSON

PLACE:

COMPANY SEAL:



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**Tender No: ELE/H2O2-UTY/573**  
**LED Light Fixture Installation Works Phase-II**

**TECHNICAL BID (FORM – A)**

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

**PRO-FORMA-TECHNICAL BID**

NAME OF WORK: **LED Light Fixture Installation Works Phase-II**

Reference: - Tender No : **ELE/H2O2-UTY/573**

1. **PAN No of the bidder:** .....
  
2. **GSTIN No of the bidder:** .....

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

Signature of the Tenderer :

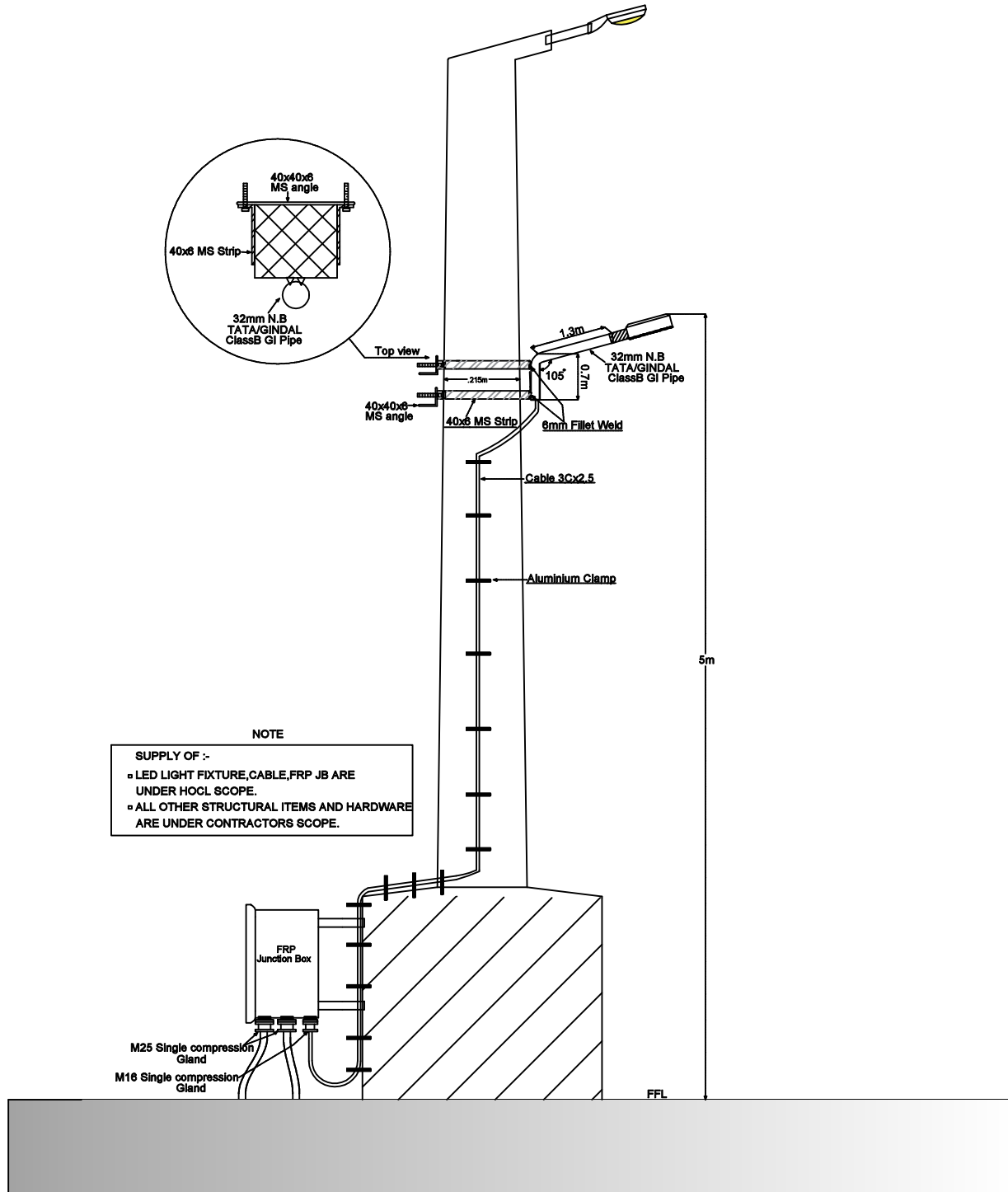
Name of the Tenderer :

Address :

PLACE :

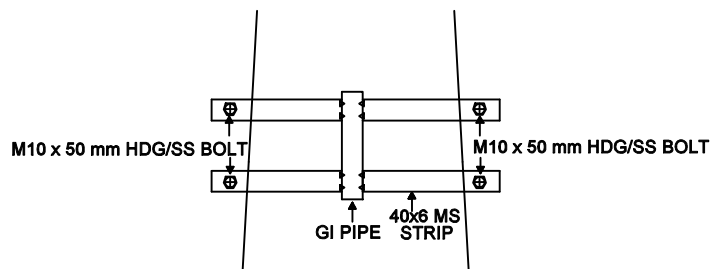
DATE :

## GA DRAWING OF 45W/60W STREET LIGHT INSTALLATION

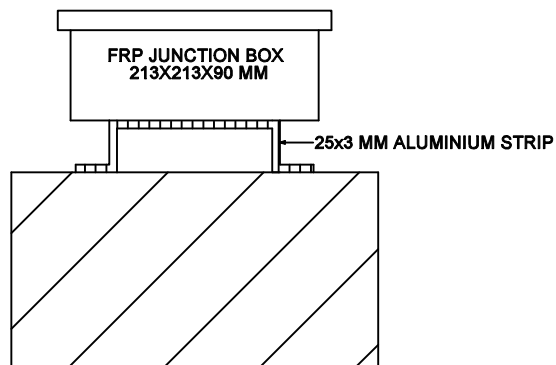


DRAWING NO:	ELE/H202-UTY/573/1
DATE	26/10/2021
DRAWN BY	HARIKRISHNAN P.U
DRAWING NAME	GA DRAWING OF 45/60W LED STREELIGHT INSTALLATION

## FRONT VIEW OF GI PIPE INSTALLATION



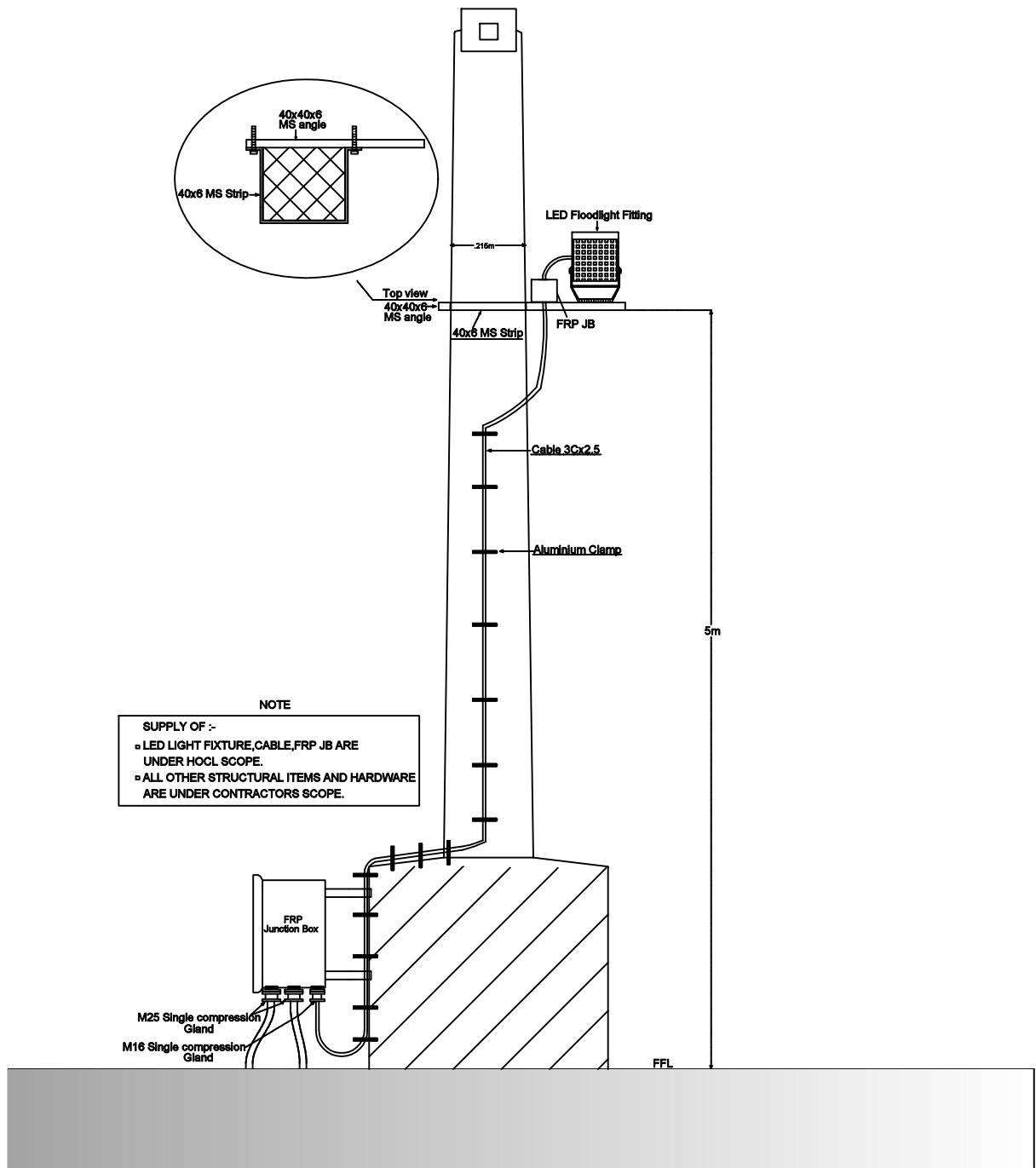
## TOP VIEW OF FRP JUNCTION BOX INSTALLATION



DRAWING NAME	ELE/H2O2-UTY/573/2
DATE	26/10/2021
DRAWN BY	HARIKRISHNAN
DRAWING NAME	GA DRAWING OF FRP JB INSTALLATION



# GA DRAWING OF LED FLOOD LIGHT INSTALLATION



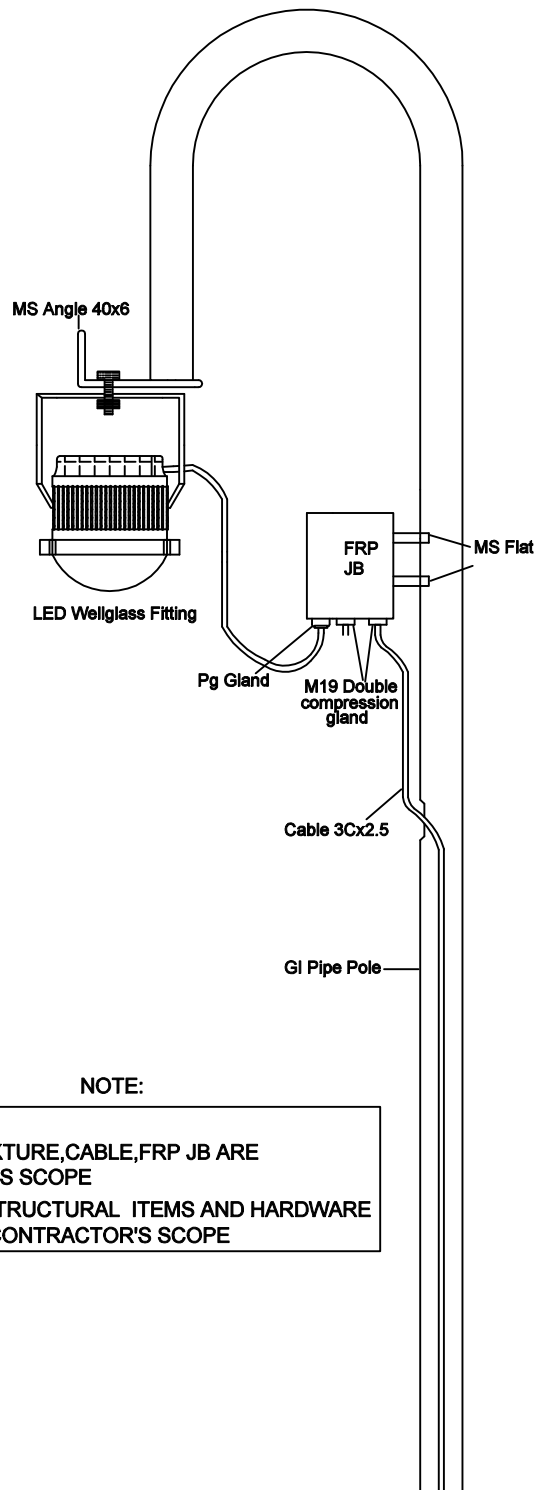
**NOTE**

SUPPLY OF :-

- LED LIGHT FIXTURE, CABLE, FRP JB ARE UNDER HOCL SCOPE.
- ALL OTHER STRUCTURAL ITEMS AND HARDWARE ARE UNDER CONTRACTORS SCOPE.

DRAWING NO:	ELE/H2O2-UTY/573/3
DATE	26/10/2021
DRAWN BY	HARIKRISHNAN P.U
DRAWING NAME	GA DRAWING OF LED FLOOD LIGHT INSTALLATION

# GA DRAWING OF LED WELL GLASS FITTING INSTALLATION (POLE MOUNTING TYPE)

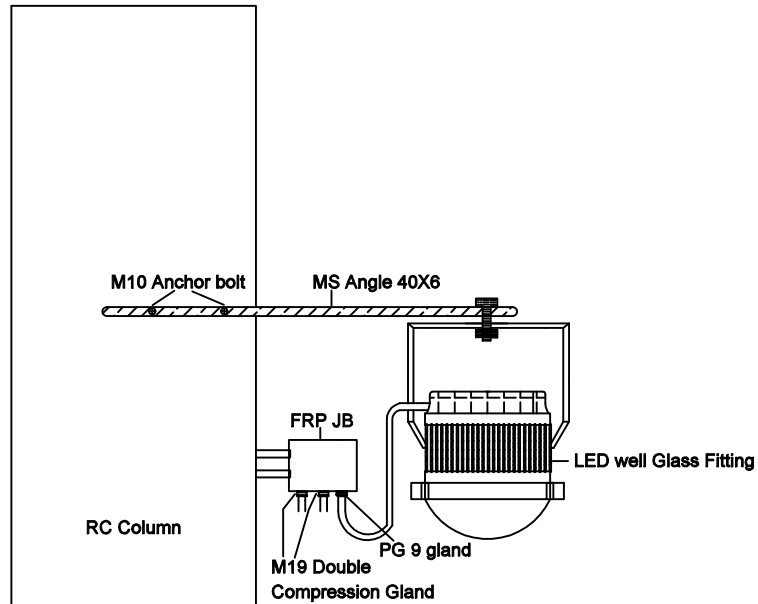


## NOTE:

- SUPPLY OF:  
LED LIGHT FIXTURE, CABLE, FRP JB ARE  
UNDER HOCL'S SCOPE
- ALL OTHER STRUCTURAL ITEMS AND HARDWARE  
ARE UNDER CONTRACTOR'S SCOPE

DRAWING NO:	ELE/H2O2-UTY/574/4
DATE:	29/10/2021
DRAWN BY	HARIKRISHNAN PU
PROJECT	LED STREET LIGHT REPLACEMENT PHASE-2

# GA DRAWING OF LED WELL GLASS FITTING INSTALLATION (WALL MOUNTING TYPE)



## NOTE

### SUPPLY OF :-

- LED LIGHT FIXTURE,CABLE,FRP JB ARE UNDER HOCL SCOPE.
- ALL OTHER STRUCTURAL ITEMS AND HARDWARE ARE UNDER CONTRACTORS SCOPE.

FFL

FFL

DRAWING NO:	ELE/H202-UTY/573/5
DATE	28/10/2021
DRAWN BY	HARIKRISHNAN P.U
DRAWING NAME	GA DRAWING OF LED WELL GLASS INSTALLATION

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 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 carry out 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. *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 `15,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
  1. Registration form duly filled in by the worker concerned.
  2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
  3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than `15,000/- per month should produce the following documents:
  1. An undertaking from his employer that his wage is more than `15,000/- per month and he is not required to be covered under ESI Act is to be submitted.
  2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

3. The EPF & 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 therequirements.
- 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. \_\_\_\_\_  
w  
hich 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 Pubic 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.	<input type="checkbox"/> Yes, We are on holidayList/Black List/De-List <input type="checkbox"/> No
2	Whether the party is registered under Micro/Small/Medium Enterprises act2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> 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>	<input type="checkbox"/> Mention UAM Number _____ <input type="checkbox"/> Not Applicable
ii	Submitted valid document against clause no 3 (i)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4	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
ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case ofPartnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii	Submitted certificate against clause no 4 (ii)	<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 fullcompliance with the documents issued against the enquiry and also furtherconfirmed that there is no deviation from all the terms and conditions as perthe enquiry.Non-acceptanceor 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		

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