



हिन्दुस्तान 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 **एकल बोली प्रणाली** के तहत ई-बोली आमंत्रित करता है:

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

Sl. No.	Description of Item and Tender No.
1	<b>कार्य का नाम : गेस्ट हाउस डी2-1 का नवीनीकरण (विद्युत कार्य)</b> <b>HOCL निविदा संदर्भ : HOC/ELE/W&amp;P/7061/24</b> <b>Name Of Work: Renovation of Guest House D2-1 (Electrical Works)</b> <b>HOCL Tender Ref No: HOC/ELE/W&amp;P/7061/24</b>

निविदा दस्तावेज <https://eprocure.gov.in/eprocure/app> & [www.hoclkochi.com](http://www.hoclkochi.com) से डाउनलोड किए जा सकते हैं।

Tender documents may be downloaded from <https://eprocure.gov.in/eprocure/app> & [www.hoclkochi.com](http://www.hoclkochi.com)

इच्छुक पार्टियां निविदा में भाग लेने के लिए कृपया एनआईसी ई-प्रोक्योरमेंट पोर्टल (<https://eprocure.gov.in/eprocure/app>) पर पंजीकरण करा 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 जाएँ।

Interested parties may please get registered with NIC e-procurement portal (<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.

कृपया अपनी ई-बोली एकल बोली प्रणाली के तहत विनिर्देशों और नियमों व शर्तों के अनुरूप प्रस्तुत करें।

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

EMD: Rs. 19,500/-

हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए और उनकी ओर से

For and on behalf of Hindustan Organic Chemicals Limited

(GSTIN: 32AAACH2663P1ZG)

(CIN: L99999MH1960GOIO11895)

दिलीपकुमार ए.के. Mr. Dileep Kumar A.K

उप महाप्रबंधक (विद्युत) Deputy General Manager (Electrical)



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HOCL Tender Ref No: HOC/ELE/W&P/7061/24

**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

M/s.

प्रिय महोदय Dear Sir,

हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड भारत सरकार का उपक्रम है जो कोच्चि, केरल, भारत में अपने संयंत्र में फिनोल, एसीटोन और हाइड्रोजन पेरोक्साइड का निर्माण करता है। एचओसीएल “गेस्ट हाउस डी2-1 का नवीनीकरण (विद्युत कार्य)” के लिए ई-टेंडर आमंत्रित करता है। एचओसीएल ने मेसर्स एनआईसी के साथ एक समझौता किया है। अपने पोर्टल <https://eprocure.gov.in/eprocure/app> के माध्यम से ई-खरीद के लिए। कृपया इस निविदा में भाग लेने के लिए एनआईसी में एक विक्रेता के रूप में पंजीकरण करा सकते हैं।

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for “Renovation of Guest House D2-1 (Electrical Works)”. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

निविदा दस्तावेज एचओसीएल की वेबसाइट [www.hoclkochi.com](http://www.hoclkochi.com) & <https://eprocure.gov.in/eprocure/app> और पर अपलोड किए गए हैं।

Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com) & <https://eprocure.gov.in/eprocure/app>.

संलग्न दस्तावेजों का सूचकांक इसके साथ संलग्न है। आपसे अनुरोध है कि कृपया अपनी निविदा तैयार करने/प्रस्तुत करने से पहले सभी दस्तावेजों को विस्तार से पढ़ लें।

**Index of documents enclosed is attached herewith. You are requested to kindly go through all the documents in detail before preparing/submitting your tender.**

आप अपना प्रस्ताव एकल बोली प्रणाली पर निर्दिष्ट नियत तारीख और समय से पहले ऑनलाइन जमा कर सकते हैं। You may submit your offer on **single-bid system** online before the due date and time specified.

धन्यवाद, Thanking you,

हिन्दुस्तान ऑर्गेनिक केमिकल्स लिमिटेड के लिए और उनकी ओर से  
For and on behalf of Hindustan Organic Chemicals Limited  
(GSTIN: 32AAACH2663P1ZG)  
(CIN: L99999MH1960GOIO11895)

दिलीपकुमार ए.के Mr. Dileep Kumar A.K

उप महाप्रबंधक (विद्युत) Deputy General Manager (Electrical)

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## ANNEXURE-I

**ऑनलाइन बोली प्रस्तुत करने के लिए सामान्य निर्देश**

बोलीदाताओं को वैध डिजिटल हस्ताक्षर प्रमाणपत्रों का उपयोग करते हुए केंद्रीय सार्वजनिक खरीद पोर्टल (भारत सरकार) पर इलेक्ट्रॉनिक रूप से अपनी बोलियों की सॉफ्ट कॉपी जमा करनी होगी। नीचे दिए गए निर्देश बोलीदाताओं को सीपीपी पोर्टल पर पंजीकरण करने में सहायता करने, आवश्यकताओं के अनुसार अपनी बोलियां तैयार करने और सीपीपी पोर्टल पर अपनी बोलियां ऑनलाइन जमा करने के लिए हैं।

सीपीपी पोर्टल पर ऑनलाइन बोलियां जमा करने के लिए उपयोगी अधिक जानकारी यहां प्राप्त की जा सकती है: <https://eprocure.gov.in/eprocure/app>

**पंजीकरण**

1. बोलीदाताओं को सीपीपी पोर्टल पर "ऑनलाइन बोलीदाता नामांकन" लिंक पर क्लिक करके केंद्रीय सार्वजनिक खरीद पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app>) के ई-प्रोक्योरमेंट मॉड्यूल पर नामांकन करना आवश्यक है। जो निःशुल्क है।
2. नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को एक विशिष्ट उपयोगकर्ता नाम चुनना होगा और अपने खातों के लिए एक पासवर्ड निर्दिष्ट करना होगा।
3. बोलीदाताओं को सलाह दी जाती है कि वे पंजीकरण प्रक्रिया के हिस्से के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल से किसी भी संचार के लिए किया जाएगा।
4. नामांकन के बाद, बोलीदाताओं को अपने प्रोफाइल के साथ सीसीए इंडिया (जैसे सिफी / एनकोड / ईमुद्रा आदि) द्वारा मान्यता प्राप्त किसी भी प्रमाणन प्राधिकरण द्वारा जारी अपने वैध डिजिटल हस्ताक्षर प्रमाण पत्र (हस्ताक्षर कुंजी उपयोग के साथ तृतीय श्रेणी प्रमाण पत्र) पंजीकृत करने की आवश्यकता होगी।
5. एक बोलीदाता द्वारा केवल एक वैध डीएससी पंजीकृत किया जाना चाहिए। कृपया ध्यान दें कि बोलीदाता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार नहीं देते हैं जिससे दुरुपयोग हो सकता है।
6. इसके बाद बोलीदाता अपना यूजर आईडी/पासवर्ड और डीएससी/ई-टोकन का पासवर्ड दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर लॉग इन करता है।

**निविदा दस्तावेजों की खोज**

1. सीपीपी पोर्टल में विभिन्न खोज विकल्प बनाए गए हैं, ताकि बोली लगाने वालों को सक्रिय निविदाओं को कई मापदंडों द्वारा खोजने में सुविधा हो। इन मापदंडों में निविदा आईडी, संगठन का नाम, स्थान, तिथि, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोली लगाने वाले कई खोज मापदंडों को जोड़ सकते हैं जैसे संगठन का नाम, अनुबंध का रूप, स्थान, दिनांक, अन्य कीवर्ड आदि सीपीपी पोर्टल पर प्रकाशित निविदा की खोज के लिए।
2. एक बार जब बोलीदाताओं ने उन निविदाओं का चयन कर लिया जिनमें वे रुचि रखते हैं, तो वे आवश्यक दस्तावेज/निविदा कार्यक्रम डाउनलोड कर सकते हैं। इन निविदाओं को संबंधित 'माई टेंडर्स' फोल्डर में स्थानांतरित किया जा सकता है। यह सीपीपी पोर्टल को निविदा दस्तावेज में कोई शुद्धिपत्र जारी होने की स्थिति में एसएमएस/ई-मेल के माध्यम से बोलीदाताओं को सूचित करने में सक्षम बनाएगा।
3. यदि बोलीदाता हेल्पडेस्क से कोई स्पष्टीकरण/सहायता प्राप्त करना चाहता है तो उसे प्रत्येक निविदा को

### दी गई विशिष्ट निविदा आईडी को नोट करना चाहिए।

#### बोली की तैयारी

1. बोलीदाता को अपनी बोली जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धिपत्र को ध्यान में रखना चाहिए।
2. बोली के हिस्से के रूप में प्रस्तुत किए जाने वाले आवश्यक दस्तावेजों को समझने के लिए कृपया निविदा विज्ञापन और निविदा दस्तावेज को ध्यान से देखें। कृपया उन कवरों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा किए जाने हैं, दस्तावेजों की संख्या - जिसमें प्रस्तुत किए जाने वाले प्रत्येक दस्तावेज के नाम और सामग्री शामिल हैं। इनमें से किसी भी विचलन के कारण बोली को अस्वीकार किया जा सकता है।
3. बोलीदाता, निविदा दस्तावेज/अनुसूची में दर्शाए गए अनुसार प्रस्तुत किए जाने वाले बोली दस्तावेजों को अग्रिम रूप से तैयार कर लें और आम तौर पर, वे पीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ/जेपीजी प्रारूपों में हो सकते हैं। बोली दस्तावेजों को 100 डीपीआई के साथ ब्लैक एंड व्हाइट विकल्प के साथ स्कैन किया जा सकता है जो स्कैन किए गए दस्तावेज के आकार को कम करने में मदद करता है।
4. मानक दस्तावेजों के एक ही सेट को अपलोड करने में आवश्यक समय और प्रयास से बचने के लिए, जिन्हें प्रत्येक बोली के एक भाग के रूप में प्रस्तुत करने की आवश्यकता होती है, ऐसे मानक दस्तावेजों (जैसे पैन कार्ड की प्रति, वार्षिक रिपोर्ट, लेखा परीक्षक प्रमाण पत्र आदि) को अपलोड करने का प्रावधान। ) बोलीदाताओं को प्रदान किया गया है। बोलीदाता ऐसे दस्तावेजों को अपलोड करने के लिए उनके लिए उपलब्ध "माई स्पेस" या "अन्य महत्वपूर्ण दस्तावेज" क्षेत्र का उपयोग कर सकते हैं। बोली जमा करते समय इन दस्तावेजों को सीधे "माई स्पेस" क्षेत्र से जमा किया जा सकता है, और बार-बार अपलोड करने की आवश्यकता नहीं है। इससे बोली जमा करने की प्रक्रिया के लिए आवश्यक समय में कमी आएगी।

**नोट:** My Documents स्थान केवल अपलोड करने की प्रक्रिया को आसान बनाने के लिए बोलीदाताओं को दिया गया एक भंडार है। यदि बोलीदाता ने मेरे दस्तावेज स्थान में अपने दस्तावेज अपलोड किए हैं, तो यह स्वचालित रूप से यह सुनिश्चित नहीं करता है कि ये दस्तावेज तकनीकी बोली का हिस्सा हैं।

#### बोलियां जमा करना

1. बोलीदाता को बोली जमा करने के लिए काफी पहले ही साइट पर लॉग इन करना चाहिए ताकि वे समय पर यानी बोली जमा करने के समय पर या उससे पहले बोली अपलोड कर सकें। अन्य मुद्दों के कारण किसी भी देरी के लिए बोलीदाता जिम्मेदार होगा।
2. बोलीदाता को निविदा दस्तावेज में दर्शाए अनुसार आवश्यक बोली दस्तावेजों को एक-एक करके डिजिटल रूप से हस्ताक्षरित और अपलोड करना होगा।
3. बोलीदाता को निविदा शुल्क / ईएमडी का भुगतान करने के लिए "ऑफ़लाइन" के रूप में भुगतान विकल्प का चयन करना होगा और उपकरण का विवरण दर्ज करना होगा।
4. बोलीदाता को निविदा दस्तावेज में निर्दिष्ट निर्देशों के अनुसार ईएमडी तैयार करनी चाहिए। मूल को बोली जमा करने की अंतिम तिथि तक या निविदा दस्तावेजों में निर्दिष्ट अनुसार संबंधित अधिकारी को व्यक्तिगत रूप से पोस्ट/कूरियर/दिया जाना चाहिए। भौतिक रूप से भेजे गए डीडी/किसी अन्य स्वीकृत साधन का विवरण स्कैन की गई प्रति में उपलब्ध विवरण और बोली जमा करने के समय दर्ज किए गए डेटा से मेल खाना चाहिए। अन्यथा अपलोड की गई बोली अस्वीकार कर दी जाएगी।
5. बोलीदाताओं से अनुरोध है कि वे नोट करें कि वे आवश्यक रूप से प्रदान किए गए प्रारूप में अपनी वित्तीय बोलियां जमा करें और कोई अन्य प्रारूप स्वीकार्य नहीं है। यदि मूल्य बोली को निविदा दस्तावेज के साथ मानक बीओक्यू प्रारूप के रूप में दिया गया है, तो इसे डाउनलोड किया जाना है और सभी बोलीदाताओं द्वारा भरा जाना है। बोलीदाताओं को बीओक्यू फ़ाइल डाउनलोड करनी होगी, इसे खोलना होगा और सफेद रंग (असुरक्षित) सेल को उनके संबंधित वित्तीय उद्धरण और अन्य विवरण (जैसे बोलीदाता का नाम) के साथ पूरा करना होगा। कोई अन्य सेल नहीं बदला जाना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बोलीदाता को फ़ाइल नाम बदले बिना इसे सहेजना चाहिए और इसे ऑनलाइन जमा करना चाहिए। यदि बोलीदाता द्वारा

बीओक्यू फ़ाइल को संशोधित पाया जाता है, तो बोली को अस्वीकार कर दिया जाएगा।

6. सर्वर समय (जो बोलीदाताओं के डैशबोर्ड पर प्रदर्शित होता है) को बोलीदाताओं द्वारा बोली जमा करने, बोलियां खोलने आदि की समय सीमा को संदर्भित करने के लिए मानक समय माना जाएगा। बोलीदाताओं को बोली जमा करने के दौरान इस समय का पालन करना चाहिए।
7. डेटा की गोपनीयता सुनिश्चित करने के लिए बोलीदाताओं द्वारा प्रस्तुत किए जा रहे सभी दस्तावेजों को पीकेआई एन्क्रिप्शन तकनीकों का उपयोग करके एन्क्रिप्ट किया जाएगा। दर्ज किए गए डेटा को अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। सुरक्षित सॉफ्ट लेयर 128 बिट एन्क्रिप्शन तकनीक का उपयोग करके बोलियों की गोपनीयता बनाए रखी जाती है। संवेदनशील क्षेत्रों का डेटा भंडारण एन्क्रिप्शन किया जाता है। कोई भी बोली दस्तावेज़ जो सर्वर पर अपलोड किया जाता है, सिस्टम द्वारा उत्पन्न सममित कुंजी का उपयोग करके सममित एन्क्रिप्शन के अधीन होता है। इसके अलावा यह कुंजी खरीदारों/बोली खोलने वाले की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन है। कुल मिलाकर, अपलोड किए गए निविदा दस्तावेज़ अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
8. अपलोड किए गए निविदा दस्तावेज़ अधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पढ़ने योग्य हो जाते हैं।
9. बोलियों को सफलतापूर्वक और समय पर प्रस्तुत करने पर (अर्थात पोर्टल में "फ्रीज बिड सबमिशन" पर क्लिक करने के बाद), पोर्टल एक सफल बोली सबमिशन संदेश देगा और बोली संख्या के साथ एक बोली सारांश प्रदर्शित किया जाएगा। और अन्य सभी प्रासंगिक विवरणों के साथ बोली जमा करने की तिथि और समय।
10. बोली सारांश मुद्रित किया जाना चाहिए और बोली प्रस्तुत करने की पावती के रूप में रखा जाना चाहिए। इस पावती का उपयोग किसी भी बोली खोलने की बैठक के लिए प्रवेश पास के रूप में किया जा सकता है।

बोलीदाताओं को सहायता

1. निविदा दस्तावेज़ और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकारी या निविदा में इंगित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।
2. ऑनलाइन बोली जमा करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्नों को 24x7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किया जा सकता है।

**संपर्क व्यक्ति (राष्ट्रीय सूचना विज्ञान केंद्र)**

**श्री. मिधुन बाबू,**

**मेल: [p.midhun@hoclindia.com](mailto:p.midhun@hoclindia.com)**

**मोबाइल नंबर : 8921387812, 8547196394**

**HOCL कार्य समन्वयक**

**श्री. सुजीत पी एम**

**प्रबंधक (इलेक्ट्रिकल)**

**मेल: [pm.sujith@hocl.gov.in](mailto:pm.sujith@hocl.gov.in)**

**फ़ोन: 0484-2727226**

## **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 (National Informatics Centre)**

**Mr. Midhun Babu**  
**Mail:** [p.midhun@hoclindia.com](mailto:p.midhun@hoclindia.com)  
**Mob :** 8921387812 , 0484-2727401

#### **HOCL Work Co-ordinator**

**Mr. Sujith P M**  
**Manager (Electrical)**  
**Mail-** [pm.sujith@hocl.gov.in](mailto:pm.sujith@hocl.gov.in)  
**Phone** 0484-2727226

ANNEXURE-II



हिन्दुस्तान 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

HOCL Tender Ref No: HOC/ELE/W&P/7061/24  
**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

**GENERAL TERMS AND CONDITIONS**

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

**Bidders are requested to download the complete tender documents from the CPP portal and ensure that all the documents are downloaded.**

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

1. Complete set of Tender Document with Annexure duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender Document.
2. The bidder should have well qualified workforce in adequate numbers for handling equipment maintenance and repairing works. The staff/workers details are to be furnished.
3. The bidder should have adequate number of equipments/tools/tackles in sound condition for the execution of the work within the stipulated time.
4. 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)
5. In the case of MSME, necessary certificate (self attested) shall be submitted.
6. Any other technical information the Tenderer likes to furnish.

**EARNEST MONEY DEPOSIT**

The offer should be accompanied with an EMD amount of **Rs. 19,500/- (Rupees Nineteen Thousand and Five Hundred Only)** shall be submitted. The amount shall be required to be submitted as 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.

Details of bank transfer should be indicated in your offer.

**HOC bank details for NEFT: State Bank of India**

**Account No: 37881840330**

**IFSC Code: SBIN0013551**

**Branch Name: Belapur, Mumbai**

Details of bank transfer should be indicated in your technical offer. Bank Guarantee format for Furnishing EMD is shown in Annexure M. Quotations not accompanied with EMD, are liable to be rejected.

PSUs and Vendors registered with NSIC/MSME/SSI Units need not submit EMD, but have to submit valid NSIC registration/exemption certificate and Bid Security Declaration (Annexure H) along with the Techno-commercial bid. In the event of order being finalised on vendor registered with NSIC, the vendors have to pay Security Deposit payable for the satisfactory performance of the contract.

EMD furnished by all unsuccessful tenderers shall be returned to them without any interest latest on or before the 30th day after the award of contract.

EMD of the successful tenderer should be returned without any interest whatsoever after receipt of performance security from them. Alternatively, EMD of the successful bidder shall be adjusted to the Performance Security/ Security Deposit, if requested by them.

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

1. After opening the tender, the contractors revoke their tender within the stipulated period / validity period or increase their earlier quoted rates.
2. Contractor does not commence the work after it is being awarded to them.
3. The tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
4. The successful tenderer fails to furnish the required performance security within the specified period.

**COST OF TENDER DOCUMENTS**

NIL

**GOODS AND SERVICE TAX(GST)**

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**

ESI, PF, Labour Law, SHE (Safety, Health and Environment) etc. Requirements: Refer Annexure A, B and C attached.

### **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 re-enactment thereof for the time being in force.

When the contract is with foreign vendor, the vendor has the option to choose arbitration in accordance with the provisions of The India International Arbitration Centre Act 2019 / The Indian Arbitration and Conciliation Act, 1996 / UNCITRAL (United Nations Commission on International Trade Law Arbitration) Arbitration Rules.

### **SECURITY DEPOSIT**

Total Security deposit shall be 5% (Five percent) of the total contract value. This shall be recovered through deductions at the rate of 5% (Five percent) 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. In case of only one bill, 5% (five percent) shall be deducted from the bill.

Security deposit may be furnished in the form of Account Payee Demand Draft / Bank Guarantee (including e-Bank Guarantee) issued from a Scheduled Bank in India having a branch in Kochi, Kerala/on online payment/Insurance Surety Bond (ISB) issued from Insurance Company under IRDAI.

Security Deposit shall be refunded to the contractor without any interest after the completion of contract in all respects / along with final bill but not later than 60 days of completion of all such obligations under the contract.

### **PERFORMANCE SECURITY**

The performance security shall be 5% (Five percent) of the total value of the contract. It shall be furnished within 21 days after notification of award and shall be released after the defect liability period.

Performance security may be furnished in the form of Account Payee Demand Draft / Bank Guarantee (including e-Bank Guarantee) issued from a Scheduled Bank in India having a branch in Kochi, Kerala/on online payment/Insurance Surety Bond (ISB) issued from Insurance Company under IRDAI.

### **LIQUIDATED DAMAGES**

LD shall be @ 0.5% per week of the order value subject to a maximum of 5% of the order value, provided the delay is attributable by the party.

### **TIME OF COMPLETION**

The execution of the work is planned to be carried out during January - March 2025. Work shall be continuous in nature and entire work shall be completed within 60 days from date of starting the work as directed by Engineer in Charge. Civil works are also planned to be undertaken alongside wiring works, coordination with civil work shall be ensured for speedy completion of project.

### **PERIOD OF CONTRACT**

The period of the contract shall be **one year** with effect from the date of issue of work order/LOI

### **SCOPE OF SUPPLY**

MATERIAL:-

Contractor's Scope of Supply: All materials, wiring consumables, fittings, specified in BOQ and scope of work shall be supplied by contractor.

HOCL Scope of Supply: Nil

TOOLS & TACKLES:-

Contractor's Scope: All tools & tackles required for the whole work shall be arranged by contractor.

HOCL's Scope : Temporary power supply in case required shall be arranged by HOCL.

### **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**

Payment will be made after submission of bill within 30 days, on recommendations of the Engineer-in-charge based on the quantities executed and after making deductions as spelt out in the work order.

### **DEFECT LIABILITY PERIOD**

The contractor shall guarantee the entire work for a period of 12 months from date of completion of work, connected in any way with the equipment or materials supplied by

contractor or in the workmanship shall be rectified or replaced by contractor at his own expense as deemed necessary by the Engineer-In-Charge.

### **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: 11.01.2025 at 02:00PM**

**Bid Opening and Time: 13.01.2025 at 02:00PM**

### **RATE**

The rates shall be quoted in (BOQ) and submit it online. Rates quoted shall be inclusive of all taxes, duties, octroi, other levies, including GST. 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.

### **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 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. COMPLAINT/NO DEVIATION STATEMENT**
- 3. TECHNICAL BID (FORM-A) AND CHECK LIST**
- 4. SPECIAL CONDITIONS OF CONTRACT**
- 5. ANNEXURES**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

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.

**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. Vendor not agreeing with the general conditions of the tender.
- d. Not enclosing any particular documents asked for.
- e. Any other valid reasons.

**GENERAL SITE CLEANING**

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

**AGREEMENT**

Nil

**SIGNING AND SEALING ON ALL PAGES OF BIDS**

The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

**ANNEXURE- III**



हिन्दुस्तान 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**

**HOCL Tender Ref No: HOC/ELE/W&P/7061/24**

**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

**SCOPE OF WORK**

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

**1. SCOPE OF WORK**

The scope includes the following renovation works at Guest House No: D-2-1, HOCL Township, Irumpanam. The scope of work covered in this tender shall be as per the Bill of Quantities, specifications, drawings and instructions provided along with this tender. The drawings of the Guest House, which may be referred for tendering, provide general idea about the work to be performed under the scope of this contract. These may not be the final drawings and may not indicate the full range of the work under the scope of this contract. The work to be executed according to any additions/ modifications/ alterations/ deletions made from time to time, as required by any other drawings that would be issued to the contractor progressively during execution of work. It shall be the responsibility of the contractor to incorporate the changes that may be in this scope of work, envisaged at the time of tendering and as actually required to be executed.

The quantities of various items as entered in the BOQ are indicative only and may vary depending upon the actual requirement. The contractor shall be bound to carry out and complete the stipulated work irrespective of the variation in individual items specified in the bill of quantities.

The entire work shall be carried out in accordance with latest Indian Electricity Code and relevant IS Standards up to date such as IS : 4648 – 1968, IS : 732 – 1989, IS:14768-2000, etc. The work shall also comply with all statutory regulations of supply agencies, state inspection authorities and fire regulations. All material, equipment, fittings used in the installation shall be



of approved quality conforming to relevant IS specifications. All non-live metal parts of the electrical system and equipment shall be earthed with suitable size of earth conductors.

The scope includes complete rewiring of guest house including dismantling of existing wiring. At present, this building uses concealed wiring. The existing sub-circuits and concealed conduit wirings can be retained, and new connections should be made as indicated in the drawings. Gypsum-type false ceilings are planned for the living room, dining area, and bedrooms. So wiring above ceiling, surface type wiring may be considered. Conduits above false ceiling shall run with proper supports / suspenders. Conduits shall not be rested on false ceiling grid in any case. Work shall be carried out along with civil modification works. Coordination with civil team shall be ensured for speedy completion of project.

All wiring shall be carried out with FR PVC insulated, 1100V grade multistrand copper conductor wires of specified sizes. Mains and sub-mains shall be drawn in separate conduit of adequate capacities with separate earth wires. All circuit wires shall be meggered for continuity and insulation resistance.

Before quoting for the work, the contractor should visit the site and understand the scope of work. Any clarification in this regard should be got cleared from the Engineer-in-charge.

Major scope includes the following;

**1.1 Item No: 1 to 4 (Supply and fixing of conduit of specified size)**

The work includes the Supply and fixing of specified size ISI grade medium duty rigid PVC conduit, either on the surface-mounted or concealed, along with necessary accessories such as bends, elbows, Tees, PVC junction boxes, saddles, screws, screw grips, etc as required. To maintain better aesthetics, wiring below the false ceiling should be concealed, and surface wiring is allowed for areas above it. Conduits above false ceiling shall run with proper supports/suspenders. Conduits shall not be rested on false ceiling grid in any case. The contractor shall provide all necessary materials, tools, and equipment to install conduits in compliance with relevant standards and safety regulations. Work includes cutting, bending, laying, and securing conduits in walls, ceilings, or floors as required, ensuring proper alignment, and accommodating electrical wiring pathways.

**1.2 Item No: 5 to 7 (Supply and drawing of PVC insulated copper conductor of specified size)**

The work involves the supplying and drawing of specified size of FR/FRLS PVC insulated copper conductor, single core cable in the existing PVC conduit as required. 'Existing' refers to another service items that has already been included in this list. The cables shall be drawn through provided conduits (for item 1 to 4) as per the SLD or layout. Only the preferred make/model specified in Table 1 should be utilized for the work. All wiring shall be carried out with FR/FRLS PVC insulated, 1100V grade multistrand copper conductor wires of specified sizes. The circuit wires shall be laid in looped formation with suitable termination arrangement

in junction boxes. No joints shall be allowed in drawn lengths. Colour codes shall be followed. Separate earth wire of same class and suitable size shall be drawn along with other wires. Mains and sub-mains shall be drawn in separate conduit of adequate capacities with separate earth wires. All circuit wires shall be meggered for continuity and insulation resistance.

### **1.3 Item No: 8 to 13 (Supplying and fixing of Switch Boxes of specified size)**

The work involves the supplying and fixing of specified size GI box along with modular base and cover plate for modular switches in concealed including cutting the wall and making good the same. Only the preferred make/model specified in Table 3 should be utilized for the modular type Switch boxes. All boxes shall be earthed properly. The base and cover plate should be installed in a way that ensures a smooth finish, without any warping or gaps between the wall and the switchboards. Coordination with the civil contractor or worker should be ensured during the installation of these boxes.

### **1.4 Item No: 14 to 25 (Supplying and fixing of Switches, sockets, etc)**

The work involves the supplying and fixing of specified rated modular switches/sockets/electronic regulator/Lan socket/Telephone socket/blanking plate on existing modular plate & switch box including connections but excluding modular plate, etc. as required. 'Existing' refers to another service items that has already been included in this list. Only the preferred make/model specified in Table 3 should be utilized for the modular type Switch boxes.

### **1.5 Item No: 26 (Supplying and fixing of ceiling rose)**

The work involves the Supplying and fixing 3 pin, 5A ceiling rose on the existing junction box including connections etc. as required. Only the preferred make/model specified in Table 1 should be utilized for the modular type Switch boxes.

### **1.6 Item No: 26 to 33 (Supplying and fixing of Distribution board and other accessories)**

The work involves replacement of existing Distribution board with new 6 way, 26 module (8+3x6), TPN, phase selector Distribution board (flush mounting, Double door enclosure), 415V, with inbuilt 3 nos of 63A Phase selector switches on concealed manner including cutting the wall and making good the same, complete with tinned copper bus bar, neutral bus bar, earth bar, din bar, interconnections, powder painted including earthing, etc. as required. RCCB, four-pole isolator, and suitably rated MCB are to be considered from Item No. 28 to 33. Scope includes dismantling of old DB including disconnection of circuits, MCBs, Isolation, Power cable, etc as required. The scope also includes fixing of existing cable in concealed manner including cutting the wall, glanding and making good the same. (max 1.5 metre). The distribution board shall be adequately double earthed using appropriately sized copper wires/conductors in accordance with applicable standards. DB should be installed in a way that ensures a smooth finish, without any warping or gaps between the wall and the switchboards. Coordination with the civil contractor or worker should be ensured during the installation of

these boxes. Only the preferred make/model specified in Table 1 should be utilized for the modular type Switch boxes.

**1.7 Item No: 34 (Supply and Installation of Wall fan)**

The scope of work includes the supply and installation of wall-mounted fans. This involves providing high-quality, energy-efficient wall fans of approved make and model and ensuring proper installation at the specified locations. The work includes all necessary accessories, mounting hardware, wiring connections, testing, and commissioning to ensure smooth and safe operation. The contractor shall also provide a warranty for the equipment for any defects or issues during the warranty period. Only the preferred make/model specified in Table 7 should be utilized for the modular type Switch boxes.

**1.8 Item No: 35 (Supply and installation of Exhaust fan)**

The scope of work includes the supply and installation of 8-inch exhaust fan in the bathroom to ensure proper ventilation and air circulation. The installation includes mounting the fan securely, electrical wiring connections to the existing power supply, testing for functionality, and ensuring safe operation. Necessary opening for mounting fan shall be provided by HOCL. Only the preferred make/model specified in Table 9 should be utilized for the modular type Switch boxes.

**1.9 Item No: 36 to 38 (Supply and installation of Panel/spot LED lights)**

The scope of work involves the supply and installation of LED panel and spot lights in the fall ceiling along with connecting it using 1.5 sq. mm FR PVC insulated, copper conductor, single-core cable, and earthing (via flexible conduit) or 3Cx1.5sq.mm FR PVC insulated copper cable from the light fixture to the ceiling rose, ensuring proper alignment, wiring, and secure mounting of the lights. This work shall also include creating openings for mounting light fixtures on the gypsum suspended/fall ceiling and any other essential work for a complete and efficient lighting solution. LED should be full panel. The light fixture shall be installed into the suspended/fall ceiling within the pattern specified in enclosed drawing. The LED driver shall be securely installed and concealed within the false ceiling, ensuring it remains hidden from view while maintaining easy accessibility for future maintenance or servicing needs. Only the preferred make/model specified in Table 2 should be utilized.

**1.10 Item No: 39 to 43 (Supply and installation of LED Strip light)**

The scope of work involves the supply and installation of LED strip lights on aluminium profiles on a gypsum false ceiling. This includes the procurement of high-quality LED strips, compatible aluminum profiles, and driver suitable for strip light, providing the necessary cut outs in the ceiling for the proper mounting of the aluminum profiles, in accordance with the drawings. The work also entails proper alignment, electrical connections, and testing to ensure efficient lighting performance and compliance with safety standards. The LED driver shall be securely installed and concealed within the false ceiling, ensuring it remains hidden from view

while maintaining easy accessibility for future maintenance or servicing needs. Only the preferred make/model specified in Table 2 should be utilized.

**1.11 Item No: 44 (Supply and installation of Mirror Light)**

The scope of work includes the supply and installation of mirror lights above wash basins, ensuring proper lighting fixtures are provided for clear visibility and functionality. This involves supply of LED mirror lights, precise installation at appropriate heights above each wash basin, and ensuring all electrical connections are safely integrated with the existing power system.

**1.12 Item No: 45 (Supply and installation of Pure sine wave Inverter and battery)**

The scope of work includes the supply and installation of a 2000VA Pure sine wave inverter with batteries (12V, 230AH, 2 nos) including connection with 4 sq. mm FR PVC insulated, copper conductor, single core cable and earthing etc. as required, ensuring that the inverter is capable of providing reliable backup power for the designated load. The work involves supplying the the inverter and battery to the site, and performing the installation in accordance with the manufacturer's guidelines, which includes proper wiring, integration with the existing electrical system, and ensuring full functionality of the inverter and battery. Only the preferred make/model specified in Table 1 should be utilized. Only the preferred make/model specified in Table 6 should be utilized.

**1.13 Item No: 46 (Supply and installation of Water Heater)**

The scope of work includes the supply and installation of a 15L, 2000W, 5 star rated water heater, ensuring proper placement, connection to existing plumbing, and electrical systems, as per the specifications and safety standards. The contractor shall also provide a warranty for the equipment and address any defects or issues during the warranty period. Only the preferred make/model specified in Table 8 should be utilized.

**1.14 Item No: 47 (Supply and installation of LED battens)**

The work includes supply and installation of LED batten type tube light fixture, 20W, 4FT, which involves supplying the required quantity of LED batten lights, fittings, and accessories, and ensuring their proper installation at designated locations. The work also includes the necessary wiring, electrical connections, and testing of the installed LED battens to ensure optimal performance and compliance with safety standards. Only the preferred make/model specified in Table 2 should be utilized.

**1.15 Item No: 48 to 50 (Dismantling works)**

The scope includes the dismantling and safe removal of all electrical wiring from the designated areas, including disconnecting cables from electrical switch boards, outlets, junction boxes, and switches. The contractor should ensure that the existing switchboards are dismantled with care to avoid any damage to the wires, as the same wires will be retained for use in the

new switchboards. The dismantled materials shall be properly sorted and handed over to the Engineer in charge.

#### **1.16 Item No: 51 and 52 (Supply and installation of Split AC Units)**

The scope of work involves the Supply, Installation, Testing and commissioning of 1.5 TR and 2TR Split Air Conditioner Inverter type with 5-star rating. Split Air Conditioner complying to IS: 1391: 1992 (Part – I & II) with up-to-date amendments complete with indoor unit, outdoor unit (Condenser and Evaporator coil shall be of copper) etc. and operating on R32 refrigerant gas, 230V, 50 Hz, Single Phase ac supply, capable of performing, cooling, air circulating, filtering including providing wireless remote-control unit. Price quoted should be inclusive of installation charges, MS stands for outdoor unit, refrigerated piping, drainage piping and electrical cabling from outdoor unit to indoor unit. Work includes the delivery, mounting, and proper placement of the units, installation of all required components such as indoor and outdoor units, MS stands for outdoor unit, electrical cabling, refrigerant piping, and drainage connections. All work must comply with applicable safety standards and manufacturer's guidelines, and contractor shall also provide warranty for the equipment for any defects or issues during the warranty period. Only the preferred make/model specified in Table 4/5 should be utilized.

### **TECHNICAL SPECIFICATIONS**

**Table 1. Wiring Consumables**

<b>Sl No.</b>	<b>Item</b>	<b>Specification</b>	<b>Acceptable Make</b>
1	Distribution Board	MCB Distribution Board, TPN with phase selector, Double door, White (RAL 9003) Colour, Metal Enclosure Mounting, IP 43 degree of Protection, Conformity of the specification as per IS: 13032:1991 latest. Provided	L&T/Siemen/Legrand/ Schneider/ ABB/Havells/GE
2	ELCB/RCCB	Din rail mounted, 30mA, Rated residual making and breaking capacity : 500A or above as per IS: 12640/2008(Part-1)	Legrand/Standard/GE /Schneider/L&T/Siemens/ABB/ Havells
3	MCBs,	Din rail mounted, 50 Hz, Type C, 10KA short circuit capacity, as per IS60898	Legrand/Standard/GE/ Schneider/L&T/Siemens/ABB/ Havells

4	PVC Conduit and accessories (20mm and 25mm)	Medium duty, FR, Black or white, ISI marked, as per IS: 9537-1980	Precision/Sudhakar/Balco/Konseal/Asian/Diamond/Equivalent
5	Flexible wires (1.5sqmm, 2.5sqmm & 4sqmm)	PVC insulated FR/FR-LSH flexible copper wire 1000V grade. Copper Conductor shall be plain annealed copper of class 5 as per IS:1830 and cable ref standard will be IS:694. ISI marked	Finolex/ Traco/ V-Guard/ Havells/ Sark/ Uniflex / Polycab
6	Ceiling rose	230V, 6A, as per IS 371 : 1999	Any ISI marked brands

**Table 2. Light Fixtures**

Sl No.	Item	Specification	Preferred Make/Model
1	LED Panel Light (Item No: 36,37&38)	Round recess mounted LED with aluminum housing finished in white powder coating. 230VAC, Cool White (CCT:4000+/-500K), Minimum two Years warranty	Crompton/Wipro/Luker
2	LED Batten tube light (Item No:47)	230VAC, 20W, T8, 4ft, Cool White (CCT:6000+/-500K), Minimum two Years warranty	Crompton, Cat Ref: CCS-103-20-65-SL-DP-NWH
3	LED Strip Light/Driver (Item 39,41,42&43)	Rated Voltage: 12V LEDs/m: 140 (approx.) Power/m: 12W CCT: CCT:4000+/-500K, IP20, Minimum two Years warranty	Wipro/Luker/Philips/Dewton
4	LED profile	Concealed Profile channel, Aluminium power coated, Dimension: 17x14mm approx. with 2 pcs End cap/meter and 2 pcs clips/meter	Wipro/Luker/Philips/Dewton

**Table 3. Switch Boards and Accessories**

<b>Sl No:</b>	<b>Item</b>	<b>Preferred Make/Model</b>
1	Plate+frame 1M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 21)
2	Plate+frame 2M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 22)
3	Plate+frame 3M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 23)
4	Plate+frame 4M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 24)
5	Plate+frame 6M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 26)
6	Plate+frame 8M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 28)
7	Plate+frame 12M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 32)
8	Plate+frame 16M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 36)
9	Plate+frame 18M	Legrand Myrius Nextgen Ice White (Cat No: 6 795 38)
10	Flush Box - 1/2 Module	Legrand, suitable for Myrius (Cat No: 6 890 07)
11	Flush Box - 3 Module	Legrand, suitable for Myrius (Cat No: 6 890 08)
12	Flush Box - 4 Module	Legrand, suitable for Myrius (Cat No: 6 890 09)
13	Flush Box - 6 Module	Legrand, suitable for Myrius (Cat No: 6 890 10)
14	Flush Box - 8 Module	Legrand, suitable for Myrius (Cat No: 6 890 42)
15	Flush Box - 12/16 (2 row x 6) Module	Legrand, suitable for Myrius (Cat No: 6 890 11)
16	Flush Box - 18 Module	Legrand, suitable for Myrius (Cat No: 6 890 12)
17	Surface Box - 3 Module, White	Legrand, suitable for Myrius (Cat No: 6 733 03)
18	Surface Box - 12/16 (2 row x 6) Module, White	Legrand, suitable for Myrius (Cat No: 6 890 21)
19	6A Switch 1 way 1M White	Legrand Myrius Nextgen (Cat No: 6 792 00)
20	6A Switch 2 way 1M White	Legrand Myrius Nextgen (Cat No: 6 792 01)
21	20A Switch 1 way 1M White	Legrand Myrius Nextgen (Cat No: 6 792 12)
22	20A DP Switch 1 way 2M White	Legrand Myrius Nextgen (Cat No: 6 792 13)
23	20A DP Switch 1 way 2M with Indicator White	Legrand Myrius Nextgen (Cat No: 6 792 14)
24	16 A 3 Pin Switched Socket 3M	Legrand Myrius Nextgen (Cat No: 6 792 26)
25	6A 5 Pin Universal Socket 2M White	Legrand Myrius Nextgen (Cat No: 6 792 28)
26	6A Socket 2M White	Legrand Myrius Nextgen (Cat No: 6 792 30)
27	16A Socket 2M White	Legrand Myrius Nextgen (Cat No: 6 792 30)

28	25A Socket 2M White	Legrand Myrius Nextgen (Cat No: 6 792 32)
29	Fan Regulator 100W 1M White	Legrand Myrius Nextgen (Cat No: 6 792 39)
30	Fan Regulator 100W 360 Degree 2M White	Legrand Myrius Nextgen (Cat No: 6 792 40)
31	Skirting Light with warm White LED 3M White	Legrand Myrius Nextgen (Cat No: 6 792 48)
32	Remote control unit for Light and fan 4M White	Legrand Myrius Nextgen (Cat No: 6 792 52)
33	Remote control hand unit	Legrand Myrius Nextgen (Cat No: 6 793 03)
34	Preterminated projector connector 1M White	Legrand Myrius Nextgen (Cat No: 6 792 68)
35	Preterminated HDMI Socket 1M White	Legrand Myrius Nextgen (Cat No: 6 792 69)
36	USB charger 1500 mA 1M type C White	Legrand Myrius Nextgen (Cat No: 6 792 90)
37	T.V co-axial Socket White	Legrand Myrius Nextgen (Cat No: 6 792 60)
38	RJ11 Telephone White	Legrand Myrius Nextgen (Cat No: 6 792 62)
39	RJ 45 UTP CAT 6 tooless with shutter 1M White	Legrand Myrius Nextgen (Cat No: 6 792 65)
40	Cable outlet 8mm 1M White	Legrand Myrius Nextgen (Cat No: 6 792 75)
41	Blanking plate 1M White	Legrand Myrius Nextgen (Cat No: 6 792 76)

**Table 4. Air Conditioners 1.5TR**

Sl No:	Specification	
1	Capacity	1.5 TR
2	Type	High Wall Split AC
3	Technology	Inverter type
4	Power supply	230V, 50Hz
5	BEE Star rating	5 star
6	Compressor type	Rotary
7	Coil Material	Copper
8	Panel Colour	White
9	Operation	Wireless LCD Remote
10	Filter	Anti-Dust Filter
11	Refrigerant designation:	R32 Eco friendly
12	General features	Turbo Mode, Power saving mode, Timer, sleep mode, Auto clean, Auto Air swing, etc.
13	Minimum length of copper pipe	3 meter
14	General features	Turbo Mode, Power saving mode, Timer, sleep mode, Auto clean, Auto Air swing, etc.
15	Accessories	Outdoor Mounting Bracket, LCD remote control, copper tube, tube insulation material, IDU to ODC interconnecting cable, etc.
16	Installation and commissioning	Yes
17	AC Machine warranty	01 Year
18	Warranty on compressor	10 Years
19	Acceptable make	VOLTAS



**Table 5. Air Conditioners 2TR**

Sl No:	Specification	
1	Capacity	2 TR
2	Type	High Wall Split AC
3	Technology	Inverter type
4	Power supply	230V, 50Hz
5	BEE Star rating	5 star
6	Compressor type	Rotary BLDC
7	Coil Material	Copper
8	Panel Colour	White
9	Operation	Wireless LCD Remote
10	Filter	Anti-Dust Filter
11	Refrigerant designation:	R32 Eco friendly
12	General features	Turbo Mode, Power saving mode, Timer, sleep mode, Auto clean, Auto Air swing, etc.
13	Minimum length of copper pipe	3 meter
14	General features	Turbo Mode, Power saving mode, Timer, sleep mode, Auto clean, Auto Air swing, etc.
15	Accessories	Outdoor Mounting Bracket, LCD remote control, copper tube, tube insulation material, IDU to ODC interconnecting cable, etc.
16	Installation and commissioning	Yes
17	AC Machine warranty	01 Year
18	Warranty on compressor	10 Years
19	Acceptable make	VOLTAS

**Table 6. Inverter and Batteries**

Sl No:	Specification	
1	Type	Pure Sine Wave Inverter
2	Rating	2000VA/1640W, Single phase
3	Switch Type	Auto Switch
4	Modes	Normal mode/UPS mode
5	Input Voltage range	180V - 260 V $\pm$ 10%
6	Input Frequency	50 Hz $\pm$ 10%
7	Output Voltage	Same as input voltage
8	Output Frequency	50 Hz $\pm$ 0.5 Hz
9	Normal mode Transfer time in system ON mode	<20ms
10	UPS mode Transfer time in system ON mode	<10ms
11	Protections in Backup & Mains Mode	Overload, Output Short circuit, Battery low/high, Over Temperature, Feedback Open
16	AC Output Types	Socket
17	Maximum Operating Temperature	40 Degree C

18	Material of enclosure	Metal power coated
19	Nominal Voltage, Recommended Battery	24V, 230Ah, Lead Acid (2 nos)
21	Warranty	Inverter: 24 months Onsite Battery: Standard Warranty 48 months Onsite, Pro-Rated Warranty 36 Months
22	Acceptable make	Inverter: V-Guard Prime 2250 Battery: V-Guard VT 250Dlx

**Table 7. Wall Fan**

Sl No:	Specification	
1	Type	Wall mounted Fan
2	Technology	BLDC Motor
3	Sweep	400mm
4	Input Voltage	165-285V
5	Speed	1500 RPM
6	Air Delivery (CMM)	76 Approx
7	Power Consumption	35W
8	Control Method	Remote
9	Blade Material	ABS Plastic
10	Other Features	Pull chords, Swing, Boost mode, Sleep mode, Timer Mode, etc.
11	Warranty	2 Year Onsite
12	Acceptable make	Atomberg Renesa

**Table 8. Water Heater**

Sl No:	Specification	
1	Capacity	15 Litre
	Rated Voltage	230V AC
2	Power	2000W
3	BEE Star rating	5 star
4	Version of Mounting	Vertical
5	Working pressure (Max)	0.8 MPa (8 kg/cm <sup>2</sup> )
6	Other features	LED display for real time temperature indication, Adjustment knob for temperature setting
7	Warranty	2-year onsite product warranty
8	Acceptable make	V-guard EC Metro DG 15

**Table 9. Exhaust Fans**

<b>Sl No:</b>	<b>Specification</b>	
1	Sweep Size	200mm, square
2	Rated Voltage	230V, 50Hz
3	Power Consumption	32W approx
4	Air Delivery	520 m <sup>3</sup> /h approx
5	Rated Speed	1200 rpm approx
6	Noise Level	Below 50 dB
7	Warranty	2-year product warranty
8	Acceptable make	Crompton, Usha, Havells, Atomberg, Luker

**OFFICER-IN-CHARGE**

Mr. Sujith P.M,  
Manager (Electrical)  
Email: [pm.sujith@hoclindia.com](mailto:pm.sujith@hoclindia.com)  
Ph: 0484 2727226

ANNEXURE-IV



हिन्दुस्तान 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

HOCL Tender Ref No: HOC/ELE/W&P/7061/24

**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

**COMPLIANCE / NO-DEVIATION STATEMENT**

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

Tender ID:

It is hereby stated that the quotation/offer submitted by us 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.

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place:

SEAL

Date:

ANNEXURE-V



हिन्दुस्तान 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

HOCL Tender Ref No: HOC/ELE/W&P/7061/24

**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

**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: **RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

Reference: - Tender No: **HOC/ELE/W&P/7061/24**

1. **PAN No of the bidder:** .....
2. **GSTIN No of the bidder:** .....
3. **Contact Person Name and Mobile No.**.....
4. **Email id for correspondence:** .....

**CHECK LIST (put  $\sqrt$  mark in front of your confirmation)**

1. General Terms and Conditions, Scope of Work (complete set of Tender Documents) to be signed and stamped on all pages, scanned and uploaded (**YES/NO**).
2. Proforma of Declaration of Black Listing/ Holiday Listing (Annexure D) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
3. Bidder Information (Annexure - E) signed and stamped, scanned and uploaded (**YES/NO**).
4. Bid security Declaration (Annexure H) - duly filled, signed and stamped, scanned and uploaded. (**YES/NO**)
5. Declaration on Code of Integrity for Public Procurement (COIPP) (Annexure L) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
6. Declaration of compliance of order (Annexure R) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).

7. Form of Declaration along with submission of tender (Annexure W) - duly filled, signed and stamped, scanned and uploaded (**YES/NO**).
8. 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) (**YES/NO**).

Signature of the Tenderer :

Place:

Name of the Tenderer :

Date:

Address :

**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 :

Place:

Name of the Tenderer :

Date:

Address :

**ANNEXURE-VI**



हिन्दुस्तान 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**

**HOCL Tender Ref No: HOC/ELE/W&P/7061/24**

**RENOVATION OF GUEST HOUSE D2-1 (ELECTRICAL WORKS)**

**SPECIAL CONDITIONS OF CONTRACT**

1. The work shall be carried out by the contractor, having valid Electrical Contractor's License for carrying out installation work under the direct supervision of the persons holding valid certificates of competency issued by the State Government.
2. All the brought-out items shall be inspected by HOCL Engineer-In-charge prior to installation.
3. The materials/ products used on the works shall be one of the approved make/ brands out of list of manufacturers/ brands/ makes given in the tender documents. The contractor shall submit details of approved makes of materials/ products to the Engineer-in-Charge for prior approval. In exceptional circumstances Engineer-in-Charge may allow alternate equivalent makes/ brands of products/ materials at his sole discretion. The final choice of brand/ make shall remain with the Engineer-in-Charge, whose decision in this matter shall be final and binding and nothing extra on this account shall be payable to the Contractor.
4. In case make or brand/standards of any materials, articles, fittings accessories etc. is not specified, supplied product shall comply with the relevant IS Specifications and shall bear the ISI/BIS mark.
5. Safety Helmets, safety shoes, goggles, safety belts and other PPEs etc. for the workmen and supervisor employed for the work are to be arranged by the contractor. In addition to the other PPEs, the labourers engaged by contractor shall be provided with safety helmet and safety shoe before entering the company premises. this shall be adhered strictly.
6. No work to be carried out without wearing safety gadgets (PPE's), confined space entry record and safety work permit by the employees of the contractor.
7. As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide to your workers:
  - a) Face Mask

- b) Face Shield
  - c) Gloves
8. 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.
  9. You shall strictly instruct your workers not to spit in the public places and area of work.
  10. HOC has every right to stop the work if the progress and quality of work is found unsatisfactory.
  11. Contractor has to mobilize the complete team with necessary tools and tackles within reasonable period from the time of intimation to start the work.
  12. Either the contractor or his authorized supervisor shall be available at work site throughout the work.
  13. Appropriate insurance shall be arranged by the contractor for the coverage of the liability to the people employed by them, arising out of any accident occurring during the execution of the work.
  14. The Contractor shall follow all clause in Annexure – A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipments (PPE), Labor Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry.

**ESI/EPF SCHEME**

The contractor shall ensure the enrollment of their employees under the Employees State Insurance (ESI) and Employees Provident Fund (EPF) Schemes. The contractor is required to present the original Register of Wages-cum-Muster Roll, signed by the employees and duly certified by the Engineer-in-Charge as confirmation of wage payments.

If the contractor possesses their own ESI and EPF codes and has covered their employees under these codes, they shall submit the original challans as proof of monthly remittance. Additionally, the contractor is required to provide a copy of the Contribution Return for the relevant period to confirm that their employees are enrolled in the schemes.

For the employees earning salaries beyond ESI limit, coverage under a Workmen Compensation Policy or Group Personal Accident Policy is required. Documentary proof shall be submitted.

15. The tenderers have to download the GCC (General Conditions of Contract) from our web site [www.hoclkochi.com](http://www.hoclkochi.com) and ensure a complete understanding of the relevant portions.

Signature of the Tenderer:

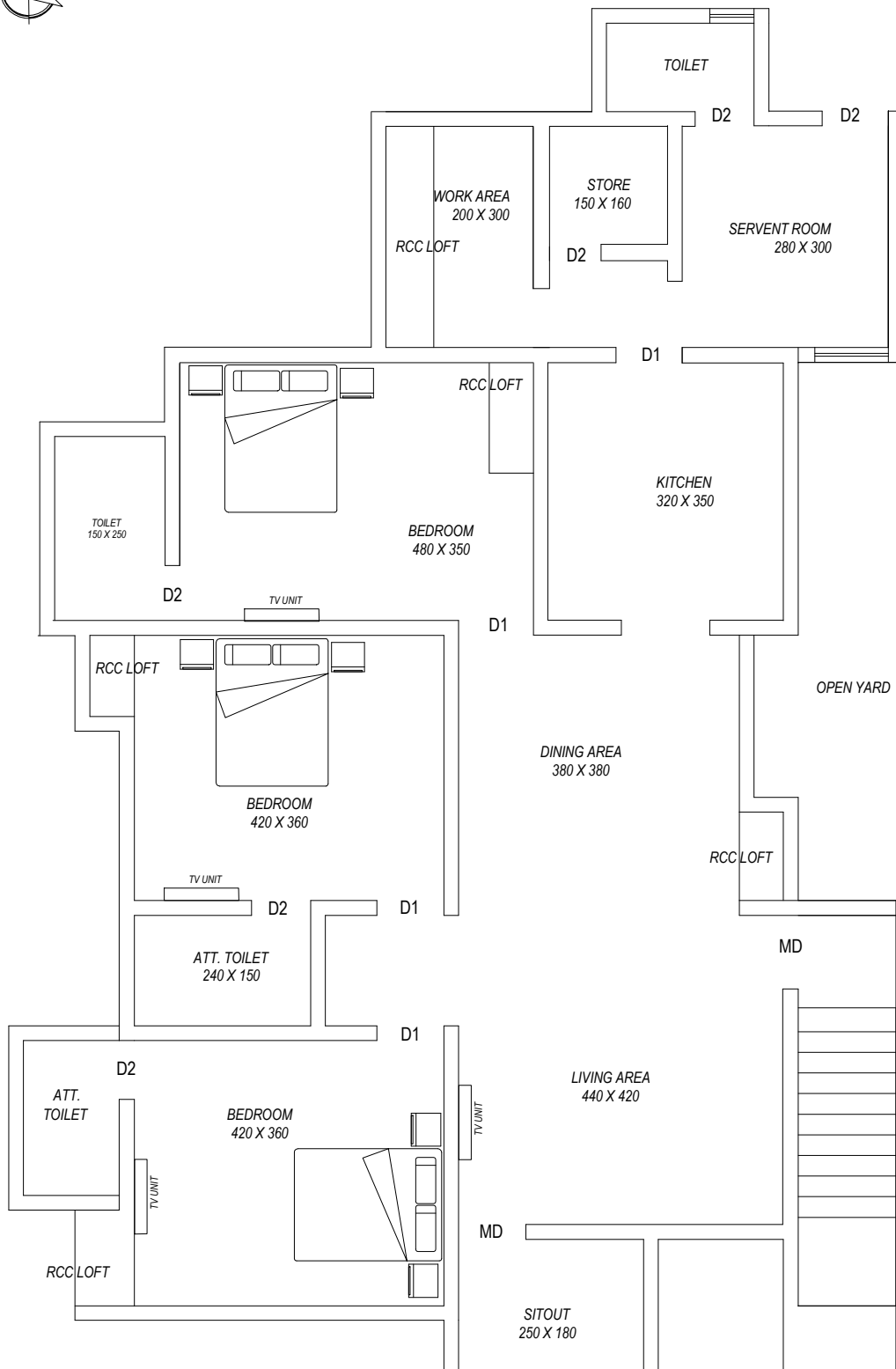
Place:

Name of the Tenderer :

Date:

Address :





HINDUSTAN ORGANIC CHEMICALS LIMITED

TITLE

Renovation of Guest House (D2-1)

NTS

Drawing No: GH-D21

Sheet 1/1

## **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. 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 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 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

## अनुबंध “ क”

### इएसआई,पीएफ श्रम कानून आदि - अपेक्षाएं

#### 1.इएसआई अधिनियम 1948 के अनुसार इ एस आई

ठेकेदार काम के लिए तैनात अपने सभी कामगारों को इएसआई योजना के तहत नामित करेगा । इएसआई योजना के अधीन सभी कामगारों के लिए पंजीकरण का अनुपालन किया जाना है॥

#### 2.संविदा की सुरक्षा विनियम और सामान्य शर्तें

ठेकेदार संविदा के सामान्य शर्तों में निर्धारित एचओसी के सभी सुरक्षा विनियमों का संख्ती से पालन करेगा । ठेकेदार को प्रतिदिन प्रतिशिफ्ट में काम शुरू करने के पहले प्राधिकृत अधिकारी से आवश्यक सुरक्षा कार्य परमिट प्राप्त करना चाहिए ।

#### 3. कामगार क्षतिपूर्ति

कर्मचारी क्षतिपूर्ति अधिनियम 1923 के तहत क्षतिपूर्ति के लिए सभी दावों का वहन करना आपका दायित्व होगा । कार्य करने के लिए आपके द्वारा तैनात कामगार बीमारी,दुर्घटना,चोट या मृत्यु से पीड़ित होने में इ एस आई या अन्य किसी नियम के अधीन दायित्व आपका रहेगा । कर्मचारी राज्य बीमा अधिनियम 1948 का अनुपालन करना ठेकेदार का पूर्ण दायित्व होगा। आपके द्वारा लिए गए संविदा कार्य के निष्पादन के दौरान होनेवाले संपत्ति या व्यक्तियों के नुकसान हेतु दावे के लिए आप उत्तरदायी और ज़िम्मेदार रहेगा । आप एतद्वारा सहमत हैं कि आप कामगार क्षतिपूर्ति अधिनियम और उपर्युक्त अन्य सभी दावों के तहत एच ओ सी को पूर्ण रूप से मुक्त करेंगे और आप इस संबंध में किसी भी परिस्थिति में कोई तर्क नहीं उठाएगा ।

#### 4.निजी सुरक्षा उपकरणों (पी पी ई )

आप से अनुरोध है कि निम्नलिखित निजी सुरक्षा उपकरणों का उपयोग करें

- 1.सेफ्टी हेलमेट
- 2.सेफ्टी बेल्ट
- 3.वेलडरों की निजी सुरक्षा उपकरणों जैसे गोगलस ,ग्लौस ,शूप्स एण्ड फेस शील्ड
4. गोगलस और फेस शील्ड

यह ठेकेदार का मूल दायित्व है कि वे अपने सभी पर्यवेक्षकों/कामगारों को ऊपर कहे गए सभी सुरक्षा उपकरणों (पी पी ई ) प्रदान करें ।

यह भी कृपया नोट करें कि इन सुरक्षा उपकरणों के बिना ठेकेदार को कोई काम करने की अनुमति नहीं दी जाएगी ।

#### 5.श्रम कानून एवं भविष्य निधि

आपसे अनुरोध है कि आपके साथ -

- 1.श्रम विभाग से संविदा श्रम (विनियम एवं उन्मूलन ) अधिनियम 1970 के तहत एक लाइसेंस।
- 2.कर्मचारी भविष्यनिधि अधिनियम 1952 के अधीन एक अलग पी एफ कोड हो और क्षेत्रीय भविष्य निधि आयुक्त के साथ किए गए सीपीएफ अंशदान के भुगतान संबंधी विवरण भी प्रस्तुत करें ।

## **6 पर्यावरण संरक्षण के लिए ठेकेदारों/आपूर्तिकर्ताओं को दिशा - निर्देश :**

\* ठेकेदार/आपूर्तिकर्ता यह सुनिश्चित करें कि सामग्रियों और सेवाओं की वजह से पर्यावरण पहलुओं पर प्रभाव न्यूनतम हो ।

\* इस गतिविधि के दौरान सृजित एफ्लुवेन्ट को इंजीनियर प्रभावी द्वारा दिए गए अनुदेशों के अनुसार एफ्लुवेन्ट ट्रीटमेंट प्लांट से छोड़ दें।

\* इस गतिविधि के दौरान सृजित जोखिम अवशिष्ट निपटान को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार जोखिम अवशिष्ट (प्रबंधन एवं उपयोग) नियमानुसार करना है ।

\* अन्य सभी ठोस अवशिष्टों को प्रभारी इंजीनियर द्वारा दिए गए अनुदेशों के अनुसार निपटाना है ।

\* पर्यावरण पर प्रभाव कम करने के लिए लीक एवं स्पिल से बचे । यदि कोई लीक / स्पिल हो तो सुधार कार्य करने के लिए प्रभारी इंजीनियर को तत्काल सूचित करें ।

\* यदि उपयोगित मृदा जोखिम वर्ग में आता है तो यह सुनिश्चित करें कि :-

क) एम एस डी एस / ट्रेम कार्ड आदि सहित उत्पाद संबंधी विवरण सामग्री के साथ होना चाहिए ।

ख) जोखिम रसायन नियमावली के निर्माण, भंडार एवं निर्यात की अपेक्षा के अनुसार पैकिंग और लेबलिंग होना चाहिए ।

## **7. सीमित क्षेत्र प्रवेश**

यदि काम के संबंध में सीमित क्षेत्र (जैसे कॉलम्स, हीट एक्सचेंजर, शेल्स, वेसलस, फिल्टर्स, स्पीरिस, बुलेट्स, बोइलर आदि ) में प्रवेश करना है तो ठेकेदार को इस उद्देश्य के लिए रखे गए रजिस्टर पर नाम और अन्य विवरण प्रत्येक समय दर्ज करना चाहिए । सीमित क्षेत्र में प्रवेश करने के पहले सभी सुरक्षा विनियमों का पालन करना है और परमिट प्राप्त करना है । सीमित क्षेत्र से बाहर आते समय कामगार/ पर्यवेक्षक को प्रत्येक समय प्रभारी इंजीनियर को अवश्य रिपोर्ट करना है । किसी भी मामले में इस रजिस्टर से किसी प्रकार की विचलन की अनुमति नहीं दी जाएगी ।



## अनुबंध - 'ख'

### विषय : श्रम कानून - जॉच सूची

#### 1. संविदा श्रम (विनियम और उन्मूलन) अधिनियम -1970

प्रत्येक काम के लिए एक ही समय 19 से अधिक मजदूरों को लगाते समय ठेकेदार को श्रम लाइसेंस प्राप्त करना चाहिए।

#### 2. कर्मचारी राज्य बीमा अधिनियम 1948

कामगार जिनका वेतन(समयोपरि भत्ता छोड़कर) प्रतिमाह 15000/-से अधिक न हो, इस अधिनियम के तहत आता है। कृपया ध्यान दें कि निम्नलिखित कार्यकलाप पूरा करने के बाद ही फैक्टरी परिसर/टाऊनशिप में कामगारों को काम करने की अनुमति दिया जाएगा।

क) इ एस आई के अधीन पहले ही पंजीकृत मजदूरों को इ एस आई कार्ड और उसकी एक प्रति प्रस्तुत करना चाहिए।

ख) नए मामले में, इस अधिनियम के अधीन पंजीकृत करने के लिए निम्नलिखित दस्तावेजों प्रस्तुत करना चाहिए।

1. संबंधित कामगार द्वारा यथाविधि भरे हुए पंजीकृत प्रपत्र।

2. पहचान के लिए प्रमाण - पता एवं आयु (एस एस एल सी, जन्म प्रमाण पत्र, ड्राइविंग लाइसेंस, पासपोर्ट आदि)।

3. परिवार के दो फोटो -

ग) ऐसे कामगार जिनका वेतन प्रतिमाह 15000/ से अधिक दावा दे रहे हैं, निम्नलिखित दस्तावेजों प्रस्तुत करनी चाहिए।

1. उनके नियोक्ता से यह वचनबंध प्रस्तुत करना है कि प्रतिमाह उनका वेतन रु. 15000/ से अधिक है और उन्हें इ एस आई अधिनियम के तहत शामिल करने की आवश्यकता नहीं है।

2. निजी दुर्घटना पॉलिसी की एक प्रति इसमें यह दर्शाता है कि कामगार इस पॉलिसी की सुरक्षा हैं।

#### 3. इ पी एफ और एम पी अधिनियम 1952

क) संबंधित कामगार को नामांकन प्रपत्र फाईल करना है।

ख) यदि प्रस्तुत अधिनियम और योजना के तहत पहले ही नामित हो, तो संबंधित दस्तावेज प्रस्तुत करें।

#### 4. अन्तर राज्य प्रवासी कामगार (रोजगार और सेवा शर्तों के विनियम) अधिनियम 1979

यदि ठेकेदार किसी भी दिन 05 या उससे अधिक अन्तर राज्य प्रवासी कामगार को काम के लिए लगाते हो तब उन्हें प्रस्तुत अधिनियम के तहत लाइसेंस प्राप्त करना चाहिए।

### सुरक्षा, स्वास्थ्य एवं पर्यावरण (एस एच ई) की शर्तें

एस ओ सी एल, अंबलमुगल में काम करने वाले ठेकेदारों के लिए निम्नलिखित सुरक्षा, स्वास्थ्य एवं पर्यावरण शर्तें लागू होंगे।

1. सुरक्षा, स्वास्थ्य एवं पर्यावरण के प्रभावी एवं दक्ष प्रबंधन के लिए कार्यस्थल में योग्य एवं अनुभवी व्यक्तियों की उपलब्धता एवं उपयुक्तता सुनिश्चित करेंगे।
2. आवश्यकताओं के अनुरूप उपकरण, सामग्री और उपभोज्य सुनिश्चित करेंगे।
3. उपयोग किए जाने वाले सभी उपकरण / पाइ की सामग्रियों को पर्याप्त मजबूती / टिकाऊपन सुनिश्चित करेंगे।
4. यह सुनिश्चित करेंगे कि उचित एवं पर्याप्त पी पी ई प्रदान किए जाएंगे और संबंधित व्यक्तियों द्वारा पहने जाएंगे।
5. आवश्यकतानुसार कार्यकलाप/ जोखिम के उपयुक्त सुरक्षा चिहनों को लगाना सुनिश्चित करेंगे।
6. कार्यस्थल से ऐसे सामग्री जो आवश्यकता के अनुरूप नहीं हो, को हटाया जाना सुनिश्चित करेंगे।
7. यह सुनिश्चित करेंगे कि कार्यकलाप के कारण पर्यावरण में कोई प्रतिकूल प्रभाव न हो।
8. अपने कर्मचारियों की गतिविधियों पर उचित एवं सूक्ष्म पर्यवेक्षण सुनिश्चित करेंगे।
9. कार्यान्वित किए जा रहे कार्य की प्रकृति संबंधी दुर्घटनाओं का पहचान करेंगे और जहां अपेक्षित हो किसी प्रकार की घटनाओं / दुर्घटनाओं को रोकने के लिए ऐसी दुर्घटनाओं को दूर करने / नियंत्रित करने के उपाय विकसित करेंगे।
10. कर्मचारियों को कार्य के दौरान पर शिक्षित / प्रशिक्षित करना सुनिश्चित करेंगे और उनके एस एच ई जागरूकता में सुधार लाना भी सुनिश्चित करेंगे।
11. पर्याप्त स्वास्थ्य की व्यवस्था सुनिश्चित करेंगे ( यानि सफाई, धूल एवं धूआं मुक्त पर्यावरण, उचित प्रकाश की व्यवस्था और ठेकेदार द्वारा काम के लिए नियुक्त सभी कर्मचारियों को पेय जल)
12. नियमित जांच / निरीक्षण करके निम्नलिखित के लिए नियमित नियंत्रण सुनिश्चित करेंगे लेकिन केवल निम्नलिखित के लिए सीमित नहीं करेंगे।
  - \* वाहनों एवं उपकरणों
  - \* टूल्स, उपकरण, लिफ्टिंग उपकरणों
  - \* सुरक्षा उपकरणों
  - \* आग संरक्षण
13. समय – समय पर और जब कभी आवश्यक हो, अपने व्यय पर कार्य स्थल से निर्दिष्ट क्षेत्र की ओर सभी कूड़े/ रद्दी/अनुपयोगी सामग्रियाँ निकाल देंगे और हटा देंगे।
14. प्रदत्त कार्य के संबंध में घटित होनेवाली सभी घटनाओं / दुर्घटनाओं यदि कोई हो तो, रिपोर्ट करेंगे। ठेकेदार घटना / दुर्घटना रिपोर्ट तैयार करके मालिक (ऑनेर्स) सेफ्टी विभाग में प्रस्तुत करेंगे।

अनुबंध डी  
काली सूची/अवकाश सूची की घोषणा संबंधी पत्र

स्वामित्व प्रतिष्ठान के संबंध में :-

मैं एतद्वारा घोषणा करता/ करती हूँ कि न तो मैं अपने नाम पर या मेरे स्वामित्व प्रतिष्ठान सर्वश्री ..... के नाम पर जिसने संलग्न बोली /निविदा प्रस्तुत न कर रहे हैं या मेरे स्वामित्व में या किसी अन्य साझेदार कंपनी जिसमें मैं प्रबंध भागीदार के रूप में हो, वे नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

साझेदार कंपनी के संबंध में

हम एतद्वारा घोषित करते /करती हैं कि न तो हम, सर्वश्री ..... ने प्रस्तुत बोली/निविदा प्रस्तुत करता है या कंपनी से शामिल किसी भागीदार न उनके वैयक्तिक क्षमता या स्वामित्व के रूप में या किसी कंपनी/ कारोबार के प्रबंधन भागीदार के रूप में नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

कंपनी के संबंध में

हम एतद्वारा घोषित करते/ करती हैं कि हमें नीचे सूचित को छोड़कर किसी केंद्रीय सरकारी सार्वजनिक कंपनी (सीपीएसयू) या किसी प्रशासनिक मंत्रालय द्वारा घोषित काली सूची या अवकाश सूची में न पड़े हैं। (यहाँ काली सूची या अवकाश सूची का विवरण दें , और उसके अभाव में शून्य सूचित करें)

यह समझता हूँ कि यदि इस घोषणा के किसी भी विवरण गलत हो जाने पर हिंदुस्तान ओर्गेनिक केमिकल्स लिमिटेड या इसके प्रशासनिक मंत्रालय को मेरा/हमारा बोली अस्वीकार करने का अधिकार है और यदि बोली ठेके के रूप में हो जाने पर , प्रस्तुत ठेका समाप्त करने का अधिकार है।

स्थान:

बोलीदाता का हस्ताक्षर :

तिथि:

**यदि हिन्दी और अंग्रेज़ी पाठ में भिन्नता हो तो, अंग्रेज़ी पाठ प्रबल होगा।**

**In case of variation between Hindi and English version, English version will prevail**

## 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 v 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
2	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
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 of Partnership/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 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
<div style="display: flex; justify-content: space-between;"> <span>DATE:</span> <span>SIGN AND STAMP OF BIDDER</span> </div>		

## 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 BIDDER: .....		
Sr. No.	COMMERCIAL CLAUSES	BIDDER CONFIRMATION (PLEASE PUT √ )
1	Please mention whether you are a Class-I/Class II Local supplier. <b>(Please see the definition given below)</b>	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
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 manufacturer 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:

SIGNATURE 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, 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, 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 – L**

### **DECLARATION ON CODE OF INTEGRITY FOR PUBLIC PROCUREMENT (COIPP)**

I, hereby declare that, I shall observe the highest standard of ethics and shall not indulge in the following prohibited practices, either directly or indirectly, at any stage during the period of this distributorship or during execution of resultant contracts:

- i. “Corrupt practice” : making offers, solicitation or acceptance of bribe, rewards or gifts or any material benefit, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process or contract execution;
- ii. “Fraudulent practice” : any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefits may be obtained or an obligation avoided. This includes making false declaration or providing false information for participation in a tender process or to secure a contract or in execution of the contract;
- iii. “Anti-competitive practice” : any collusion, bid rigging or anti-competitive arrangement, or any other practice coming under the purview of The Competition Act, 2002, between two or more bidders, with or without the knowledge of HOCL that may impair the transparency, fairness and the progress of the procurement process or to establish bid prices at artificial, non competitive levels;
- iv. “Coercive practice” : harming or threatening to harm, persons or their property to influence their participation in the procurement process or affect the execution of a contract;
- v. “Conflict of interest” : participation by a bidding firm or any of its affiliates that are either involved in the consultancy contract to which this procurement is linked; or if they are part of more than one bid in the procurement; or if the bidding firm or their personnel have relationships or financial or business transactions with any official of procuring entity who are directly or indirectly related to tender or execution process of contract; or improper use of information obtained by the (prospective) bidder from HOCL with an intent to gain unfair advantage in the procurement process or for personal gain;  
and
- vi. “Obstructive practice” : materially impede HOCL’s investigation into allegations of one or more of the above mentioned prohibited practices either by deliberately destroying, falsifying, altering; or by concealing of evidence material to the investigation; or by making false statements to investigators and / or by threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or by impeding the procuring entity’s rights of audit or access to information;

I, further declare that:

- i. I shall be obliged to suo-moto proactively declares any conflicts of interest (coming under the definition mentioned above - pre-existing or as and as soon as these arise at any stage) in any procurement process or execution of contract and failure to do so would amount to violation of this code of integrity;  
and
- ii. I, in any previous transgressions of such a code of integrity with any entity in any country during the last three years or I have been debarred by any other procuring entity. Failure to disclose, would amount to violation of this code of integrity;

Yours faithfully,

Signature and Stamp of bidder :

Name of the Bidder :

Place :

Date :

## ANNEXURE - M

### MODEL BANK GUARANTEE FORMAT FOR FURNISHING EMD

Whereas \_\_\_\_\_ (hereinafter called the "tenderer") has submitted their offer dated \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called the "tender") against HOCL's tender enquiry No. \_\_\_\_\_  
KNOW ALL MEN by these presents that WE \_\_\_\_\_ of \_\_\_\_\_ having our registered office at \_\_\_\_\_ are bound unto \_\_\_\_\_ (hereinafter called the "HOCL") in the sum of \_\_\_\_\_ for which payment will and truly to be made to the said HOCL, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this..... day of \_\_\_\_\_ 20\_\_\_\_\_.

#### THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the tenderer having been notified of the acceptance of his tender by HOCL during the period of its validity:
3.
  - a. If the tenderer fails to furnish the Performance Security for the due performance of the contract.
  - b. Fails or refuses to accept / execute the contract.

WE undertake to pay HOCL up to the above amount upon receipt of its first written demand, without HOCL having to substantiate its demand, provided that in its demand HOCL will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

**(Signature of the Authorised Officer of the Bank)**

.....

.....

**Name and designation of the officer**

.....

**Seal, name & address of the Bank and address of the Branch**

**ANNEXURE - N**  
**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY**

To

WHEREAS .....

(Name and address of the contactor) (hereinafter called “the contactor”) has undertaken, in pursuance of contract no..... dated ..... to carry out the work (description of works and services) (herein after called “the contract”). AND WHEREAS it has been stipulated by you in the said contract that the contactor shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract; AND WHEREAS we have agreed to give the contactor such a bank guarantee; NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the contactor, up to a total of ..... (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the contactor to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the contactor shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the ..... day of .....20.....

.....

**(Signature of the Authorised Officer of the Bank)**

.....

**Name and designation of the officer**

.....

.....

**Seal, name & address of the Bank and address of the Branch**

**ANNEXURE – Q**

**BANK GUARANTEE (FOR EMD/SECURITYDEPOSIT)**

Bank Guarantee No.  
Bank Guarantee issue date  
Bank Guarantee amount  
Bank Guarantee Period from  
To,  
Hindustan Organic Chemicals Limited  
Ambalamugal, Ernakulam,  
Kunnathunad, Kerala,  
India, 682302

In consideration of Hindustan Organic Chemicals Limited having its registered office at Hindustan Organic Chemicals Ltd, Ambalamugal, Kochi, Kerala (HOCL) (hereinafter referred to as HOCL, which expression shall include all its successors, administrators, executors and assigns) having issued an advertisement for open tender Enquiry No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_.

\_\_\_\_\_ (Name of the Party) having its Registered Office at (Full address of the party) (hereinafter referred to as \_\_\_\_\_, which expression shall include all its successors, administrators, executors and assigns) against the submission of the Bank Guarantee of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for Earnest Money deposit / Security Deposit (strike out whichever is not applicable).

We \_\_\_\_\_ (Name of the Bank and Full Address) having its Registered Office at \_\_\_\_\_ (Full Bank Address) (hereinafter referred to as The Bank which expression shall include all its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay HOCL immediately on first demand in writing and any / all money(s) to the extent of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only), without any demur, reservation, contest or protest and / or without any reference to the \_\_\_\_\_ (Name of the party). Any such demand made by HOCL on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the Bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any court, tribunal, arbitrator, sole expert, conciliator or any other authority and / or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by HOCL in writing but not later than \_\_\_\_\_. This Guarantee shall not be determined, discharged or affected by the liquidation, winding up, dissolution or insolvency of the Customer and shall remain valid, binding and operative during its currency against the Bank against any outstanding bill remaining unpaid or towards loss or damage caused to or suffered or would be caused to or suffered by reason of any breach by the said Customer of any of the terms or conditions agreed between them.

The Bank also agrees that HOCL at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the \_\_\_\_\_ (Name of the Party) and notwithstanding any security or other guarantee that HOCL may have in relation to the \_\_\_\_\_ (Name of the party) liabilities.

The Bank further agrees that HOCL shall have fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said supply or to extend time of performance by the said \_\_\_\_\_ (Name of the Party) from time to time or to postpone for any time or from time to time exercise of any of the powers vested in HOCL against the \_\_\_\_\_ (Name of the Party) and to forebear or enforce any of the terms and conditions relating to the said supply and we shall not be relieved from our liability by reasons of any such variation, or extension being granted to the said \_\_\_\_\_ (Name of the Party) or for any forbearance, act or omission on the part of HOCL or any indulgence by HOCL to the said \_\_\_\_\_ (Name of the Party) or any such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

The Bank further agree that the Guarantee herein contained shall remain in full force during the period that is taken for the finalization of the tender enquiry No. \_\_\_\_\_ dated \_\_\_\_\_ all dues of HOCL under or by virtue of this supply have been fully paid any its claim satisfied or discharged or till HOCL discharges this Guarantee in writing, or till \_\_\_\_\_ whichever is earlier. However, HOCL shall have the right to lodge claim up to 6 months from expiry of validity date of Bank Guarantee.

This Guarantee shall not be discharged by any change in our constitution, in the constitution of Customer any or that of HOCL.

The Bank confirms that this Guarantee has been issued with observance of appropriate laws of the country of issue.

The Bank also agrees that this Guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian courts at Mumbai, India.

Not with standing anything contained hereinabove, our liability under this guarantee is limited to Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only) and our guarantee shall remain in force up to \_\_\_\_\_ unless notice of demand to enforce a claim under this guarantee is served upon us on or before \_\_\_\_\_. All your rights under the above guarantee shall be forfeited and we shall be relieved and discharges from all liabilities from all liabilities there under.

We, \_\_\_\_\_ (Name of the Bank and Full address), hereby undertake not to revoke this guarantee during its currency except with the previous consent of HOCL in writing.

Not with standing anything contained here above.

1. Our liability under this bank guarantee shall not exceed Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_ only).

2. This bank guarantee shall be valid up to \_\_\_\_\_. We are liable to pay the guarantee amount or any part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before.

Place:

Date:

## **Annexure - R**

### **Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dated 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, Government Directives applicable in respect of Public Procurement No.1, 2 & 3) dated 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 name), 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 – W**  
**FORM OF DECLARATION ALONG WITH SUBMISSION OF TENDER**

**From**

**To**

**HINDUSTAN ORGANIC CHEMICALS LTD**  
**Ambalamugal**

1. I/We hereby declare that, for execution WORK of \_\_\_\_\_ as per Tender / NIT / RFQ No. \_\_\_\_\_, Date: \_\_\_\_\_, I / We have read, understood and agree to the scope of work, time schedule for completion of work. Period of contract, General Conditions of Contract, Special Conditions of Contract, Payment Terms, Specifications for materials and workmanship, Drawings, and other Documents and papers, all as detailed in the Tender Documents at the Schedule of Rates / Amount quoted by me / us for the above WORK in accordance with the above Tender / NIT / RFQ.
2. It has been explained to me / us that the time stipulated for completion of WORK in all respects and in different stages mentioned in the 'Time Schedule' of completion of WORK and signed and accepted by me / us is the essence of the CONTRACT. I / We agree that in case of failure on my / our part, to strictly observe the Time of Completion mentioned for WORK or any of them and to the final completion of WORK in all respects according to the Schedule set out in the said 'Time Schedule' of completion of WORK, and I / We agree fully to the recovery being made as specified (including Liquidated Damages clause) in the above Tender / NIT / RFQ.
3. I / We agree to pay the Earnest Money and Security Deposit and accept all the Terms and Conditions laid down in the Tender / NIT / RFQ in this respect.
4. In the case of acceptance of this tender, I / We hereby agree to abide by and full fill all Terms and Conditions of above Tender / NIT / RFQ and in default thereof, to forfeit and pay to HOCL such sums of money as are stipulated In Condition contained In General Tender Notice and Tender Documents.
5. If, I / We fail to commence the WORK specified in the Tender / NIT / RFQ, or I / We fail to deposit the amount of Security Deposit specified In Tender / NIT / RFQ, I / We agree that HOCL without prejudice to any other right or remedy be at liberty to forfeit the said Earnest Money in full, otherwise the said Earnest Money shall be retained by HOCL towards the Security Deposit specified in the Tender / NIT/ RFQ. HOCL shall be at liberty to cancel the Tender / NIT / RFQ, if I / We fail to deposit the Security Amount as aforesaid or to execute an Agreement or to start WORK as stipulated In the Tender / NIT / RFQ Document.

**Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_**

**Signature of tenderer(s) with seal of the firm**