

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).



HINDUSTAN ORGANIC CHEMICALS LTD

(A Govt. of India Enterprise)

AMBALAMUGAL PO

ERNAKULAM DIST, KERALA, INDIA

Phone :04842720911 ; Email :kochi@hoclindia.com

Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION

To,

Service RFQ NO.	: 70000204 / ELE/W&P/7005/23
Tender Type	: Limited Tender Service
Due Date/Time	: 22-May-23/14:00 hrs
Opening date/Time	: 22-May-23/15:00 hrs
Contact Person	:
Date	: 6-5-2023

SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: AMC of Window AC, Split AC and Water Coolers 2023-2024

Sealed quotations in duplicate are invited by Hindustan Organic Chemicals Ltd.,Ambalamugal for the works as detailed below.A set of tender documents is enclosed for submitting your quotation.

Name of Work:AMC of Window AC, Split AC and Water Coolers 2023-2024. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(HR), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 22-May-23/14:00 hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

Continued...

Bidders shall go through all documents attached to the quotation and fill in the blank spaces provided for and submit the same duly signed and dated. Quotation should be completed in all respects and in accordance with the various terms and conditions specified in the enquiry documents. Incomplete quotations are liable to be rejected.

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.

Rates :

The Tenderer should quote the rates in English both in figures as well as in words. Offers received without the rates in figures and in words are liable for rejection. In case of discrepancy exists between the rates quoted in figures and words, the rates quoted in words will prevail.

ESI, PF, Labour Law, SHE (Safety, Health & Environment) etc. # Requirements :

Refer Annexure A, B and C attached.

Validity of Offer :

The offer shall be valid for a period of 90 days from the last date of submission of tenders. The successful tenders shall sign the 'Form of Rate List' or execute an agreement in non-judicial stamp paper of appropriate value (to be borne by the contractor) within 21 days from the date of issue of letter of acceptance

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.

Other Terms & Conditions :

The tenderers have to download the GCC (General Conditions of Contract) from our website www.hockkochi.com and the same has to be returned along with the technical bid duly signed and stamped in all pages. However those who wish to have a hard copy of the same, can collect from us on request. The request for extension of due date will not be entertained in any case.

In addition to Clause No. 3.7 of our GCC, the tenderers who do not meet the basic requirements (technical / commercial) as per the tender enquiry document and any other important condition having significant bearing on the cost / utility / performance of the required goods, services, etc. will be treated as unresponsive and the tender will be liable to rejection.

In case you are unable to quote, kindly send the quotation with a regret for our records. Non-receipt of a regret will adversely affect your vendor rating.

Your quotation must be strictly in enclosed envelope indicating Collective RFQ Number, RFQ Number, Due Date and Name of Work.

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

The tender notice may be read in conjunction with the standard General Conditions of Contract (available in www.hockkochi.com), Special Conditions of Contract, Technical Specification, Drawings and other documents forming part of this enquiry.

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Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor:

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words	Amount (INR)
1	S3000204 Service Charges for 1 no. of 1.5 ton Window A.C. for 1 year	Numbers	11.0000		
Service Account Code(SAC) for S3000204 :					
Rate of Tax %:					
2	S3000937 Service Charges for 1 no. of 1 Ton Split A.C. for 1 year	Numbers	2.0000		
Service Account Code(SAC) for S3000937 :					
Rate of Tax %:					
3	S3000206 Service Charges for 1 no. of 1.5 Ton Split A.C. for 1 year	Numbers	42.0000		
Service Account Code(SAC) for S3000206 :					
Rate of Tax %:					
4	S3000207 Service charges for 1 no. of 2 Ton Split AC. for 1 year	Numbers	11.0000		
Service Account Code(SAC) for S3000207 :					
Rate of Tax %:					
5	S3000208 Service charges for 1 no. of Water Cooler for 1 year	Numbers	18.0000		
Service Account Code(SAC) for S3000208 :					
Rate of Tax %:					
6	S3001046 Supply of AC Refrigerant Gas	ACTIVITY UNIT	15.0000		
Service Account Code(SAC) for S3001046 :					
Rate of Tax %:					
7	S3001047 Dismantling of AC	ACTIVITY UNIT	10.0000		
Service Account Code(SAC) for S3001047 :					
Rate of Tax %:					
8	S3001048 Installation of AC	ACTIVITY UNIT	10.0000		
Service Account Code(SAC) for S3001048 :					
Rate of Tax %:					
9	S3001049 Air conditioner PCB(Printed Circuit Board) repair	ACTIVITY UNIT	20.0000		
Service Account Code(SAC) for S3001049 :					
Rate of Tax %:					

All fields including Service Account Code and tax rate for all the items to be filled by the vendor /contractor failing which your offer is liable to be rejected.

Total Amount Rs:

In Words Rupees:.....

Continued...

Date :

Signature and Seal of the Contractor

Continued...

NOTES

1.SCOPE OF WORK:-

Scope of work and special conditions are attached.

2.ENGINEER/OFFICER IN CHARGE:-

Hareesh Madhav A

M(E)/EM

9539945677, 0484-2727406

m.hareesh@hocl.gov.in

3.EARNEST MONEY DEPOSIT:-

Nil

4.DEFECT LIABILITY PERIOD:-

Nil

5.SECURITY DEPOSIT:-

Nil

6.LIQUIDATED DAMAGES:-

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

7.PERIOD OF CONTRACT:-

12 Months from the date of issue of work order/ Lol.

8.TIME OF COMPLETION:-

Repair/Service of each AC/water cooler shall be completed in a maximum of one weeks' time.

9.PAYMENT TERMS:-

For Item 1 to 5: 25% payment shall be released after successful completion of each quarter service, submission of service reports and certification by Engineer in charge.

For Item 6 to 9: Payment will be made on the satisfactory completion of work on actual quantity executed and certification by the Engineer-in-charge.

10.SCOPE OF SUPPLY:-

MATERIAL:

Contractor's Scope of Supply:

NIL, Installation of spares given by HOCL will have to be done by the party free of cost.

HOCL Scope of Supply:

All essential spares required for minor repairing will be arranged by HOCL.

TOOLS & TACKLES:

Contractor's Scope:

All tools & tackles required for the work are to be arranged by the contractor.

HOCL's Scope:

NIL

11.NOTE:-

Performance Security:-

Nil

Thanking You,

Yours Faithfully,

FOR HINDUSTAN ORGANIC CHEMICALS LTD

**PRAKASH B SINGADI
GM(ELECTRICAL)**

Continued...

Attachments: -

1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.
2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.
3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing
4. Annexure 'E' - MSME Details.
5. General Conditions of Contract. (can be downloaded from HOCL website)
6. Special Conditions of Contract

-----Tear off portion to be pasted on the Envelope containing Offer-----

Offer for AMC of Window AC, Split AC and Water Coolers 2023-2024

From :

RFQ No. : **70000204**

Due Date :22-May-23

Due Time : 14:00 hrs

**To,
General Manager(P & A)
Hindustan Organic Chemicals Limited
P.O Ambalamugal, Ernakulam - 682302
Kerala , India**