



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, KOCHI – 682 302

दूरभाष Phone: (0484) 2720911, 2727201, फैक्स FAX No. (0484) 2720893

Email: pad.kochi@hoclindia.com www.hoclindia.com

पीएंडए PAD/2021/003

दिनांक Date: 12/08/2021

सीमित ई निविदा सूचना LIMITED E- TENDER NOTICE

एचओसीएल निम्न बीमा पॉलिसियों के लिए द्वि-बोली प्रणाली के अधीन ई बोलियाँ आमंत्रित किया जाता है।

HOCL Invites e-Bids under the Two-bid system for the following Insurance policies:

क्रमांक Sl.No.	मद के विवरण और निविदा सं Description of Item and Tender No.
1	<ol style="list-style-type: none">अस्थायी कर्मचारियों के लिए नामित जीपीए पॉलिसी Named GPA Policy for Temporary Employeesप्रशिक्षुओं के लिए नामरहित जीपीए पॉलिसी Unnamed GPA Policy for Apprentices एनआईसी निविदा संदर्भ NIC Tender Ref : 2021_HOCL_643095_1 एचओसीएल निविदा संदर्भ : HOCL Tender Ref : PAD/2021/003

निविदा दस्तावेज़ www.hoclindia.com या www.eprocure.gov.in से डाउनलोड कर सकता है।

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

आईआरडीए अनुमोदित इन्श्यरेंस कंपनियों एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल: <https://eprocure.gov.in/eprocure/app>) में पंजीकृत करें। निर्धारित ऑनलाइन प्रक्रिया से भिन्न अन्य माध्यम से प्रस्तुत निविदाएँ स्वीकार नहीं की जाएंगी। कृपया अपना प्रस्ताव प्रस्तुत करने से पहले किसी जोड़/शुद्धिपत्र/विस्तार के लिए उपरोक्त वेबसाइट नियमित रूप से देखें।

IRDA approved insurance companies may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers. The details of the policies are enclosed.

Please submit your e-bids in two-bid system conforming to the specifications and the terms and conditions on or before the due date and time specified.

बोली प्रस्तुति की देय तिथि और समय **Due date and Time for submission of Tender : 02.09.2021, 2.00 PM**

बोली खोलने की तिथि और समय **Bid Opening date and Time**

: 03.09.2021, 2.00 PM

धन्यवाद Thanking you,

भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited

(एन वी रविदेव N V RAVIDEV)

महा प्रबन्धक (कार्मिक एवं प्रशासन) GENERAL MANAGER (P&A)



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

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पीएंडएPAD/2021/003

दिनांक Date: 12/08/2021

सर्वश्री M/s.

प्रिय महोदय Dear Sir,

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड एक सरकार उद्यम है जो फिनोल, एसीटोन और हाइड्रोजन पेरोक्साइड का विनिर्माण कार्य करती है। एचओसीएल अस्थायी कर्मचारियों के लिए नामित जीपीए पॉलिसी और प्रशिक्षुओं के लिए नामरहित जीपीए पॉलिसी के लिए ई-निविदाएँ आमंत्रित की जाती हैं। एचओसीएल ने सर्वश्री एनआईसी के साथ उनके पोर्टल www.eprocure.gov.in के माध्यम से ई प्रॉक्यूरमेंट के लिए करार में बना लिया है। आप इस निविदा में भाग लेने के लिए एनआईसी के साथ विक्रेता के रूप में पंजीकृत करवाएँ।

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 **NAMED GPA POLICY FOR TEMPORARY EMPLOYEES AND UNNAMED GPA POLICY FOR APPRENTICES**. HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal www.eprocure.gov.in.

निविदा दस्तावेज़ निम्न वेबसाइटों में अपलोड किया गया है।

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

दस्तावेज़ों की अनुक्रमणिका इसके साथ संलग्न है। आप से अनुरोध है कि आपकी निविदा तैयार/प्रस्तुत करने से पहले (i) कार्य के स्वरूप (ii) अनुसूची (iii) ऑनलाइन बोली प्रस्तुति के लिए सामान्य अनुदेश (iii) सामान्य निबंधन और शर्तें विस्तार से पढ़ें।

Index of documents enclosed is attached herewith. You are requested to kindly go through the (i) Scope of Work (ii) Schedule (iii) General Instruction to bidders for online bid submission (iv) General Terms and Conditions in detail before preparing / submitting your tender.

आप अपना प्रस्ताव ऑनलाइन में द्वि-बोली प्रणाली के तहत देय तारीख और समय के पहले प्रस्तुत करें।

You may submit your offer on Two-bid system online before the due date and time specified.

धन्यवाद Thanking you,

भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited (CIN: L99999MH1960GOIO11895),

(एन वी रविदेव N V RAVIDEV)

महा प्रबन्धक (कार्मिक एवं प्रशासन)

GENERAL MANAGER (P&A)

वर्ष 2021-22 के लिए जीपीए बीमा पॉलिसियों के लिए निविदा सूचना
Tender Notice for GPA Insurance Policies for the Year 2021-22:

अनुक्रमणिका- INDEX

1	नामित पॉलिसी के कार्यक्षेत्र और अनुसूची Scope and Schedule for Named policy	अनुबंध Annexure - I
2	नामित जीपीए पॉलिसी के निबंधन और शर्तें TERMS & Conditions for Named GPA Policy	अनुबंध Annexure -II
3	दावे का इतिहास Claim History	अनुबंध Annexure IIA
4	नामरहित पॉलिसी के कार्यक्षेत्र और अनुसूची Scope and Schedule for Unnamed policy	अनुबंध Annexure -III
5	नामित रहित जीपीए पॉलिसी के निबंधन और शर्तें TERMS & Conditions for Unnamed GPA Policy	अनुबंध Annexure -IIIA
6	दावे का इतिहास Claim History	अनुबंध Annexure IIIB
7	महत्वपूर्ण विवरण Important Details	अनुबंध Annexure-IV
8	ऑनलाइन बोली प्रस्तुति के लिए सामान्य अनुदेश General instructions for online bid submission	अनुबंध Annexure V
9	ई बोली प्रस्तुति के लिए बोलीदाताओं को सामान्य निर्देश General instructions to bidder for e-bid submission	अनुबंध Annexure-V
10	तकनीकी बोली (प्रपत्र क) Technical Bid (Form-A)	अनुबंध Annexure- A
11	ब्लैक लिस्ट/होलिडे लिस्ट की घोषणा प्रपत्र Proforma of declaration of black listing/holiday listing	अनुबंध Annexure-B
12	वाणिज्यिक/तकनीकी बोली Commercial/Technical BID	अनुबंध Annexure-C
13	वचनबद्धता Undertaking	अनुबंध Annexure-D
14	सत्यनिष्ठा करार Integrity Pact	अनुबंध Annexure-E

1. NAMED GPA POLICY FOR TEMPORARY EMPLOYEES

A. SCOPE:

The Scope includes the named GPA Policy to be covered for 161 nos. of Temporary Officers & Employees in various disciplines in this Unit for a period of one year from **15.09.2021** to **14.09.2022** against the accident occurring **round the clock**(24hrs). The Total No. of Temporary employees in our Unit and their monthly salary are as given below. Facility for addition and deletion should be provided.

क्रसं SI No	संवर्ग Category	सं Nos	मासिक वेतन Monthly Salary @	मासिक वेतन का 50 गुण 50 times of monthly Salary
01	Temporary Officers –	39	40,000/-	7,80,00,000/-
02	Temp. Employees Technician / Operator	1	31,601/-	15,80,050/-
03	Temporary Employees Technician	64	26,868/-	8,59,77,600/-
04	Temp. Employees – Asst. Technician -	27	25,034/-	3,37,95,900/-
05	Temp. Employees – Rigger	1	23,666/-	11,83,300/-
06	Temp. Employees – General Workman	28	22,134/-	3,09,87,600/-
07	Medical Officer	01	65,000/-	32,50,000/-
	Total	161		23,47,74,450/-

B. SCHEDULE:

1	Estimated Annual Wages (50 times of Basic Pay + VDA/Monthly fixed salary)	Rs.2348 Lakhs. To be adjusted based on the actual salary to be declared subsequently.
2	Table of Benefits	<ol style="list-style-type: none"> As per Table III / IV of Personal Accident Policy-Death, Permanent total Disability, Permanent Partial Disability, Temporary Total Disability. Weekly compensation may be 1 % of the Capital Sum Assured or Proportionate Salary (BP + VDA/Monthly fixed salary) whichever is Minimum. (Proposed weekly compensation may be clearly mentioned in the Quotation). Accident Medical Expenses : 50% of admissible claim.(Maximum)
3	Additional Coverage	1. Accident Medical expenses (only for Inpatient accident cases) up to Rs.1,00,000/-(Rupees One Lakh) per employee.
4	Maximum Claim Amount	50 Times of BP + VDA/Monthly Fixed salary per claim.

TERMS & CONDITIONS FOR NAMED GPA POLICY:

1. At present there are **161 Temporary employees** in our Company to be covered under the Policy initially and the newly appointing Temporary employees during the policy period shall also be covered under the policy on intimation from HOCL.
2. The estimated annual wage/Monthly Fixed salary given in the above table is calculated based on the Present Basic Pay and VDA /Monthly Fixed salary of the **temporary** employees currently working in the Company. The increase in the salary (BP + VDA) on account of DA increases, etc. shall be taken into consideration while settling the GPA claim. As such claim settlement shall be based on the actual salary (BP +VDA)/Monthly Fixed Salary drawn by the **temporary** employee before the accident.
3. Medical Expenses for accident cases of inpatient up to One lakh may be covered under the policy as additional coverage.
4. Since there would be increase in the estimated sum assured due to DA increase except Temporary officers,. and also due to the inclusion of new appointments as and when they join, the actual salary for the Policy period will be submitted to the Insurance company at the end of the policy period and the premium will be adjusted on the basis of actual declaration. Addition and deletion facility should be provided.
5. In addition to the above premium, an amount of Rs.5,000/- may also be paid as Cash Deposit with the Insurer being mandatory advance premium to settle the claim since there would be increase in the estimated sum assured due to DA Increase and also due to the inclusion of new recruits if any.
6. The bidder is expected to quote the premium amount and service tax if any, separately.
7. Any special conditions /deviations/exclusions to be included in the offer by the insurer to be given along with bid.

Annexure-IIA

Named GPA (Temporary Employees)
LAST YEAR PREMIUM & CLAIM STATUS

Period	No of Members Insured	Sum Assured	Amount of Premium (Inc. of GST)	No. of cases	Amount Claimed	Ins. Co.
15.09.2020 to 14.09.2021	139	1985.71 Lakhs	Rs.63499/-	11	1,49,348/- (7 claims) 4 pending	M/s. New India Assurance Company

2. UNNAMED GPA POLICY FOR APPRENTICES**A. SCOPE:**

HOCL, Kochi Unit is engaging Apprentices in various disciplines under the Apprentices Act 1961. The total number of Apprentices engaged at present is 81 only. The Apprentices engaged by the Company as per the below strength need to be covered under GPA Policy irrespective of their name. The Unnamed Policy shall cover the above fixed no. of Apprentices for **any accident occurring inside the factory premises** while undergoing Apprenticeship training for a period of one year from **15.09.2021 to 14.09.2022**. The number of Apprentices to be covered under the Policy shall remain same during the policy period.

Sl No	Category	Nos	Monthly Stipend @	50 times of monthly Stipend
01	Apprentices- Graduate	32	10,000/-	1,60,00,000/-
	Technician	27	8,000/-	1,08,00,000/-
	Trade	22	7,000/-	77,00,000/-
	Total	81		3,45,00,000/-

B.SCHEDULE

1	Estimated Annual Stipend (50 times of Stipend)	Rs. 345.00 Lakhs
2	Table of Benefits	1. As per table III/IV of Personal Accident Policy- Death, Permanent total Disability, Permanent Partial Disability, Temporary Total Disability. 2. Accidental Medical Expenses : 50 % of the Admissible Claim.
3	Maximum Claim Amount(per single claim)	50 times of monthly stipend paid/payable prior to the Accident.

TERMS & CONDITIONS FOR UNNAMED GPA POLICY

- At present there are **81 Apprentices** engaged in our Company under the Apprentices Act 1961 to be covered under the GPA Policy irrespective of their Name. The unnamed Policy shall cover the above fixed no. of Apprentices for **any accident occurring inside the factory premises while undergoing Apprenticeship training** for the period from **15.09.2021 to 14.09.2022**. The number of Apprentices to be covered under the Policy shall remain same during the policy period.
- The estimated annual stipend given in the above table is calculated based on the Present stipend to Apprentices currently engaged in the Company. The increase in stipend due to decision of the Govt. shall be taken into consideration while settling the GPA claim. As such claim settlement shall be based on the actual stipend drawn by the **Apprentices** before the accident.
- The bidder is expected to quote the premium amount and service tax if any, separately.
- Any special conditions /deviations/exclusions to be included in the offer by the insurer to be given along with bid.

Unnamed GPA (Apprentices)
LAST TWO YEARS PREMIUM & CLAIM STATUS for
Un Named GPA Insurance for Apprentices and Temporary employees

Period	No of Members Insured	Sum Assured	Amount of Premium (Inc. of GST)	No. of cases	Amount Claimed	Ins. Co.
15.09.2019 to 14.09.2020	220*	2127.29 Lakhs	Rs.61186/-	1**	36,000/-	IFFCO-TOKIO
15.09.2020 to 14.09.2021	80	340.00 Lakhs	Rs.11284/-	0	00,000/-	IFFCO-TOKIO

*GPA Insurance for Temporary Employees & Apprentices. Separate policy from the Year 2020-21.
 No Claims for apprentices during the last five years.

** Claim of Temporary Employee

The following important points may also be noted while submitting the quotations:

1. The Insurance companies should quote premium for the following policy coverage
 - A. Premium for GPA for Temporary employees with additional coverage of hospital medical expenses up to Rs. 1,00,000/- per employee.
 - B. Premium for GPA for Apprentices
 - C. Order will be placed on the Insurance Company quoting the lowest premium, provided that bid is technically acceptable. Over all LI party will be selected for Named policy and Unnamed policy and order for named policy and unnamed policy will be placed on the insurance company quoting the overall lowest premium.
 - D. Detailed Terms and conditions if any should be furnished separately along with the bid.

महत्वपूर्ण सूचनाएँ IMPORTANT DETAILS

1	Name of the work	Renewal of Group Personal Accident Policy for Temporary Employees and Apprentices for the Year 2021-22
2	Tender no	PAD/2021/003
3	Date of publishing Tender	12.08.2021
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact no for clarification	o.ramesh@hoclindia.com or varghese.saiju@hoclindia.com 0484-2727201/200/298/335
7	Last Date and Time for Bid submission	02.09.2021 1400 HRS
8	Date and Time of opening of Technical Bid	03.09.2021 1400HRS
9	Policy period	15.09.2021 to 14.09.2022
10	Validity of Tender	90 day from the last date of submission
11	Concerned Authority	General Manager(P&A) , HOCL, Ambalamugal, Kochi-682302 pad.kochi@hoclindia.com

हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LIMITED
(भारत सरकार का उद्यम A Government of India Enterprise)
ऑनलाइन बोली प्रस्तुति के लिए सामान्य अनुदेश General Instructions for Online Bid Submission

बोलीदाताओं को अपनी बोलियों की सॉफ्ट प्रतियाँ मान्य डिजिटल सिग्नेचर सर्टिफिकेट का उपयोग करके केंद्रीय सार्वजनिक खरीद पोर्टल (भारत सरकार)पोर्टल पर इलेक्ट्रॉनिक माध्यम से जमा करनी है। नीचे दिए गए निर्देश सीपीपी पोर्टल पर पंजीकरण करने में बोली लगाने वालों की सहायता करने, उनकी बोलियों को आवश्यकताओं के अनुसार तैयार करने और अपनी बोलियों को सीपीपी पोर्टल पर ऑनलाइन जमा करने के लिए हैं।

The bidders are required to submit soft copies of their bids electronically on the Central Public Portal of GOI, 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.

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

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

पंजीकरण REGISTRATION

1. बोलीदाताओं को सीपीपी पोर्टल पर "**ऑनलाइन बोली नामांकन**" लिंक पर क्लिक करके केंद्रीय सार्वजनिक खरीद पोर्टल के ई-प्रोक्योरमेंट मॉड्यूल (URL: <https://eprocure.gov.in/eprocure/app>) 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. नामांकन प्रक्रिया के भाग के रूप में, बोलीदाताओं को एक विशिष्ट उपयोगकर्ता नाम चुनना होगा और उनके खातों के लिए एक पासवर्ड निर्दिष्ट करना होगा।
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. बोलीदाताओं को सलाह दी जाती है कि वे पंजीकरण प्रक्रिया के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल के किसी भी संचार के लिए किया जाएगा।
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. नामांकन के बाद, बोलीदाताओं को अपने प्रोफाइल के साथ सीसीए इंडिया (जैसे Sify / nCode / eMudhra आदि) द्वारा मान्यता प्राप्त किसी भी प्रमाणन प्राधिकरण द्वारा जारी किए गए वैध डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससीमुख्य उपयोग पर) (हस्ताक्षर करने के साथ कक्षा III प्रमाण पत्रको पंजीकृत करने की आवश्यकता होगी। (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. बोलीदाता द्वारा केवल एक वैध डीएससी को पंजीकृत करना चाहिए। कृपया ध्यान दें कि बोलीदाता यह सुनिश्चित करने के लिए जिम्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार न दें, जिससे इसका दुरुपयोग हो सकता है।
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. बोलीदाता तब अपनी यूजर आईडी इन के माध्यम से -रके सुरक्षित लॉगटोकन के पासवर्ड को दर्ज क-ई / पासवर्ड और डीएससी / साइट पर जा सकता है।
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.

निविदा दस्तावेजों की खोज SEARCHING FOR TENDER DOCUMENTS

1. सीपीपी पोर्टल में विभिन्न खोज विकल्प बनाए गए हैं, जिससे बोलीदाताओं को कई मापदंडों द्वारा सक्रिय निविदाएं खोजने में सुविधा हो। इन मापदंडों में टेंडर आईडी, संगठन का नाम, स्थान, दिनांक, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए उन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता सीपीपी पोर्टल पर प्रकाशित निविदा के लिए खोज करने के लिए कई खोज मापदंडों जैसे कि संगठन का नाम, अनुबंध का प्रारूप, स्थान, दिनांक, अन्य कीवर्ड आदि जोड़ सकते हैं।
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. एक बार बोलीदाताओं ने उन निविदाओं का चयन कर लिया है जिनमें वे रुचि रखते हैं, वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। इन निविदाओं को संबंधित "मइ टेंडर" फ़ोल्डर में ले जाया जा सकता है। यह सीपीपी पोर्टल को एसएमएस / ई-मेल के माध्यम से बोली लगाने वालों को यदि निविदा दस्तावेज में कोई भी शुद्धिपत्र जारी किया गया, सूचित करने में सक्षम करेगा।
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. बोलीदाता को प्रत्येक निविदा को सौंपी गई अद्वितीय निविदा आईडी को नोट करना चाहिए, यदि वे हेल्पडेस्क से कोई स्पष्टीकरण सहायता प्राप्त करना चाहते हैं। /
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.

बोली की तैयारी PREPARATION OF BID

1. बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धिपत्र पर विचार करना चाहिए। Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. बोली के साथ प्रस्तुत किए जाने वाले आवश्यक दस्तावेजों को समझने के लिए कृपया निविदा विज्ञापन और निविदा दस्तावेज को ध्यान से पढ़ें। कृपया उन कवरों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा करने हैं, दस्तावेजों की संख्या प्रत्येक - दस्तावेज के नाम और सामग्री सहित जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से किसी भी विचलन से बोली की अस्वीकृति हो सकती है।
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. बोलीदाता को, पहले ही निविदा दस्तावेज अनुसूची में दर्शाए अनुसार प्रस्तुत किए जाने वाले बोली दस्तावेज तैयार /करना चाहिए और आम तौर पर, वे पीडीएफ़/आरएआर/एक्सएलएस/ काले और सफेद विकल्प के साथ 100 डीपीआई के साथ स्कैन किया जा सकता है जो स्कैन किए गए दस्तावेज के आकार को कम करने में मदद करता है।
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. मानक दस्तावेजों जिनको प्रत्येक बोली के साथ प्रस्तुत करने की आवश्यकता होती है, के एक जैसे सेट को अपलोड करने में लगने वाले समय और प्रयास से बचने के लिए, ऐसे मानक दस्तावेजों (जैसे पैन कार्ड प्रति, वार्षिक रिपोर्ट, लेखा परीक्षा प्रमाण पत्र आदि) को अपलोड करने का प्रावधान बोलीदाताओं को प्रदान किया गया है। बोलीदाता इस तरह के दस्तावेज अपलोड करने के लिए उनको उपलब्ध "मेरा स्थान" या "अन्य महत्वपूर्ण दस्तावेज" स्थान का उपयोग कर सकते हैं। ये दस्तावेज सीधे बोली लगाने समय "मेरा स्थान" से प्रस्तुत किया जा सकता है, और बार-बार अपलोड करने की आवश्यकता नहीं है। इससे बोली प्रस्तुत करने की प्रक्रिया के लिए आवश्यक समय में कमी आएगी।
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.

नोट : मई डोक्यूमेंट स्थान केवल अपलोड करने की प्रक्रिया को आसान बनाने के लिए बोलीदाताओं को दिया गया एक संग्रह स्थान है। यदि बोलीदाता ने मई डोक्यूमेंट स्थान में अपने दस्तावेज़ अपलोड किए हैं, तो यह इन दस्तावेज़ों को तकनीकी बोली के हिस्से के रूप में स्वयं सुनिश्चित नहीं कर सकता है।

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. बोलीदाता को बोली जमा करने के लिए पहले से साइट पर लॉग इन करना चाहिए ताकि वे बोली समय पर अपलोड कर सकें यानि बोली प्रस्तुति समय पर या उससे पहले कर सकते हैं। बोलीदाता अन्य विषयों के कारण किसी भी देरी के लिए जिम्मेदार होगा।

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. बोलीदाता को डिजिटली हस्ताक्षर करना होगा और आवश्यक बोली दस्तावेज़ों को एकएक-करके अपलोड करना होगा जैसा कि निविदा दस्तावेज़ में दर्शाया गया है।
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. बोलीदाताओं से यह नोट करने का अनुरोध है कि उनको प्रदान की गई प्रारूप में अपनी वित्तीय बोलियां अवश्य रूप से प्रस्तुत करना चाहिए और कोई अन्य प्रारूप स्वीकार्य न है। यदि निविदा बोली के साथ मूल्य बोली को एक मानक बीओक्यू (BoQ) प्रारूप के रूप में दिया गया है, तो वही डाउनलोड किया जाना है और सभी बोलीदाताओं द्वारा भरा जाना है। बोलीदाताओं को बीओक्यू (BoQ) फ़ाइल डाउनलोड करना, उसे खोना और अपने संबंधित वित्तीय भाव और अन्य विवरणों (जैसे बोलीदाता का नाम) के साथ सफेद रंग (असुरक्षित) स्थानों को पूरा करने की आवश्यकता होती है। किसी भी अन्य स्थानों में बदलाव नहीं करना चाहिए। एक बार विवरण पूरा हो जाने के बाद, बोलीदाता को फ़ाइल सेव करके नाम बदले बिना इसे ऑनलाइन प्रस्तुत करना चाहिए। यदि बीओक्यू (BoQ) फ़ाइल को बोलीदाता द्वारा संशोधित पाया जाता है, तो बोली अस्वीकार कर दी जाएगी।

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. सर्वर समय जिसे बोलीदाताओं के डैशबोर्ड पर) प्रदर्शित किया जाता है को बोलीदाताओं द्वारा बोलियां प्रस्तुत करने (के लिए समय सीमा को संदर्भित करने, बोलियां खोलने आदि के लिए मानक समय माना जाएगा। बोली प्रस्तुति के दौरान बोलीदाताओं को इस समय का पालन करना चाहिए।

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. डेटा की गोपनीयता सुनिश्चित करने के लिए बोलीदाताओं द्वारा प्रस्तुत किए जा रहे सभी दस्तावेज़ों को पीकेआई कूटलेखन (एन्क्रिप्शन) तकनीकों का उपयोग करके कूट (एन्क्रिप्ट) किया जाएगा। दर्ज किया गया डेटा अनधिकृत व्यक्तियों द्वारा बोली खोलने के समय तक नहीं देखा जा सकता है। बोलियों की गोपनीयता सुरक्षित सॉकेट लेयर 128 बिट एन्क्रिप्शन प्रौद्योगिकी का उपयोग करके बनाए रखी जाती है। संवेदनशील क्षेत्रों का डेटा संग्रह एन्क्रिप्शन किया जाता है। सर्वर पर अपलोड किए गए कोई भी बोली दस्तावेज़ सिस्टम द्वारा जनित सममित कुंजी का उपयोग करके सममित एन्क्रिप्शन के अधीन है। इसके अलावा, इस कुंजी को क्रेताओं / बोली खोलने वालों की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन किया जाता है। कुल मिलाकर, अपलोड किए गए निविदा दस्तावेज़ प्राधिकृत बोली खोलनेवालों द्वारा निविदा खोलने के बाद ही पठनीय हो जाते हैं।

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. बोली सारांश का प्रिंट किया जाना है और बोली प्रस्तुत करने की पावती के रूप में रखा जाना है। इस पावती का उपयोग किसी भी बोली खुलावा बैठकों के लिए प्रवेश पास के रूप में किया जा सकता है।
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.

बोलीदाताओं को सहायता ASSISTANCE TO BIDDERS

1. निविदा दस्तावेज और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकरण को या निविदा में उल्लेखित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।
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. ऑनलाइन बोली प्रस्तुत करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्न 24x7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किए जा सकते हैं।
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.

Contract Person (NIC matters)

Mr.Midhun Babu

Co-ordinator

Mob: 8547196394, 0484 2727401

Contract Person (HOCL)

Mr.RAMESH.O,

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Tel.0484 2727298/201

Mr.SAIJU VARGHESE,

Sr.Admin. Officer

HOCL, Ambalamugal.

Ph: 0484 2727335/200

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.

GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION

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

1. HOCL has entered into an Agreement with NIC for e procurement through their portal www.eprocure.gov.in. Quotations shall be submitted online on or before the due date and time of closing the tender. The Price bid should be submitted in price bid format given.
2. The bid shall contain as integral part of the same the following compliance statement: "We have read, understood and accepted the terms and conditions of purchase and related documents forming part of this enquiry and agree to supply the goods in compliance with the same."
3. Bidders should carefully study the documents of this enquiry. All terms and conditions set out there in the enquiry shall be binding on the bidders unless conflicting with any terms and conditions expressly stated by HOCL while accepting any bid, in the event of such acceptance.
4. HOCL reserves the right, without assigning any reason whatsoever, to accept or reject any or all bids in part or in full or cancel this enquiry.
5. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
6. Bids shall be valid for a minimum of 90 days from the due date for receipt and opening of the bids.

1. PREQUALIFICATION CRITERIA

Tenderers who meet the following conditions / qualifications need only quote against this Enquiry:

- A. Insurance companies who are registered under the insurance Act,1938 and authorized to take Group Medclaim Insurance Policy and governed under IRDA Act,1999 having experience in this field can only quote for the above Medclaim Insurance Policy.
2. Earnest money deposit : Nil
3. Cost of Tender Documents: Nil
4. Rates quoted shall be exclusive of GST
5. Security deposit: Nil
6. Period of policy: One year from 06.01.2021 to 05.01.2021
7. Undertaking: All the bidders have to give an undertaking in the format as given as Annexure 'D' in the Technical Bid.
8. Integrity pact: As per CVC Guidelines in the event of placement, parties whom the is placed has to sign integrity Pact if the purchase order value is 50 lack or above. Format order is given along with tender document as Annexure 'E'

DUE DATE & TIME: Due date for submission of tender is (Closing date) **02.09.2021 at 02.00 pm.**

OPENING OF BIDS: The Technical Bids will be opened on **03.09.2021 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

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

SUBMISSION OF BIDS: Refer Instructions to Bidder for online Bid submission.

PRICE 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 Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder) and 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.

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) Non submission of EMD payment details with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Vendor currently not having BIS certification for barrels (g) Any other valid reasons.

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

DISPUTES: In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The decision of the arbitration shall be final and binding on both the parties.

ANNEXURE - A



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, KOCHI – 682 302

HOCL Tender No.PAD/2021/003

**RENEWAL OF GROUP PERSONAL ACCIDENT POLICIES FOR TEMPORARY EMPLOYEES & APPRENTICES FOR
THE YEAR 2021-22**

तकनीकी बोली (प्रपत्र क TECHNICAL BID (FORM-A)

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

तकनीकी बोली प्रपत्र PRO-FORMA-TECHNICAL BID

क्रमांक Sl.No.	विवरण Details	
1	कंपनी का नाम Name of the Company	
2.	बोलीदाता का नाम Name of the Bidder	
3.	पता, दूरभाष संख्या, ईमेल और संपर्क व्यक्ति के नाम और मोबाइल संख्या Address with Telephone no, email and name of contact person and mobile no	
4	जीएसटी आईडी GST ID	
5	पैन विवरण Pan Details	
6	बैंक का नाम और शाखा Name of the Bank & Branch	
	बैंक का आईएफएससी कोड Bank IFSC Code	
	खाता संख्या A/c No	
	बैंक का पता Address of Bank	

1. Annexure B (Declaration of Blacklisting/Holiday Listing) dully filled, signed and sealed is attached
2. Annexure C (Commercial/Technical Bid Declaration) dully filled, signed and sealed is attached
3. Annexure D (Undertaking) signed and sealed is attached.

Enclosed the tender documents signed & sealed in all pages along with all the annexure.

We hereby undertake that we have read and understood the terms and conditions of the renewal of GPA policy for Temporary employees and Apprentices for the year 2021-22 and shall abide it.

Signature of the Tenderer :

Name of the Tenderer :

PLACE:

Seal

DATE:

ANNEXURE - B

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. _____ which is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of a Partnership Firm:

We hereby declare that neither we, M/s. _____, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

In the case of Company:

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE – C

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
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of “MSME” enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of “MSME” enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iii	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL’s standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
DATE:		SIGN AND STAMP OF BIDDER

ANNEXURE - D

(Undertaking to be prepared on the letter Head of the vendor, to be signed, sealed and to be attached in the Technical Bid)

To

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

Sub: Renewal of Group Personal Accident Insurance Policy for Temp. Employees & Apprentices –reg.

Ref: Tender ref. No. PAD/2021/003

Sir,

We confirm that we have read and understood all the terms and conditions of the **Tender for Renewal of Group Personal Accident Insurance Policy for Temp. employees & Apprentices**. We further affirm that we have understood all the terms of **Group Personal Accident Insurance Policy for Temp. employees & Apprentices**. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you
Yours faithfully
For

Sd/-

(Name)

Place:

Date:

(seal)

Annexure-E

INTEGRITY PACT FORMAT

INTEGRITY PACT

Between

Hindustan Organic Chemicals Ltd(HOCL), a company formed and registered under the Companies Act,1956 and having its registered office at 4th Floor, V Times square, Sector-15,CBD Belapur, Navi Mumbai-400 614, Maharashtra hereinafter referred to as "The Principal",

And

.....hereinafter referred to as "The Bidder/Contractor"

Preamble

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

Section 1- Commitments of the Principal

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
 - a) No employee of the Principal, personally or through family members will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
 - b) The Principal will, during the tender process treat all bidders(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
 - c) The Principal will exclude from the process all known prejudiced / interested persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code/Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

Contd...2/-

Section 2 - Commitments of the Bidder(s)/ Contractor(s)

1. The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
 - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
 - b) A Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
 - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
 - d) The Bidder(s) /contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s) / contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
 - e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

Contd...3/-

Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other from such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

Section 4- Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/BidSecurity.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section3, the Principal shall be entitled to demand and recover from the Contractor the liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Section 5- Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in India conforming to the anti- corruption approach including Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

Section-6- Equal treatment of all Bidders / Contractors / Subcontractors

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractor.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

Section-7- Criminal charges against violating Bidder(s)/ Contractor(s) /Subcontractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

Section 8 - Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidder(s) / Contractor(s) as confidential. He reports to the Chairman and Managing Director, HOCL.
3. The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractors(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman and Managing Director, HOCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on HOCL Board.

Contd.....5/-

8. If the Monitor has reported to the Chairman & Managing Director, HOCL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, HOCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word 'Monitor' would include both singular and plural.

Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other bidder(s) 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Chairman and Managing Director of HOCL.

Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, ie., Navi Mumbai, Maharashtra.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of the agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. The Bidder / Contractor signing this "Integrity Pact" shall not approach the courts while representing the matters to IEMs and he/she shall wait their decisions in the matter.

For & On behalf of the Principal (Office Seal)	For & On behalf of Bidder/Contractor(OfficeSeal)
Place:	
Date	
Witness 1 (Name & Address)	Witness 2: (Name & Address)