



HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

AMBALAMUGAL, Ernakulam District, PIN: 682 032.

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

03.10.2025

Dear Sir,

Hindustan Organic Chemicals Limited (HOCL) is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **AMC FOR LAN FOR THE PERIOD 2025-2026**.

Tender documents are uploaded in HOCL website www.hoclindia.com and <https://gem.gov.in/>.

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

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

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (GSTIN: 32AAACH2663P1ZG)

NASEEMA A P

CHIEF MANAGER (MSS)

**OPEN TENDER NOTICE FOR AMC FOR LAN AT OUR FACTORY AT
AMBALAMUGAL, KOCHI**

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SCOPE OF WORK

AMC FOR LAN AT HOCL FOR ONE YEAR (2025-2026)

This covers Computers, Servers, and other networking components like media converters, switches (8/16/24 port), 100 Base FX Module, Lap top and Multimedia projector as listed in BoQ (Bill of Quantity).

Breakdown maintenance of hardware and operating system of computers, laptop and servers, Local Area Network (Including all networking equipments like media converters, switches 8/16/24 ports, 100 Base FX Module, etc) installed in our premises (all the items mentioned in the Bill of Materials).

1. Breakdown Maintenance - As and when required
2. You should provide well qualified and highly trained service professionals.
3. The AMC is comprehensive in nature including the spare
4. **One Service Engineer should be deputed at 09.30 AM and should stay up to 05.00 PM on all working days of HOCL for regular maintenance works. If the Service Engineer is on leave you may depute another Service Engineer for the same day up to 05.00 PM for the smooth functioning of regular works.** He should check up all the servers, nodes and other network components (including UTP and Fiber Cables), if required, for the smooth functioning of the system. **Canteen facility can be availed by the service engineer from our canteen at free of cost while inside the premises. (Meals 25 Nos, Snack 30 Nos, Tea 50 Nos)**
5. **The service engineer deployed at site shall have necessary technical skill and sufficient prior experience in the Computer/LAN maintenance. Provide the details of the Service Engineer with experience certificate related to Computer/LAN Maintenance (Biodata and Experience certificate more than one year).** Necessary security clearance/police verification certificate as stipulated by organization shall have to be produced at the time of entering to the contract. **In the context of replacement of service engineer allotted, prior intimation shall be given.**
6. You should maintain the Operating System software (Windows 11/10/8/7, Windows 2003 Server, Linux/ UNIX and DOS) also as part of the contract.
7. **Server Administration**
 - **Operating Systems:** Proficiency in server operating systems such as Windows Server, Linux distributions.
 - **Server Setup:** Ability to install, configure, and manage server hardware and software.
8. **Networking**
 - **Network Configuration:** Knowledge of IP addressing, VLANs, subnetting, and routing.
 - **Troubleshooting:** Skills to diagnose and resolve network issues affecting server performance and connectivity.
9. **Defective/damaged parts should be replaced free of cost during the period of contract. Sufficient Stock of Spares as mentioned in the ANNEXURE - IV should be maintained in HOC premises to minimize the downtime.**

10. Any item, whether in whole or in the form of spare parts, taken out of the company premises for repair shall be returned within a maximum period of one week. In the event of query delay beyond this period, the contractor shall intimate the Engineer in charge in writing, stating the reason for the delay.

11. The replaced parts should be new or equivalent to new in performance, when used in the equipment.

12. In case any old PCs are replaced during the year 2025-2026 AMC periods, then the AMC for the old PCs will be discontinued and the payment will be on pro-rata basis.

13. In case of underperformance, the contract for AMC will be revoked without any notice.

Service & Support

1. **Availability of Service Centres: Bidder must have a Functional Service Centre in the State of each Consignee's Location.** If service centre is not already there at the time of bidding, successful bidder shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre
2. BIDDER must have Dedicated/ toll Free Telephone No. for Service Support.
3. Escalation Matrix for Service Support: Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.

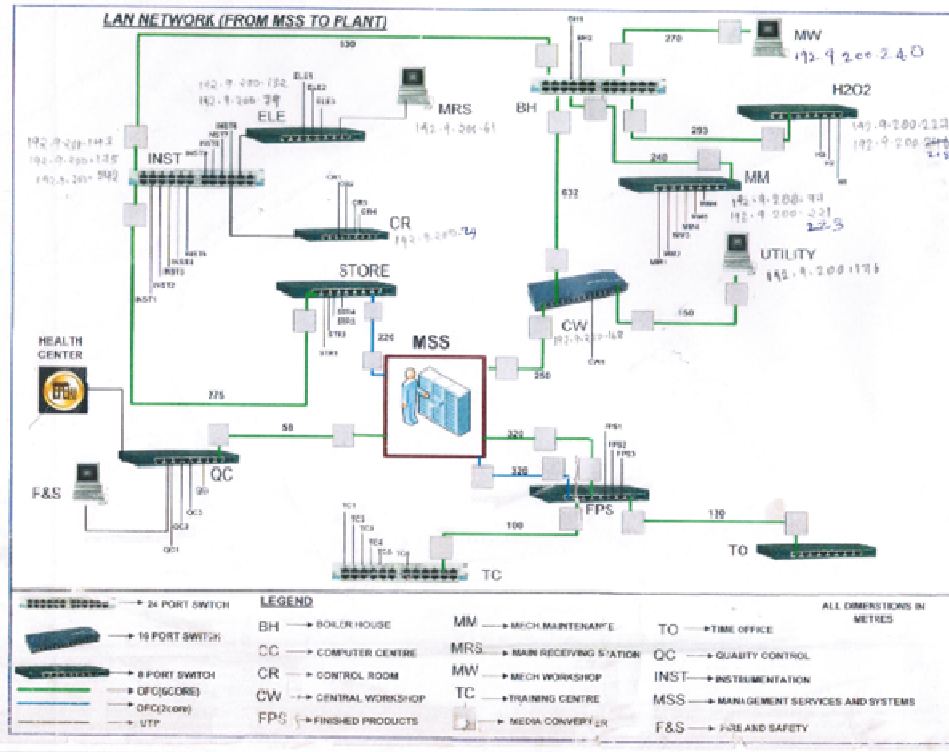
Buyer Added Bid Specific ATC

1. BIDDER SHOULD HAVE PROPER FUNCTIONING OFFICE IN THE STATE OF KERALA WITH AUTHORISED GST NUMBER
2. AVAILABILITY OF SERVICE CENTRE IN THE CONSIGNEE LOCATION AND THEIR DETAILS TO BE FURNISHED AT THE TIME OF BID SUBMISSION
3. ANY DEVIATIONS IN SPECIFICATION AS PER OEM WEBSITE MAY LEAD TO FULL/PARTIAL REJECTION.

Bill of Materials (BOM)

SL. NO.	DESCRIPTION AND SPECIFICATION OF ITEM
1	HCL INFINITI (CORE2 DUO 1GB RAM,160 GB HDD)
2	HCL INFINITI BL1280 (COR 2DUO 2GB RAM,320GB SATA HDD)
3	HCL BL1330 (CORE2 DUO 2GB RAM,320 SATA HDD)
4	WIPRO (CORE 2 DUO,2GB RAM,320 SATA HDD)
5	WIPRO (CORE 2 DUO,4GB RAM,500 SATA HDD)
6	ZENITH 2X SERIES-CORE I3 4GB RAM
7	ZENITH 3Q SERIES-CORE I3 4GB RAM
8	DELL-VOSTRO 270S (I3 ,16GB RAM ,500GB HDD)
9	ACER (INTEL CORE i5-7500 (3.4 GHZ, 6 MB CACHE, 4 CRORES, 4 GB RAM, 1TB/500 GB HDD)
10	DELL - INTEL CORE i3 -8100 (306 GHZ, 6 MB CACHE, 4 CRORES, 4 GB DDR 4 RAM, 500 GB HDD)
11	HP- INTEL CORE i5 (4GB RAM,320/500 GB HDD)
12	DELL i5 WIN 10,64 BIT, 8 GB RAM, 1 TB
13	DELL OPTIPLEX 5090 SFF
14	HP 400 G9 MT i5 12500
15	HP LAPTOP (Intel Core i5 (7 GEN)),8 GB DDR 4 RAM,1 TB SATA HDD)
16	DELL LAPTOP INSPIRON, SSD 512 i5, WINDOWS 11 ACTIVATED
17	MULTIMEDIA PROJECTOR (EPSON H842C)
18	24 PORT /16 PORT SWITCH
19	8 PORT SWITCH
20	MEDIA CONVERTER
21	100 BASEFX MODULE
22	NETWORK COMPONENT LIKE LIUS, JACK PANELS, CABLES ETC
23	SERVICE ENGINEERS COST

LAN DIAGRAM



MINIMUM STOCK OF SPARES TO BE KEPT AT ANY POINT OF TIME

SL.NO	ITEM NAME	UNIT	QTY
1	8 PORT NETWORK SWITCH	NOS	3
2	16 PORT NETWORK SWITCH	NOS	1
2	MEDIA CONVERTER	NOS	4
3	CAT 6 CABLE	MTR	100
4	RJ 45	NOS	15
5	MOUSE	NOS	5
6	KEY BOARD	NOS	5
7	SMPS	NOS	5
8	MOTHER BOARD	NOS	2
9	RAM (4GB, DDR3 & DDR4) RAM 2GB DDR2	NOS	5
10	CPU FAN	NOS	2
11	PROCESSOR (CORE 2 DUO)	NOS	2
17	POWER CODE	NOS	5
18	IO PORT/BOX	NOS	2
19	MONITOR	NOS	1

DATE:

PLACE:

SEAL & SIGNATURE:

GENERAL TERMS AND CONDITIONS OF THE TENDER

VALIDITY OF OFFER:

The offer shall be valid for a period of 90 days from the date of submission for placement of order.

CONTACT PERSONS (Hindustan Organic Chemicals Limited):

Naseema A P
Chief Manager (MSS)
Land line :0484-2727481
Mobile: 9947115482
Email:mss.kochi@hoclindia.com

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.

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.

PERIOD OF CONTRACT:

The period of the contract shall be one year from issue of work order.

PAYMENT TERMS:

Quarterly payment on submission of invoices at the end of each quarter. Payment will be made within 30 days after submission of bill, on recommendations of the Engineer in charge.

In case any item is replaced by HOCL in the scope of work, during the tenure of contract, then the AMC for the same will be discontinued and the payment will be on pro-rata basis.

DEFECT LIABILITY PERIOD:

AS PER GCC.

TIME OF COMPLETION:

The period of the contract shall be one year from issue of work order.

LABOUR LAWS AND ENVIRONMENTAL PROTECTION:

You shall strictly abide by the 'article-8 "Labour Laws" of General Conditions of Contract and 8.6 "Employees State Insurance Act" and "PF-Act" in particular (Refer Annexure A & B attached).

GENERAL CONDITIONS OF CONTRACT:

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website www.hoclindia.com 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.

ANNEXURE-III**TECHNICAL BID**

Technical Bid should contain the following details which must be uploaded in the NIC website in pdf format:

Sl. No.	Item	Details to be filled up by vendor
1	Name and address of the vendor	
2	GSTIN No	
3	Details of contact person: Name, phone number, email ID	
4	Have you read and understood the SCOPE OF WORK and Agreeing to provide support as mentioned in the SCOPE for all the items in the Bill of Materials	(Yes/ No)
5	Any Deviation from General Terms and conditions of the contract	(Yes/ No) <i>Deviations if any should be attached to this technical bid, sealed and signed on all the page</i>
6	Check whether you have attached the following documents to this technical bid, duly signed and sealed on all the pages. If the bid does not contain these, it is liable to be rejected.	(i) Covering letter of the offer on your company letter head (ii) Scope of work duly filled and sealed (iii) Work orders of minimum THREE numbers of similar kind of work carried out during last three years. (iv) Completion Certificate of similar kind of work carried out during last three years. (v) Provide the details of the Service Engineer with experience certificate related to Computer/LAN Maintenance (Biodata and Experience certificate more than one year) (i) Minimum stock of spares (ANNEXURE IV) duly filled and sealed (ii) Deviations from the general conditions of contract if any (iii) All Annexure A, B, C, D, E, H, L, R & W
7	Have you been blacklisted by any Government organization in the past. If yes, furnish the details.	(Yes/ No)
8	Availability of Local/ Service/ Support Center	If yes, provide the details with phone number
9	Whether escalation matrix provided	(Yes/No)
10	Agree with all points from 1-12 mentioned in the scope of work. If any deviation please mention in separate sheet	Agree/ Disagree If any deviation please mention in separate sheet

This is to certify that all the facts furnished above and documents attached are genuine/ true. I also understand that in case it is subsequently found that the documents / facts furnished are false, the contract (if placed on us) is liable to be cancelled. I confirm that we accept the general conditions of contract for this tender and deviations if any have been attached to this technical bid.

DATE:

PLACE:

SEAL & SIGNATURE:

ANNEXURE-IV**MINIMUM STOCK OF SPARES TO BE KEPT AT ANY POINT OF TIME**

SL.NO	ITEM NAME	UNIT	QTY
1	8 PORT NETWORK SWITCH	NOS	3
2	16 PORT NETWORK SWITCH	NOS	1
2	MEDIA CONVERTER	NOS	4
3	CAT 6 CABLE	MTR	100
4	RJ 45	NOS	15
5	MOUSE	NOS	5
6	KEY BOARD	NOS	5
7	SMPS	NOS	5
8	MOTHER BOARD	NOS	2
9	RAM (4GB, DDR3 & DDR4) RAM 2GB DDR2	NOS	5
10	CPU FAN	NOS	2
11	PROCESSOR (CORE 2 DUO)	NOS	2
17	POWER CODE	NOS	5
18	IO PORT/BOX	NOS	2
19	MONITOR	NOS	1

DATE:

PLACE:

SEAL & SIGNATURE:

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 carry out any job, which may please be noted.

5. Labour Laws & Provident Fund

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.
2. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

6. Guidelines to Contractors/Suppliers for Environmental Protection

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
 - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
 - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

7. B. Confined Space Entry

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

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.

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.

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 thereof 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 thereof 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 thereof state "NIL")

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

PLACE:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE - E

BIDDER DETAILS

ANNEXURE TO BID AGAINST TENDER No: _____
(KINDLY FILL THIS SHEET AND SUBMIT IN - COMMERCIAL / TECHNICAL BID)

Name of the Bidder:		
Sl. No.	Commercial Clauses	Bidder Confirmation (Please put ✓ in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, Company) is currently on holiday list / black list / de-listed or has been put on holiday / blacklisted / de-listed at any PSU / govt. HOCL. If so, give details.	☐ Yes, we are on holiday List / Black List / De-List ☐ No
2	Whether the party is registered under Micro / Small / Medium Enterprises act 2006 (Please furnish the proof)	☐ Micro ☐ Medium ☐ Small ☐ No
ii	Status of MSE Bidder	☐ Manufacturer ☐ Services ☐ Not Applicable
iii	Whether MSE bidder is offering product manufactured by him / her	☐ Yes ☐ 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>	☐ Mention UAM Number ☐ Not Applicable
ii	Submitted valid document against clause no 3 (i)	☐ Submitted ☐ Not Applicable
4	Whether the proprietor of "MSME" enterprise is from SC / ST category (Please attach caste certificate issued by Competent Authority)	☐ Yes ☐ 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)	☐ Yes ☐ No
iii	Submitted certificate against clause no 4 (ii)	☐ Submitted ☐ 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	☐ Agreed ☐ Not Agreed
DATE: _____ SIGN AND STAMP OF BIDDER		

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

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:

**Declaration of Compliance of Order (Public Procurement No.1, 2 & 3) dtd 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, Govt Directives applicable in respect of Public Procurement No.1, 2 & 3) dtd 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 names), 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

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

SCOPE OF WORK

AMC FOR LAN AT HOCL FOR ONE YEAR (2025-2026)

This covers Computers, Servers, and other networking components like media converters, switches (8/16/24 port), 100 Base FX Module, Lap top and Multimedia projector as listed in BoQ (Bill of Quantity).

Breakdown maintenance of hardware and operating system of computers, laptop and servers, Local Area Network (Including all networking equipments like media converters, switches 8/16/24 ports, 100 Base FX Module, etc) installed in our premises (all the items mentioned in the Bill of Materials).

1. Breakdown Maintenance - As and when required
2. You should provide well qualified and highly trained service professionals.
3. The AMC is comprehensive in nature including the spare
4. **One Service Engineer should be deputed at 09.30 AM and should stay up to 05.00 PM on all working days of HOCL for regular maintenance works. If the Service Engineer is on leave you may depute another Service Engineer for the same day up to 05.00 PM for the smooth functioning of regular works.** He should check up all the servers, nodes and other network components (including UTP and Fiber Cables), if required, for the smooth functioning of the system. **Canteen facility can be availed by the service engineer from our canteen at free of cost while inside the premises. (Meals 25 Nos, Snack 30 Nos, Tea 50 Nos)**
5. **The service engineer deployed at site shall have necessary technical skill and sufficient prior experience in the Computer/LAN maintenance. Provide the details of the Service Engineer with experience certificate related to Computer/LAN Maintenance (Biodata and Experience certificate more than one year).** Necessary security clearance/police verification certificate as stipulated by organization shall have to be produced at the time of entering to the contract. **In the context of replacement of service engineer allotted, prior intimation shall be given.**
6. You should maintain the Operating System software (Windows 11/10/8/7, Windows 2003 Server, Linux/ UNIX and DOS) also as part of the contract.
7. **Server Administration**
 - **Operating Systems:** Proficiency in server operating systems such as Windows Server, Linux distributions.
 - **Server Setup:** Ability to install, configure, and manage server hardware and software.
8. **Networking**
 - **Network Configuration:** Knowledge of IP addressing, VLANs, subnetting, and routing.
 - **Troubleshooting:** Skills to diagnose and resolve network issues affecting server performance and connectivity.

9. Defective/damaged parts should be replaced free of cost during the period of contract. Sufficient Stock of Spares as mentioned in the ANNEXURE - IV should be maintained in HOC premises to minimize the downtime.

10. Any item, whether in whole or in the form of spare parts, taken out of the company premises for repair shall be returned within a maximum period of one week. In the event of query delay beyond this period, the contractor shall intimate the Engineer in charge in writing, stating the reason for the delay.

11. The replaced parts should be new or equivalent to new in performance, when used in the equipment.

12. In case any old PCs are replaced during the year 2025-2026 AMC periods, then the AMC for the old PCs will be discontinued and the payment will be on pro-rata basis.

13. In case of underperformance, the contract for AMC will be revoked without any notice.

Service & Support

1. **Availability of Service Centres: Bidder must have a Functional Service Centre in the State of each Consignee's Location.** If service centre is not already there at the time of bidding, successful bidder shall have to establish one within 30 days of award of contract. Payment shall be released only after submission of documentary evidence of having Functional Service Centre
2. BIDDER must have Dedicated/ toll Free Telephone No. for Service Support.
3. Escalation Matrix for Service Support: Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.

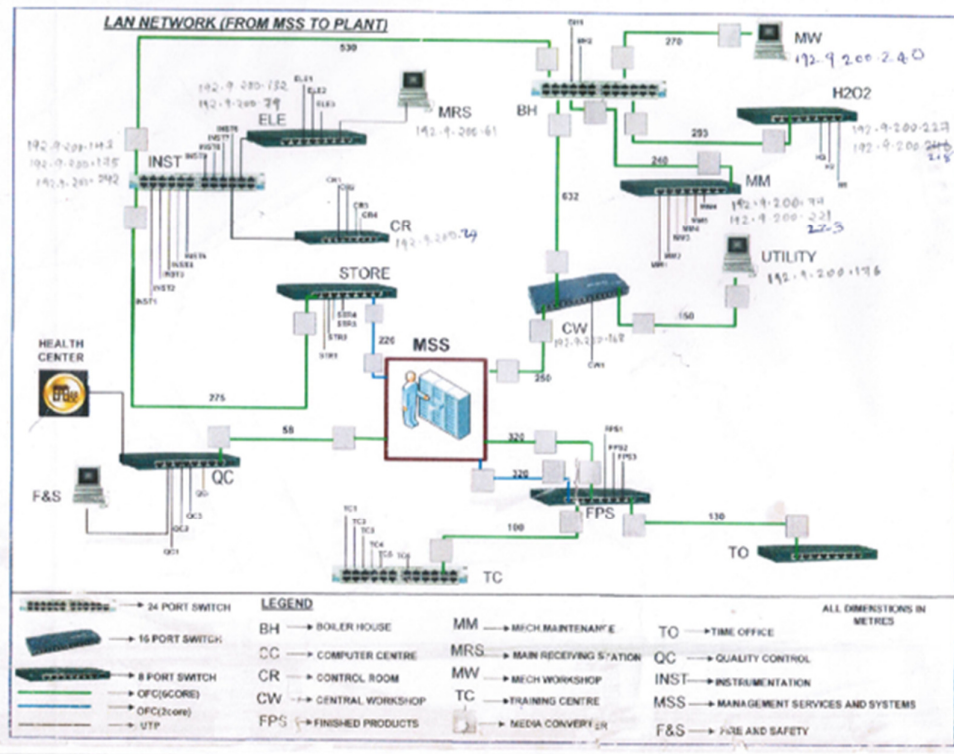
Buyer Added Bid Specific ATC

1. BIDDER SHOULD HAVE PROPER FUNCTIONING OFFICE IN THE STATE OF KERALA WITH AUTHORISED GST NUMBER
2. AVAILABILITY OF SERVICE CENTRE IN THE CONSIGNEE LOCATION AND THEIR DETAILS TO BE FURNISHED AT THE TIME OF BID SUBMISSION
3. ANY DEVIATIONS IN SPECIFICATION AS PER OEM WEBSITE MAY LEAD TO FULL/PARTIAL REJECTION.

Bill of Materials (BOM)

SL. NO.	DESCRIPTION AND SPECIFICATION OF ITEM
1	HCL INFINITI (CORE2 DUO 1GB RAM,160 GB HDD)
2	HCL INFINITI BL1280 (COR 2DUO 2GB RAM,320GB SATA HDD)
3	HCL BL1330 (CORE2 DUO 2GB RAM,320 SATA HDD)
4	WIPRO (CORE 2 DUO,2GB RAM,320 SATA HDD)
5	WIPRO (CORE 2 DUO,4GB RAM,500 SATA HDD)
6	ZENITH 2X SERIES-CORE I3 4GB RAM
7	ZENITH 3Q SERIES-CORE I3 4GB RAM
8	DELL-VOSTRO 270S (I3 ,16GB RAM ,500GB HDD)
9	ACER (INTEL CORE i5-7500 (3.4 GHZ, 6 MB CACHE, 4 CRORES, 4 GB RAM, 1TB/500 GB HDD)
10	DELL - INTEL CORE i3 -8100 (306 GHZ, 6 MB CACHE, 4 CRORES, 4 GB DDR 4 RAM, 500 GB HDD)
11	HP- INTEL CORE i5 (4GB RAM,320/500 GB HDD)
12	DELL i5 WIN 10,64 BIT, 8 GB RAM, 1 TB
13	DELL OPTIPLEX 5090 SFF
14	HP 400 G9 MT i5 12500
15	HP LAPTOP (Intel Core i5 (7 GEN)),8 GB DDR 4 RAM,1 TB SATA HDD)
16	DELL LAPTOP INSPIRON, SSD 512 i5, WINDOWS 11 ACTIVATED
17	MULTIMEDIA PROJECTOR (EPSON H842C)
18	24 PORT /16 PORT SWITCH
19	8 PORT SWITCH
20	MEDIA CONVERTER
21	100 BASEFX MODULE
22	NETWORK COMPONENT LIKE LIUS, JACK PANELS, CABLES ETC
23	SERVICE ENGINEERS COST

LAN DIAGRAM



MINIMUM STOCK OF SPARES TO BE KEPT AT ANY POINT OF TIME

SL.NO	ITEM NAME	UNIT	QTY
1	8 PORT NETWORK SWITCH	NOS	3
2	16 PORT NETWORK SWITCH	NOS	1
2	MEDIA CONVERTER	NOS	4
3	CAT 6 CABLE	MTR	100
4	RJ 45	NOS	15
5	MOUSE	NOS	5
6	KEY BOARD	NOS	5
7	SMPS	NOS	5
8	MOTHER BOARD	NOS	2
9	RAM (4GB, DDR3 & DDR4) RAM 2GB DDR2	NOS	5
10	CPU FAN	NOS	2
11	PROCESSOR (CORE 2 DUO)	NOS	2
17	POWER CODE	NOS	5
18	IO PORT/BOX	NOS	2
19	MONITOR	NOS	1

DATE:

PLACE:

SEAL & SIGNATURE:

Item Num	Item Title	Item Description	Item Quantity	Unit of Measure	Consignee ID	Delivery Period (In number of day
1	AMC for HCL INFINITI -PRO	HCL INFINITI -PRO (CORE 2 DUO 1GB RAM,160 GB HDD	5	NOS	SANGEETHASASI	365
2	AMC for HCL INFINITI TRU BL 1280	HCL INFINITI TRU BL 1280 (CORE 2 DUO 2GB RAM,300GB SATA HDD]	10	NOS	SANGEETHASASI	365
3	AMC forHCL INFINITI -M A 330	HCL INFINITI -M A 330 (CORE 2 DUO 2GB RAM,320 SATA HDD	27	NOS	SANGEETHASASI	365
4	AMC for WIPRO PC	WIPRO (CORE 2 DUO,2GB RAM,320 SATA HDD)	2	NOS	SANGEETHASASI	365
5	AMC for WIPRO PC	WIPRO (CORE 2 DUO,4GB RAM,500 SATA HDD)	4	NOS	SANGEETHASASI	365
6	AMC for ZENITH 2X SERIES	ZENITH 2X SERIES-CORE I3 4GB RAM	4	NOS	SANGEETHASASI	365
7	AMC for ZENITH 3Q SERIES	ZENITH 3Q SERIES-CORE I3 4GB RAM	5	AU	SANGEETHASASI	365
8	AMC for DELL-VOSTRO 270S	DELL-VOSTRO 270S (I3 , 16GB RAM ,500GB HDD]	3	AU	SANGEETHASASI	365
9	AMC for ACER PC	ACER (INTEL CORE I5-7500 (3.4 GHZ, 6 MB CACHE, 4 CRORES, 4 GB RAM , 1TB/500 GB HDD)	17	NOS	SANGEETHASASI	365
10	AMC for DELL	DELL - INTEL CORE I3 -8100 (306 GHZ, 6 MB CACHE, 4 CRORES, 4 GB DDR 4 RAM, 500 GB HDD	12	NOS	SANGEETHASASI	365
11	AMC for HP	HP- INTEL CORE I5 (4GB RAM,320/500 GB HDD)	10	AU	SANGEETHASASI	365
12	AMC for DELL PC	DELL I5 WIN 10,64 BIT, 8 GB RAM, 1 TB	5	AU	SANGEETHASASI	365
13	AMC FOR DELL POPTIPLEX 5090SFF	DELL POPTIPLEX 5090SFF	5	AU	SANGEETHASASI	365
14	AMC FOR HP 400 G9 MT I5 1250C	HP 400 G9 MT I5 12500	5	AU	SANGEETHASASI	365
15	AMC for HP LAPTOP	HP LAPTOP (Intel Core i5 (7 GEN)),8 GB DDR 4 RAM,1 TB SATA HDD]	1	NOS	SANGEETHASASI	365
16	AMC for DELL LAPTOP INSPIRON	DELL LAPTOP INSPIRON, SSD 512 i5, WINDOWS 11 ACTIVATED	1	NOS	SANGEETHASASI	365
17	AMC for MULTIMEDIA PROJECTOR	AMC FOR MULTIMEDIA PROJECTOR	1	NOS	SANGEETHASASI	365
18	AMC for 24 PORT, 16 PORT SWITCH	AMC FOR 24 PORT /16 PORT SWITCH	10	NOS	SANGEETHASASI	365
19	AMC for 8 PORT SWITCH	AMC FOR 8 PORT SWITCH	15	NOS	SANGEETHASASI	365
20	AMC for MEDIA CONVERTER	AMC FOR MEDIA CONVERTER	30	NOS	SANGEETHASASI	365
21	AMC for 100 BASE FX MODULE	AMC FOR 100 BASE FX MODULE	5	NOS	SANGEETHASASI	365
22	Network components like LIUs, Jack panels, Cables, etc	Network components like LIUs, Jack panels, Cables etc	1	NOS	SANGEETHASASI	365
23	SERVICE ENGINEERS COST -	SERVICE ENGINEERS COST	1	AU	SANGEETHASASI	365