

HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

OPEN E- TENDER NOTICE

HOCL Invites e Bids under two bid system for the following Service.

Work Item description: HIRING OF TEMPO

Transportation of Various materials such as pipes, chemicals gas cylinders Motors and other stores material in 1 MT capacity Tempo from any place within Ernakulum and adjacent Districts (loads are taken From/To Adjacent Districts very rarely) to our Factory At Ambalamugal Or Vice Versa on Daily Hire basis

HOCL Tender Ref: MAT/PUR/10774/20
NIC Tender Id: [2020_HOCL_XXXXXX_1](#)

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

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

Thanking you,
Yours Faithfully,

For Hindustan Organic Chemicals Limited
(GSTIN: 32AAACH2663P1ZG)

MOINADDIN SHAIK
GM (MATERIALS)

MAT/PUR/10774/20

05.08.2020

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 **HIRING OF TEMPO**. HOCL has entered into an agreement with M/s. NIC (National Informatics Center) for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

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

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

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

Closing Date of Tender : 19.08.2020 at 2.00 pm

Opening Date of Tender : 20.08.2020 at 2.00 pm

Thanking you,

Yours Faithfully,

For Hindustan Organic Chemicals Limited (**GSTIN: 32AAACH2663P1ZG**)

**MOINADDIN SHAIK
GM (MATERIALS)**

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ELIGIBILITY CRITERIA

1.1) The contractor must have a local representative within Ernakulam district with adequate communication facilities.

1.2) The transporter shall own (ATTACHED) at least one 1 MT capacity tempo of date of manufacture not before **01.10.2010**.

1.3) The transporter may operate either a tempo with 1 MT capacity or more (however our requirement is for 1 MT capacity). In case if a tempo with more than 1 MT capacity is provided by the transporter, HOCL will have the option to load materials to the maximum capacity of the tempo provided)

GENERAL INSTRUCTIONS FOR ONLINE BID SUBMISSION

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

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

REGISTRATION

- 1) Bidders are required to enroll 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 Enrollment**" on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected)

cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TERMS AND CONDITIONS OF TENDER NO: MAT/PUR/10774/20

1. SCOPE OF THE WORK:

1. TRANSPORTATION OF VARIOUS MATERIALS SUCH AS PIPES, CHEMICALS, GAS CYLINDERS, MOTORS **AND OTHER STORES MATERIALS, IN 1 MT CAPACITY TEMPO** FROM ANY PLACE WITHIN ERNAKULAM AND ADJACENT DISTRICTS (LOADS ARE TAKEN FROM/TO ADJACENT DISTRICTS VERY RARELY) TO OUR FACTORY AT AMBALAMUGAL OR VICE VERSA ON DAILY HIRE BASIS.

2. THE TRANSPORT CONTRACTOR WILL HAVE TO PLACE A DEDICATED TEMPO FOR TWO TO SIX DAYS A WEEK AS REQUIRED BY US.

3. HOCL SHALL PAY THE AGREED HIRE CHARGES. THE INCREASE/DECREASE IN HIRE CHARGES BASED ON DIESEL PRICE ESCALATION WILL BE APPLICABLE TO THIS CONTRACT AS GIVEN IN TENDER DOCUMENTS.

2. VOLUME OF WORK & PERIOD OF THE CONTRACT

2.1. TEMPO HIRING : ONE TEMPO OF 1 MT CAPACITY SHALL BE HIRED TWO TO SIX DAYS PER WEEK AND REARELY TWO OR MORE TEMPOS SHALL BE HIRED ON A PARTICULAR DAY AS REQUIRED BY HOCL.

2.2 You should be able to provide additional tempos if required by HOCL at short notice on the same terms and conditions.

2.2 No guarantee can be given for any definite volume of work to the contractor.

2.3. The period of the contract will be for one year from **01/10/2020 to 31.09.2021**. However this will be extended for further period of one year or less if found desirable by HOCL.

3. COMPANY RESERVES THE RIGHT

3.1. Of placing the contract for all the work or part of the work described in the contract simultaneously or at any time during the period of the contract with one or more contractors as the company may think fit.

3.2. Of appointing any other contractor or agency to get the work done if the contractor fails at any time to render all or any of the services under the contract to the complete satisfaction of the Officer of the Company at the contractor's risk and cost and recover such losses from the Security Deposit submitted by the contractor that the company may suffer due to negligence of the contractor.

3.3. Of appointing any other contractor for the services referred to in the contract to meet emergencies, if the Officer of the Company (whose decision shall be final) is satisfied that the contractor is not in a position to render all the specified services during such emergency.

3.4. Of terminating the work forthwith without notice or/and without assigning reasons.

4. DUTIES & RESPONSIBILITIES OF THE CONTRACTOR

4.1. The contractor has to provide tempo in good working condition with all valid statutory permits at the correct place and time as required by HOCL. The crew of the vehicle must be capable of understanding the safety rules and regulations of HOCL and must be of good conduct with adequate driving experience. Contractor is bound to change the crew in case HOCL communicates dissatisfaction about the performance of the crew.

4.2. The contractor shall have to report to HOCL any accident/ damage to the goods or vehicles immediately.

4.3. The contractor shall be solely responsible for any monetary loss to HOCL due to malpractice or negligence of the vehicle crew and the same will have to be paid by the contractor along with the penalties as deemed fit by HOCL. Any decision of the company about negligence or malpractice of the crew is final and binding on the contractor.

4.4. The contractor should provide necessary tarpaulins and ropes for covering the goods transported in a safe manner.

4.5. The rates quoted by the contractor should be inclusive of the tolls to be paid.

4.6. Transport contractor shall place the vehicle at the proper place and time as instructed by the officers of HOCL. HOCL shall not be responsible in case of delayed placement of vehicle by the transport contractor leading to not getting the load.

4.7. Transport contractor shall ensure that the materials are protected from damage or pilferage in transit.

4.8. HOCL shall arrange the transit insurance for the materials. Loading and unloading charges if any shall be paid by HOCL. The employees deployed for executing the works should be covered under all relevant labour laws including ESI, PF etc and documentary evidence for the same should be produced whenever asked for by the company.

5. PAYMENT

Payment will be released to the contractor within 30 days of submitting the bills.

5 a. ESCALATION CLAUSE FOR TEMPO HIRING :

In case of diesel price increase/decrease of Rs. D/- per liter, following rates will be given:-

A. Daily rate from 9AM to 6 PM	Rate quoted by you +/- 6.5 X D
B. Rate for running on Km basis	Rate quoted by you +/- 0.1 X D

(The above formula is based on the assumption that average Kilometer run per day is 65 KMs and mileage per litre of diesel is 10 KMs). The rate for running beyond 6 PM will not be affected by any increase/ decrease in diesel price. This increase/decrease will be considered only if there is an increase/ decrease of 5% on the base rate.

6. (a) EMPLOYEES OF THE CONTRACTOR

The contractor may employ such persons as he may think fit as crew of the vehicle and they shall be employees of the contractor for all purposes whatsoever and shall not be deemed to be in the employment of the company for any purpose whatsoever. However those employees employed by the Contractor shall always be bound by the direction of the company.

(b) COMPENSATION UNDER THE WORKMEN'S COMPENSATION ACT

The contractor shall be responsible for and shall pay compensation to his workmen which may be under the Workmen's Act of 1923 (VIII of 1923) (hereafter called the said act) for any injuries suffered by them if such compensation is paid by the company as principal under sub-section (1) on Section 12 of the said act on behalf of the contractor under sub-section (2) of the said section. Such compensation shall be recovered in the manner laid down in clause 1 above. If the amount of the compensation paid by the company as aforesaid exceeds the amount of the security deposit made hereunder or any other amount due to the contractor such excess amount shall be paid by the contractor to the company.

7. You have to observe all safety and security rules of the company and all other statutory rules in force while executing the work awarded to you.

8. The rates quoted by you shall remain firm during the contract period. No increase in rates shall be given on any account except on any statutory increases in the levies and increase in diesel price as per clause number 7 above.

9. The contractor shall be responsible for compliance of the various statutory provision, the legal requirements maintenance of the requisite records, registers, submission of periodical reports/returns in respect of labour/industrial law, acts, rules and notifications issued there under by the appropriate Govt. /competent authority from time to time at his own risk and cost such as (i) contract labour (regulations & abolition) Act 1970. (ii) Factories Act 1948 (iii) Payment of Wages Act 1936 (iv) Minimum Wages Act 1948 (v) Maternity Benefit Act 1961 (vi) Workmen Compensation Act 1923 (vii) Employees Provident Fund & Family Pension Act 1952 (viii) Payment of Bonus Act 1965 (ix) Employees State Insurance Act 1948 etc.

10. HOCL reserves the right to reject any or all quotations without assigning any reasons whatsoever.

11. The following documents shall be submitted with the technical bid failing which bid is liable to be rejected:

- 1 Copy of RC book of at least one tempo (1 - 2 MT capacity), of date of manufacture not before 01.10.2010. If the vehicle is attached, proof of agreement to be given.
- 2 Copy of the terms and conditions of this tender duly signed and sealed on all pages as proof of acceptance.

12. VALIDITY OF OFFER:

The offer shall be valid for a period of 60 days from the date of submission for placement of order.

13. SUBMISSION OF BIDS:

Refer ANNEXURE II.

14. PRICED BID SUBMISSION- BOQ

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the blue 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.

15. BID CLOSING DATE OPENING DATE

DUE DATE for submission of tender is (closing date) **19.08.2020, 02.00 PM**

Technical Bids will be opened on **20.08.2020** at 2.00 pm. Acceptable bidders shall be informed the date of opening of Price Bids.

HINDUSTAN ORGANIC CHEMICALS LTD
 AMBLAMUGAL, KOCHI, KERALA

TEMPO HIRING (1 MT CAPACITY)
TECHNICAL BID FORMAT

1. Name and address of transport contractor	
2. Name of contact person with phone/ mobile no:	
3. Number of years of experience in transportation of materials in TEMPO	
4. Number of Tempos owned (Enclose Copy of RC Book of minimum one 1 MT capacity Tempo of date of Manufacture before 01.10.2010)	
5. Major customers who have placed work orders on you in the last three years (Enclose work order copies)	
6. Have you been blacklisted by any government organization	YES/ NO

I undertake to place dedicated tempo on a daily basis as required by HOCL incase work order is placed on me. I agree to all the terms and conditions of this tender which is signed and enclosed herewith.

Name & Signature of Transporter

Date:

Seal:

ANNEXURE – V

HINDUSTAN ORGANIC CHEMICALS LTD
 AMBLAMUGAL, KOCHI, KERALA

TEMPO HIRING (1MT CAPACITY)
PRICE BID FOR TENDER MAT/PUR/10774/ dated 05/08/2020

SL NO	ITEM OF TENDER	ALL INCLUSIVE HIRE CHARGE IN RUPEES (In figures and words)
1	TEMPO HIRING CHARGE on a daily basis between 9 am and 6 pm period. (Trips in and around Ernakulam town but occasionally outside Ernakulam district. Usually within 50 KMs from factory. Based on past experience, the average distance shall be 65 KMs per day however this is only approximate and can vary)	Rs PER DAY (IN WORDS.....)
2	Rate for running beyond 6 pm on per hour basis (TEMPO).	Rs.....PER HOUR (IN WORDS:.....)
3	Rate on per KM basis without any time limitation when TEMPO has to go to places greater than 50 KM from the factory but situated in other districts.	Rs.....PER KM (IN WORDS)

We agree that tempo shall be placed as and when required by HOCL. We also agree for one year extension of the contract if desired by HOCL as per same terms & conditions (If you are not agreeable for extension beyond the initial one year period, the same should be mentioned).

The above rates for Tempo Hiring are based on the current diesel price of Rs/litre at KOCHI

Name & Signature of Transport Contractor:
 Date:

Seal: