

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

REQUEST FOR QUOTATION

RFQ No. : 6000021805
Collective RFQ No.: 2535/CIV10076
Date : 04.04.2019
Contact Person : JAYASREE.M
Due Date/Time : 12.04.2019, 14:00:00 Hrs
Opening Date/Time : 12.04.2019, 15:00:00 Hrs

Date : 04.04.2019

SERVICES REQUIRED AT:

M/s. Hindustan Organic Chemicals Limited,
P. O. Ambalamugal, Kochi-682302,
Kerala, India.

Dear Sirs,

**Subject:PREMONSOON MAINTENANCE WORK IN PLANT AND NON PLANT AREAS, CLEANING STORM WATER
DRAIN AND ROOF TOPS IN FACTORY 2019-2020**

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

2. **Name of Work:** PREMONSOON MAINTENANCE WORK IN PLANT AND NON PLANT AREAS, CLEANING STORM WATER DRAIN AND ROOF TOPS IN FACTORY 2019-2020. A brief description of the scope of work is given separately which is attached herewith.

3. **Last Date of Receipt of Quotations:** Tenders will be received at the office of General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal on or before **12.04.2019** up to **14:00:00 Hrs**. Bids received after the due date will not be considered.

4. **Earnest Money Deposit:** Nil.

5. **Cost of Tender Documents:** Nil.

6. **Submission of Quotations**

6.1 Single Bid System

Bidders shall submit their offer in one sealed envelope duly signed and to superscribe as given in 6.2. Envelope shall contain Earnest Money Deposit (if any, see Note No. 4 above)

and shall sign on all pages of the offer, this RFQ and details asked for, including pre-qualification (if any) along with a forwarding letter containing all schemes with all technical details, supporting documents, drawings and technical & commercial deviations (if any), and price details duly signed and sealed on all pages.

6.2 Sealed envelope shall be superscribed with Enquiry No. and Offer for PREMONSOON MAINTENANCE WORK IN PLANT AND NON PLANT AREAS, CLEANING STORM WATER DRAIN AND ROOF TOPS IN FACTORY 2019-2020. **Due Date: 12.04.2019 up to 14:00:00 Hrs** and shall be submitted to **General Manager (P&A), Hindustan Organic Chemicals Limited, Ambalamugal, PIN - 682302, Ernakulam District, Kerala State, India** by post or deposited in the Tender Box kept in our Administrative Building. Bidders shall print their addresses on all envelopes. Late quotations will not be entertained.

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

7. Rates

Goods and Service Tax(GST) applicable shall be paid extra, to those who have GSTIN registration, unless otherwise specified elsewhere.

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

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

Refer Annexure A, B and C attached.

9. Engineer/Officer In-Charge:

Mr. P K APPU, AM(Civil)
Ph.0484 2727361

10. Defect Liability Period

Nil.

11. Payment Terms

100% Payment shall be made on satisfactory completion of the work as certified by the Engineer-in-charge.

12. Validity of Offer

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

13. Security Deposit

Nil.

14. Liquidated Damages

Nil.

16. Period of Contract

The period of contract for the work shall be one month from the date of start of work.

15. Scope of Supply

MATERIALS

a. Contractor's Scope:- Nil

b. HOCL's Scope:- Nil

TOOLS AND TACKLES

a. Contractor's Scope

All tools and tackles required for the satisfactory completion of work shall be brought by the contractor at his cost.

b. HOCL's Scope:-Nil.

17. Time of Completion

Time of completion for the work shall be one month from the date of start of work.

18. Contract Preference

Contract / Price Preference or any other concessions applicable for MSME / SSI Units / PSUs will be as per latest Government of India Directives. For availing this benefit, the bidder shall make their claim in the Technical Bid itself and enclose necessary documentary evidence to prove their eligibility.

19. Other Terms & Conditions

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

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

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

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

19.5 For all future correspondences, please mention the Collective RFQ Number and RFQ Number.

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

21. Unless otherwise stated all clauses of General Conditions of Contract and special Conditions of Contract shall generally be applicable to this contract.

Date, Time & Venue of Public Opening of Tender

Date : 12.04.2019

Time : 15:00:00 Hrs

Venue: Tender Room in Training Centre of HOCL, Ambalamugal.

Thanking You,

Yours Faithfully,

For Hindustan Organic Chemicals Limited,

JAYASREE.M

CHIEF ENGINEER (CIVIL)

1. Annexure 'A & B' # ESI ,PF, Labour Law Requirements.
2. Annexure 'C' # Safety, Health and Environment (SHE) Conditions
3. Annexure 'D' # Performa of declaration of black listing/holiday listing
4. Annexure 'E' # General conditions of contract.

Scope of Work

- 1.The contractor shall carry out all works as per the schedule of work in plant and offsite areas.
- 2.All tools and tackles required for the satisfactory completion of work should be brought by the contractor at his cost.
- 3.HOC will provide water and electricity at one point.

Schedule of Rates

Name of vendor: HOCL

GSTIN Regn. of vendor:.....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
1	4000688 Cleaning storm water drains(rectangular / trapezoidal Sections), culverts,catch pits etc of various depthsby removing all earth, silt, debries etc and all waste materials including cleaning the top portion of masonry drains of width of 1.00M (average)on either side, clearing the side berms and disposal of all the waste materials at places pointed out within the company premises etc complete in all respects, Drains upto 350 mm standard bottom width.	M	8,300		
Service Account Code(SAC) for 4000688 :..... Rate of Tax :.....					
2	4000689 Cleaning storm water drains(rectangular / trapezoidal Sections), culverts,catch pitsetc of various depthsby removing all earth, silt, debries etc and all waste materials including cleaning the top portion of masonry drains of width of 1.00M (average)on either side, clearing the side berms and disposal of all the waste materials at places pointed out within the company premises etc complete in all respects. Drains 450 mm standard bottom width.	M	2,200		
Service Account Code(SAC) for 4000689 :..... Rate of Tax :.....					
3	4000690 Cleaning storm water drains(rectangular / trapezoidal Sections), culverts,catch pits etc of various depths by removing all earth, silt, debries etc and all waste materials including cleaning the top portion of masonry drains of width of 1.00M (average)on either side, clearing the side berms and disposal of all the waste materials at places pointed out by Engineer in Charge within the company premises etc complete in all respects. Drains 600mm standard bottom	M	1,600		

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
	width.				
	Service Account Code(SAC) for 4000690 : Rate of Tax :				
4	4000691 Cleaning storm water drains(rectangular / trapezoidal Sections), culverts, catch pits etc of various depths by removing all earth, silt, debries etc and all waste materials including cleaning the top portion of masonry drains of width of 1.00M (average)on either side, clearing the side berms and disposal of all the waste materials at places pointed out by Engineer in Charge within the company premises etc complete in all respects. Drains 750mm standard bottom width.	M	1,100		
	Service Account Code(SAC) for 4000691 : Rate of Tax :				
5	4000692 Cleaning storm water drains(rectangular / trapezoidal Sections), culverts, catch pitsetc of various depths by removing all earth, silt, debries etc and all waste materials including cleaning the top portion of masonry drains of width of 1.00M (average)on either side, clearing the side berms and disposal of all the waste materials at places pointed out within the company premises etc complete in all respects. Drains 2000 mm standard bottom width.	M	200		
	Service Account Code(SAC) for 4000692 : Rate of Tax :				
6	4000693 Cleaning of roof top, sunshade projections at all heights etc of buildings by removing dry leaves, grass and other waste materials including disposal of the same at places pointed out by Engineer in Charge within the company premises (measurements will be in the plinth area basis) and maintaining of roof clean till completion of work.	M2	7,000		
	Service Account Code(SAC) for 4000693 : Rate of Tax :				
7	4000694				

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figures / Words	Amount (INR)
	Cleaning RCC rain water gutters at roof levels at all heights as per the instructions of the Engineer in Charge.	M	500		
	Service Account Code(SAC) for 4000694 :..... Rate of Tax :.....				
8	4000695 Cleaning AC rain water gutters at roof levels at all heights as per the instructions of the Engineer in Charge.	M	200		
	Service Account Code(SAC) for 4000695 :..... Rate of Tax :.....				
9	4000696 Earth work cutting / excavation in all classes of soil lying along the road side berms, conveying and depositing the same at places pointed out any where within the company premises including all charges for loading, transportations, unloading, spreading in layers etc complete.	M3	25		
	Service Account Code(SAC) for 4000696 :..... Rate of Tax :.....				

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

Total Amount Rs:

(In Words Rupees)

GSTIN Regn. of Vendor/Contractor:

Date :

Signature and Seal of the Contractor

----- Tear-Off Portion to be Pasted on the Envelope Containing Offer -----

**Offer For:PREMONSOON MAINTENANCE WORK IN PLANT AND NON PLANT AREAS, CLEANING STORM WATER
DRAIN AND ROOF TOPS IN FACTORY 2019-2020**

From: HOCL

**RFQ No. 6000021805
Collective RFQ No. 2535**

**Due Date: 12.04.2019
Due Time: 14:00:00 Hrs**

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