



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 the two bid system for the following item.

Sl.No.	Description of item and Tender No.	Qty(Approx)to be transported
1	TRANSPORTATION OF SULPHURIC ACID FROM FACT UDYOGMANDAL TO HOCL, AMBALAMUGAL, FOR A PERIOD OF 4 MONTHS HOCL tender ref : MAT/PUR/10734/19	150 MT

Tender documents may be downloaded from www.hoclkochi.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.

K R USHARANI
CHIEF GENERAL MANAGER (MATERIALS)



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

MAT/PUR/10734 /19

29.10.2019

Dear Sir,

We are interested in appointing competent transport contractors meeting the eligibility criteria for the work of Transportation of SULPHURIC ACID FROM FACT UDYOGMANDAL TO HOCL, AMBALAMUGAL, KOCHI, KERALA for a period of 4 months. The quantity required is approx. 150 MT. If you are meeting the eligibility criteria and interested in carrying out the above job, you may please submit your offers as per the details given below. HOCL has entered into an agreement with NIC for e-procurement through their portal eprocure.gov.in 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 www.eprocure.gov.in

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

DESCRIPTION OF THE WORK:- TRANSPORTATION OF SULPHURIC ACID FROM FACT UDYOGMANDAL TO HOCL, AMBALAMUGAL, KOCHI, KERALA FOR FOUR MONTHS.

ESTIMATED VOLUME OF WORK : 150 MT

HOC TENDER REF NO: MAT/PUR/10734/19, DT.29.10.2018

DUE DATE OF SUBMISSION OF BIDS: – 04.11.2019 AT 2.00 PM

You may submit your offer in two bid system online before the due date and time specified.

Thanking you,

Yours faithfully,
For HINDUSTAN ORGANIC CHEMICALS LTD.

K R USHARANI
CHIEF GENERAL MANAGER (MATERIALS)

INDEX - TRANSPORTATION OF SULPHURIC ACID

1	General instructions to the bidders for e bid submission	Annexure-I
2	Eligibility criteria for participating in the bid	Annexure-II
3	General Terms and conditions of the tender	Annexure-III
4	Safety Conditions	Annexure -IV
5	Technical bid format	Annexure-V
6	Price bid format	Annexure-VI

ANNEXURE- I

GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION

Please submit your e-bids under the two bid system conforming to the specifications and 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 Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in Annexure.

2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid email confirmed.

3. 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."

4. The bids shall be neatly typed in English language with pages consecutively numbered and shall be signed on all pages by authorized persons. Bids shall be free from over writing and all corrections shall be duly attested by the bidder.

5. 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.

6. 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.

7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.

8. Bids shall be valid for a minimum of 30 days from the due date for receipt and opening of the bids.

9. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.

ANNEXURE - II

Eligibility criteria for participating in the bid

Offers of bidders who satisfy the following Eligibility Criteria only will be considered .

- a) The transporter should have adequate number of suitable road tankers at his disposal for the work.
- b) Capacity of each tanker should not be less than 10 MT and with valid calibration certificate issued by legal metrology. HOCL weigh bridge capacity is 40MT (Gross)
- c) Transporter should have executed contracts for transporting concentrated sulphuric acid (98%) and copies of contracts executed in the last 3 financial years to be uploaded with technical bid

Ref. MAT/PUR/10734/19

**TERMS & CONDITIONS OF TRANSPORTATION CONTRACT FOR SULPHURIC ACID
TRANSPORTATION**

(TO BE SIGNED & SEALED ON ALL PAGES & SUBMITTED BY CONTRACTOR WITH TECHNICAL BID)

(The words "HOCL" and "Company", wherever it appears in this document shall mean "the officer of Hindustan Organic Chemicals Limited" duly authorised by the General Manager of the Company)

1. **VALIDITY OF OFFER:** Offer shall be valid for a minimum period **of 60 days** from the last date of submission stipulated for the tender. The tendered quantity is the approximate requirement for four months and will have to be lifted as per the dispatch schedule given by HOCL
2. **SUBMISSION OF BIDS:** Bids shall be uploaded as per the instructions given in Annexure I.
3. **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 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.
4. **Rate Validity :** The rate shall be firm (without any escalation) for a period of 4 months from the date of issue of Work Order for transportation in view of the short distance involved.
5. **OPENING OF TENDERS:** The Technical bids will be opened electronically at **2 PM on 05.11.2019**. Technically accepted bidders will be informed about the date and time of opening of the price bid.
6. **PRODUCT INSURANCE:** HOCL will be making arrangements for insuring the product to cover transit risks
7. **PUBLIC LIABILITY INSURANCE:** The transport contractor shall take out Public Liability Insurance as per the ACT to cover any damage caused to the Public due to any accident/spillage of materials during transportation. Copy of such valid Public Liability Insurance shall be produced by the transport contractor in the event of placement of Work Order. Vehicle insurance also has to be done by the transporter.
8. **PLACEMENT OF ROAD TANKERS:** (1) Road tankers shall be placed in sufficient numbers as required by HOCL. (2) The tanker crew deployed in the road tankers shall be conversant with the product and shall be trained and licensed as per relevant

acts. (3) The tankers engaged shall be fit for carrying the products (4) The tanker crew deployed in the road tankers shall be conversant with the hazards of Sulphuric Acid transportation and shall be trained and licensed as per relevant acts.

9. **SAFETY AGREEMENT:** The transport contractor on whom Work Order is placed shall execute a Safety Agreement, copy of which is attached herewith.
10. **VOLUME OF WORK:** No guarantee can be given by HOCL for any definite volume of work. The indications of quantities to be transported are purely tentative, without any obligation to the company and cannot be made the subject matter of any claim at any time even if the quantities actually offered for handling during the period of contract are substantially less or more than the estimated quantities.
11. **TRANSIT LOSS:** The maximum Transit Loss allowable per trip for the transportation of Sulphuric Acid from FACT Udyogmandal to HOCL shall be 0.5%. Recoveries will be made from the bills at the applicable rate for full quantity of shortage, if shortage exceeds the allowable limit.
12. **BILLS:** Bills for the transportation work done shall be submitted by the contractor once in every fortnight in duplicate along with the lorry receipts (LR) giving particulars of quantity received, duly certified by HOCL. Such bills shall be accompanied by list of consignments with tanker wise LR No., FACT Invoice No., Invoice Quantity and quantity accepted at HOCL. Deductions towards shortage and Income Tax deduction will be made from the bills as applicable.
13. **PAYMENT:** Payment will be based on the actual quantity of product received by HOCL at its weighbridge. Payment will be made within 30 days from date of submission of bill.
14. **FORFEITURE OF SECURITY DEPOSIT:** The officer of the company, in his absolute discretion shall have the right to forfeit or appropriate the amounts due to the contractor or security deposits towards any sums that may be due to the company from the contractor on account of losses/damages in transit, liquidated damages costs of any services rendered by the company and/or any loss that may be sustained by the company as a result of breach by the contractor to render any or all the services under the contract to the satisfaction of the officer of the company without prejudice to other remedies open to the company under the terms of the contract or provisions of law.
15. In the event of security deposit being appropriated towards loss, the contractor shall forthwith recoup the amount to restore the security deposit to the full amount. Security deposit will not earn any interest. Subject to the provision mentioned above, the security deposit will be returned to the contractor after the expiry of three months from the date on which the final bill is paid provided that the performance of the contractor has been satisfactory as certified by the officer of the company.
16. **SUB-CONTRACTING OR ASSIGNING THE CONTRACT:** The contractor shall not without the consent in writing of the officer of the company obtained in advance assign or subcontract the contract or any part thereof. Even when the permission to subcontract the whole or any part thereof has been granted, the company shall have no privity of contract with the sub-contractor and shall always hold the Main contractor responsible for the satisfactory completion of the contract.
17. **DISPUTES:** If any time during the currency of the contract or thereafter, any question, dispute or difference whatever shall arise between the officer of the company and the

contractor upon or in relation to or in connection with the contract or in connection with the interpretation of any of the terms and conditions thereof or in connection with any matters arising there from the same shall be referred to the sole arbitration of the Unit In Charge, Hindustan Organic Chemicals Limited, Ambalamugal or an officer of the company nominated by him. The decision of the arbitration shall be final and binding.

18. EMPLOYEES OF THE CONTRACTOR: The contractor may employ such employees as he may think fit and they shall be the 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, such employees stationed at HOCL, by the contractor shall be competent enough to take decisions instead of referring to the contractor and waiting for their decisions. Those employees shall always be bound by the direction of the company. 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.

19. COMPENSATION UNDER WORKMEN'S COMPENSATION ACT:

A. 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) (hereinafter called the said Act) for any injuries suffered by them. If such compensation is paid by the company as principal under sub-section (i) of 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 as above. If the amount of compensation paid by the company as aforesaid exceeds the amount of security deposit made hereunder or any other amount due to the contractor such excess amount shall be paid by the contractor to the company.

B. If under any circumstances whatsoever the company is held liable or responsible in any manner whatsoever for the default or omission on the part of the contractor in any matter whatsoever the company on demand shall be reimbursed by the contractor of all expenses or cost incurred by the company.

C. The contractor shall on instructions from the officer of the company immediately remove from their operation under this contract any person employed thereon who may misbehave or cause any nuisance or be otherwise in the opinion of the company not a fit person to be retained on the operation and such person shall not be again employed or allowed on the operation without the prior written permission of the officer of the company.

20. THE CONTRACTOR'S RESPONSIBILITY FOR ACCIDENTS: The contractor shall be absolutely and solely responsible for accidents and injuries whether fatal or otherwise, damages or losses occurring to any person, property or thing resulting from or in the opinion of HOC be traceable to the operation of the contractor or his sub-contractors, agents or employees in the execution of the work or otherwise to any of the obligation in the tender documents. The responsibility of the contractor as above described shall extend to all cases of accidents, injuries and damages and losses which may occur to any person, property or thing included.

Notwithstanding anything stated in this contract, the contractor shall make an ex-gratia payment of Rs.5, 000/- (Rupees five thousand only) to the next of kin of the worker engaged by him or his sub-contractor in the event of death of the worker, arising out of and in the course of his employment under the contract or sub-contract within ten days from the date of death of such worker. For this purpose the contractor will obtain a declaration from every worker employed by him or his sub-contractor nominating his

next of kin to whom this payment should be made. This declaration shall be filed with the Head of Personnel & Admn Dept. of the company. This payment will be over and above the compensation payable by the contractor under workmen's Compensation Act 1923 or any other applicable statute.

21. **DETENTION CHARGES:** Every effort will be taken by the Company to unload the materials within a reasonable time. However no detention charges will be payable in case of any delay for reasons beyond the control of the Company.
22. **DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR:**
- a). The contractor shall place road tankers with valid permits from the authorities concerned and with emergency information panels required as per Motor Vehicles Act and fit in all respects for transporting BENZENE.
 - b). The tankers placed by the transporter for BENZENE transportation should be dedicated for the purpose of transporting the product. .
 - c). The contractor shall report to HOCL any accident/damage to the goods and vehicle immediately.
 - d). The contractor shall be solely responsible for any loss caused to HOCL due to contamination or shortages of products, malpractices or negligence committed by the vehicle crew and the same will have to be made good along with the penalties as deem fit by HOCL, by the contractor. Any decision of the company about contamination/ shortages of products negligence or malpractices of the crew is final and binding on the contractor.

23. THE COMPANY RESERVES THE RIGHT:

- a). 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 contractor that the company may suffer due to negligence of the contractor.
- b). 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.
- c). Of terminating the work or period of contract forthwith without notice or/and without assigning reasons.
- d). The Company reserves the right to accept or reject any or all offers without assigning any reasons thereof.

I herewith express my willingness to accept all the above Terms & Conditions in case work order is placed on me. I have signed all the pages of this Terms & Conditions in proof of acceptance. I understand that not accepting any of the conditions makes our offer liable for rejection.

Signature of the transport contractor:

Name and Seal:

Date :
Place :

SAFETY CONDITIONS

**(TO BE SIGNED & SEALED BY THE CONTRACTOR AND SUBMITTED WITH
TECHNICAL BID)**

This safety agreement forms a part of Tender MAT/PUR/10734/19.

We, agree to accept / implement the following:

- 1) Drivers with valid driving license and in sound health conditions will be deployed.
- 2) All trucks will have at least 2 persons including the driver.
- 3) The driver employed will be able to read, understand English and any one official Indian Language.
- 4) Drivers employed will possess a certificate of having successfully passed a 3 days special Driving Course with the prescribed syllabus as per Central Motor Vehicles (Amendment) Rules 1993.
- 5) All vehicles will be equipped with necessary first-aid, safety equipment, tool box, antidotes, fire extinguishers etc. as necessary to contain any accident. Vehicles sent for carrying HOC products/raw materials will contain the following safety items.
 - (a) PVC or rubber gloves, face shields, PVC suit, gumboots, safety torch, safety goggles, aprons, sealing compound, first-aid box with medicines, tool box with adequate quantity of tools in good working condition, fire extinguisher of adequate type and capacity as per Petroleum Rules 1976, approved spark arrester at the exhaust etc.
- 6) The vehicle will be in good working condition with special reference to the following:-
 - a) Good quality painting and metal work
 - b) Tyres and stepney condition
 - c) Correct emergency information panel and UN Hazard class symbols
 - d) Good quality of compartment valves and master shut off valve
 - e) Wiper, head lights, signal lights, bumper, mud guards etc.
 - f) Horn, brake, rear view mirror, brake lights, tyre wheel nut, wheel chokes, oil and oil pressure, brake pressure, all electrical wiring and switches as per Petroleum Rules 1976, chassis suspension, brake air reserve tank, foot brake and hand brake, clutch travel etc.

- 7) Safety audit of each vehicle transporting hazardous chemicals will be carried out once every six months. The onus of auditing of vehicles will be with us and we will issue "Certificate of Fitness" after each safety audit of the vehicle to HOCL.
- 8) All vehicles will possess a valid R.T.O. Fitness Certificate.
- 9) Public Liability Insurance as per the Act shall be taken.
- 10) The driver of the truck shall have adequate knowledge in handling emergency situation during transit and will undergo periodic training conducted by HOC.
- 11) All trucks should be fitted with Tachograph as per BIS.
- 12) Transporter should have sufficient resources and contacts to meet any road accident emergencies.
- 13) It shall be ensured that the drivers carry Term Card, Material Safety Data Sheet, Chemical Name Stickers and Emergency Action Procedure Stickers on trucks.
- 14) We shall strictly abide and obey all relevant points in Petroleum Rules 1976 and Central Motor Vehicles Rules 1989 (Rule 129 to 137).
- 15) No truck carrying HOC products will be parked on a public place like schools, hospitals or in any congested area or at a place within 9 meters of any source of fire or near source of water.
- 16) Truck drivers will strictly follow all safety rules and regulations inside HOC premises with respect to speed limit, overtaking, parking of vehicles, no smoking etc.
- 17) Vehicles transporting HOC chemicals will be constantly attended by at least one person who is familiar with safety rules and regulations.
- 18) All vehicles will be subjected to security checks at various locations inside HOC premises and drivers shall be instructed to co-operate with security staff.
- 19) No driver or cleaner will be permitted inside HOC premises without proper identification and proper authority letters signed by our Manager shall be given to the crew.
- 20) Drivers/cleaners shall not roam around factory premises leaving the vehicle unattended. Drivers/cleaners should not take bath, prepare food etc. inside HOC premises.
- 21) Drivers and cleaners will follow all relevant safety instructions when they are within HOC premises and during filling or unloading operation.
- 22) We agree that HOC has got full right to refuse filling of any vehicle if they find the vehicle unsuitable for transporting hazardous chemicals.

- 23) Drivers and cleaners shall not carry unauthorized passengers and also food stuffs/vegetables in the same truck carrying HOC products.
- 24) All truck drivers will be instructed to drive the vehicles slowly and maintain speed limits and avoid overtaking on National Highways.
- 25) As soon as a road accident occurs to any of the vehicles, the driver will report the incident to the nearest police station. In case of leakage, it should be contained by bunding with sand or earth and to ensure that the nearby water sources are not affected/ contaminated. We shall inform the consignor at the earliest about the accident involving our vehicle carrying HOC product. As soon as the details of the accident are received, we shall rush to the accident site with emergency kit and take necessary actions.
- 26) We will maintain with us adequate facility/arrangement to transfer chemicals from leaky tanker to standby tanker. Emergency kit will contain the following:-
 - a) Earthing cable
 - b) Chains and slings for lifting
 - c) Nuts and bolts and gasket s
 - d) Spanners and other tools
 - e) Safety torch
 - f) Gum boots, safety goggles, face shield, PVC suit, gloves etc
 - g) Leak sealing compound
 - h) Hand pump with hose and hose clamps
 - i) Metallic buckets
 - j) First aid kit etc.
- 27) We shall inspect each and every tanker lorry for its fitness before it is sent for filling. Tankers which are found defective and unsafe for filling will not be used to fill HOC products or raw materials.
- 28) We shall send out drivers and cleaners for training to HOC as and when it is arranged.
- 29) We shall ensure that drivers are not over worked/over exerted and sufficient sleep and rest shall be given to drivers carrying hazardous chemicals.
- 30) Alcoholism among drivers shall be checked by us.
- 31) We will ensure that the driver receives adequate instruction and training to enable him to understand the nature of the damages to which the chemical being transported might give rise and the emergency action he should take and his duties under the regulations.
- 32) We shall not engage the truck carrying hazardous chemicals to carry edible oil, drinking water or other edible products.
- 33) All tanker Lorries shall have a master switch to cut off the entire electrical circuit when not in use. Master switch will be switched off during loading/unloading.

- 34) Pilferage, malpractices, adulteration, tampering of seals etc during transportation will be totally avoided and ensured by us.
- 35) We shall employ only drivers with sound health who takes moral responsibilities and uses quick judgment and presence of mind during emergencies.
- 36) Driver of the truck transporting hazardous goods will observe at all times all the precautions necessary, for preventing fire, explosion while the tanker is in motion and when it is not being driven, he will ensure that the goods carriage is parked in a place which is safe from fire, explosion and any other risk and is at all times under the control and supervision of himself or some other competent person above the age of 18 years.
- 37) The driver of the tanker transporting hazardous goods, will ensure that the information given to him by the consignor in writing is kept in the driver's cabin and is available at all time while the hazardous goods to which it relates are being transported.
- 38) We will ensure that the driver is fully aware of the relevant information about the hazardous goods being transported and satisfy himself that such driver has sufficient understanding of the nature of goods and the nature of the risks involved in the transport of such goods and is capable of taking appropriate action in case of an emergency.
- 39) The road tanker will not be filled or unloaded except in a place approved for the purpose.
- 40) Any accident, fire or explosion occurring in the road tanker while carrying Petroleum products, which is attended with loss of human life or serious injury to person or property, should be immediately reported to the nearest Magistrate or Police Station having jurisdiction and by telegram to the Chief Controller of Explosives.
- 41) The contractor will contact HOC Safety Department officials for any further clarification pertaining to safety, health and environment for products handled by him.
- 42) Contractor should assist HOC in all matters regarding health, safety and environment during transportation as HOC is a signatory to "RESPONSIVE CARE" and is an ISO-9001 and ISO-14001 accredited company.

Accepted the above

Signature of the transport contractor:

Name and Seal:

Date :

Place :

TECHNICAL BID FORMAT

Techno commercial Bid should contain the following details which must be uploaded in the nic website in pdf format:

1. Commercial Term format in your letter head as per Annexure VI.
2. Proof of satisfactorily meeting all the Eligibility criteria Conditions given in **Annexure-II**
3. Signed copy of the Terms and conditions and Safety Conditions of the enquiry as given in **Annexure- III, IV**
4. Un-priced price bid format duly signed and sealed.

ANNEXURE –VI

COMMERCIAL TERM FORMAT

TENDER NO. MAT/PUR/10734/19 DT.29.10.2019 DUE ON **04.11.2019**

(Please fill up the details mentioned below in your letter head and upload along with your bid)

Name and Address of Transporter:

Phone & Fax No:

GSTIN :

E-mail id for correspondence:

Contact Person Name and Mobile No:

Are you registered under MSME:
(If yes please upload Documentary proof like UAM/NSIC certificate etc)

No. of Tankers owned by you for similar product (enclose RC book copy of min. 3 tankers):

Payment Term offered:

Validity of offer:

Whether you have uploaded a copy of unpriced BOQ format(please mention whether quote/not quoted):

Please confirm the rate validity i.e firm rate for 4 months
from order placement : Confirm/Not confirm.

Any other remarks you would like to specify:

Signature and Stamp
