



HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

Phone: (0484) 2727330, 2727201

E-mail: kochi@hoclindia.com, web: www.hoclkochi.com

(GSTIN: 32AAACH2663P1ZG)

LIMITED E-TENDER NOTICE

HOCL Invites e-Bids under Two-Bid System for the following Insurance policy.

क्रमांक Sl. No.	मद का विवरण और निविदा संख्या Description of Item and Tender No.
01	Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26 (Period 15-10-2025 to 14-10-2026) HOCL TENDER Ref: HR/TEND/25/10 Dated 29.08.2025

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

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

Please submit your e-bids under the two bid system conforming to the specifications and the **terms and conditions on or before 18.09.2025.**

धन्यवाद Thanking you,

भवदीय Yours faithfully,
कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड
For Hindustan Organic Chemicals Limited,

(Abhilash R.)
CHIEF MANAGER (HR)



HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

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

E-mail: kochi@hoclindia, web: www.hoclkochi.com

(GSTIN: 32AAACH2663P1ZG)

HR /TEND/25/10

दिनांक Date: 29.08.2025

मेसर्स M/s.

प्रिय महोदय Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for **Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26.**

HOCL has entered into an agreement with M/s. NIC 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.hoclkochi.com and www.eprocure.gov.in/eprocure/app.

Index of documents enclosed is attached herewith. You are requested to kindly go through the Annexures I to XIII (1 to 13) before preparing/submitting your tender.

आप अपना प्रस्ताव निर्धारित देय तिथि और समय के पहले द्विबोली प्रणाली में ऑनलाइन प्रस्तुत करें।

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

धन्यवाद Thanking you,

भवदीय Yours faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited,

(Abhilash R.)

CHIEF MANAGER (HR)



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Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26

(PERIOD - 15.10.2025 TO 14.10.2026)

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HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Tender No: HR/TEND/25/10

MEDICALIM INSURANCE POLICY FOR TEMPORARY/FTB EMPLOYEES FOR THE YEAR 2025-26

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

SCOPE OF WORK

1	Sum insured for per employee	Rs.1,00,000/- (Rupees One Lakh only)
2	Insurance period	15.10.2025 to 14.10.2026
3	No. of employees	177
4	Insurance Coverage	Employee self only
5	Service category	IPD with Cashless Treatment or reimbursement of hospital expenses where ever applicable.
6	Other facilities	Possibilities for issue of policy in the individual name and also the possibility of topping up the amount on payment of higher premium by individual members may be mentioned in the quote.
7	Special conditions	Any special conditions/deviations/exclusions/option for Riders may be mentioned in the quote.

TABLE OF BENEFITS

1	Pre existing illness cover	Pre existing diseases to be covered
2	Pre & Post Coverage	Pre – 30days & Post- 60 days Coverage to be made (Without domiciliary treatment) coverage.
3	Cover for excluded diseases	Waiver of 1 st /2 nd /4 th year exclusions
4	Cover for first 30 days exclusion	Waiver of 30/60 day waiting period
5	Room rent & ICU charges	Room rent per day to 2% of the Sum Insured and ICU rent per day to 3% of the Sum Insured.
6	Day care procedure	Shall be Covered as per Standard list
7	Ambulance charges	To be included and rate to be mentioned – Rs.1500/- per case.
8	Notice of intimation	To be waived off
9	Waiting period	To be waived off. Coverage shall be an extension of existing medical insurance. All the illness of employees shall be covered.
10	Claim submission	Within 30 days of discharge from the hospital.
11	Claim settlement	Within 30 days upon receipt of all the documents. Query to be raised within 5 working days from the receipt of documents.
12	Cataract	Rs.40,000/- per eye
13	Sub limits	No Sub Limit Applicable for any disease
14	Proportionate Deduction	Proportionate Deduction to be waived off.

महत्वपूर्ण सूचनाएँ IMPORTANT DETAILS

1	Name of the work	Selection of Insurance Company for Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26 (Period 15.10.2025 to 14.10.2026)
2	Tender No.	HR/TEND/25/10
3	Date of publishing Tender	29.08.2025
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact No. for clarification	varghese.saiju@hoclindia.com pad.kochi@hoclindia.com 0484-2727335/201, Mobile : 8848375725/9446718391
7	Last Date and Time for Bid submission	18.09.2025 – 1400 HRS
8	Date and Time of opening of Technical Bid	19.09.2025 – 1400 HRS
9	Policy period	15.10.2025 to 14.10.2026
10	Validity of Tender	90 days from the last date of submission
11	Concerned Authority	Chief Manager(HR) HOCL, Ambalamugal, Kochi-682302 pad.kochi@hoclindia.com



CLAIM STATUS AND PREMIUM FOR THE PRESENT YEAR

Period	No. of Members	Sum Assured	Amount of Premium paid Including GST @ 18%	No. of Claims	Amount of Claim Settled	Name of Insurance Company
15.10.2023 to 14.10.2024	229	Rs. One Lakh Per Employee per Year	5,57,625	10	3,59,251	M/s ICICI Lombard General Insurance Company Ltd
15.10.2024 TO 14.10.2025	209	Rs. One Lakh Per Employee per Year	6,22,598	2	40,812 (Upto August 2025)	M/s National Insurance Company Ltd
<p align="center">This is the 3rd year we are inviting quotation for arranging Group Mediclaim Insurance Scheme for Temporary/Fixed Tenure Employees of HOCL</p>						

**HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL****General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal (Govt. Of India), 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 Enrolment”** 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.

Contract Person(NIC e-Procurement & GeM related matters)

Mr.Midhun Babu
Dy. Manager / Co-ordinator
Mob: 8547196394, 0484 2727381

Contract Person (Tender related matters)

Mr.SAIJU VARGHESE,
DM (HR)
HOCL, Ambalamugal.
Ph: 0484 2727335 / 9446718391/8848375725

Mr.RAMESH.O,
CM (OL/HR), HOCL, Ambalamugal.
Tel.0484 2727298



GENERAL INSTRUCTIONS TO BIDDERS FOR E-BID SUBMISSION

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

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

ANNEXURE-V



HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam District, Kerala – 682 302.

Tender No: HR/TEND/25/10

Group Medclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26 (Period 15.10.2025 to 14.10.2026)

सामान्य निबंधन और शर्तें GENERAL TERMS AND CONDITIONS

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

1. There are **177 members** in this policy at present.
2. Additions and deletions of new and existing members, if any, during the policy period will be done on pro-rata payment of premium basis.
3. **Network hospitals and maximum no. of hospitals having cashless facility may be given along with the quotation**
4. Facility for paying annual premium by 4/2 installments to be mentioned in the quotation.
5. **Option for selection of TPA will be vested with HOCL.**
6. The Insurance Company/TPA shall provide Information regarding each claim & settlement to us by email and MIS/claim dump under the policy to HOCL on a quarterly basis.
7. In case of any claim is found untenable, the insurer shall communicate reasons in writing to the HOCL with a copy to the beneficiary.
8. Address of Insured members along with email will be provided to Insurance company /TPA and soft copy/hard copy of medi-cards should be dispatched to each employee by email/speed post/courier by the Insurer/TPA at their own cost.
9. Further corrigendum/addendum if any issued to the tender/Bid document shall also be made available at www.hoclindia.com
10. Any special conditions/deviations/exclusions/ option for Riders to be included in the offer by the Insurer to be given along with bid.
11. All disputes, differences, questions and claims arising out of, under or touching upon this Tender /Agreement/ Purchase Order/ Work Order shall be settled amicably between the parties through mutual discussion and failing that, such disputes, difference, questions or claims shall be referred for resolution through arbitration to the India International Arbitration Centre or a Sole Arbitrator to be appointed by the Chairman-cum-Managing Director of HOCL and the award of Arbitration shall be final and binding on the parties. The seat of the Arbitration shall be at Kochi, Kerala, India and the proceedings of the arbitration shall be held at Kochi, Kerala, India in accordance with the India International Arbitration Centre Act 2019 / Indian Arbitration & Conciliation Act 1996 or any statutory modification or re-enactment thereof for the time being in force. When the contract is with foreign vendor, the vendor has the option to choose arbitration in accordance with the provisions of The India International Arbitration Centre Act 2019 / The Indian Arbitration and Conciliation Act, 1996 /UNCITRAL (United Nations Commission on International Trade Law Arbitration) Arbitration Rules.

**PRE-QUALIFICATION CRITERIA**

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

1. Insurance companies who are registered under The Insurance Act, 1938 and authorized to take Group Mediciam Insurance Policy and are governed under IRDA Act, 1999 having minimum 10 years experience in this field can only quote for the above Mediciam Insurance Policy.
2. Earnest Money Deposit : Nil
3. Cost of Tender Documents: NIL
4. Rates quoted shall be exclusive of GST
5. Security Deposit: Nil
6. Period of policy: One year from 15.10.2025 to 14.10.2026
7. Undertaking: All the bidders have to give an undertaking in the format as given as Annexure VIII in the Technical Bid.

DUE DATE & TIME: Due date for submission of tender is (Closing date): 18.09.2025 at 02.00 pm.

OPENING OF BIDS:

The Technical Bids will be opened on 19.09.2025 at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the Price Bids by emails.

VALIDITY OF OFFER:

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

SUBMISSION OF BIDS:

Refer Instructions to Bidder for Online Bid Submission.

PRICE BID SUBMISSION-BOQ:

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder) and should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

RIGHT TO REJECT A BID:

HOCL reserves the right to reject any bid due to reasons such as (a) Vendor not following above bidding procedures (b) Vendor not being technically acceptable to HOCL (c) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

SIGNING & 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.

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HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)

Ambalamugal P.O., Ernakulam District, Kerala – 682 302

HOCL Tender No.HR/TEND/25/10

Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26

TECHNICAL BID (FORM – A)

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

PRO-FORMA-TECHNICAL BID

कंपनी का विवरण COMPANY PROFILE

क्रमांक SI No	विवरण DETAILS	
1.	कंपनी का नाम Name of the Company	
2.	बोलीदाता का नाम Name of the Bidder	
3	पता दूरभाष संख्या, ईमेल और संपर्क व्यक्ति के नाम और मोबाइल संख्या के साथ Address with Telephone no, email and name of contact person and mobile no	
4	जीएसटी आईडी GST ID	
5	पैन विवरण PAN details	
6	बैंक विवरण Bank details बैंक का नाम Name of Bank शाखा Name of Branch आईएफएससी कोड IFSC code खाता संख्या Account Number बैंक का पता Address of Bank	

1. Annexure- VIII (Declaration of Blacklisting / Holiday Listing) duly filled, signed and sealed is attached
2. Annexure- IX (Commercial Bid Declaration) duly filled, signed and sealed is attached
3. Annexure-X (Undertaking) signed and sealed is attached.

Enclosed please find the tender documents signed & sealed in all pages along with all the Annexures. We hereby undertake that we have read and understood the terms and conditions of **Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26** and shall abide by it.

Signature of the Tenderer :

Name of the Tenderer :

Place : (Seal)

Date :

PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING

In the case of a Partnership Firm:

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

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

In the case of Company:

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

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

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

PLACE:

DATE:

SIGNATURE OF THE BIDDER

ANNEXURE - IX

ANNEXURE TO BID AGAINST TENDER NO _____

(KINDLY FILL THIS SHEET AND SUBMIT IN COMMERCIAL/TECHNICAL BID)

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put V in front of your confirmation)
1	Whether bidder (Company) is currently on holiday list/black list/de-listed or has been put on holiday/blacklisted/de-listed at any PSU/govt. Organization. If so, give details.	<input type="checkbox"/> Yes, We are on holiday List/Black List/De-List <input type="checkbox"/> No
2	Whether the company is approved by IRDA	<input type="checkbox"/> yes <input type="checkbox"/> No
3	Status of the Company	<input type="checkbox"/> Govt <input type="checkbox"/> Private <input type="checkbox"/> Joint Venture
4	Whether Company is offering service directly or through TPA? Whether Company is their own TPA or depend upon other TPAs	<input type="checkbox"/> Directly <input type="checkbox"/> TPA <input type="checkbox"/> Own <input type="checkbox"/> Others
5	Whether any option for selection of TPA is available to HOCL	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Rates of premium for addition of new members are enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Whether the company or its proposed TPA has office at Kochi and Navi Mumbai for liaison work/ submission of claims/complaints/documents	Kochi <input type="checkbox"/> Yes <input type="checkbox"/> No Navi Mumbai <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Payment of Annual premium in Installments	<input type="checkbox"/> Yearly <input type="checkbox"/> half yearly <input type="checkbox"/> Quarterly
9	Agreed to despatch of Medclaim cards to Family directly through speed post/courier by Insurance company/TPA at their own cost	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Agreed to Claim Dump/MIS of the policy is shared by the Insurance company /TPA to insurer on quarterly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY: It is hereby stated that the quotation/offer submitted is in full compliance with the documents issued against the enquiry and also further confirmed that there is no deviation from all the terms and conditions as per the enquiry. Non-acceptance or deviation to HOCL's standard terms and conditions mentioned in enquiry documents may lead to rejection of offer, no correspondence shall be done for clarifications	<input type="checkbox"/> Agreed <input type="checkbox"/> Not Agreed
<div>DATE: _____</div> <div>SIGN AND STAMP OF BIDDER _____</div>		

***(Undertaking to be prepared on the Letter Head of the vendor, to be signed,
Sealed and to be attached in the Technical Bid)***

To

**The Chief Manager (HR)
Hindustan Organic Chemicals Ltd.
Ambalamugal P.O.,Ernakulam Dist
Kerala- 682 302.**

**Sub: Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the
Year 2025-26**

Ref: Tender ref. No **HR/TEND/25/10 Dated **29.08.2025****

Sir,

We confirm that we have read and understood all the terms and conditions of the Tender for **Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26**. We further affirm that we have understood all the terms of **Group Mediclaim Insurance Policy for Temporary/Fixed Tenure Employees of HOCL for the Year 2025-26**. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you,
Yours faithfully,
For

Sd/-

(Name)

Place:
Date:

(Seal)

BID SECURITY DECLARATION

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO _____

I/We.....hereby declares 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 Intent.
- 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

ANNEXURE-XII

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO. HR/TEND/25/10 Dt. 29.08.2025
(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put V)
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
2	Specify the percentage (%) of local content.	----- %
3	Details of location at which the local value addition is made	
4	Mention whether the product offered is manufactured in India under a license from a foreign who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

SELF DECLARATION OF LOCAL CONTENT

We hereby declare that the percentage (%) of local content specified against mentioned against Sr.No.2 is ____%.

We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under Law.

DATE:

SGNATURE AND STAMP

Definitions

Local Content: - The amount of value added in India (Total value of item procured minus the value of imported content in the item (including all customs duties) as a proportion of total value, in percentage.

Class I Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

Class II Local Supplier: - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

LIST OF TEMPORARY/FTB EMPLOYEES TO BE ADDED IN THE POLICY

HOCL TEMPORARY/FTB EMPLOYEES LIST					
Sino	Emp ID	Name	DOB	Age	Gender
1	11505224	VIPIN VIJAY	31-01-1989	36	Male
2	11505228	SUJITH P T	21-09-1985	40	Male
3	11505230	JIPSON P T	08-04-1990	35	Male
4	11505236	MANOJKUMAR K P	10-04-1976	49	Male
5	11505239	VISHNU C	14-09-1992	33	Male
6	11505240	APPU THOMAS	26-05-1994	31	Male
7	11505242	AMALESH P	01-07-1993	32	Male
8	11505246	ARUN K SOMAN	03-04-1991	34	Male
9	11505250	AKHIL M MANI	06-11-1992	33	Male
10	11505251	SHIKIL K S	31-12-1992	33	Male
11	11505252	SUMESH SABU	05-10-1988	37	Male
12	11505253	AMAL C V	08-02-1991	34	Male
13	11505255	SIBIN PAPPACHAN	20-07-1993	32	Male
14	11505256	NIPILAL K P	01-06-1990	35	Male
15	11505258	AJITH MOHAN	20-04-1992	33	Male
16	11505261	VISHNU V K	17-04-1992	33	Male
17	11505262	SAI CHANDRAN	02-02-1991	34	Male
18	11505272	VISHNU R	12-02-1996	29	Male
19	11505273	ARYA N P	23-10-1995	30	Female
20	11505274	ASLAM T A	31-12-1990	35	Male
21	11505284	SAMKISHORE M S	03-05-1969	56	Male
22	11505285	VIJAYAN N P	02-04-1968	57	Male
23	11505286	PRAKASH T C	15-04-1970	55	Male
24	11505288	MURALI M N	24-05-1970	55	Male
25	11505289	ARUNKUMAR K R	22-05-1973	52	Male
26	11505292	SUDHEER V S	21-07-1970	55	Male
27	11505295	RAJU P E	21-02-1968	57	Male
28	11505299	SANOOP SAHAJAN	07-06-1997	28	Male
29	11505301	AKHIL MURALI	06-02-1993	32	Male
30	11505302	K V SAJEEVMON	02-04-1969	56	Male
31	11505304	SANTHOSH T J	14-05-1983	42	Male
32	11505308	JITHINRAJ P R	10-05-1997	28	Male
33	11505312	ANUPAM GHOSH S	30-06-1992	33	Male
34	11505313	RAHUL T	06-09-1987	38	Male

35	11505316	ASWIN A	14-09-1995	30	Male
36	11505317	THEJUS PRASAD	23-06-1994	31	Male
37	11505321	ABDUL RASAK E N	31-07-1995	30	Male
38	11505322	ASHLIN T A	07-12-1995	30	Male
39	11505324	ABHIJITH P S	27-07-1992	33	Male
40	11505328	VIGNESH MOHAN	31-08-1996	29	Male
41	11505331	ARUN C BIJU	25-09-1993	32	Male
42	11505332	VIVEK N S	26-05-1993	32	Male
43	11505334	GOKULNATH N M	30-06-1994	31	Male
44	11505335	AJMAL M A	22-01-1996	29	Male
45	11505336	JITHIN K J	31-05-1990	35	Male
46	11505337	SYAM GABRIEL	12-08-1993	32	Male
47	11505339	JOHN JOBIN	23-12-1990	35	Male
48	11505342	HARIKRISHNAN P U	02-07-1995	30	Male
49	11505350	RAHUL RAJAN	03-07-1991	34	Male
50	11505352	JOSTIN K. JOHNY	18-02-1995	30	Male
51	11505353	JOLU GEORGE	03-12-1991	34	Male
52	11505356	LIJIN P	07-04-1995	30	Male
53	11505357	VISHNU P B	04-04-1993	32	Male
54	11505371	LARSON M P	28-02-1997	28	Male
55	11505375	VIJITH P S	26-06-1997	28	Male
56	11505378	DEEPAK P R	12-09-1994	31	Male
57	11505381	KRISHNADAS K S	08-04-1997	28	Male
58	11505382	NITHIN GEORGE	27-09-1992	33	Male
59	11505383	VISHNU UNNIKRISHNAN	14-04-1992	33	Male
60	11505384	AKHILDEV T S	16-07-1995	30	Male
61	11505385	ANANTHU P D	09-09-1997	28	Male
62	11505386	VISHNU VETTINAL	13-12-1993	32	Male
63	11505387	SREEJITH BALAKRISHNAN	19-01-1990	35	Male
64	11505388	ANJUSH KUMAR P K	19-02-1994	31	Male
65	11505389	VIGNESWARAN S	18-05-1996	29	Male
66	11505392	VISHNU SASI	09-04-1994	31	Male
67	11505395	IVANTO G UDUPPAN	19-07-1996	29	Male
68	11505402	AKHIL DEV M P	08-08-1993	32	Male
69	11505406	AJAY JOSE	28-11-1995	30	Male
70	11505409	VISHNU K T	11-03-1997	28	Male
71	11505411	ASWIN P	10-05-1994	31	Male
72	11505412	VISHNU K R	30-01-1996	29	Male
73	11505413	AMAL THOMAS	23-07-1996	29	Male
74	11505414	SREEKUMAR N	04-11-1993	32	Male
75	11505416	ANJO GEORGE	11-04-1997	28	Male
76	11505419	JOMON JOHNSON	16-04-1997	28	Male

77	11505420	SHARON BABU P. C.	04-02-1995	30	Male
78	11505421	VISHNU NALINAKSHAN	23-09-1997	28	Male
79	11505422	AMALJITH P. S.	18-05-1996	29	Male
80	11505425	AKHIL GANGADHARAN	15-05-1995	30	Male
81	11505426	RAHITH C. S.	07-09-1996	29	Male
82	11505428	SARILAL N.	15-11-1992	33	Male
83	11505429	AJITH P. A.	19-01-1989	36	Male
84	11505431	SUBHAGA L. S.	30-05-1974	51	Female
85	11505432	BIBIN VIJAYAN	08-03-1995	30	Male
86	11505434	AJITHKUMAR M V	20-02-1996	29	Male
87	11505435	JOSEPH G J	30-12-1993	32	Male
88	11505438	ABIN T ALIAS	15-06-1993	32	Male
89	11505439	VYSHNAV SANKAR M	15-11-1995	30	Male
90	11800064	DAYALAKSHMI S	14-10-1995	30	Female
91	11800070	NIKHIL M. M.	04-10-1993	32	Male
92	11800073	AKHIL BABU P.	14-11-1997	28	Male
93	11800074	SHYAMJITH M	22-09-1998	27	Male
94	11800081	MIDHUN M.	21-04-1999	26	Male
95	11800082	SYRIAC JOSE	26-03-1998	27	Male
96	11800093	CHINCHU ASOKAN	04-05-1992	33	Female
97	11800095	ANIL MOHAN	07-10-1993	32	Male
98	11800104	NANDHU A M	20-08-2000	25	Male
99	11800113	AVINASH PILLAI B	22-02-2000	25	Male
100	11800114	BASIL VARKEY JOY	21-07-2000	25	Male
101	11800115	MUHAMMED HARIS A. S.	03-03-1996	29	Male
102	11800124	CHIRAG MOHAN C	02-03-1993	32	Male
103	11800202	GOPANAND N.	04-09-1996	29	Male
104	11800203	SREEJITH A. R.	21-03-1997	28	Male
105	11800204	VIKAS P VIKRAMAN	26-09-1997	28	Male
106	11800205	JIBIN FRANCIS	24-09-1999	26	Male
107	11800206	SAJINDAS M	26-08-1997	28	Male
108	11800208	ISAAC BABU	07-08-1997	28	Male
109	11800220	SARATH SAJEEV	22-08-1998	27	Male
110	11800221	ARJUN M. N.	03-08-1996	29	Male
111	11800223	VINEETH K S	01-06-1998	27	Male
112	11800224	ABIJITH S	01-11-1996	29	Male
113	11800225	SHINOJ P S	30-05-1995	30	Male
114	11800227	ATHUL MOHAN R. J.	04-09-1994	31	Male
115	11800228	VARGHESE AMAL	09-09-1995	30	Male
116	11800229	ADARSH V S	04-06-1997	28	Male
117	11800230	MIDHUNKRISHNA T R	06-03-1998	27	Male
118	11800231	ADARSH K P	19-07-2000	25	Male

119	11800233	AKSHAY RAMESH	16-01-1998	27	Male
120	11800234	NIBU NIKSON	12-12-1997	28	Male
121	11800235	ALFIN RAJAN K.	07-10-1997	28	Male
122	11800236	AKSHAY BABU	23-03-1998	27	Male
123	11800237	ATHIRA S KUMAR	06-12-1996	29	Female
124	11800238	ARYA SALEES BABU	19-03-1994	31	Female
125	11800239	NAFILA G	15-02-1991	34	Female
126	11800240	RANJITH R	04-10-1982	43	Male
127	11800243	MATHEW THOMAS	01-10-1994	31	Male
128	11800244	NIJITH N PANICKAR	17-04-1985	40	Male
129	11800245	MUHAMMAD ASLAM C. A.	08-03-1999	26	Male
130	11800246	SURAJ S KUMAR	29-02-2000	25	Male
131	11800248	AKHIL T S	12-12-1996	29	Male
132	11800249	SAINATH K B	12-06-1998	27	Male
133	11800250	MUHAMMED HASHIM H.	06-10-1993	32	Male
134	11800252	AKSHAY SALIMKUMAR	22-10-1999	26	Male
135	11800253	AKASH V.	26-06-1998	27	Male
136	11800254	SWALIH JAMAL	02-04-1999	26	Male
137	11800255	JOSEPH FRANCIS	05-11-1997	28	Male
138	11800256	AMAL ASOKAN	03-10-1996	29	Male
139	11800259	NIKHIL K V	13-03-1994	31	Male
140	11800260	AMAL RAJ P. R.	01-09-1999	26	Male
141	11800261	ARAVIND MOHAN	13-05-2000	25	Male
142	11800262	VISHNU P V	31-03-2000	25	Male
143	11800263	PRASOBH P	31-03-1995	30	Male
144	11800264	AJAY ASOKAN	28-08-1998	27	Male
145	11800265	AJAY DILEEP	22-08-1996	29	Male
146	11800266	ABHIMANYU V SANTHOSH	11-10-1998	27	Male
147	11800267	ANANTHU SURESH	15-03-1999	26	Male
148	11800268	VINAY VENU	02-03-2000	25	Male
149	11800269	AMITH P V	16-02-1998	27	Male
150	11800270	ANANDU VELAYUDHAN	26-02-1999	26	Male
151	11800271	BASIL PAUL	11-03-2000	25	Male
152	11800272	ASHBIN ANISHATH	05-11-1996	29	Male
153	11800273	ARYAJ DEV V. P. K.	08-07-2002	23	Male
154	11800274	RAKESH RAVEENDRAN	14-09-1998	27	Male
155	11800275	DEEPAK M A	09-12-1995	30	Male
156	11800276	ASHIK N. A.	22-09-2002	23	Male
157	11800280	ANAND RAMAKRISHNAN	30-10-1998	27	Male
158	11800281	GOKUL KRISHNAN	08-04-1999	26	Male
159	11800283	SHEENAMOL MANI	18-04-1997	28	Female
160	11800285	ATHIRA T. S.	26-04-1994	31	Female

161	11800286	SANU RAJ S	26-08-2000	25	Male
162	11800287	RAHUL RAJAN	06-12-1998	27	Male
163	11800290	DHANANJAY S R	01-06-1999	26	Male
164	11800291	JINSON DSILVA	27-03-1992	33	Male
165	11800292	SREERAJ P A	31-10-1996	29	Male
166	11800293	THOUFEEK S	25-10-2000	25	Male
167	11800294	ATHUL P. K	14-10-1997	28	Male
168	11800295	ASHIQ SHAHUL	14-06-1996	29	Male
169	11800296	MAHIN NAVAS	26-07-1999	26	Male
170	11800297	HAVAS P	15-02-1997	28	Male
171	11800300	REVATHY HARIDAS	03-05-2002	23	Female
172	11800301	ATHIRA C	23-03-1998	27	Female
173	11800302	ATHIRA K A	29-03-1998	27	Female
174	11800303	NAJA K A	30-05-1992	33	Female
175	11900001	MEENAKSHI S.	18-02-1998	27	Female
176	11900002	ASWATHY K	08-12-1997	28	Female
177	11900003	ASWIN R. PAI	29-04-1999	26	Male

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