



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A Government of India Enterprise)  
AMBALAMUGAL, Ernakulam District, PIN: 682 032.  
Phone: (0484) 2720911, FAX No. (0484) 2720893

**E- TENDER NOTICE**

**Tender Ref. No: PROD/28/2023/4**

HOCL Invites e-Bids under the **Single-bid system** for the following work:

Sl. No.	Description of Item and Tender No.
1.	<b>CLEANING AND OTHER MISCELLANEOUS WORKS IN PLANT AREAS 2023-24 and PROD/28/2023/4</b>

Tender documents may be downloaded from [www.hoclkochi.com](http://www.hoclkochi.com) or [eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)  
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.  
Please submit your E-bids under the **Single-bid system** confirming to the specifications and the terms and conditions.

EMD - EMD of Rs.9,700/- to be submitted along with the bid (upload a copy of the DD/Bankers cheque/thro' NEFT and also sent the original through post to the contact persons referred below)  
The details of the tender are as shown in INDEX enclosed.

For and on behalf of HINDUSTAN ORGANIC CHEMICALS LIMITED  
(GSTN: 32AAACH2663P1ZG)  
(CIN: I99999MN1960GOI011895)

P. RAVIKUMAR  
CHIEF GENERAL MANAGER (PRODUCTION/TSS/PROJECTS)



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Name of Work: **CLEANING AND OTHER MISCELLANEOUS WORKS IN PLANT AREAS 2023-24**  
Tender Ref. No: **PROD/28/2023/4**

**GENERAL TERMS AND CONDITIONS OF THE TENDER**

**PRE-QUALIFICATION CRITERIA (TO BE INCLUDED IN THE TECHNICAL BID)**

**The Tenderers shall submit the following in the Technical bid (Un-priced Bid) without which the tender will be rejected.**

1. Complete set of Tender documents marked “(ORIGINAL)” duly filled in and signed by the Tenderer as prescribed in different clauses of the Tender document.
2. Details of current commitments with copies of Work Orders to be submitted along with Technical Bid.
3. Experience of having successfully completed similar works during the last 3 years ending last day of month previous to the one in which applications are invited.
4. Those who are having chemical handling experience especially in Phenol/Cumene/Acetone/Hydrogen Peroxide and they have to attach their experience certificate.
5. GCC duly filled in the relevant portions, signed and stamped all the pages by the tenderer (The tenderers have to download the GCC (General Conditions of Contract) from our web site [www.hockkochi.com](http://www.hockkochi.com) and the same has to be returned along with the technical bid duly signed and stamped in all pages.
6. The bidder should have adequate number of tools/tackles in sound condition for the execution of the work within the stipulated time.
7. **Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement)**
8. In the case of MSME, necessary certificate (self-attested) shall be submitted.
9. Any other technical information the Tenderer likes to furnish.
10. Tender should accompany the details asked in Annexure A, B, C, D, E, H, Q, R and W.

**EARNEST MONEY DEPOSIT**

EMD of **Rs. 9,700/-** shall be paid through demand draft Bankers Cheque/thro' NEFT favouring Hindustan Organic Chemicals Ltd payable at Ernakulam/Kochi. Details of DD should be indicated in your technical offer. In the absence of EMD with Techno Commercial bid, the Price Bid submitted is liable to be rejected.

EMD of the tenderer will be forfeited under the following conditions:

- a) After opening of the tender, the tenderer revokes his tender within the stipulated period/ validity period or increase his earlier quoted rates.
- b) If the Tenderer does not commence the work after awarding the contract.
- c) The Tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
- d) The successful tenderer fails to furnish the required performance security within the specified period.
- e) EMD of the successful tenderer will be adjusted against the Security Deposit as per request.
- f) No interest on EMD will be paid.

Signed and stamped "Bid Security Declaration" shall be submitted as Annexure 'H' along with the technical bid which is enclosed.

#### **BANK DETAILS**

**Name** : Central Bank of India, Tripunithura  
**Account Number** : 3580607136  
**IFSC** : CBIN0284515

Details of bank transfer should be indicated in your technical offer. Quotations not accompanied with EMD, are liable to be rejected.

#### **GOODS AND SERVICE TAX(GST)**

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

#### **ENGINEER/OFFICER IN CHARGE**

L. Anilkumar, M(P)  
[l.anilkumar@hoclindia.com](mailto:l.anilkumar@hoclindia.com)  
0484 – 2727470

#### **SECURITY DEPOSIT**

- Total security deposit shall be 5% of total contract value.
- Security deposit shall be recovered through deductions at the rate of 5% (Five percent) of the value of each running account bill till the total security deposit amount is collected, after which no further deductions shall be made on this account. In case of only one bill, 5% (five percent) shall be deducted from the bill. In case of only one bill, 5% (five percent) shall be deducted from the bill.

Security Deposit shall be refunded to the contractor after the completion of contract in all respects/along with final bill but not later than 60 days of completion of all such obligations under the contract.

#### **LIQUIDATED DAMAGES**

If the work is not completed within the stipulated time, the contractor is liable to pay a LD of ½% of the total contract value per week of the delay or part there of subject to a maximum of 5% of the contract value.

#### **DEFECT LIABILITY PERIOD**

As per GCC.

#### **TIME OF COMPLETION**

**ONE year** from the date of instruction to start the work.

#### **PERIOD OF CONTRACT**

Period of contract shall be **ONE year** from the date of instruction to start the work.

#### **PAYMENT TERMS**

Payment will be made on a monthly basis, one week after the submission of valid bill/final bill, shall be certified by the Engineer-in-Charge after deducting the Security Deposit and Liquidated Damage as applicable.

## **RATE**

Rates quoted shall be inclusive of all taxes, duties, octroi and other levies etc. GST, in case applicable shall be paid extra. The bidder should have GST registration with Central Excise Department.

## **PERFORMANCE SECURITY (PERFORMANCE BANK GUARANTEE)**

The performance security shall be 10% of the total value of the contract. It shall be furnished within 21 days after notification of award of work and shall be released after the defect liability period.

The above maybe furnished in the form of account payee Demand Draft/Bank Guarantee issued from any commercial bank in India/on online payment in an acceptable form.

## **VALIDITY OF OFFER**

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

## **SCOPE OF SUPPLY**

### **MATERIALS**

#### **a. Contractor's Scope**

Skilled & unskilled manpower required if any will be arranged by the Contractor.

#### **b. HOCL Scope**

Electricity connection at one point (3 Phase), water (5Kg/cm<sup>2</sup>) and air (5Kg/cm<sup>2</sup>) required for the work shall be provided by HOC at free of cost.

### **TOOLS & TACKLES**

#### **a. Contractor's Scope**

All tools, tackles etc. required for the satisfactory completion of the work has to be arranged by the contractor.

#### **b. HOCL's Scope**

Nil.

## **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.

## **OTHER TERMS AND CONDITIONS**

### **GENERAL CONDITIONS OF CONTRACT (GCC) OF HOCL**

All other Terms and Conditions will be as per our General Conditions of Contract, as published in our website and special condition of contract. The GCC and Special conditions of contract can also be referred in our office during office hours in all working days.

## **RIGHT TO REJECT A BID:**

HOCL reserves the right to reject any bid due to reasons such as

- a. Vendor not following above bidding procedures
- b. Vendor not being technically acceptable to HOCL
- c. Vendor not agreeing with the general conditions of the tender.

- d. Not enclosing any particular documents asked for.
- e. Any other valid reasons.

**SIGNING AND SEALING ON ALL PAGES OF BIDS**

The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

**ESI, PF, LABOUR LAW, SHE (SAFETY, HEALTH & ENVIRONMENT) ETC. - REQUIREMENTS**

Refer Annexure A, B, C and D attached.

**SCOPE OF WORK**

1. Following are the list of works to be carried out in Phenol and H<sub>2</sub>O<sub>2</sub> plants.
  - a) Whenever there is leakage, the chemicals are to be collected in drums or in cans. The collected chemicals in drums are to be transferred to respective tanks or sumps as instructed by Engineer in charge.
  - b) Cleaning and dechoking of all the plant open drains to ETP and decoking of process lines.
  - c) Removal of vegetation over the process vessels and equipments.

All the above works are to be carried out as per the instruction of Engineer in Charge.

The contractor should carry out the above-mentioned jobs as per the schedule of work.

2. Some of the above works in the plant may be considered as an emergency activity. Whenever there is emergency, the contractor has to put all efforts to complete the work in time. Also, the contractor has to deploy people round the clock if situation warrants as per the instruction of Engineer in charge.
3. Safety Helmets, Safety shoes, safety goggles, safety belts and other PPE etc. for the workmen and supervisor employed for the work are to be arranged by the contractor.
4. Either the contractor or his authorized supervisor shall be available at work site throughout the work. Contractor or any one of the contractors workman must be available from 8.00 A.M. to 4.00 P.M. on all working days.
5. Contractor shall get prior permission from the Engineer in charge for bringing any accessories for work to HOC and returning the material from HOC after completion of work.
6. The Contractor should follow all clause in Annexures - A, B & C like ESI, Safety Regulations and General Conditions of Contract, Workmen Compensation, Personal Protective Equipment (PPE), Labour Laws, PF, Guidelines to contractors / suppliers for environmental protection & Confined Space Entry.
7. As a measure to contain the spread of COVID-19, the following PPE are essentially provided to your workers:

1. Face Mask

2. Face Shield

3. Gloves

Also, all your workers are to be subjected to temperature screening at security, hand wash at the entrance, maintain physical distancing as far as possible.

8. **Before quoting the work, the contractor may visit the site and understand the scope of work, if found necessary. Any clarification in this regard shall be cleared by the Engineer in Charge.**
9. The Contractor shall strictly instruct his workers not to spit in the public places and area of work.
10. If the contractor or workman stays back for the continuation of the work after the normal 8 hours of work, the additional work hours will be compensated on pro-rata basis (Hourly)

**PREFERENCE MAY BE GIVEN TO LOCALLY AVAILABLE BIDDERS (WITHIN ERNAKULAM DISTRICT)  
YOU ARE REQUESTED TO SUBMIT THE COPY OF THE GST CERTIFICATE OF REGISTRATION.**



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**COMPLIANCE / NO-DEVIATION STATEMENT**

Tender ID:

It is hereby stated that the quotation/offer submitted by us 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.

Signature of the Tenderer :

Name of the Tenderer :

Address :



Place:

SEAL

Date:

*This Document to be Signed and Stamped by Bidder on All Pages and Submitted along with the Technical Bid*

Name of Work: **CLEANING AND OTHER MISCELLANEOUS WORKS IN PLANT AREAS 2023-24**

Tender Ref. No: **PROD/28/2023/4**

**CHECK LIST**

**PRO-FORMA-TECHNICAL BID**

1. Documents substantiating prequalification criteria submitted **(YES/NO)**.
2. General Terms and Conditions, Scope of Work (complete set of Tender Documents) to be signed and stamped on all pages, scanned and uploaded **(YES/NO)**.
3. Proforma of Declaration of Black Listing/ Holiday Listing **(Annexure D)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
4. Bidder Information **(Annexure - E)** - put **✓** mark in front of your confirmation, signed and stamped, scanned and uploaded **(YES/NO)**.
5. Bid security Declaration **(Annexure H)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
6. Bank Guarantee (for EMD/Security deposit) **(Annexure Q)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
7. Declaration of compliance of order **(Annexure R)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
8. Form of declaration along with submission of tender **(Annexure W)** - duly filled, signed and stamped, scanned and uploaded **(YES/NO)**.
9. **Exceptions and deviations, if any, with reference to the Clause No. and page No. of Tender shall be submitted as a separate statement (Deviation Statement)**

Enclosed the tender documents signed & sealed in all pages (Tender Notice, Scope of Work, Conditions of Contract, Copies of Experience Certificate, Work Orders, etc.)

Signature of the Tenderer :

Name of the Tenderer :

Address :

Place:

Date:

*This Document to be Signed and Stamped by Bidder on All Pages and Submitted along with the Technical Bid*