

To,  
M/s. HOCL  
AMBALAMEDU  
  
Kerala  
India 682302

**REQUEST FOR QUOTATION**

RFQ No. : 6000021086  
Collective RFQ No.: 2452/CIV10072  
Date : 28.01.2019  
Contact Person : JAYASREE.M  
Due Date/Time : 06.02.2019,14:00:00 Hrs  
Opening Date/Time : 06.02.2019,15:00:00 Hrs

Date :28.01.2019

**SERVICES REQUIRED AT:**

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

Dear Sirs,

**Subject:REMOVAL OF BLACK COLOURED SOIL FROM THE SOUTH EAST SIDE OF COMPOUND WALL**

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:** REMOVAL OF BLACK COLOURED SOIL FROM THE SOUTH EAST SIDE OF COMPOUND WALL. 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 **06.02.2019** 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 REMOVAL OF BLACK COLOURED SOIL FROM THE SOUTH EAST SIDE OF COMPOUND WALL. **Due Date: 06.02.2019** 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, Sr. CIVIL ENGINEER

#### **10. Defect Liability Period**

AS PER GCC

#### **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 Two weeks from the date of start of work.

#### **15. Scope of Supply**

A. Materials

a. Contractor's Scope-

As per scope of work and schedule of works.

b.HOCL's Scope - Nil

B.Tools and Tackles

a.Contractor's Scope-

All tools and tackles required for the work should be arranged by the contractor at their risk and cost.

b.HOCL's Scope - Nil

#### **17. Time of Completion**

Time of completion for the work shall be Two weeks 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](http://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](http://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 : 06.02.2019

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  
MANAGER (CIVIL)

Attachents:

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 should carry out the works as per the schedule of work
2. All tools, tackles, JCB, Tipper, Pumpset etc required for the work shall be brought by the contractor at his cost
- .
3. The excavation shall be done using JCB/Excavator of suitable capacity
4. The black coloured soil shall be removed and deposited using tippers at places pointed out at west side of ETP within the company premises in pit of required size made by the contractor at his cost.
5. Necessary Pump sets of suitable capacity shall be arranged by the contractor.
6. CONTRACTORS ARE REQUESTED TO INSPECT THE SITE AND UNDERSTOOD THE SCOPE OF WORK BEFORE QUOTING FOR THE WORK

## 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	<b>4001009</b> Removal of black coloured soil deposited at final disposal area of storm water drain (aproximate quantity 10Mx10Mx1M), out side the compound wall at south east corner of HOCL, using mechanical excavator/JCB and deposit the same in a pit of required size to be made by the contractor at west side of ETP as directed by the Engineer in charge, including cost of transportation, loading and unloading, rent for suitable pumpset for cleaning the area cost of all labour and materials etc complete. After removing the black coloured soil, the area should be kept clean by washing out the area with clean water as per the satisfaction of Engineer in charge	AU	1		
<b>Service Account Code (SAC) for 4001009 : .....</b>  <b>Rate of Tax : .....</b>					

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:REMOVAL OF BLACK COLOURED SOIL FROM THE SOUTH EAST SIDE OF COMPOUND WALL

From: HOCL

RFQ No. 6000021086  
Collective RFQ No. 2452

Due Date: 06.02.2019  
Due Time: 14:00:00 Hrs

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