



**HINDUSTAN ORGANIC CHEMICALS LTD**

**(A Govt. of India Enterprise)**

**AMBALAMUGAL PO**

**ERNAKULAM DIST, KERALA, INDIA**

Phone :04842720911 ; Email :kochi@hoclindia.com

Fax :0484-2720893 ; Web :www.hoclindia.com

**REQUEST FOR QUOTATION**

Service RFQ NO.	: 70000263 / HOC/ELE/W&P/7040/23
Tender Type	: Limited Tender Service
Due Date/Time	: 5-Jun-24/14.00 hrs
Opening date/Time	: 5-Jun-24/14.30 hrs
Contact Person	:
Date	: 20-5-2024

**SERVICES REQUIRED AT:**

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: AMC of Window AC, Split AC and Water Coolers 2024-2025

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

Name of Work:AMC of Window AC, Split AC and Water Coolers 2024-2025. A brief description of the scope of work is given separately which is attached herewith.

Last date of receipt of quotations:Tenders will be received at the office of General Manager(HR), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 5-Jun-24/14.00 hrs. Bids received after the due date will not be considered.

Schedule of Rates,Scope of Work,Terms & Conditions and Other Documents are enclosed

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.

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**Goods and Service Tax (GST) :**

The quoted amount shall be inclusive of GST.

**Rates :**

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.

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

Refer Annexure A, B and C attached.

**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

**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 & Conditions :**

The tenderers have to download the GCC (General Conditions of Contract) from our website [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.

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.

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.

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

For all future correspondences, please mention the Service RFQ Number , Contractor Name and Vendor Code.

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.

## Schedule of Rates

Name of vendor:

GSTIN Regn. of vendor: .....

Item No.	Service No. Description	Unit	RFQ Qty	Unit Rate (INR) Figure / Words (Inclusive of GST)	Amount (INR) (Inclusive of GST)
1	<b>S3000204</b> Service charges for 1 nos of 1.5 ton window AC for 1 year	Numbers	5.0000		
<b>Service Account Code(SAC) for S3000204 : .....</b>					
<b>Rate of GST %:</b>					
2	<b>S3000937</b> Service charges for 1 number 1Ton Split AC unit for one year	Numbers	2.0000		
<b>Service Account Code(SAC) for S3000937 : .....</b>					
<b>Rate of GST %:</b>					
3	<b>S3000206</b> Service Charges for 1 nos of 1.5 Ton Split AC for 1 year	Numbers	46.0000		
<b>Service Account Code(SAC) for S3000206 : .....</b>					
<b>Rate of GST %:</b>					
4	<b>S3000207</b> Service Charges for 1 no of 2 Ton Split AC for 1 year	Numbers	9.0000		
<b>Service Account Code(SAC) for S3000207 : .....</b>					
<b>Rate of GST %:</b>					
5	<b>S3000208</b> Service Charges for 1 nos of water cooler for 1 year	Numbers	13.0000		
<b>Service Account Code(SAC) for S3000208 : .....</b>					
<b>Rate of GST %:</b>					
6	<b>S3001046</b> Supply of AC Refrigerant Gas	ACTIVITY UNIT	20.000		
<b>Service Account Code(SAC) for S3001046 : .....</b>					
<b>Rate of GST %:</b>					
7	<b>S3001047</b> Dismantling of AC	ACTIVITY UNIT	10.000		
<b>Service Account Code(SAC) for S3001047 : .....</b>					
<b>Rate of GST %:</b>					
8	<b>S3001048</b> Installation of AC	ACTIVITY UNIT	10.000		
<b>Service Account Code(SAC) for S3001048 : .....</b>					
<b>Rate of GST %:</b>					
9	<b>S3001049</b> Air Conditioner PCB (Printed Circuit Board) repair	ACTIVITY UNIT	20.000		
<b>Service Account Code(SAC) for S3001049 : .....</b>					
<b>Rate of GST %:</b>					

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

Total Amount(Inclusive of GST) Rs:

In Words(Inclusive of GST)Rupees:.....

Continued...

**Date :**

**Signature and Seal of the Contractor**

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## NOTES

### 1.SCOPE OF WORK:-

We are having 5 nos. of Voltas make 1.5 Ton window A/Cs, 2 nos. of 1Ton split A/Cs, 46nos. of 1.5 Ton split A/Cs, 9nos of 2 Ton split A/Cs and 13 nos. of Water Coolers. They are installed at various locations inside our factory at Ambalamugal and township at Irumpanam. AMC is intended for the above-mentioned equipment.

The scope of the work and terms and conditions are as under:

1. All spare parts/components required for maintaining the AC's and coolers in healthy condition shall be supplied by HOCL and the vendor has to install the spare parts/components without any additional cost to HOCL. The spare parts/Components not available with HOCL shall be sourced and provided by the vendor and cost for the same shall be paid at actuals.
2. PCB board/control cards/fan motors etc in case needed repair/service, shall be done by contractor after prior concurrence from engineer in charge.
3. The patchwork and painting work to be carried out on all rusted metal portion, once in a year at no extra cost as per the direction of Engineer in Charge. Materials for same will be supplied by HOCL.
4. Attend all breakdown calls/complaints free of additional charge within 24 hrs.
5. Contractor has to carry out Quarterly Services and submit report to Engineer in charge.
  - a. Quarterly Services: The window A/Cs, split A/Cs and water coolers should be serviced once in a quarter and servicing should include leak testing, leak arresting, cleaning and inspecting of filters, condensers, blower fan, electrical contacts, starter, temperature setting module, checking refrigerant pressure, drain pipe cleaning and cleaning of the unit etc.
6. Gas charging should be done for AC's with low gas pressure with appropriate gas, after concurrence from engineer in charge prior to work.
7. Engineer in charge certified quantity of gas can be claimed in running bills
8. If the unit(s) needs to be taken to the contractor's work place for repair the same shall be returned after repair. Transportation of the unit shall be done by the party without any extra cost of transportation to HOCL. The loading and unloading, inside the factory premises will be arranged by HOCL
9. For any break down work on any unit the time for completing the work will be one week.
10. In repair works involving non-operation of AC's for more than 7 days, spare AC should be installed without additional cost.
11. The vendor should maintain sufficient number of 1.5 Ton window/Split A/C unit in good condition from our spare units for reducing the breakdown period.
12. The contract is liable to be terminated with one- month notice if satisfactory service is not provided by the contractor.
13. AC out door unit and indoor unit complete dismantling and installation should be done as per instruction from engineer in charge.

#### Special conditions for AMC of Window ACs, Split ACs & Water Coolers

1. Performance report to be submitted quarterly.
2. Units are to be serviced quarterly in presence of engineer in charge or person assigned by engineer in charge.
3. AC's service report shall be submitted to engineer in charge.
4. The list of necessary spares required for servicing the units shall be intimated to engineer in charge for making necessary arrangements.
5. Schedule of service to be given to Officer In-charge in advance.
6. Checklist submitted along with enquiry should be filled and submitted.
7. Minimum of four technicians and four helpers shall be available with contractor for attending works.

### 2.SCOPE OF SUPPLY:-

#### MATERIAL:

Contractor's Scope of Supply:

NIL, Installation of spares given by HOCL will have to be done by the party free of cost.

#### HOCL Scope of Supply:

All essential spares required for minor repairing will be arranged by HOCL.

#### TOOLS & TACKLES:

Contractor's Scope:

All tools & tackles required for the work are to be arranged by the contractor.

#### HOCL's Scope:

NIL

### 3.ENGINEER/OFFICER IN CHARGE:-

Mr. Hareesh Madhav A

Manager(Electrical)/Energy Manager

email: m.hareesh@hocl.gov.in

*Continued...*

Ph: 0484 2727406

**4.EARNEST MONEY DEPOSIT:-**

Nil

**5.SECURITY DEPOSIT:-**

Nil

**6.PERFORMANCE SECURITY:-**

Nil

**7.LIQUIDATED DAMAGES:-**

Nil

**8.DEFECT LIABILITY PERIOD:-**

Nil

**9.TIME OF COMPLETION:-**

Repair/Service of each AC/water cooler shall be completed in a maximum of one weeks' time.

**10.PERIOD OF CONTRACT:-**

Period of contract shall be 12 Months from the date of issue of work order/ Lol

**11.ARBITRATION OF DISPUTES:-**

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.

**12.PAYMENT TERMS:-**

For Servicing of ACs and water coolers: Payment will be made quarterly within 30 days after submission of bill and service reports, on recommendations of the Engineer-in-charge based on the quantities executed and after making deductions as spelt out in the work order.

For Supply of Gas, Dismantling and installation of AC and PCB repair: Payment will be made within 30 days after submission of bill, on recommendations of the Engineer-in-charge based on the quantities executed and after making deductions as spelt out in the work order.

**13.GENERAL SITE CLEANING:-**

Working site should always be kept cleaned up to the entire satisfaction of the Engineer-In-Charge. Upon completion of the work all materials shall be transported to designated locations in HOCL premises as directed by the Engineer-In-Charge on daily basis. Material reconciliation has to be carried before submitting the bill.

**14.NOTE:-**

This tender will be floated through GeM and in limited tender basis. Work order shall be placed on overall L1.

**Thanking You,**

**Yours Faithfully,**

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**AK DILEEPKUMAR**

**DEPUTY GENERAL MANAGER (ELECTRICAL)**

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**Attachments: -**

- 1. Annexure 'A & B' - ESI, PF, Labour Law Requirements.**
- 2. Annexure 'C' - Safety, Health and Environment (SHE) Conditions.**
- 3. Annexure 'D' - Proforma of declaration of black listing / Holiday listing**
- 4. Annexure 'E' - MSME Details.**
- 5. General Conditions of Contract. ( can be downloaded from HOCL website )**
- 6. Special Conditions of Contract**

-----Tear off portion to be pasted on the Envelope containing Offer-----

**Offer for AMC of Window AC, Split AC and Water Coolers 2024-2025**

**From : HOCL  
1003142**

**RFQ No. : 70000263**

**Due Date :5-Jun-24  
Due Time : 14.00 hrs**

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