



हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, ERNAKULAM – 682 302

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

ई निविदा सूचना OPEN E- TENDER NOTICE

HOCL invites OPEN e Bids under TWO bid system for the supply of following item.

Item description: NON ASBESTOS FIBRE CEMENT ROOFING SHEETS as per RFQ NO. 20000242/41768 attached

एचओसीएल निविदा संदर्भ सं: HOCL Tender Ref No: MAT/PUR/41768/20

निविदा दस्तावेज़ www.hoclindia.com या www.eprocure.gov.in से डाउनलोड कर सकता है।

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

अनुमोदित विक्रेता निविदा में भाग लेने के लिए एनआईसी ई प्रोक्योरमेंट पोर्टल (यूआरएल :<https://eprocure.gov.in/eprocure/app>) में पंजीकृत करें। निर्धारित ऑनलाइन प्रक्रिया से भिन्न अन्य माध्यम से प्रस्तुत निविदाएँ स्वीकार नहीं किया जाएगा। कृपया अपना प्रस्ताव प्रस्तुत करने से पहले किसी जोड़/शुद्धिपत्र/विस्तार के लिए उपरोक्त वेबसाइट नियमित रूप से देखें।

Approved vendors 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.

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited

(GSTIN: 32AAACH2663P1ZG)

K.Sathyakumar के. सत्यकुमार

Asst. Manager (Materials) सहायक प्रबंधक (सामग्री)



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA

Phone :0484-2720911 ; Email :kochi@hoclindia.com

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

REQUEST FOR QUOTATION	
Limited Tender Materials	
RFQ NO.	: 20000242/41768
RFQ DATE	: 21-Dec-2020
Opening date/Time	: 13-jan-2021/14.00 hrs
Due Date/Time	: 12-jan-2021/14.00 hrs
HOCL GST	: 32AAACH2663P1ZG

We Shall be grateful to receive your quotation in duplicate for the supply of the undermentioned articles subject to our standard terms and conditions attached herewith. Quotations indicating price, terms of delivery, detailed specification, relevant drawings, pamphlet and literature wherever applicable shall reach us on or before the due date and time stipulated above. Kindly provide your GSTIN, HSN codes of goods and rate of GST% for all the items.

SI No.	MATERIAL CODE & DESCRIPTION	UNIT	QUANTITY
1	77011819 NON ASBESTOS FIBRE CEMENT ROOFING SHEETS AS PER IS 14871, IS 12107 & ASTM C573 SIZE 3M X 1.05 M X 6 MM.(Everest maKe or equivalent)	Numbers	335.00

FOR HINDUSTAN ORGANIC CHEMICALS LTD

K SATHIAKUMAR
ASSISTANT MANAGER (MATERIALS)



हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेडHINDUSTAN ORGANIC CHEMICALS LTD

(भारतसरकारकाउद्यमA Government of India Enterprise)

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सामग्रीMAT/क्रयPUR/41768/20

21.12.2020

प्रियमहोदयDear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites open e tenders for **Non Asbestos Fibre Roofing Sheets**. Detailed specification is given in the attached RFQ.

निविदादस्तावेज़एचओसीएलकी निम्नवेबसाइटोंमेंअपलोडकियागयाहै।

Tender documents are uploaded in HOCL website www.hoclindia.com and www.eprocure.gov.in

निविदाकेविवरणअनुक्रमणिकाकेअनुसारसंलग्नहै

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

आपअपनाप्रस्तावदेयतिथिऔरनियतसमयकेपहलेऑनलाइनद्वाराप्रस्तुतकरें।

You may submit your offer online before the due date and time specified

निविदाकीअंतिमतिथिClosing Date of Tender : 12.01.2021 at 2.00 pm

निविदाखोलनेकीतिथिOpening Date of Tender : 13.01.2021 at 2.00 pm

धन्यवादThanking you,

भवदीयYours faithfully,

कृतेहिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेड

For Hindustan Organic Chemicals Ltd.

K.Sathyakumarके. सत्यकुमार

Asst. Manager (Materials) सहायकप्रबंधक (सामग्री)

INDEX - TENDER NOTICE FOR NON ASBESTOS FIBRE ROOFING SHEETS

1	Instructions to Bidders for online 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	Commercial Term format	Annexure-IV-A & IV-B (2 pages)

Instructions for Online Submission

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, 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.

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 Enrollment**" 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.

7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) 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.

9) 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.

ANNEXURE II

Eligibility criteria for participating in the bid.

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

- (1) Vendor should have adequate technical and commercial capability to supply the materials as per HOCL requirements.
- (2) Vendor should specify the make of item to be supplied
- (3) Vendor should enclose the Commercial format and Terms and Conditions duly signed and filled up and sealed.

GENERAL TERMS AND CONDITIONS FOR E BID SUBMISSION

Please submit your e-bids 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.
2. Bids shall be opened electronically on specified date and time given in NIT.
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. QUANTITY: As per BOQ
5. 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."
6. 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.
7. 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.
8. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
9. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
10. Specification of the Product: Specifications offered product shall be uploaded along with Bid.
11. Payment terms shall be: a) 30 days credit or b) 90% against dispatch documents through bank and balance within 30 days of receipt and acceptance of materials at HOCL site. In the latter case or any other terms offered, suitable bank charges shall be loaded for price comparison.
12. Delivery period must be clearly mentioned in your offer in the absence of which offer will be treated as on "Ex-stock basis". In case of delayed delivery a penalty of ½% of the price of the goods on arrears per week subject to a maximum of 5% will be levied.

13. Bids shall be submitted online. Tenders submitted other than through online procedure specified will not be accepted. Tenders should be free from overwriting or erasing. Corrections and additions, if any must be attested.
14. As far as possible the rate should be quoted on FOR Destination basis. In case a tenderer does not specify the basis of price or quotes on Ex-works or FOR dispatching station basis, price will be loaded on the following manner.
- In case of Ex-works offer and if the firm does not specify the packing & Forwarding Charge, 2% of Ex-Works price will be loaded to arrive at FOR dispatching station price.
 - In case of FOR Dispatching station offer, following percentage will be added to arrive FOR destination price as element of estimated freight up to destination.

<u>Approximate distance of dispatching station from site</u>	<u>% for dispatching station price</u>
---	---

Above 2001 Km	5%
1501-2000 Km	4%
1001-1500 Km	3%
501-1000 Km	2%
500 Km & below	1%

In case the firm quotes the exact amount of freight & P&F Charges, the same will be added in place of above percentage amount

The rate should always be indicated for the unit mentioned in the tender.

15. Prices shall be considered to be firm once the order is placed. If supply is not effected in time, risk purchase shall be carried out at the cost of the tenderer. Tenderer is also liable to be blacklisted in case of default.
16. Tenderer should agree for inspection of material at their site, if desired by HOCL. The inspection may be carried out by the representative of HOCL or by a third party or jointly.
17. The Tenderer must specify their GSTIN No& HSN code of material offered in the BID.
18. The successful tenderer shall, if so desired by HOCL, deposit an amount equivalent to 5% of the value of order as security deposit within 10 days of the order towards satisfactory execution of the order. No interest will be paid on this amount by HOCL.
19. Supplier must extend the benefits to HOCL if there is any subsequent fall in price or if the same materials are offered to any other customer at lower price.

- 20. HOCL reserves the right to split the order between two or more suppliers and or reject any or all tenders without assigning any reason.
- 21. Transit Insurance will be arranged by HOCL.
- 22. Delivery will be as per delivery schedule given by HOCL.
- 23. Manufacturers routine test certificates in original or attested, warranty certificates in original, drawings in original etc. as applicable shall be provided along with the supply.
- 24. Tenderer may attach necessary catalogues/drawings/detailed specifications of the items wherever required. Also clearly specify the make/model of the item offered.
- 25. Purchase preferences, EMD/SD Exemption etc for PSUs/SSI units etc will be applicable as per GOI directives from time to time. For this, the tenderer should claim their eligibility along with the supporting documents in their offer itself.
- 26. Quotations meeting our delivery terms, if any specified, will only be considered.
- 27. If the tenderer is deviating from any of the above terms mentioned, your offer is liable to be rejected.
- 28. Opening date of tender is **13.01.2021 at 2.00 pm**
- 29. Material is required urgently. hence vendors may please quote their minimum delivery period

ANNEXURE- IV-A**वाणिज्यिकअवधिप्रपत्रCOMMERCIAL TERM FORMAT**

(आपकेपत्रशीर्षएवंमुद्रितकरअपलोडकियाजाए)
(To be printed on your letter head& uploaded)

(कृपयाअपनेपत्रशीर्षमेंनीचेदियेगएविवरणभरेंऔरअपनीबोलीकेसाथअपलोडकियाजाए)

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

संगठनकानामऔरपता

Name and Address of Organization:

फोनऔरफैक्ससंPhone & Fax No:

जीएसटीआईएनGSTIN :

पत्राचारकेलिएईमेलआईडी

E-mail id for correspondence:

संपर्कअधिकारीकेनामऔरदूरभाषसं

Contact Person Name and Mobile No:

एमएसएमई/एनएसआईसीकेसाथपंजीकृतहै

Whether registered with MSME/NSIC:

(यदिहाँतोदस्तावेजप्रमाणसंलग्नकरें)

(If so pl. enclose documentary proof)

दीगयीभुगतानअवधिPayment Term offered.

दियेगएवितरणशर्तें

:प्रस्तवितवितरणकीशर्तें

:

हमेंएफओआरएचओसीएलआधारपरसामग्रीकीआवश्यकताहै।यदिवितरणकीकोईअन्यशर्तदीजातीहै,

तोकृपयाBOQ मेंP & F औरमालभाड़ानिर्दिष्टकरें (यदिBOQ मेंनिर्दिष्टनहींकियागयाहै,

तोसामान्यशर्तोंखंडसंख्या 15 केअनुसारअनुमानितशुल्कतुलनात्मकउद्देश्यकेलिएजोड़ेजाएंगे)

Terms of delivery offered: We require the material on FOR HOCL basis. In case any other terms of delivery is offered, please specify the P&F and Freight charges in the BOQ itself (If not specified in the BOQ, approximate charges as per General Terms clause no. 14 will be added for comparison purpose)

परतावकीवैधताValidity of offer:

वितरणअवधिDelivery period:

लागूकरTaxes Applicable:

आपूर्तिकेसाथप्रदानप्रमाणपत्रCertificates provided along with supply.

विनिर्देशनमेंविचलनयदि कोईहोतोDeviation in specification if any

हस्ताक्षरऔरमोहरSignature and Stamp

ANNEXURE IV-B

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

Name of Bidder:		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put ✓ in front of your confirmation)
1	Whether bidder (a proprietary concern, Partnership Firm, 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
2i	Whether the party is registered under Micro/Small/Medium Enterprises act 2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
2-ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
2-iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3i	All MSE bidders shall register / declare their UAM Number on CPP Portal and copy of this registration / declaration shall be attached with the offer; failing which such bidders will not be able to enjoy benefits as per PP Policy for MSME order, 2012. <u>SSI/MSME/NSIC/UAM /DIC registration certificate</u>	<input type="checkbox"/> Mention UAM Number <input type="checkbox"/> Not Applicable
3-ii	Submitted valid document against clause no 3i	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4i	Whether the proprietor of "MSME" enterprise is from SC/ST category (Please attach caste certificate issued by competent authority)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case of Partnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4iil	Submitted certificate against clause no 4ii	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
5	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
DATE: SIGN AND STAMP OF BIDDER		