



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

CIV10115/2021

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

Sl. No.	Description of Item and Tender No.
1	REPLACING AC SHEETS WITH NON-ASBESTOS FIBER CEMENT ROOFING SHEETS IN PLANT AREAS HOCL Tender Ref No : CIV10115/2021

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

Please submit your e-bids under the **single-bid system** conforming to the specifications and the terms and conditions.

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

Thanking you

For and on behalf of Hindustan Organic Chemicals Limited
(GSTIN: 32AAACH2663P1ZG)
(CIN: L99999MH1960GOIO11895)

JAYASREE.M
CHIEF ENGINEER (CIVIL)

**REPLACING AC SHEETS WITH NON-ASBESTOS FIBER CEMENT ROOFING SHEETS IN PLANT
AREAS AT HOCL, AMBALAMUGAL, KOCHI**

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HINDUSTAN ORGANIC CHEMICALS LIMITED
(A Government of India Enterprise)
Ambalamugal P.O. Ernakulam District, Kerala – 682 302.

HOCL Tender Ref No: CIV10115/2021

REPLACING AC SHEETS WITH NON-ASBESTOS FIBER CEMENT ROOFING SHEETS IN PLANT AREAS

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

SCOPE OF WORK

1. All tools, tackles, required for the work should be brought by the contractor at his cost.
2. Steel scaffolding wherever required has to be arranged by the Contractor at his cost.
3. As the work involves at height, the labourers engaged in the work shall use necessary personal protective equipments such as safety belts, safety helmets and safety nets etc. during the execution of work.
4. All materials that go with WORK shall be approved by the Engineer-in-Charge prior to procurement / use.
5. AC sheets shall be replaced mainly in Mechanical maintenance workshop and Air compressor Buildings.
6. Specifications and mode of measurements.
All items of work shall have the best workmanship and be executed to the entire satisfaction of the Engineer-in-charge. Unless otherwise specified, the specifications and mode of measurements for various items of work shall conform to the standard detailed specifications and mode of measurements for works. In case standard specifications and mode of measurements for any items of works are not applicable, CPWD specifications for such items may be referred to. In case, this is also not applicable, then the specification and mode of measurements to be followed will be laid out by the Engineer-in- charge on the basis of relevant ISI code of practice or otherwise accepted practice.
7. All the scrap/serviceable materials available after completion of the work shall be stacked at places pointed out within the company premises as per the direction of Engineer in charge.
8. Extra care shall be taken while replacing the AC sheets by covering the equipments and other articles which were installed inside the buildings with suitable covering materials without causing any damages, at contractor's own risk and cost, as per the instruction of Engineer in charge.
9. a). The quantities given in the schedule are only estimated and tentative and may vary on either side, but the rates quoted shall remain firm without any of escalation on any account during the entire contract period. No claims on account of increase or decrease of quantities under certain items and or over all work will be entertained.
b). The exact value of contract shall be subject to variations depending upon the actual quantities of work executed at site measured jointly accepted and paid for at the end of the contract.
10. DEPARTMENTAL MATERIALS
Non – Asbestos sheet required for the service item no S4001105 for the work shall be supplied from HOCL stores on free issue basis. The contractor shall make his own arrangements for collecting and transporting the materials to site and return the surplus serviceable materials to HOCL stores for which no extra payment will be made.
11. Before quoting for the work, the contractor should visit the site and understand the scope of work. Any clarification in this regard shall be cleared from the Engineer in Charge.

YOU ARE REQUESTED TO SUBMIT THE COPY OF THE GST CERTIFICATE OF REGISTRATION.

SCOPE OF SUPPLY

MATERIAL

a. Contractor's Scope

As per Scope of Work and Schedule of Rates.

b. HOCL's Scope

Non – Asbestos sheet required for the service item no. S4001105 shall be issued departmentally from HOCL Stores on free issue basis.

TOOLS AND TACKLES

a. Contractor's Scope

All tools and tackles required for the work will be arranged by the contractor.

b. HOCL's Scope

Nil.

GENERAL INSTRUCTIONS FOR ONLINE BID 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.

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 enrol 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 blue 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.

GENERAL CONDITIONS OF TENDER dated 24.02.2021 due on 17.03.2021

SECURITY DEPOSIT

Total security deposit shall be 3% of total contract value.

1% of order value of contract referred as Initial Security Deposit shall be furnished within 21 days after notification of the award of work.

Balance 2% shall be recovered through deductions at the rate of 3% of the value of each running account bill till the total 3% security deposit amount is collected.

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

Time of Completion shall be 6 months from the date of start of work.

PERIOD OF CONTRACT

The period of the contract shall be 6 months from the date of start of work.

PAYMENT TERMS

- All your running account/final bill shall be certified by the Engineer in charge and 97% payment shall be made progressively as per our standard terms of payment.
- Balance 3% shall be made after the defect liability period.

RATE

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.

VALIDITY OF OFFER

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

SUBMISSION OF BIDS

Refer ANNEXURE II.

DUE DATE AND TIME

DUE DATE for submission of tender is (closing date) **17.03.2021, 02.00 PM**

PRICED 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).** 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.

Vendors who are unable to quote may kindly submit regret letter mentioning the reason for not submitting the bids.

RATES

The rates shall be quoted in Annexure – V (BOQ) and submit it online. Taxes applicable shall be separately indicated.

EARNEST MONEY DEPOSIT (EMD)

EMD for the work shall be Nil.

Signed and stamped “Bid Security Declaration” shall be submitted as Annexure ‘H’ along with the technical bid which is enclosed.

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.

CONTACT PERSONS (Hindustan Organic Chemicals Limited)

JAYASREE.M
CHIEF ENGINEER (CIVIL)

Land line: 0484-2727421
Mobile: 9446023157
Email: m.jayasree@hoclindia.com

CLOSING OF BIDS

17.03.2021 AT 02.00 PM

OPENING OF BIDS

The Bids will be opened on **18.03.2021 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the price bids by emails.

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.

OTHER TERMS AND CONDITIONS

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.

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

Refer Annexure A, B, C and D attached.

TECHNICAL BID (CIV10115/2021)

Technical Bid should contain the following details which must be uploaded in the NIC website in .pdf format:

1. Your covering letter of the offer on your company letter head.
2. Signed copy of the terms and conditions of the enquiry as given in Annexure-III
3. GSTIN Regn. of Vendor/Contractor: _____
4. SAC Code: _____

DATE:

PLACE:

SEAL & SIGNATURE: