

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to participate in this work shall submit their credentials so that they will be evaluated and Pre qualified and shall be considered for future similar works.)

### REQUEST FOR QUOTATION

HOCL  
AMBALAMUGAL  
, Kerala  
India-682302  
Vendor Code: 1003142

Service RFQ NO. : 70000131  
Tender Type : Limited Tender Service  
Due Date/Time : 9-Mar-2022/14:00 hrs  
Opening date/Time: 9-Mar-2022/15:00 hrs  
Contact Person : Sujith.P.M,DME  
Date : 11-2-2022

#### SERVICES REQUIRED AT:

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

Subject: AMC of VFD Panels 2022-23

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 VFD Panels 2022-23. 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(P&A), Hindustan Organic Chemicals Ltd.,Ambalamugal on or before 9-Mar-2022/14:00 hrs. Bids received after the due date will not be considered.

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

*Continued...*

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.

**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.

**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.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. 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.hockkochi.com](http://www.hockkochi.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	Amount (INR)
1	<b>S3000659</b> AMC CHARGES OF VFD PANEL 22 KW FOR FD FAN( 2NOS) AND FEED WATER PUMP-PACKAGE BOILER(1NOS)	Numbers	3.00		
<b>Service Account Code(SAC) for S3000659 :.....</b>					
<b>Rate of Tax %:</b>					
2	<b>S3000660</b> AMC CHARGES OF VFD PANEL 37 KW FOR RAW WATER PUMP-PTP(1NOS) AND TEMPERED WATER COOLER FAN(1NOS)	Numbers	2.00		
<b>Service Account Code(SAC) for S3000660 :.....</b>					
<b>Rate of Tax %:</b>					
3	<b>S3000661</b> AMC CHARGES OF VFD PANEL 45 KW FOR HYDROGENATOR FEED PUMP(2NOS)	Numbers	2.00		
<b>Service Account Code(SAC) for S3000661 :.....</b>					
<b>Rate of Tax %:</b>					
4	<b>S3000662</b> AMC CHARGES OF VFD PANEL 55 KW FOR ID FAN	Numbers	2.00		
<b>Service Account Code(SAC) for S3000662 :.....</b>					
<b>Rate of Tax %:</b>					
5	<b>S3000854</b> AMC CHARGES OF VFD PANEL 75KW FOR HOT OIL BLOWER FAN	Numbers	1.00		
<b>Service Account Code(SAC) for S3000854 :.....</b>					
<b>Rate of Tax %:</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 Rs:**

**In Words Rupees:.....**

**Date :**

**Signature and Seal of the Contractor**

## NOTES

### 1.SCOPE OF WORK:-

a)Quarterly schedule visits are to be made by service engineer for routine checkups, logging of all drive parameters, inspection of cards ,requisite cleaning and testing of drive parameters etc.

b) Break down complaints is to be attended within 24 hrs.

#### SCOPE OF WORK FOR PREVENTIVE MAINTENANCE

The preventive maintenance will have to be attended quarterly. The details of service under preventive maintenance are as follows:

1. Checking of operating conditions: The service engineer will check the operating conditions of the drive in line and log all drive parameters.

2. Inspection of drive: The service engineer will inspect the condition of drive and replace essential spares, signal converter, choke if required.

3. Checking the general healthiness of the system: The service engineer will check the general healthiness of the system and carry out requisite cleaning and testing of drive parameters.

4. Report: A detailed report on the jobs carried out, spares replaced and the observations are to be submitted after each visit.

#### SCOPE OF THE WORK FOR BREAKDOWN MAINTENANCE

Breakdown calls will have to be attended within a day from the date of intimation, during the contract period.

All the essential spares for drives shall be supplied, replaced/installed by the vendor without any additional cost to HOCL.Payment for the spares supplied, replaced /installed will be made by HOCL at an actual.

The spares/components under HOCL custody shall be handed over to contractor if required. The spares /components handed over by HOCL shall be replaced/installed by the vendor without any additional cost to HOCL.

#### SPECIAL CONDITIONS FOR THE AMC OF VFD PANELS

The following conditions shall be fulfilled in addition to the GCCs:

1. Performance report to be submitted quarterly.

2. Units are to be serviced quarterly.

3. Emergency calls to be attended at the earliest.

4. The bill/cash memo of spares used along with the service report need to be given to the officer in charge for taking necessary action.

5. Schedule of service to be given to the officer-in-charge in advance.

### 2.SCOPE OF SUPPLY:-

#### MATERIALS

##### a. Contractor's Scope

All the necessary parts/components required for repairing the VFD panels have to be supplied by the contractor. Payment for the new parts/components replaced will be made by HOCL at an actual.

Contractor has to replace/install the same without any additional cost to HOCL.

##### b. HOCL's Scope

Payment for the new parts / components replaced will be made by HOCL at an actual.

#### TOOLS AND TACKLES

##### a. Contractor's Scope

All the required Tools and Tackles shall be arranged by the contractor.

##### b. HOCL's Scope

Nil.

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

Sujith.P.M,DME

### 4.PAYMENT TERMS:-

25% of contract value shall be paid quarterly after successful completion of each quarterly maintenance service.

### 5.PERIOD OF CONTRACT:-

The period of the contract shall be one year from the date of issue of work order / LOI.

### 6.TIME OF COMPLETION:-

The time of completion shall be one year from the date of issue of work order / LOI.

### 7.SECURITY DEPOSIT:-

Nil

*Continued...*

8.EARNEST MONEY DEPOSIT:-  
Nil.

9.DEFECT LIABILITY PERIOD:-  
Nil.

10.LIQUIDATED DAMAGES:-  
Nil.

**Thanking You,  
Yours Faithfully,**

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**PRAKASH B SINGADI  
GM(ELECTRICAL)**

**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. General Conditions of Contract. ( can be downloaded from HOCL website )**
- 5. Special Conditions of Contract**

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

**Offer for AMC of VFD Panels 2022-23**

**From : HOCL  
1003142**

RFQ No. : 70000131

**Due Date :9-Mar-2022  
Due Time : 14:00 hrs**

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

ANNEXURE – A

ESI, PF, LABOUR LAW ETC. – REQUIREMENTS

1. ESI As per the ESI Act 1948

The Contractor shall enroll all his men deployed for the work in the ESI scheme. Registration for all workmen under ESI scheme is also to be complied with.

2. Safety Regulations and General Conditions of Contract

The Contractor should strictly abide all the safety regulation of HOC specified in GCC. Contractor should obtain necessary safety work permit from authorised officer before starting the work every day, in every shift.

3. Workmen Compensation

It will be your responsibility to meet all claims for compensation under workmen's Compensation Act 1923. ESI or under any other law in respect of sickness, accidents injury or death suffered by workmen engaged by you for carrying out the work. It shall be the sole responsibility of the contractor to comply with Employee's State Insurance Act 1948. You will also be responsible and liable in respect of claims for damage to property or persons arising from or in the course of execution of the contract work undertaken by you. You hereby agree that you shall keep HOC fully indemnified in respect of claims under the Workmen Compensation Act and all other claims aforesaid and you shall not under any circumstances raise any dispute with regard to the same.

4. Personal Protective Equipments (PPE)

You are requested to use personal protective equipment such as

1. Safety Helmet
2. Safety belts
3. Welder's Personal Protective equipment like goggles, gloves, shoes and face shield

As a measure to contain the spread of COVID-19, the following PPEs are essentially required to be provide 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.

You shall strictly instruct your workers not to spit in the public places and area of work.

It is the basic responsibility of the Contractor to provide all the safety gadgets (PPEs) as mentioned above to all their Supervisors/Workers.

And without these PPEs Contractor will not be allowed to carry out any job, which may please be noted.

5. Labour Laws & Provident Fund

You are requested to possess:

1. A License from the Labour Dept. under Contract Labour (Regulation and Abolition) Act 1970.
2. A separate PF Code under the Employee PF Act – 1952 and also furnish details of CPF Contribution payment made with the Regional PF Commissioner.

6. Guidelines to Contractors/Suppliers for Environmental Protection

- Contractors/suppliers shall ensure that impact due to the environmental aspects of goods and services is minimum.
- Effluent generated during the activity is to be routed to effluent treatment plant as per the instructions given by the Engineer-in-Charge.
- Hazardous waste generated during the activity is to be disposed in accordance with Hazardous Waste (Management & Handling) Rules as per the instructions given by the Engineer-in-Charge.
- All other solid wastes are to be disposed as per the instructions given by the Engineer-in-Charge.
- Avoid leaks and spills to minimise the impact on environment. In the case of any leaks/spills immediately inform Engineer-in-Charge to take appropriate corrective action.
- If the item handled falls under hazardous category, please ensure that:
  - a. Product literature including MSDS/TREM Card etc. accompany the consignment.
  - b. Packing and labeling are in accordance with the requirement of Manufacture, Storage & Import of Hazardous Chemicals Rules.

#### 7. B. Confined Space Entry

If entry into a confined space (like inside entry to columns, heat exchanger shells, vessels, filters, spheres, bullets, boilers etc.) is a part of the work, contractor should register the name and other details in the register kept for the purpose each time. All safety regulation has to be adhered and permit to be obtained before entering into a confined space. Also after coming out from the confined space, the worker/supervisor has to report to the Engineer-in-Charge each time without fail. Any deviation in this register will not be permitted in any case.

## ANNEXURE - B

### LABOUR LAWS – CHECK LIST

1. Contract Labour (Regulation & Abolition) Act – 1970

Contractor should possess Labor License if he engages more than 19 workers at a time for a particular job.

2. ESI Act 1948

A worker whose wages (excluding Overtime Wage) does not exceed `15,000/- per month will be covered under the Act. Please note that workers can be allowed to work inside the Factory Premises / Township only after completing the following procedures:

- a. Those labourers already registered under ESI should submit their ESI card along with a copy.
- b. For new cases, the following documents are to be produced for registering under the Act:
  1. Registration form duly filled in by the worker concerned.
  2. Proof of identity – Address and Age (SSLC / Birth Certificate / Driving License / Passport, etc.)
  3. Family photograph – 2 Nos.
- c. For those workers whose wages is claimed to be more than `15,000/- per month should produce the following documents:
  1. An undertaking from his employer that his wage is more than `15,000/- per month and he is not required to be covered under ESI Act is to be submitted.
  2. A copy of the Personal Accident Policy showing that the worker is covered under the policy.

3. The EPF & MP Act – 1952

- a. The concerned worker has to file nomination form.
- b. If already covered under the Act and Scheme, the related document to be submitted.

4. Interstate Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979

The contractor should possess License under this Act, if he engages 05 or more interstate migrant workmen on any day.



## ANNEXURE - C

### SAFETY, HEALTH & ENVIRONMENT (SHE) CONDITIONS

The following Safety, Health and Environment conditions shall apply to the Contractor those who are working at HOCL, Ambalamugal.

- Shall ensure the availability and suitability of qualified and experienced personnel at the site for effective and efficient SHE management.
- Shall ensure that the equipment, materials, consumables are in conformity with the requirements.
- Shall ensure that all equipments/scaffolding used are having adequate stability.
- Shall ensure that appropriate and adequate PPEs are provided and worn by the personnel involved.
- Shall ensure that safety signs are posted as appropriate to the activity/hazard as required.
- Shall ensure the removal of material from site, which do not conform to therequirements.
- Shall ensure no adverse impact on environment due to activities.
- Shall maintain proper close supervision over their employee's activities.
- Shall identify the hazards related to their nature of work being executed and develop methods to eliminate/control those hazards where required to prevent any unwanted incidents/accident.
- Shall educate/train the workers throughout the work and improve their SHE awareness.
- Shall ensure adequate hygiene, (i.e. cleanliness, environment free from dust and fume, proper lighting and drinking water to all worker employed by the contractor).
- Shall ensure regular controls are in place for the following by doing regular checks/inspections but not limited to the following:
  - Vehicles & equipments
  - Tools, equipments, lifting appliances
  - Safety equipments
  - Fire protection
- Shall at his own expenses from time to time and whenever required clear away and remove all rubbish/scrap/unwanted materials from its work area to designated area.
- Shall report all incidents/accidents occurring if any connected with the job. The Contractor shall prepare and submit an incident/accident report to OWNER's Safety Department.

ANNEXURE - D

**PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING**

**In the case of a Proprietary Concern:**

I  
hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s. \_\_\_\_\_  
w  
hich is submitting neither the accompanying Bid/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list or holiday list declared by any Government Public Sector company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

**In the case of a Partnership Firm:**

We hereby declare that neither we, M/s. \_\_\_\_\_, submitting the accompanying Bid/Tender nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on blacklist or holiday list declared by any Government Public Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

**In the case of Company:**

We hereby declare that we have not been placed on any holiday list or black list declared by any Government Pubic Sector Company (CPSU) or any of the administrative ministries, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence there of state "NIL")

It is understood that if this declaration is found to be false in any particular, Hindustan Organic Chemicals Limited or its Administrative Ministry, shall have the right to reject my/our bid, and if the bid has resulted in a contract, the contract is liable to be terminated.

PLACE:

DATE:

SIGNATURE OF THE BIDDER

**ANNEXURE - E**

**ANNEXURE TO BID AGAINST TENDER No:**

(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 holidayList/Black List/De-List <input type="checkbox"/> No
2	Whether the party is registered under Micro/Small/Medium Enterprises act2006 (Please furnish the proof)	<input type="checkbox"/> Micro <input type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> No
ii	Status of MSE Bidder	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Services <input type="checkbox"/> Not Applicable
iii	Whether MSE bidder is offering product manufactured by him/her	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	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
ii	Submitted valid document against clause no 3 (i)	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Applicable
4	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
ii	Whether the proprietor of "MSME" enterprise is woman (i.e. Woman proprietorship, or holding minimum 51% shares in case ofPartnership/Private Limited Companies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii	Submitted certificate against clause no 4 (ii)	<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 fullcompliance with the documents issued against the enquiry and also furtherconfirmed that there is no deviation from all the terms and conditions as perthe enquiry.Non-acceptanceor 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		

ANNEXURE – H

BID SECURITY DECLARATION

ANNEXURE TO BE SUBMITTED      ALONG WITH THE      BID      AGAINST      TENDER No. \_\_\_

I/We .....hereby declare that:

1. I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.
2. I will commence the work on intimating to start the work/ on receipt of Letter of Indent.
3. I will not withdraw or amend the tender or impair or derogate from the tender in any respect within the period of validity of the tender.
4. I will furnish the required performance security within the specified period.

NAME AND ADDRESS OF THE BIDDER

PLACE:

DATE:

SIGNATURE AND STAMP OF THE BIDDER