

(This tender aims for already enlisted contractors for this work with HOCL Kochi Unit. Any new contractor who wish to empanel for this type of work may submit their credentials so that they will be evaluated and pre-qualified and shall be considered for similar future work).

### REQUEST FOR QUOTATION

	<b>Service RFQ NO.</b> : / CIV10088/2020
	<b>Tender Type</b> : Limited Tender Service
	<b>Due Date/Time</b> : 24-Feb-2020/15:00 hrs
	<b>Opening date/Time</b> : 24-Feb-2020/14:00 hrs
	<b>Contact Person</b> : P.K.APPU, AM (CIVIL)
	<b>Date</b> : 17-2-2020

#### **SERVICES REQUIRED AT:**

M/s.HINDUSTAN ORGANIC CHEMICALS LTD

AMBALAMUGAL PO, ERNAKULAM DIST, KERALA, INDIA

Dear Sirs,

**Subject:** PROVIDING PARTITION FOR AC CABINS IN ADMINISTRATIVE BUILDING

**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:PROVIDING PARTITION FOR AC CABINS IN ADMINISTRATIVE BUILDING. 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 24-Feb-2020/15:00 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.**

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

*Continued...*

**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.**

---

*Continued...*

## 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>S4000991</b> Providing and fixing cabin partition in the existing open space of cabins to convert the cabin as AC cabins to match with the existing partition with 12mm thick both sides prelaminated exterior grade particle boards conforming to the relevant IS specifications ( Novopan make or equivalent approved brand) in teak wood frames of size in 75x37mm ( 3"x1½") firmly fixed to the existing frames and walls with 75mm long screws at 600mm intervals and fixed to ceilings frames , providing teak wood beading of size 37mmx9mm on either side of the partition and fix with brass nails to hold the novopan. All the exposed woodwork should be stained and lacquer finished. The wood work in contact with wall /ceiling shall be painted with 2 coats of wood primer. Vertical sections at junctions will be 75mmx75mm size and shall be extended to the required height to the celing frames.	SqMtr	15.00		
<b>Service Account Code(SAC) for S4000991 :.....</b>					
<b>Rate of Tax %:</b>					
2	<b>S4000993</b>				

*Continued...*

Supply and fix ceiling boards plain K Boards or other approved make boards of 600x600x12mm size over inter locking aluminium ceiling grids with 25x25x1.5mm anodized aluminium angles or equivalent sections fixed around walls at the required height for false ceiling using rawal plugs, screws etc. 36x25x1.5mm anodized aluminium main tees or equivalent sections 600 mm intervals suspended from the roof slab using true holds expansion bolts, ceiling clips using adjustable 6mm and suspension rods holding nuts, washers etc. 25x25x1.5mm Nos. Tees interlocked to this main Tees at bottom part including providing necessary frame work for tube light fittings etc. complete as per the direction including painting with two coats of plastic emulsion paint over two coats of wood primer, one coat of linseed oil to be applied to the unpainted side of the tile. No deductions shall be made for light points. .	SqMtr	26.00		
--	-------	-------	--	--

**Service Account Code(SAC) for S4000993 :.....**

**Rate of Tax %:**

3 <b>S4000994</b> Providing and fixing hydraulic door closure everite or equivalent make size No.2 ( conforming to IS 3564) including cost of all fittings labour charges etc.complete.	Numbers	1.00		
--	---------	------	--	--

**Service Account Code(SAC) for S4000994 :.....**

**Rate of Tax %:**

**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**

*Continued...*

## NOTES

### 1.SCOPE OF WORK:-

1. The contractor should carry out the work as per the schedule of works.
2. All tools, tackles, required for the work should be brought by the contractor at his cost.
3. HOC will provide water and electricity at one point.
4. Steel scaffolding wherever required has to be arranged by the Contractor at his cost.
5. All materials that go with WORK shall be approved by the Engineer-in-Charge prior to procurement / use.
6. The extension work of partition shall be done without making any damages to the existing partition.
7. 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 confirm 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.

### 2.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.

### 3.ESI,PF,LABOUR LAW, SHE (SAFETY,HEALTH & ENVIRONMENT) ETC.:-

Refer Annexure A, B and C attached.

### 4.SCOPE OF SUPPLY:-

Materials.

#### a.Contractors scope

As per scope of work and schedule of Rates.

#### b.HOCL's scope Nil.

Tools and Tackles

#### a.Contractors scope

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

#### b.HOCL's scope

Nil.

### 5.GENERAL SITE CLEANING:-

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

### 6.SECURITY DEPOSIT:-

NIL

### 7.LIQUIDATED DAMAGES:-

NIL

### 8.DEFECT LIABILITY PERIOD:-

As per GCC

### 9.TIME OF COMPLETION:-

Time of completion for the work shall be THIRTY DAYS from the date of start of work.

### 10.PERIOD OF CONTRACT:-

Period of contract for the work shall be THIRTY DAYS from the date of start of work.

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

APPU.P.K, AM (CIVIL)

**Thanking You,**

**Yours Faithfully,**

---

*Continued...*

**FOR HINDUSTAN ORGANIC CHEMICALS LTD**

**M JAYASREE  
CHIEF ENGINEER(CIVIL)**

**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 PROVIDING PARTITION FOR AC CABINS IN ADMINISTRATIVE BUILDING**

RFQ No. :

**Due Date :24-Feb-2020  
Due Time : 15:00 hrs**

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