



**हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड HINDUSTAN ORGANIC CHEMICALS LTD**

(भारत सरकार का उद्यम A Government of India Enterprise)

अंबलमुगल, कोची AMBALAMUGAL, COCHIN – 682 302

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

**OPEN E- TENDER NOTICE**

एचओसीएल निम्नलिखित मदों की आपूर्ति के लिए एकल बोली के अधीन ई बोली आमंत्रित करती है। HOCL Invites e Bids under single bid system for the supply of following item.

क्रमांक Sl.No.	मद के विवरण और निविदा सं Description of item and Tender No.	मात्रा (लगभग) Qty (Approx)
1	Tender Title: <b>Supply of Monosodium Phosphate Monohydrate</b> Tender Reference Number: <b>MAT/PUR/10866/22</b>	2000 KG

निविदा दस्तावेज़ [www.hoclindia.com](http://www.hoclindia.com) या [www.eprocure.gov.in](http://www.eprocure.gov.in) से डाउनलोड कर सकता है।

Tender documents may be downloaded from [www.hoclindia.com](http://www.hoclindia.com) or [www.eprocure.gov.in](http://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.

**निविदा की अंतिम तिथि Closing Date of Tender : 13.12.2022 at 2.00 pm**

**निविदा खोलने की तिथि Opening Date of Tender : 14.12.2022 at 2.00 pm**

**बयाना जमा धनराशि EARNEST MONEY DEPOSIT (EMD) - शून्य NIL**

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited

(GSTIN: 32AAACH2663P1ZG)

**B.BALACHANDRAN, GM (Materials)**

बी. बालचंद्रन।महाप्रबंधक (सामग्री)

10866/22: TENDER FOR THE SUPPLY OF MONOSODIUM PHOSPHATE MONOHYDRATE -  
TERMS AND CONDITIONS



हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेडHINDUSTAN ORGANIC CHEMICALS LTD  
(भारतसरकारकाउद्यमA Government of India Enterprise)  
अंबलमुगल,कोचीAMBALAMUGAL, COCHIN – 682 302  
दूरभाषPhone: (0484) 2720911, फ़ैक्सFAX No. (0484) 2720893

MAT/PUR/10866/22

30.11.2022

सर्वश्रीM/s.

प्रियमहोदयDear Sir,

हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेडएकसरकारहै।भारतकेउपक्रमकोच्चि, केरल, भारतमेंअपनेसंयंत्रमेंफिनोल, एसीटोनऔरहाइड्रोजनपेरोक्साइडकानिर्माण। HOCL मोनोसोडियमफॉस्फेटमोनोहाइड्रेटकीआपूर्तिकेलिएई-निविदाआमंत्रितकरताहै।

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e tenders for **supply of Monosodium Phosphate Monohydrate**.

**निविदादस्तावेज़एचओसीएलनिम्नवेबसाइटोंमेंअपलोडकियागयाहै।**

Tender documents are uploaded in HOCL website [www.hoclindia.com](http://www.hoclindia.com) and [www.eprocure.gov.in](http://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 : 13.12.2022 at 2.00 pm**

**निविदाखोलनेकीतिथिOpening Date of Tender : 14.12.2022 at 2.00 pm**

धन्यवादThanking you,

भवदीयYours Faithfully,

कृतेहिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेड

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10866/22: TENDER FOR THE SUPPLY OF MONOSODIUM PHOSPHATE MONOHYDRATE -  
TERMS AND CONDITIONS

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**अनुबंध ANNEXURE-I**

**Instructions for Online Submission**

बोलीदाताओं को अपनी बोलियों की सॉफ्ट प्रतियाँ मान्य डिजिटल सिग्नेचर सर्टिफिकेट का उपयोग करके सीपीपी पोर्टल पर इलेक्ट्रॉनिक माध्यम से जमा करनी है। नीचे दिए गए निर्देश सीपीपी पोर्टल पर पंजीकरण करने में बोली लगाने वालों की सहायता करने, उनकी बोलियों को आवश्यकताओं के अनुसार तैयार करने और अपनी बोलियों को सीपीपी पोर्टल पर ऑनलाइन जमा करने के लिए हैं।

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.

सीपीपी पोर्टल पर ऑनलाइन बोलियाँ प्रस्तुत करने के लिए उपयोगी जानकारी: <https://eprocure.gov.in/eprocure/app>  
पर प्राप्त की जा सकती है।

information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

**पंजीकरण REGISTRATION**

1. बोलीदाताओं को सीपीपी पोर्टल पर "ऑनलाइन बोली नामांकन" (लिक पर क्लिक करके केन्द्रीय सार्वजनिक खरीद पोर्टल के ई-प्रोक्योरमेंट मॉड्यूल) URL: <https://eprocure.gov.in/eprocure/app> पर नामांकन करना आवश्यक है जो निःशुल्क है।  
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. नामांकन प्रक्रिया के भाग के रूप में,  
बोलीदाताओं को एक विशिष्ट उपयोगकर्ता नाम चुनना होगा और उनके खातों के लिए एक पासवर्ड निर्दिष्ट करना होगा।  
As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. बोलीदाताओं को सलाह दी जाती है कि वे पंजीकरण प्रक्रिया के रूप में अपना वैध ईमेल पता और मोबाइल नंबर पंजीकृत करें। इनका उपयोग सीपीपी पोर्टल के किसी भी संचार के लिए किया जाएगा।  
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. नामांकन के बाद, बोलीदाताओं को अपने प्रोफाइल के साथ सीसीईडिया (जैसे Sify / nCode / eMudhra आदि) द्वारा मान्यता प्राप्त किसी भी प्रमाणन प्राधिकरण द्वारा जारी किए गए वैध डिजिटल हस्ताक्षर प्रमाणपत्र (डीएससी ( ) मुख्य उपयोग पर हस्ताक्षर करने के साथ कक्षा III प्रमाणपत्र (को पंजीकृत करने की आवश्यकता होगी)।  
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. बोलीदाता द्वारा केवल एक वैध डीएससी को पंजीकृत करना चाहिए। कृपया ध्यान दें कि बोलीदाता यह सुनिश्चित करने के लिए एजिन्मेदार हैं कि वे अपने डीएससी को दूसरों को उधार न दें, जिससे इसका दुरुपयोग हो सकता है।  
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. बोलीदाता तब अपनी यूजर आईडी / पासवर्ड और डीएससी / ई-टोकन के पासवर्ड को दर्ज करके सुरक्षित लॉग-इन के माध्यम से साइट पर जा सकता है।

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.

### निविदा दस्तावेजों के लिए खोज SEARCHING FOR TENDER DOCUMENTS

1. सीपीपीपी पोर्टल में विभिन्न खोज विकल्प बनाए गए हैं, जिससे बोलीदाताओं को कई मापदंडों द्वारा सक्रिय निविदाएं खोजने में सुविधा हो। इन मापदंडों में टेंडर आईडी, संगठन का नाम, स्थान, दिनांक, मूल्य आदि शामिल हो सकते हैं। निविदाओं के लिए एउन्नत खोज का एक विकल्प भी है, जिसमें बोलीदाता सीपीपीपी पोर्टल पर प्रकाशित निविदा के लिए खोज करने के लिए एक ईखोज मापदंडों जैसे कि संगठन का नाम, अनुबंध का प्रारूप, स्थान, दिनांक, अन्य कीवर्ड आदि जोड़ सकते हैं।

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. एक बार बोलीदाताओं ने उन निविदाओं का चयन कर लिया है जिनमें वे रुचि रखते हैं, वे आवश्यक दस्तावेज / निविदा कार्यक्रम डाउनलोड कर सकते हैं। इन निविदाओं को संबंधित "मइंटेंडर" फ़ोल्डर में ले जाया जा सकता है। यह सीपीपीपी पोर्टल को एसएमएस / ई-मेल के माध्यम से बोलीलगाने वालों को यदि निविदा दस्तावेज में कोई भी शुद्धि पत्र जारी किया गया, सूचित करने में सक्षम करेगा।

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. बोलीदाता को प्रत्येक निविदा को सौंपी गई अद्वितीय निविदा आईडी को नोट करना चाहिए, यदि वे हेल्प डेस्क से कोई स्पष्टीकरण / सहायता प्राप्त करना चाहते हैं।

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.

### बोली की तैयारी PREPARATION OF BIDS

1. बोलीदाता को अपनी बोलियां जमा करने से पहले निविदा दस्तावेज पर प्रकाशित किसी भी शुद्धि पत्र पर विचार करना चाहिए।

Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2. बोली के साथ प्रस्तुत किए जाने वाले आवश्यक दस्तावेजों को समझने के लिए कृपया निविदा विज्ञापन और निविदा दस्तावेज को ध्यान से पढ़ें। कृपया उन कवरों की संख्या पर ध्यान दें जिनमें बोली दस्तावेज जमा करने हैं, दस्तावेजों की संख्या - प्रत्येक दस्तावेज के नाम और सामग्री सहित जिन्हें प्रस्तुत करने की आवश्यकता है। इनमें से किसी भी विचलन से बोली की अस्वीकृति हो सकती है।

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.

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TERMS AND CONDITIONS

3. बोलीदाताको, पहलेहीनिविदादस्तावेज /  
अनुसूचीमेंदर्शाएअनुसारप्रस्तुतकिएजानेवालेबोलीदस्तावेजतैयारकरनाचाहिएऔरआमतौरपर,  
वेपीडीएफ/एक्सएलएस/आरएआर/डीडब्ल्यूएफ/  
जेपीजीप्रारूपोंमेंहोसकतेहैं।बोलीदस्तावेजोंकोकालेऔरसफेदविकल्पकेसाथ100डीपीआईकेसाथस्कैनकियाजासक  
ताहैजोस्कैनकिएगएदस्तावेजकेआकारकोकमकरनेमेंमददकरताहै।  
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. मानकदस्तावेजोंजिनकोप्रत्येकबोलीकेसाथप्रस्तुतकरनेकीआवश्यकताहोतीहै,केएकजैसेसेटकोअपलोडकरनेमेंलगने  
वालेसमयऔरप्रयाससेबचनेकेलिए, ऐसेमानकदस्तावेजों) जैसेपैनकार्डप्रति, वार्षिकरिपोर्ट,  
लेखापरीक्षाप्रमाणपत्रआदि ( "या"अन्यमहत्वपूर्णदस्तावेज"  
कोअपलोडकरनेकाप्रावधानबोलीदाताओंकोप्रदानकियागयाहै।बोलीदाताइसतरहकेदस्तावेजअपलोडकरनेकेलिएउ  
नकोउपलब्ध" मेरास्थान  
स्थानकाउपयोगकरसकतेहैं।येदस्तावेजसीधेबोलीलगातेसमय" मेरास्थान "सेप्रस्तुतकियाजासकताहै, औरबार-  
बारअपलोडकरनेकीआवश्यकतानहींहै।इससेबोलीप्रस्तुतकरनेकीप्रक्रियाकेलिएआवश्यकसमयमेंकमीआएगी।  
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.

**नोट:** मईडोक्यूमेंडस्थानकेवलअपलोडकरनेकीप्रक्रियाकोआसानबनानेकेलिएबोलीदाताओंकोदियागयाएकसंग्रहस्थानहै।यदि  
बोलीदातानेमईडोक्यूमेंडस्थानमेंअपनेदस्तावेजअपलोडकिएहैं,  
तोयहइनदस्तावेजोंकोतकनीकीबोलीकेहिस्सेकेरूपमेंस्वयंसुनिश्चितनहींकरसकताहै।

**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.

### बोलीकीप्रस्तुतिSUBMISSION OF BIDS

1. बोलीदाताकोबोलीजमाकरनेकेलिएपहलेसेसाइटपरलॉगइनकरनाचाहिएताकिवेबोलीसमयपरअपलोडकरसकेंया  
निबोलीप्रस्तुतिसमयपरयाउससेपहलेकरसकतेहैं।बोलीदाताअन्यविषयोंकेकारणकिसीभीदेरीकेलिएजिम्मेदारहोगा  
।  
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. बोलीदाताकोडिजिटलीहस्ताक्षरकरनाहोगाऔरआवश्यकबोलीदस्तावेजोंकोएक-  
एककरकेअपलोडकरनाहोगाजैसाकिनिविदादस्तावेजमेंदर्शायागयाहै।  
The bidder has to digitally sign and upload the required bid documents one by one as indicated  
in the tender document.

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- 3 बोलीदाताकोयथालागूनिविदाशुल्क / ईएमडीकेभुगतानकेलिए" ऑफ़लाइन " भुगतानविकल्पकाचयनकरनाहैऔरलिखतकेविवरणदर्जकरनाहै। Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4 बोलीदाताकोनिविदादस्तावेजमेंनिर्दिष्टनिर्देशोंकेअनुसारईएमडीतैयारकरनाचाहिए।मूलप्रतिकोबोलीजमाकरनेकी अंतिमतिथितक्यानिविदादस्तावेजोंमेंनिर्दिष्टअनुसार, डाक /कूरियरद्वारा / संबंधितअधिकारीकोव्यक्तिगतरूपसेदियाजानाचाहिए।भौतिकरूपसेभेजेगएडीडी/किसीभीअन्यस्वीकृतलिखतका विवरण, स्कैनकीगयीकॉपीमेंउपलब्धविवरणऔरबोलीजमाकरनेकेसमयदर्जकिएगएडेटाकेसाथमेलखानाचाहिए।अन्यथाअप लोडकीगईबोलीअस्वीकारकरदीजाएगी। 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 बोलीदाताओंसेयहनोटकरनेकाअनुरोधहैकिउनकोप्रदानकीगईप्रारूपमेंअपनीवित्तीयबोलियांअवश्यरूपसेप्रस्तुतकर नाचाहिएऔरकोईअन्यप्रारूपस्वीकार्यनहै।यदिनिविदाबोलीकेसाथमूल्यबोलीकोएकमानकबीओक्यू) BoQ) प्रारूपकेरूपमेंदियागयाहै, तोवहीडाउनलोडकियाजानाहैऔरसभीबोलीदाताओंद्वाराभराजानाहै।बोलीदाताओंकोबीओक्यू) BoQ) फ़ाइलडाउनलोडकरना, उसेखोनाऔरअपनेसंबंधितवित्तीयभावऔरअन्यविवरणों) जैसेबोलीदाताकानाम ( केसाथसफेदरंग) असुरक्षित ( स्थानोंकोपूराकरनेकीआवश्यकताहोतीहै।किसीभीअन्यस्थानोंमेंबदलावनहींकरनाचाहिए।एकबारविवरणपूराहोजा नेकेबाद, बोलीदाताकोफ़ाइलसेवकरकेनामबदलेबिनाइसेऑनलाइनप्रस्तुतकरनाचाहिए।यदिबीओक्यू) BoQ)फ़ाइलकोबोलीदाताद्वारासंशोधितपायाजाताहै, तोबोलीअस्वीकारकरदीजाएगी। 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 सर्वरसमय) जिसेबोलीदाताओंकेडैशबोर्डपरप्रदर्शितकियाजाताहै ( कोबोलीदाताओंद्वाराबोलियांप्रस्तुतकरनेकेलिएसमयसीमाकोसंदर्भितकरने,बोलियांखोलनेआदिकेलिएमानकसमय मानाजाएगा।बोलीप्रस्तुतिकेदौरानबोलीदाताओंकोइससमयकापालनकरनाचाहिए। 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 डेटाकीगोपनीयतासुनिश्चितकरनेकेलिएबोलीदाताओंद्वाराप्रस्तुतकिएजारहेसभीदस्तावेजोंकोपीकेआईकूटलेखन )एन्क्रिप्शन (तकनीकोंकाउपयोगकरकेकूट) एन्क्रिप्ट ( कियाजाएगा।दर्जकियागयाडेटाअनधिकृतव्यक्तियोंद्वाराबोलीखोलनेकेसमयतकनहींदेखाजासकताहै।बोलियोंकीगो पनीयतासुरक्षितसॉफ्टवेयर128बिटएन्क्रिप्शनप्रौद्योगिकीकाउपयोगकरकेबनाएरखीजातीहै।संवेदनशीलक्षेत्रोंकाडे टासंग्रहएन्क्रिप्शनकियाजाताहै।सर्वरपरअपलोडकिएगएकोईभीबोलीदस्तावेजसिस्टमद्वाराजनितसममितकुंजीका

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उपयोग करके सममित एन्क्रिप्शन के अधीन है। इसके अलावा, इस कुंजी को क्रेताओं /

बोली खोलने वालों की सार्वजनिक कुंजी का उपयोग करके असममित एन्क्रिप्शन के अधीन किया जाता है। कुल मिलाकर, अपलोड किए गए एनिविदा दस्तावेज प्राधिकृत बोली खोलने वालों द्वारा निविदा खोलने के बाद ही पठनीय हो जाते हैं।

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 अपलोड किए गए एंटेडर दस्तावेज अधिकृत बोली सलामी बल्लेबाजों द्वारा निविदा खोलने के बाद ही पठनीय हो जाते हैं।  
The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 9 बोलियों के सफल और समय पर प्रस्तुतीकरण) यानी पोर्टल में " फ्रीज बिड सबमिशन " पर क्लिक करने के बाद (, पोर्टल एक सफल बोली प्रस्तुत करने का संदेश देगा और बोली संख्या तथा अन्य सभी प्रासंगिक विवरणों के साथ बोली प्रस्तुत करने की तिथि और समय के साथ एक बोली सारांश प्रदर्शित किया जाएगा।

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 बोली सारांश का प्रिंट किया जाना है और बोली प्रस्तुत करने की पावती के रूप में रखा जाना है। इस पावती का उपयोग किसी भी बोली खुलावा बैठक के लिए प्रवेश पास के रूप में किया जा सकता है।  
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.

### **बोली दाताओं को सहायता ASSISTANCE TO BIDDERS**

1. निविदा दस्तावेज और उसमें निहित नियमों और शर्तों से संबंधित किसी भी प्रश्न को निविदा के लिए निविदा आमंत्रण प्राधिकरण को या निविदा में उल्लेखित संबंधित संपर्क व्यक्ति को संबोधित किया जाना चाहिए।  
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. ऑनलाइन बोली प्रस्तुत करने की प्रक्रिया से संबंधित कोई भी प्रश्न या सामान्य रूप से सीपीपी पोर्टल से संबंधित प्रश्न 24 x 7 सीपीपी पोर्टल हेल्पडेस्क को निर्देशित किए जा सकते हैं।  
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.

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**GENERAL INSTRUCTIONS TO BIDDERS FOR E BID SUBMISSION**

Please submit your e-bids under the single bid system 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](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender.
2. Techno commercial bid shall be opened electronically on specified date and time given in NIT. Bidders can witness the electronic opening of bid.
3. 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."
4. 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.
5. 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.
6. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
7. Bids shall be **valid for a minimum of 60 days** from the due date for receipt and opening of the bids.
8. Specification of the Product: Specifications of **Monosodium Phosphate Monohydrate** offered shall be uploaded.
9. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.



**SPECIFICATION OF MONOSODIUM PHOSPHATE MONOHYDRATE**

11591 Sodium dihydrogen phosphate monohydrate, AcS, 98.0-102.0 %

Product Number : 11591

CAS number : 10049-21-5

MDL number : MFCD00149208

Molecular formula :  $\text{NaH}_2\text{PO}_4 \cdot \text{H}_2\text{O}$

Molecular weight : 137.99 (119.98anhy)

**Product Specification**

Assay (unspecified) : 98.0-102.0%  $\text{NaH}_2\text{PO}_4 \cdot \text{H}_2\text{O}$  min

Heavy Metals : (ICP-OES) 0.001%

Impurity content : As 0.5ppm

Impurity content : Ca 0.005%

Impurity content : Cl 5ppm

Impurity content : Fe 0.001%

Impurity content : K 0.01%

Impurity content :  $\text{SO}_4$  0.003%

Insoluble material : 0.01%

pH : of a 5% solution 4.1-4.5 at 25<sup>0</sup>

**ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE BID.**

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

- 1) Only manufacturers or their authorized dealers having sound financial capability and who can supply Monosodium Phosphate Monohydrate as per the specification enclosed should submit the offers. Vendors who have been blacklisted in the past by any PSU shall not submit the bids.
- 2) Vendors must have executed orders of minimum value of Rs. 6 Lakhs for similar items in the last 3 financial years.
- 3) Vendor should have executed at least one order of minimum value of Rs.1.5 lakhs for similar items in the last 3 financial years.
- 4) Vendor shall submit a solvency certificate of a scheduled bank worth minimum Rs.0.75 lakhs.
- 5) Vendors who are already registered with HOCL for the supply of Monosodium Phosphate Monohydrate are not required to furnish credentials against point no 2,3 and 4.
- 6) Any bidder from a country which shares a land border with India will be eligible to bid, only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT). Such bidders should submit the valid copy of registration certificate along with tender.

Documentary evidence for all above parameters is to be furnished by the bidder with the technical bid.

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**GENERAL CONDITIONS OF TENDER FOR THE PROCUREMENT OF  
Monosodium Phosphate Monohydrate**

**1. PRICES**

i) **FIRM PRICES**:-Unless otherwise specified in the order, the order prices shall remain FIRM and will not be subject to escalation of any description during pendency of the order, notwithstanding any change in the cost of materials or of labour or any other cost element which may take place while this order is being carried out.

ii) **TRANSIT INSURANCE**:-Transit Insurance shall be arranged and borne by HOC.

iii) **TAXES AND DUTIES**:- All taxes and duties shall be shown in the tender separately, in the respective columns provided in the BOQ. Any other charges applicable may please be specified in the unpriced bid format. Purchaser's GSTIN is 32AAACH2663P1ZG

iv) **PRICE BASIS**:-The prices shall be based on F.O.R.HOCL site at Ambalamugal, Cochin inclusive of freight and all other incidental expenses. Please indicate the GST rate, HSN code and GSTIN of your firm.

**2. VALIDITY OF OFFER**: The offer given should valid for a period of **60 days** from the due date of the tender.

**3. SUBMISSION OF TENDER**: Bids shall be submitted as per the procedure in Annexure-I

**4. DELIVERY PERIOD**

The delivery period of the item will be spread over a period of **10 days** from the date of purchase order and supply will be as per HOCL delivery schedule given from time to time.

**5.EARNEST MONEY DEPOSIT (EMD):** NIL

**6. SECURITY DEPOSIT**:- NIL

**6. PAYMENT TERMS**:-Payment will be released to you within 30 days of receipt & acceptance of materials at site. In case anybody offer a lower/higher credit period other than the specified period, their offer will be evaluated after loading /reducing interest @SBI PLR as on date of price bid opening.

**7. INSPECTION AND ACCEPTANCE**

Weights and measures recorded at HOCL Weigh Bridge will be treated as final. A sample of each consignment will be analyzed at our laboratory and products meeting our approved specification only will be accepted.

**8. QUANTITY**: The quantity indicated is 2000KG.

**9. QUALITY**: Monosodium Phosphate Monohydrate offered must conform to the specifications given in the tender. Any offer received other than the above specification will be rejected.

**10.Right to Procure from alternate sources**: In the event of non-supply by the vendor on whom purchase order is placed, HOCL reserves the right to procure the item of same quality from an alternative source at the cost and risk of the Vendor.

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**11. 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 reason.

**12. Signing and sealing on all pages of bid:** The vendor shall sign and seal on all the pages of the bids submitted failing which bids are liable to be rejected.

**13.** It is your responsibility to safely deliver the products to our site in sound and fit road tankers.

**14.** You should have Public Liability Insurance Coverage as per the relevant act to cover transit risks.

**15. Disputes:** In the event of a contract being executed, all cases of disputes between seller and buyer shall be settled through arbitration as per Indian arbitration and Conciliation act 1996 or any amendments from time to time. The decision of the arbitration shall be final and binding on both the parties.

**16. Purchase/Price Preference:** Purchase/Price Preference or any other concessions applicable for SSI Units /PSUs will be as per latest Government of India Directives. **For availing this benefit, the bidder should make their claim in the Bids itself and enclose necessary documentary evidence to prove their eligibility.**

**17. Restriction on procurement from Bidder who shares the land border with India**

- a) Any bidder from a country which shares a land border with India will be eligible to bid, only if the bidder is registered with the Department for promotion of Industry and Internal Trade (DPIIT). (Pl. refer office Memorandum no. 6/18/2019-PPD dated 23rd July 2020 )Such bidders should submit the valid copy of registration certificate along with tender. However the said requirement of registration will not be applicable to bidders from those country to which Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Bidders may appraise themselves of the updated lists of such countries available in the website of Ministry of External Affairs.
- b) All Bidders shall furnish compliance certificate with respect to above clause as per the format in AnnexureVIII along with the bid.

**18. NOTE :** The requirement will also be floated through GeM portal and order will be finalised on the most competitive offer among the technically accepted offer received against both the portal.

**महाप्रबंधक (सामग्री)**  
**GENERAL MANAGER (MATERIALS)**

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अनुबंध ANNEXURE VI-A

**वाणिज्यिक अवधि प्रपत्र COMMERCIAL TERM FORMAT-A**

(आपके पत्र शीर्ष एवं मुद्रित कर अपलोड किया जाए)

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

(कृपया अपने पत्र शीर्ष में नीचे दिये गए विवरण भरें और अपनी बोली के साथ अपलोड किया जाए)

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

संगठन का नाम और पता

Name and Address of Organization:

फोन Phone No:

जीएसटीआईएन GSTIN :

पत्राचार के लिए ईमेल आईडी

E-mail id for correspondence:

संपर्क अधिकारी के नाम और दूरभाष सं

Contact Person Name and Mobile No:

एमएसएमई/एनएसआईसी के साथ पंजीकृत है

Whether registered with MSME/NSIC:

(यदि हाँ तो दस्तावेज प्रमाण संलग्न करें)

(If so pl. enclose documentary proof)

दीगयी भुगतान अवधि Payment Term offered.

परतावकी वैधता Validity of offer:

लागू कर Taxes Applicable:

आपूर्तिके साथ प्रदान प्रमाण पत्र Certificates provided along with supply.

विनिर्देशन में विचलन यदि कोई हो तो Deviation in specification if any

कृपया पुष्टि करें कि क्या आपकी फर्म को किसी भी सार्वजनिक उपक्रम द्वारा ब्लैकलिस्ट किया गया है

Please confirm if your firm is blacklisted by any PSU :

हस्ताक्षर और मोहर Signature and Stamp

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**अनुबंध ANNEXURE VI-B**

(KINDLY FILL THIS SHEET AND SUBMIT IN –COMMERCIAL TERM FORMAT-B)

Name of Bidder: .....		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put v 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	<b>AGREED TO ALL TERMS AND CONDITIONS OF ENQUIRY:</b> 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		

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TERMS AND CONDITIONS

अनुबंध ANNEXURE-VI- C

<b><u>वाणिज्यिकअवधिप्रपत्रCOMMERCIAL TERM FORMAT-C</u></b> (For Purchase Order/ Work Order with estimated value more than FIVE Lakhs) ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO _____ (KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)		
NAME OF BIDDER: .....		
Sr.No	COMMERCIAL CLAUSES	BIDDER CONFIRMATION (PLEASE PUT √ )
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I
		Class II
2	Specify the percentage (%) of local content.	_____ %
3	Details of location at which the local value addition is made.	
4	Mention whether the product offered is manufactured in India under a license from a foreign manufacturer who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement	Yes / No
<p style="text-align: center;"><b><u>SELF DECLARATION OF LOCAL CONTENT</u></b></p> <p>We hereby declare that the percentage(%) of local content specified against mentioned against Sr.No.2 is _____%. We also understand that submitting False self-declarations and auditors will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a Bidder or its successors can be debarred for up to Two Years as per the Rule 151 (iii) of the General. Financial Rules along with such other actions as may be permissible under Law.</p> <p>Definitions Local Content: - The amount of value added in India(Total value of item procured minus the value of imported content in the item(including all customs duties) as a proportion of total value, in percentage.</p> <p>Class I Local Supplier: - Supplier or service provider whose goods, services or works offered for procurement has local content equal to or more than 50%.</p> <p>Class II Local Supplier: - Supplier or service provider whose goods, services or works offered for procurement has local content more than 20% but less than 50%.</p> <p>Purchase Preference: -Will be as per the applicable Government order.</p>		
DATE	SIGNATURE AND STAMP	



**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 receipt of Purchase Order.
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**

**COMPLIANCE TO CLAUSE W.R.T MANADATORY REGISTRATION OF VENDORS FROM COUNTRIES  
SHARING LAND BORDER WITH INDIA,WITH DPIIT**

Date:

**TO WHOMSOEVER IT MAY CONCERNS**

"I have read The clause titled restrictions on procurement from a bidder of a country which shares a land border with India.

I certify that M/s.....(Name Bidder) is not from such a country

Or .

I hereby certify that M/s. ....(name of Bidder) is from a country which shares land boarder with India and fulfills all requirements in this regard and is eligible to be considered. Enclosed herewith Valid Registration Certificate

Or

I hereby certify that M/s..... (Name of Bidder) is from such a country which shares land border with India , however the said requirement of registration will not be applicable to bidders as Govt. of India has extended lines of credit or in which Govt. of India is engaged in development of projects. Enclosed herewith documentary evidence in this regards

We confirm that if it is established that we have provided any false information in pursuance to above clause, while competing for this contract then our Bid shall be rejected.

We further confirms that, if it is established that we have not complied with terms of aforesaid clause, during execution of contract, this would be a sufficient ground for immediate termination of the contract as per tender provision and shall be dealt accordingly

Name of the Bidder

Stamp & Signature of the Bidder



Bid Number: GEM/2022/B/2797817

Dated: 30-11-2022

**Bid Document**

<b>Bid Details</b>	
<b>Bid End Date/Time</b>	14-12-2022 14:00:00
<b>Bid Opening Date/Time</b>	14-12-2022 14:30:00
<b>Bid Offer Validity (From End Date)</b>	60 (Days)
<b>Ministry/State Name</b>	Ministry Of Chemicals And Fertilizers
<b>Department Name</b>	Department Of Chemicals And Petrochemicals
<b>Organisation Name</b>	Hindustan Organic Chemicals Limited
<b>Office Name</b>	Ambalamugal,ernakulam
<b>Total Quantity</b>	2000
<b>Item Category</b>	MONOSODIUM PHOSPHATE MONOHYDRATE (Q3)
<b>Years of Past Experience Required for same/similar service</b>	3 Year (s)
<b>MSE Exemption for Years Of Experience</b>	Yes
<b>Startup Exemption for Years Of Experience</b>	Yes
<b>Document required from seller</b>	Experience Criteria,Past Performance,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
<b>Past Performance</b>	80 %
<b>Bid to RA enabled</b>	No
<b>ITC available to buyer</b>	Yes
<b>Type of Bid</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation</b>	2 Days
<b>Evaluation Method</b>	Total value wise evaluation

**EMD Detail**

Required	No
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**ePBG Detail**

Required	No
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## Splitting

Bid splitting not applied.

## MII Purchase Preference

MII Purchase Preference	Yes
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## MSE Purchase Preference

MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Experience Criteria: In respect of the filter applied for experience criteria, the Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for number of Financial years as indicated above in the bid document before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the Financial year. In case of bunch bids, the category of primary product having highest value should meet this criterion.
4. Preference to Make In India products (For bids < 200 Crore): Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .In case Buyer has selected Purchase preference to Micro and Small Enterprises clause in the bid, the same will get precedence over this clause.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% (Selected by Buyer)of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY.
6. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to

primary product having highest bid value should meet this criterion.

## MONOSODIUM PHOSPHATE MONOHYDRATE ( 2000 kilogram )

(Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

Brand Type	Unbranded
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### Technical Specifications

Buyer Specification Document	<a href="#">Download</a>
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### Input Tax Credit(ITC) and Reverse Charge(RCM) Details

ITC on GST	ITC on GST Cess
100%	100%

### Consignees/Reporting Officer and Quantity

S.No.	Consignee/Reporting Officer	Address	Quantity	Delivery Days
1	Soumya N K	682302,HINDUSTAN ORGANIC CHEMICALS LTD, AMBALAMUGAL ERNAKULAM	2000	15

## Buyer Added Bid Specific Terms and Conditions

### 1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

### 2. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 3. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates (whichever is lower), subject to the maximum of quoted GST %.

### 4. Generic

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

5. **Generic**

Data Sheet of the product(s) offered in the bid, are to be uploaded along with the bid documents. Buyers can match and verify the Data Sheet with the product specifications offered. In case of any unexplained mismatch of technical parameters, the bid is liable for rejection.

6. **Generic**

Experience Criteria: The Bidder or its OEM {themselves or through reseller(s)} should have regularly, manufactured and supplied same or similar Category Products to any Central / State Govt Organization / PSU / Public Listed Company for 3 years before the bid opening date. Copies of relevant contracts to be submitted along with bid in support of having supplied some quantity during each of the year. In case of bunch bids, the primary product having highest value should meet this criterion.

7. **Generic**

**Manufacturer Authorization:**Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

8. **Generic**

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

9. **Generic**

For hazardous chemical/item, all precautionary measure as per regulation from the point of transportation/ handling/ storage/ safety/ health/ environment to be undertaken/ specified before dispatch. During dispatch, proper symbol for the hazard/ MSDS/ Batch No./ date of manufacturing/ Gross Weight/ Net Weight/ shelf Life etc are to be written/ printed/ pasted on the body of the packing.

10. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

11. **Scope of Supply**

Scope of supply (Bid price to include all cost components) : Only supply of Goods

12. **Purchase Preference (Centre)**

Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are

excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. If L-1 is not an MSE and MSE Seller (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for percentage of 25% of total value.

### 13. **Purchase Preference (Centre)**

Purchase Preference linked with Local Content (PP-LC) Policy:

The bid clause regarding "Preference to Make In India products" stands modified in this bid and shall be governed by the PPLC Policy No. FP-20013/2/2017-FP-PNG dated 17.11.2020 issued by MoP&NG as amended up to date. Accordingly, bidders with Local Content less than or equal to 20% will be treated as "Non Local Supplier". The prescribed LC shall be applicable on the date of Bid opening. Sanctions on the bidders for false / wrong declaration or not fulfilling the Local Content requirement shall be as per the PPLC policy. Further following additional provisions are added in the certification and verification of local content provision of the Preference to Make in India clause:

- i. In case of foreign bidder, certificate from the statutory auditor or cost auditor of their own office or subsidiary in India giving the percentage of local content is also acceptable. In case office or subsidiary in India does not exist or Indian office/subsidiary is not required to appoint statutory auditor or cost auditor, certificate from practicing cost accountant or practicing chartered accountant giving the percentage of local content is also acceptable.
- ii. Along with Each Invoice: The local content certificate (issued by statutory auditor on behalf of procuring company) shall be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total work/purchase of the pro-rata local content requirement. In case, it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- iii. The bidder shall submit an undertaking from the authorized signatory of bidder having the Power of Attorney along with the bid stating the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.

### 14. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 15. **Certificates**

Material Test Certificate Should Be Sent Along with The Supply. The Material Will Be Checked by Buyer's Lab & the Results of the Lab will be the Sole Criteria for Acceptance of the Item.

### 16. **Certificates**

The bidder is required to upload, along with the bid, all relevant certificates such as BIS licence, type test certificate, approval certificates and other certificates as prescribed in the Product Specification given in the bid document.

### 17. **Past Project Experience**

**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

## 18. Past Project Experience

The Bidder / OEM {themselves or through reseller(s)}, should have executed project for supply and installation / commissioning of same or similar Category Products during preceding 3 financial years (i.e. current year and three previous financial years) as on opening of bid, as per following criteria:

- (i) Single order of at least 35% of estimated bid value; or
- (ii) Two orders of at least 20% each of estimated bid value; or
- (iii) Three orders of at least 15% each of estimated bid value.

Satisfactory Performance certificate issued by respective Buyer Organization for the above Orders should be uploaded with bid. In case of bunch bids, the Category related to primary product having highest bid value should meet this criterion

## 19. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. Detailed Product specification & Analysis Report should be submitted along with offer.
2. Please submit duly signed and stamped specification and tender terms along with technical bid.
4. Documents satisfying eligibility criteria should be provided along with offer.
5. Commercial Terms, Bid security declaration, Compliance form for land border as per given annexures should be filled, signed and submitted along with technical bid.
6. Technical evaluation will be done as per our specification given

## 20. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization. Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity/restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and/or terms and conditions governing the bid. Any clause incorporated by the Buyer such as demanding Tender Sample, incorporating any clause against the MSME policy and Preference to make in India Policy, mandating any Brand names or Foreign Certification, changing the default time period for Acceptance of material or payment timeline governed by OM of Department of Expenditure shall be null and void and would not be considered part of bid. Further any reference of conditions published on any external site or reference to external documents/clauses shall also be null and void. If any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations. Also, GeM does not permit collection of Tender fee / Auction fee in case of Bids / Forward Auction as the case may be. Any stipulation by the Buyer seeking payment of Tender Fee / Auction fee through ATC clauses would be treated as null and void.

[This Bid is also governed by the General Terms and Conditions](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---Thank You---



