



HINDUSTAN ORGANIC CHEMICALS LTD
(A Government of India Enterprise)
AMBALAMUGAL, COCHIN – 682 032
Phone: (0484) 2720911, FAX No. (0484) 2720893

OPEN-E- TENDER NOTICE

HOCL Invites e-Bids under the two bid system for the following item.

Sl.No.	Description of item and Tender No.	Qty(Approx)to be transported
1	SHIPPING OF BENZENE FROM MANGLORE PORT TO KOCHI PORT HOCL tender ref : MAT/PUR/10748/19	3000 MT

Tender documents may be downloaded from www.hoclindia.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/extension before submitting the offers.

You may submit your offer on two bid system online before the due date and time specified.

Thanking you,

Yours faithfully,
For Hindustan Organic Chemicals Ltd.

K.R.USHARANI
CHIEF GENERAL MANAGER (MATERIALS)



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MAT/PUR/10748/19

07.01.2020

M/s.

Dear Sir,

Hindustan Organic Chemicals Ltd. is a Govt. of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. proposes to engage services of a Shipping Company./Shipping agent for transport by sea, of 3000 MT Benzene(bulk) from Mangalore port to Kochi port. The broad nature of the shipment is as follows .

Description	Details
SHIPPING PORT	MANGALORE PORT
DELIVERY PORT	KOCHI PORT
Tentative Readiness	Materials ready for dispatch by January 2020 last week
SUPPLIER DETAILS	OMPL MANGALORE

INSTRUCTIONS FOR WORK, LIAISON ETC.:

HOCL need to bring around 3000 MT Benzene for our consumption from M/s OMPL Mangalore from Mangalore port, during the period starting from last week of January 2020 till 1st week of March 2020 We require the services for lifting the cargo by sea from Mangalore port and shipping the same to Kochi port and unloading the material to HOC's tank at Wellington Island Kochi.

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

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

Closing Date of Tender : 15.01.2020 at 2.00 pm

Opening Date of Tender : 16.01.2020 at 2.00 pm

You may submit your offer on two bid system online before the due date and time specified.

Thanking you,

Yours faithfully,
For Hindustan Organic Chemicals Ltd.

K.R.USHARANI
CHIEF GENERAL MANAGER (MATERIALS)

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GENERAL INSTRUCTIONS TO BIDDERS FOR BID SUBMISSION

Please submit your e-bids under the two 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. Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in various Annexures. The bid containing the Technical specification of the Products and all commercial terms should be uploaded as per instructions given in Annexure I ,IA& Annexure II.

2. Techno commercial bid shall be opened electronically on the specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid emails confirmed.

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. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.

8. Bids shall be valid for a minimum of 30 days from the due date for receipt and opening of the bids. Technically qualified bidders will be informed regarding the opening of price bids which they can attend online.

9. **Taxes applicable:** Bidders should clearly indicate the rate of GST applicable and GSTIN and HSN code applicable shall be indicated in the bid.

10.Vendors blacklisted by HOCL or other PSUs will not be allowed to participate in this tender.

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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.

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

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which

the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized

persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

8) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.



TERMS AND CONDITIONS

1. **Price:** -The rate quoted should be in as per MT BASIS and should include all charges in connection with loading the cargo at Mangalore /freight charges in bringing the cargo to Kochi port /license charges ,all other charges in connection with unloading the cargo to HOCL authorized tank at Kochi port. The vendor should take care of all formalities in connection with the loading and unloading activities at respective ports. All statutory charges will be in HOCL's scope. In case foreign ships are to be engaged, rate may be quoted in US\$ per MT in the respective space provided in BOQ. Exchange rate for comparison purpose will be the SBI TT selling rate prevailing on the date of opening of tender.
2. **Marine Insurance:**-Marine Insurance of cargo from loading port to HOCL will be arranged by HOCL.
3. **Quantity:** - **3000 MT** with a quantity variation +/- 10%. HOCL require the Benzene for the period **January 2020- March 2020.**
4. **Payment:** - Payment terms will be 30 days interest free credit.- In case anybody offer a lower/higher credit period other than the specified period, their offer will be evaluated after loading /reducing interest
4. **Validity** of the offer should be **30 days from the due date**
5. **Delivery** - You may clearly indicate your delivery period at Kochi Port/HOCL site in your offer from the date of loading the cargo. We require the material to be loaded during January 2020 last week. In case vendor is not having facility to load the material on the above period, please quote for the nearest available period in which cargo can be lifted. Tentative period may be mentioned in the technical bid. However, vendors who can arrange to load the cargo in January 2020 will be given preference.
6. **Security Deposit**- In the event of placement of order , the supplier shall furnish a security deposit for 5 % of contract value or in equivalent foreign currency within one week of placement of order. This may be submitted in the form of a Bank Guarantee form a Scheduled bank. SD will be forfeited in the event of a breach of any of the terms of the contract by the supplier. SD amount will be returned within 60 days of successful completion of the order. PSU vendors are exempted from SD. Also MSME vendors registered with NSIC are exempted from SD up to the monetary limit mentioned in the certificate.
7. **Quality**- HOCL will arrange for third party inspection by independent surveyors of SHIP tanks before loading the cargo
8. **Rejection of tender:** - HOCL reserves the right to accept or reject any tenders without assigning any reasons whatsoever it may be.
9. **OPENING OF THE BIDS:** - Last date of submission of tender will be **15.01.2020 at 2.00 PM.** Techno commercial Bids will be opened on **16.01.2020 at 2.00 PM electronically.** Technically acceptable bidders will be informed about the date and time of opening of the price bids by e mails.
10. **INSPECTION OF CARGO AT LOAD PORT and DISCHARGE PORT:-** Inspection to be performed by Independent Surveyors employed by HOCL
11. **VESSEL, CAPACITY, ETC:**
The vessel to be used for the transportation shall be of highest class Lloyd's or equivalent flying any flag acceptable to the Government of India. The vessel must adhere to all port restrictions/regulations of discharge port. Vendor shall arrange transportation of Benzene in Petroleum Products carriers full class and approved as per institute classification clause, vendor shall ensure that the carriers maintain required tools and tackles, pipes, coupling, flanges/reducers, sufficient length of hoses etc which are required for smooth discharging of the product at the point of loading and unloading. Vendor shall ensure that the vessel has all

Certificates valid for the loading/storage/discharging of the cargo and the vessel's tanks/lines/pumps and all its equipments are capable and suitable for the cargo.

12. PRIOR NOTICE OF ETA:-

At least 2 days prior to the date of commencement of loading of the vessel carrying the product, the vendor shall notify the buyer by e-mail of the quantity of product to be shipped, the value of the product and other relevant details that may be required by the Buyer. Vendor shall intimate the buyer by e-mail the name of the vessel, date and time when it left the port of the seller and the estimated date and hour when it is expected to call at the Indian Port(s) together with other details as may be required by buyer. Further, vendor shall provide or arrange with the master of the vessel to provide 96 Hrs, 72 Hrs, 48 Hrs & 24Hrs notice to the buyer or their nominee indicating the ETA of the vessel at the port of unloading. The vendor shall be liable for any consequences/delays in discharging attributable to the failure of the seller/vessel owner to give proper ETA notice in accordance with this clause.

13. MARPOL CLAUSE:-The shipper should be solely responsible for receiving the pre-wash after discharge of the cargo, wherever required, as stipulated in the international regulations for the control of pollution by NOXIOUS liquid substance in bulk.

Upon sailing of the vessel, the shipper shall immediately send one set of the following documents to HOCL by e mail.

- a. Charter Party B/L
- b. Certificate of analysis by Independent Surveyor
- c. Surveyor's quantity certificate
- d. Commercial invoice
- e. Details of the vessel – tonnage, age of the vessel etc.
- f. Complete set of Charter Party

14. DEMURRAGE :-As per Charter Party, if however, demurrage is incurred at the port of discharge by reasons of fire, explosion, storm or by strike, lockout, stoppage or restraint of labour or by break down of machinery or equipment in or about the plant of the buyer or any other force majeure circumstances the rate of demurrage shall be reduced to one half of the amount mentioned per day or pro rata. For all others reasons which are not mentioned in the above clause 14, the demurrage shall be on account of the Vendor. Making sure the availability of berth at the port of loading as well as the port of discharge will be responsibility of the Vendor. The vendor will have to ensure that the cargo is loaded (at the port of loading) and discharged (at the port of discharge) within the stipulated time.

15. Jurisdiction: All questions, disputes or differences arising under or in connection with this contract shall be subject to the exclusive jurisdiction of the courts in Ernakulam, Kerala, India only:

- a. When the contract is with domestic supplier, the applicable arbitration procedure will be as per Indian Arbitration & Conciliation Act, 1996 or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings.
- b. When the contract is with foreign supplier, the supplier has the option to choose either Indian arbitration and Conciliation Act, 1996 or arbitration in accordance with the provision of UNCITRAL (United Nations Commission on International Trade Law Arbitration) Arbitration Rules

TECHNO COMMERCIAL BID FORMAT

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

Name and Address of Organization:

Phone & Fax No:

GSTIN :

E-mail id for correspondence:

Contact Person Name and Mobile No:

Payment Term offered:

Validity of offer:

HOCL require the material to be shipped in the last week of January 2020. In case , shipper is not able to lift the material during this period. Pl. inform the next nearest available period in which shipment can be loaded:

Delivery period required for delivering the cargo at Kochi from the date of loading the cargo:

Any other remarks you would like to specify:

Signature and Stamp

Eligibility criteria for participating in the bid.

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

- (1) Vendor should have adequate experience in execution of similar shipping orders for similar products. Copy of work orders to be enclosed.
- (2) Vendor should have executed by them orders for “similar” products of value not less than Rs 1 crore in the last 3 financial years.
- (3) Vendor should have executed by them single order of value of 25 lakhs minimum, for “similar” products in the last 3 *financial* years.

“The term Similar products includes all types of bulk Petrochemical or equivalent products”

Vendor should provide documentary evidences for all the above along with the Technical Bid.

PSU’s need not furnish the credentials as above.