



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

सीमित ई निविदा सूचना LIMITED E- TENDER NOTICE

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

Item description: CATALYST SUPPORT BALLS 19MM as per RFQ NO. 20000388/10804/SD9/21 attached

एचओसीएल निविदा संदर्भ सं: HOCL Tender Ref No: MAT/PUR/10804/SD9/21

निविदा दस्तावेज़ www.hoclindia.com या www.eprocure.gov.in से डाउनलोड कर सकता है।

Tender documents may be downloaded from www.hoclindia.com or 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.

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

For Hindustan Organic Chemicals Limited

(GSTIN: 32AAACH2663P1ZG)

मोइनूद्दीन शैक MOINADDIN SHAIK

महा प्रबंधक (सामग्री) GENERAL MANAGER (MATERIALS)



HINDUSTAN ORGANIC CHEMICALS LTD
(A Govt. of India Enterprise)
AMBALAMUGAL PO
ERNAKULAM DIST, KERALA, INDIA

Phone :04842720911 ; Email :kochi@hoclindia.com
Fax :0484-2720893 ; Web :www.hoclindia.com

REQUEST FOR QUOTATION	
Limited Tender Materials	
RFQ NO.	: 20000388/10804/SD9/21
RFQ DATE	: 1-Apr-2021
Opening date/Time	: 9-Apr-2021/14:00:00 hrs
Due Date/Time	: 8-Apr-2021/14:00:00 hrs
HOCL GST	: 32AAACH2663P1ZG

We Shall be grateful to receive your quotation in duplicate for the supply of the undermentioned articles subject to our standard terms and conditions attached herewith. Quotations indicating price, terms of delivery, detailed specification, relevant drawings, pamphlet and literature wherever applicable shall reach us on or before the due date and time stipulated above. Kindly provide your GSTIN, HSN codes of goods and rate of GST% for all the items.

SI No.	MATERIAL CODE & DESCRIPTION	UNIT	QUANTITY
1	01011750 CATALYST SUPPORT BALLS 19MM PACKED IN 25KG GOOD QUALITY HDPE BAGS. SIZE TOLERANCE:-- TO BE RETAINED ON 16MM SIEVE AND PASS THROUGH 21MM SIEVE. TECHNICAL SPECIFICATION CRUSH STRENGTH: 135 KGS. WATER ABSORPTION: 3 %(MAX) STABILITY:- TO OPERATE AT 1000DEG .C NEUTRALITY:- WHEN CONTACTED WITH WATER PH 6-7 WATER SOLUBILITY:- SHOULD NOT BE SOLUBLE IN WATER(APPROX 9M3)	LITRES	9,000.000

FOR HINDUSTAN ORGANIC CHEMICALS LTD

MOINADDIN SHAIK
GENERAL MANAGER (MATERIALS)



हिंदुस्तानऑर्गेनिककेमिकल्सलिमिटेडHINDUSTAN ORGANIC CHEMICALS LTD

(भारतसरकारकाउद्यमA Government of India Enterprise)

अंबलमुगल,कोचीAMBALAMUGAL, COCHIN – 682 302

दूरभाषPhone: (0484) 2720911, फ़ैक्सFAX No. (0484) 2720893

MAT/PUR/10804/SD9/21

02.04.2021

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. HOCL invites Limited e tenders for the supply of **Catalyst Support Balls 19MM** as per attached RFQ on two bid basis. Detailed specification is given in the tender documents. **Please note that the material shall be delivered at our site before 05TH May 2021.** Offers with delivery period exceeding the above date may not be considered.

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 : 08.04.2021 at 2.00 pm

Opening Date of Tender : 09.04.2021 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.

मोइनुद्दीन शैक MOINADDIN SHAIK

महा प्रबंधक (सामग्री) GENERAL MANAGER (MATERIALS)

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ANNEXURE- I**GENERAL INSTRUCTIONS TO BIDDERS FOR E 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 Annexure. The Price bid should be submitted in the uploaded BOQ .
 2. Techno commercial bid shall be opened electronically on 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 email 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. The bids shall be neatly typed in English language with pages consecutively numbered and shall be signed on all pages by authorized persons. Bids shall be free from over writing and all corrections shall be duly attested by the bidder.
 5. 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.
 6. 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.
 7. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
 8. Bids shall be valid for a minimum of 60 days from the due date for receipt and opening of the bids.
 9. Specification of the Product : Specifications/catalogues/drawing of the product of shall be furnished along with the Technical Bid.
 10. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.
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Instructions for Online 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.

- 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.

Eligibility criteria for participating in the bid.

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

1. Delivery shall reach at HOCL site ,after inspection, before 05.05.2021. Offers with longer delivery period may not be considered.
2. Vendor shall confirm submission of Manufacture's Guarantee and test certificate along with the supply of material .
3. Vendor shall submit Specification sheet and Product catalog of offered product
4. Vendor shall submit the RFQ provided by HOCL duly signed and stamped with the tender as a token of acceptance. Any deviation may please be mentioned in the deviation statement. No deviation will be allowed after placement of order.

GENERAL CONDITIONS OF TENDER MAT/PUR/10804-SD1/21

1. **VALIDITY OF OFFER** : Offer shall be valid for a minimum period of 30 days from the last date of submission stipulated for the tender.
2. **SUBMISSION OF BIDS** : Bids shall be uploaded on two bid system as per the instructions given in Annexure I.
3. **QUANTITY** : Quantity given in the tender is based an estimate on maintenance work and actual quantity on order may vary slightly on either side.
4. **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. (e) Not enclosing any particular documents asked for (f) Any other valid reason.
5. **PRICE**: Vendors to quote the prices on FOR destination basis.

As far as possible the rate should be quoted on FOR Destination basis.

In case a tenderer does not specify the basis of price or quotes on Ex-works or FOR dispatching station basis, price will be loaded on the following manner.

- I. In case of Ex-works offer and if the firm does not specify the packing & Forwarding Charge, 2% of Ex-Works price will be loaded to arrive at FOR dispatching station price.
- II. In case of FOR Dispatching station offer, following percentage will be added to arrive FOR destination price as element of estimated freight up to destination.

Approximate distance of dispatching station from site**% for dispatching station price**

Above 2001 Kmकेऊपर	5%
1501-2000 Km	4%
1001-1500 Km	3%
501-1000 Km	2%
500 Km & belowकेनीचे	1%

In case the firm quotes the exact amount of freight & P&F Charges, the same will be added in place of above percentage amount

6. **PAYMENT TERMS**: Payment shall be released by HOCL within 30 days of receipt and acceptance of the material at HOCL site

7. INSURANCE : HOCL shall arrange the transit insurance for the materials.. However, the vendor shall promptly inform HOCL regarding despatches for arranging insurance.
8. SUPPLY SCHEDULE: Material shall be delivered at our site by the delivery date indicated in the Purchase Order .
9. RIGHT TO PROCURE FROM ALTERNATIVE SOURCE : In the event of non-supply by the vendor on whom purchase order is placed, HOCL reserves the right to procure material of same quality from an alternative source at the cost and risk of the Vendor.
10. OPENING OF BIDS : Techno commercial bids will be opened electronically **at 2.00 pm on 09.04.2021**, after evaluation of the techno commercial bids, will subsequently inform all those technically acceptable vendors regarding the date and time of opening of the price bids.
11. PURCHASE/PRICE PREFERANCE: 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 Technical Bids itself and enclose necessary documentary evidence to prove their eligibility.

COMMERCIAL TERM FORMAT

(To be printed on your letter head& uploaded)

(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:

Whether registered with MSME/NSIC:

(If so pl. enclose documentary proof)

Payment Term offered:

Terms of delivery offered: We require the material on FOR HOCL basis. In case any other terms of delivery is offered, please specify the P&F and Freight charges in the BOQ itself (If not specified in the BOQ, approximate charges as per General Terms clause no. 6 will be added for comparison purpose)

Validity of offer:

Minimum Delivery period required by you to deliver the item at HOCL site :

HOCL require the item by **05.05.2021**

Taxes Applicable:

Certificates provided along with supply:

Deviation in specification if any

Signature and Stamp

अनुबंध ANNEXURE V - B

(KINDLY FILL THIS SHEET AND SUBMIT IN -COMMERCIAL/TECHNICAL BID)

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
4iii	Submitted certificate against clause no 4ii	<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 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		