



**HINDUSTAN ORGANIC CHEMICALS LTD**

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

Phone: (0484) 2720911,

FAX No. (0484) 2727200

E-mail: [kochi@hoclindia.com](mailto:kochi@hoclindia.com), web: [www.hoclkochi.com](http://www.hoclkochi.com)

(GSTIN: 32AAACH2663P1ZG)

**LIMITED E-TENDER NOTICE**

HOCL Invites e-Bids under Two-Bid System for the following Insurance policy.

क्रमांक Sl. No.	मद का विवरण और निविदा संख्या Description of Item and Tender No.
01	<b>Renewal of Group Mediclaim Insurance Policy for Retired/VRS opted Employees &amp; their Spouses and Spouses of deceased employees for the Year 2024-25</b> <b>HOCL TENDER Ref: HR/2023/23 Dated 20.11.2023</b>

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

IRDA approved insurance companies may please get registered with GeM Portal (URL: <https://gem.gov.in/>) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. The IRDA approved Insurance Companies can only submit their quotes directly. The brokers are not eligible to submit the quotes on behalf of the Insurance Companies. Please visit the above sites regularly for any addendum/corrigendum/extension before submitting the offers.

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions on or before **11.12.2023**

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

**For HINDUSTAN ORGANIC CHEMIICALS LTD.,**

(M.J. JAGADEESH)

**CHIEF GENERAL MANAGER (ENGG/HR) & FM**



**HINDUSTAN ORGANIC CHEMICALS LTD**

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

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

E-mail: [kochi@hoclindia](mailto:kochi@hoclindia), web: [www.hoclkochi.com](http://www.hoclkochi.com)

(GSTIN: 32AAACH2663P1ZG)

HR /2023/23

दिनांक Date: 20.11.2023

मेसर्स M/s.

प्रिय महोदय Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for Renewal of Group Mediclaim Insurance Policy for Retired /VRS Employees & their Spouses and Spouses of deceased employees for the Year 2024-25(Period 06.01.2024 to 05.01.2025). HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal [gem.gov.in](http://gem.gov.in)

You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com) and [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

Index of documents enclosed is attached herewith. You are requested to kindly go through the Annexures I to XIII (1 to 13) before preparing/submitting your tender.

आप अपना प्रस्ताव निर्धारित देय तिथि और समय के पहले द्विबोली प्रणाली में ऑनलाइन प्रस्तुत करें।

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

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

**For HINDUSTAN ORGANIC CHEMIICALS LTD.,**

(M.J. JAGADEESH)

**CHIEF GENERAL MANAGER (ENGG/HR) & FM**



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**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED/VRS OPTED EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25 (PERIOD - 01.06.2023 TO 05.01.2024)**

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## HINDUSTAN ORGANIC CHEMICALS LIMITED

(A Government of India Enterprise)  
Ambalamugal P.O., Ernakulam District, Kerala – 682 302.

**Tender No: HR/2023/23**

**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES & THEIR SPOUSES  
AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25.**

**SCOPE OF WORK**

**(THIS DOCUMENT TO BE SIGNED AND SEALED BY THE BIDDER ON ALL PAGES  
AND SUBMITTED ALONG WITH THE E-TENDER)**

1	Sum insured for per family	Rs.3,00,000/- (Rupees Three Lakhs)
2	Family Definition	Family floater coverage for Retired/VRS Employee and Spouse (Two members) OR Retired/VRS Employee or Spouse of deceased Employee (One member)
3	Coverage	Family floater coverage for Retired employee and their Spouse (for two members floater coverage between the members)
4	Insurance period	06.01.2024 to 05.01.2025
5	No. of Families and Number of members	900 (Approximate) 1600 (Approximate)
6	Service category	IPD with Cashless Treatment or reimbursement of hospital expenses where ever applicable.
7	Other facilities	Possibilities for issue of policy in the individual name and also the possibility of topping up the amount on payment of higher premium by individual members may be mentioned in the quote.
8	Special conditions	Any special conditions/deviations/exclusions/option for Riders may be mentioned in the quote.
<b>Table of Benefits</b>		
9	Pre existing illness cover	Pre existing diseases to be covered
10	Pre & Post Coverage	Pre – 30days & Post- 60 days Coverage to be made (Without domiciliary treatment) coverage.
11	Cover for excluded diseases	Waiver of 1 <sup>st</sup> /2 <sup>nd</sup> /4 <sup>th</sup> year exclusions
12	Cover for first 30 days exclusion	Waiver of 30/60 day waiting period
13	Room rent & ICU charges	Room rent per day to 1% of the Sum Insured and ICU rent per day to 2% of the Sum Insured
14	Day care procedure-	covered as per slandered list
15	Ambulance charges	To be included and rate to be mentioned – Rs.1500/- per case-
16	Notice of intimation	To be waived off
17	Waiting period	To be waived off, Coverage shall be an extension of existing

		medical insurance. All the illness of employees and their dependent shall be covered.
18	Claim submission	Within 30 days of discharge from the hospital
19	Claim settlement	Within 30 days upon receipt of all the documents. Query to be raised within 5 working days from the receipt of documents.
20	Cataract	Rs.40,000/- per eye
21	Sub limits	No Sub Limit Applicable for any disease

### महत्वपूर्ण सूचनाएँ IMPORTANT DETAILS

1	Name of the work	<b>Selection of Insurance Company for Group Mediclaim Insurance Policy for Retired /VRS Employees &amp; their Spouses and Spouses of deceased employees for the Year 2024-25 (Period 06.01.2024 to 05.01.2025)</b>
2	Tender No.	HR/2023/23
3	Date of publishing Tender	20.11.2023
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact No. for clarification	<a href="mailto:varghese.saiju@hoclindia.com">varghese.saiju@hoclindia.com</a> or <a href="mailto:o.ramesh@hoclindia.com">o.ramesh@hoclindia.com</a> 0484-2727335/298/201
7	Last Date and Time for Bid submission	11.12.2023 - 1400 HRS
8	Date and Time of opening of Technical Bid	12.12.2022 - 1400 HRS
9	Policy period	06.01.2024 to 05.01.2025
10	Validity of Tender	90 days from the last date of submission
11	Concerned Authority	Chief General Manager(ENGG/HR) & FM HOCL, Ambalamugal, Kochi-682302 <a href="mailto:pad.kochi@hoclindia.com">pad.kochi@hoclindia.com</a>



**CLAIM STATUS AND PREMIUM FOR THE LAST THREE YEARS**

Policy Period	No. of Families / Members	Sum Assured	Amount of Premium paid Including GST @ 18%	No. of Claims	Amount of Claim Settled	Name of Insurance Company
06.01.2021 to 05.01.2022	1080/1927	Rs. Two Lakhs	Rs. 83,76,190/-	162	Rs.1,39,28,948/-	M/s IFFCO-TOKIO General Ins. Co. Ltd
06.01.2022 to 05.01.2023	1111/1932	Rs. Two Lakhs	Rs.1,40,55,365/-	296	Rs.1,66,27,473/-	M/s New India Assurance Co. Ltd
06.01.2023 to 05.01.2024	900/1635	Rs.Three Lakhs	Rs.1,96,34,052/-	266	Settled Rs.1,39,58,913/-  Outstanding Rs.23,78,201/-  (Claim upto 08.11.2023)	M/s New India Assurance Co. Ltd



**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

**Tender No: HR/2023/23**

**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES & THEIR SPOUSES  
AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25  
(Period 06.01.2023 to 05.01.2024.**

**सामान्य निबंधन और शर्तें GENERAL TERMS AND CONDITIONS**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG  
WITH THE E-TENDER***

1. There are 900 **families / 1600 members** (Approximate) in our Retired Employees' list to be covered under the Policy initially and the new families joining in the scheme after Retirement /on VRS during the policy period shall also be covered under the policy on intimation from HOCL. The final list of families along with details like Gender, Age, Date of Birth etc will be provided before commencement of policy **on 06.01.2024** or along with the Offer Letter.
2. Additions and deletions of new and existing families/members, if any, during the policy period will be done on pro-rata basis.
3. **Details of List of network hospitals and maximum no. of hospitals having cashless facility at Kochi and Navi Mumbai/Mumbai should be provided.**
4. Facility for paying annual premium maximum in 4/2 installments to be mentioned in the quotation.
5. **Option for selection of TPA will be vested with HOCL.**
6. The Insurance Company/TPA shall provide Information regarding each claim & settlement to us by email and MIS/claim dump under the policy to HOCL on a quarterly basis.
7. In case of any claim is found untenable, the insurer shall communicate reasons in writing to the company HOCL with a copy to the beneficiary.
8. Address of Insured families along with email will be provided to Insurance company /TPA and soft copy/hard copy of medi-cards should be dispatched to each family by email/speed post/courier by the Insurer/TPA at their own cost.
9. Further corrigendum/addendum if any issued to the tender/Bid document shall only be made available at [www.hoclindia.com](http://www.hoclindia.com)
10. Claim history i.e MIS/Claim dump for the present policy and List of employees and their dependents are available on request from the office for calculating premium.
11. Any special conditions/deviations/exclusions/ option for Riders to be included in the offer by the Insurer to given along with bid.



**PRE-QUALIFICATION CRITERIA**

*Tenderers who meet the following conditions / qualifications need only quote against this enquiry:*

1. Insurance companies who are registered under The Insurance Act,1938 and authorized to take Group Mediciam Insurance Policy and are governed under IRDA Act,1999 having minimum 10 years experience in this field can only directly quote for the above Mediciam Insurance Policy. The brokers are not eligible for submitting quotations on behalf of Insurance Companies.
2. Earnest Money Deposit : Nil
3. Cost of Tender Documents: NIL
4. Rates quoted shall be exclusive of GST
5. Security Deposit: Nil
6. Period of policy: One year from 06.01.2024 to 05.01.2025
7. Undertaking: All the bidders have to give an undertaking in the format as given as Annexure H in the Technical Bid.
8. Integrity pact: As per CVC Guidelines in the event of order placement, parties whom the Order is placed has to sign Integrity Pact if the purchase order value is 50 lakhs or above. Format is given along with tender document as Annexure "G"

**DUE DATE & TIME:** Due date for submission of tender is (Closing date): **11.12.2023 at 02.00 pm.**

**OPENING OF BIDS:**

The Technical Bids will be opened on **12.12.2023 at 02.00 PM** electronically. Technically acceptable bidders will be informed about the date and time of opening of the Price Bids by emails.

**VALIDITY OF OFFER:**

Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

**SUBMISSION OF BIDS:**

Refer Instructions to Bidder for Online Bid Submission.

**PRICE BID SUBMISSION-BOQ:**

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 Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder) and 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.

**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) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

**SIGNING & SEALING ON ALL PAGES OF BIDS:**

The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

.....





**AGEWISE ANALYSIS OF MEMBERS**

Age Band	No. of Members Total	Male	Female
41-50	49	3	46
51-60	489	132	357
61-70	704	394	310
71-80	299	195	104
81-90	59	44	15
	<b>1600</b>	<b>768</b>	<b>832</b>
	<b>TWO MEMBER FAMILY</b>	<b>737</b>	
	<b>ONE MEMBER FAMILY</b>	<b>163</b>	

**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
(A Government of India Enterprise)  
Ambalamugal P.O.,Ernakulam District, Kerala – 682 302

**HOCL Tender No.HR/2023/23**  
**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES & THEIR SPOUSES**  
**AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25**  
**TECHNICAL BID (FORM – A)**

**THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND SUBMITTED  
ALONG WITH THE E-TENDER**

**PRO-FORMA-TECHNICAL BID**

**कंपनी का विवरण COMPANY PROFILE**

क्रमांक SI No	विवरण DETAILS	
1.	कंपनी का नाम Name of the Company	
2.	बोलीदाता का नाम Name of the Bidder	
3	पता दूरभाष संख्या, ईमेल और संपर्क व्यक्ति के नाम और मोबाइल संख्या के साथ Address with Telephone no, email and name of contact person and mobile no	
4	जीएसटी आईडी GST ID	
5	पैन विवरण PAN details	
6	बैंक विवरण Bank details बैंक का नाम Name of Bank शाखा Name of Branch आईएफएससी कोड IFSC code खाता संख्या Account Number बैंक का पता Address of Bank	

1. Annexure- VIII (Declaration of Blacklisting / Holiday Listing ) duly filled, signed and sealed is attached
2. Annexure- IX (Commercial Bid Declaration) duly filled, signed and sealed is attached
3. Annexure-X (Undertaking) signed and sealed is attached.

**Enclosed pleas find the tender documents signed & sealed in all pages along with all the Annexures.**

We hereby undertake that we have read and understood the terms and conditions of renewal of group mediclaim insurance policy for retired /vrs employees & their spouses and spouses of deceased employees for the year 2024-25 (Period : 06.01.2023 to 05.01.2024)and shall abide by it.

Signature of the Tenderer :  
Name of the Tenderer :

Place : (Seal)  
Date :

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

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

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

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

**In the case of Company:**

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

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

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

PLACE:

DATE:

SIGNATURE OF THE BIDDER

**ANNEXURE - VIII**

ANNEXURE TO BID AGAINST TENDER NO \_\_\_\_\_

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

Name of Bidder: .....		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put ✓ in front of your confirmation)
1	Whether bidder (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
2	Whether the company is approved by IRDA	<input type="checkbox"/> yes <input type="checkbox"/> No
3	Status of the Company	<input type="checkbox"/> Govt <input type="checkbox"/> Private <input type="checkbox"/> Joint Venture
4	Whether Company is offering service directly or through TPA? Whether Company is their own TPA or depend upon other TPAs	<input type="checkbox"/> Directly <input type="checkbox"/> TPA <input type="checkbox"/> Own <input type="checkbox"/> Others
5	Whether any option for selection of TPA is available to HOCL	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Rates of premium for addition of new members are enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Whether the company or its proposed TPA has office at Kochi and Navi Mumbai for liaison work/ submission of claims/complaints/documents	Kochi <input type="checkbox"/> Yes <input type="checkbox"/> No Navi Mumbai <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Payment of Annual premium in Installments	<input type="checkbox"/> Yearly <input type="checkbox"/> half yearly <input type="checkbox"/> Quarterly
9	Agreed to despatch of Medclaim cards to Family directly through speed post/courier by Insurance company/TPA at their own cost	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Agreed to Claim Dump/MIS of the policy is shared by the Insurance company /TPA to insurer on quarterly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	<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
<p>DATE: _____ SIGN AND STAMP OF BIDDER _____</p>		

***(Undertaking to be prepared on the Letter Head of the vendor, to be signed,  
Sealed and to be attached in the Technical Bid)***

**To**

**The General Manager (HR)  
Hindustan Organic Chemicals Ltd.  
Ambalamugal P.O.,Ernakulam Dist  
Kerala- 682 302.**

SUB: RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES  
& THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25.

REF: Tender ref. No. HR/2023/23

Sir,

We confirm that we have read and understood all the terms and conditions of the Tender for RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS OPTED EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25. We further affirm that we have understood all the terms of GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED/VRS EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you,  
Yours faithfully,  
For

Sd/-

(Name)

Place:

Date:

(Seal)

.....

**BID SECURITY DECLARATION**

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO \_\_\_\_\_**

**I/We.....hereby declares that:**

- 1. I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.**
- 2. I will commence the work on intimating to start the work/ on receipt of Letter of Intent.**
- 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**

**ANNEXURE-XI**

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO. HR/2023/23 Dt.24.11.2022**  
(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

Name of the Bidder:		
Sr No.	Commercial Clauses	Bidder Confirmation(Please put v )
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
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 who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

**SELF DECLARATION OF LOCAL CONTENT**

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.

DATE:

SGNATURE AND STAMP

**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.

**Class I Local Supplier:** - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

**Class II Local Supplier:** - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

**(in Rs.200/- Stamp Paper)**

**INTEGRITY PACT FORMAT**

**INTEGRITY PACT**

Between

Hindustan Organic Chemicals Ltd(HOCL), a company formed and registered under the Companies Act,1956 and having its registered office at 4th Floor, V Times square, Sector-15, CBD Belapur, Navi Mumbai-400 614, Maharashtra hereinafter referred to as "The Principal",

**And**

.....hereinafter referred to as "The Bidder/Contractor"

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for.....  
..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1- Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a) No employee of the Principal, personally or through family members will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal will, during the tender process treat all bidders(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c) The Principal will exclude from the process all known prejudiced / interested persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code/Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

1. The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.



- b) A Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness or to introduce cartelisation in the bidding process.
  - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s) /contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s) / contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
  - e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other from such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### Section 4- Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor the liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### Section 5- Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in India conforming to the anti- corruption approach including Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### Section-6- Equal treatment of all Bidders / Contractors / Subcontractors

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractor.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

## Section-7- Criminal charges against violating Bidder(s)/ Contractor(s) /Subcontractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## Section 8 - Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidder(s) / Contractor(s) as confidential. He reports to the Chairman and Managing Director, HOCL.
3. The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractors(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman and Managing Director, HOCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on HOCL Board.
8. If the Monitor has reported to the Chairman & Managing Director, HOCL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, HOCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word 'Monitor' would include both singular and plural.

## Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other bidder(s) 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Chairman and Managing Director of HOCL.

## Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, ie., Navi Mumbai, Maharashtra.
2. Changes and supplements as well as termination notices need to be made in writing. Side

agreements have not been made.

3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of the agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. The Bidder / Contractor signing this "Integrity Pact" shall not approach the courts while representing the matters to IEMs and he/she shall wait their decisions in the matter.

For & On behalf of the Principal (Office Seal)	For & On behalf of Bidder/Contractor (Office Seal)
Place:	
Date:	
Witness 1:  (Name & Address)	Witness 2:  (Name & Address)

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## HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

Phone: (0484) 2720911,

FAX No. (0484) 2727200

E-mail: [kochi@hoclindia.com](mailto:kochi@hoclindia.com), web: [www.hoclkochi.com](http://www.hoclkochi.com)

(GSTIN: 32AAACH2663P1ZG)

### LIMITED E-TENDER NOTICE

HOCL Invites e-Bids under Two-Bid System for the following Insurance policy.

क्रमांक Sl. No.	मद का विवरण और निविदा संख्या Description of Item and Tender No.
01	<b>Renewal of Group Mediclaim Insurance Policy for Retired/VRS opted Employees &amp; their Spouses and Spouses of deceased employees for the Year 2024-25</b> <b>HOCL TENDER Ref: HR/2023/23 Dated 20.11.2023</b>

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

IRDA approved insurance companies 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. The IRDA approved Insurance Companies can only submit their quotes directly. The brokers are not eligible to submit the quotes on behalf of the Insurance Companies. Please visit the above sites regularly for any addendum/corrigendum/extension before submitting the offers.

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions on or before **11.12.2023**

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड  
For Hindustan Organic Chemicals Limited

(M.J. JAGADEESH)  
CHIEF GENERAL MANAGER (ENGG/HR) & FM



## HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL P O, KOCHI – 682 302 KERALA

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

E-mail: [kochi@hoclindia](mailto:kochi@hoclindia), web: [www.hoclkochi.com](http://www.hoclkochi.com)

(GSTIN: 32AAACH2663P1ZG)

HR /2023/023

दिनांक Date: 20.11.2023

मेसर्स M/s.

प्रिय महोदय Dear Sir,

Hindustan Organic Chemicals Limited is a Government of India Undertaking manufacturing Phenol, Acetone & Hydrogen Peroxide at its plant at Kochi, Kerala, India. HOCL invites e-tenders for Renewal of Group Mediclaim Insurance Policy for Retired /VRS Employees & their Spouses and Spouses of deceased employees for the Year 2024-25 (Period 06.01.2024 to 05.01.2025). HOCL has entered into an agreement with M/s. NIC for e-procurement through their portal <https://eprocure.gov.in/eprocure/app>. You may please get registered as a vendor with NIC for participating in this tender.

Tender documents are uploaded in HOCL website [www.hoclkochi.com](http://www.hoclkochi.com) and [www.eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app).

Index of documents enclosed is attached herewith. You are requested to kindly go through the Annexures I to XIII (1 to 13) before preparing/submitted your tender.

आप अपना प्रस्ताव निर्धारित देय तिथि और समय के पहले द्विबोली प्रणाली में ऑनलाइन प्रस्तुत करें।

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

धन्यवाद Thanking you,

भवदीय Yours Faithfully,

कृते हिंदुस्तान ऑर्गेनिक केमिकल्स लिमिटेड

**For HINDUSTAN ORGANIC CHEMICALS LTD.,**

(M.J. JAGADEESH)

**CHIEF GENERAL MANAGER (ENGG/HR) & FM**



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**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

**Tender No: HR/2023/23**

**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES  
& THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25.**

**SCOPE OF WORK**

**(THIS DOCUMENT TO BE SIGNED AND SEALED BY THE BIDDER ON ALL PAGES  
AND SUBMITTED ALONG WITH THE E-TENDER)**

1	Sum insured for per family	Rs.3,00,000/- (Rupees Three Lakhs)
2	Family Definition	Family floater coverage for Retired/VRS Employee and Spouse (Two members) OR Retired/VRS Employee or Spouse of deceased Employee (One member)
3	Coverage	Family floater coverage for Retired employee and their Spouse (for two members floater coverage between the members)
4	Insurance period	06.01.2024 to 05.01.2025
5	No. of Families and Number of members	900 (Approximate) 1600 (Approximate)
6	Service category	IPD with Cashless Treatment or reimbursement of hospital expenses where ever applicable.
7	Other facilities	Possibilities for issue of policy in the individual name and also the possibility of topping up the amount on payment of higher premium by individual members may be mentioned in the quote.
8	Special conditions	Any special conditions/deviations/exclusions/option for Riders may be mentioned in the quote.
	Table of Benefits	
9	Pre existing illness cover	Pre existing diseases to be covered
10	Pre & Post Coverage	Pre – 30days & Post- 60 days Coverage to be made (Without domiciliary treatment) coverage.
11	Cover for excluded diseases	Waiver of 1 <sup>st</sup> /2 <sup>nd</sup> /4 <sup>th</sup> year exclusions
12	Cover for first 30 days exclusion	Waiver of 30/60 day waiting period
13	Room rent &ICU charges	Room rent per day to 1% of the Sum Insured and ICU rent per day to 2% of the Sum Insured
14	Day care procedure-	covered as per slandered list
15	Ambulance charges	To be included and rate to be mentioned – Rs.1500/- per case-
16	Notice of intimation	To be waived off
17	Waiting period	To be waived off, Coverage shall be an extension of existing

		medical insurance. All the illness of employees and their dependent shall be covered.
18	Claim submission	Within 30 days of discharge from the hospital
19	Claim settlement	Within 30 days upon receipt of all the documents. Query to be raised within 5 working days from the receipt of documents.
20	Cataract	Rs.40,000/- per eye
21	Sub limits	No Sub Limit Applicable for any disease

### महत्वपूर्ण सूचनाएँ IMPORTANT DETAILS

1	Name of the work	<b>Selection of Insurance Company for Group Mediciam Insurance Policy for Retired /VRS Employees &amp; their Spouses and Spouses of deceased employees for the Year 2024-25 (Period 06.01.2024 to 05.01.2025)</b>
2	Tender No.	HR/2023/23
3	Date of publishing Tender	20.11.2023
4	EMD	Nil
5	Pre Bid meeting	Nil
6	Email and contact No. for clarification	<a href="mailto:varghese.saiju@hoclindia.com">varghese.saiju@hoclindia.com</a> or <a href="mailto:o.ramesh@hoclindia.com">o.ramesh@hoclindia.com</a> 0484-2727335/298/201
7	Last Date and Time for Bid submission	11.12.2023 - 1400 HRS
8	Date and Time of opening of Technical Bid	12.12.2022 - 1400 HRS
9	Policy period	06.01.2024 to 05.01.2025
10	Validity of Tender	90 days from the last date of submission
11	Concerned Authority	Chief General Manager(ENGG/HR) & FM HOCL, Ambalamugal, Kochi-682302 <a href="mailto:pad.kochi@hoclindia.com">pad.kochi@hoclindia.com</a>





**CLAIM STATUS AND PREMIUM FOR THE LAST THREE YEARS**

<b>Policy Period</b>	<b>No. of Families / Members</b>	<b>Sum Assured</b>	<b>Amount of Premium paid Including GST @ 18%</b>	<b>No. of Claims</b>	<b>Amount of Claim Settled</b>	<b>Name of Insurance Company</b>
06.01.2021 to 05.01.2022	1080/1927	Rs. Two Lakhs	Rs. 83,76,190/-	162	Rs.1,39,28,948/-	M/s IFFCO-TOKIO General Ins. Co. Ltd
06.01.2022 to 05.01.2023	1111/1932	Rs. Two Lakhs	Rs.1,40,55,365/-	296	Rs.1,66,27,473/-	M/s New India Assurance Co. Ltd
06.01.2023 to 05.01.2024	900/1635	Rs.Three Lakhs	Rs.1,96,34,052/-	266	<b>Settled</b> Rs.1,39,58,913/- <b>Outstanding</b> Rs.23,78,201/- <b>(Claim upto 08.11.2023)</b>	M/s New India Assurance Co. Ltd



**General instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement Portal(Govt. Of India), 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.

More 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 Enrolment**” 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.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) 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) 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.

**Contract Person(NIC matters)**

**Mr.Midhun Babu**  
**Co-ordinator**  
**Mob: 8547196394, 0484 2727401**

**Contract Person (HOCL)**

**Mr.SAIJU VARGHESE,**  
**DM (HR)**  
**HOCL, Ambalamugal.**  
**Ph: 0484 2727335 / 9446718391**

**Mr.RAMESH.O,**  
**M (OL/HR), HOCL, Ambalamugal.**  
**Tel.0484 2727298**



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

Please submit your e-bids on 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. The Price bid should be submitted in price bid format given.
2. 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.”
3. 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.
4. 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.
5. HOCL reserves the right to extend without giving any reason(s) the closing date/time of the enquiry.
6. Bids shall be valid for a minimum of 90 days from the due date for receipt and opening of the bids.

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## ANNEXURE-V



### **HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

Ambalamugal P.O.,Ernakulam District, Kerala – 682 302.

**Tender No: HR/2023/23**

### **RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25** **(Period 06.01.2023 to 05.01.2024).**

### **सामान्य निबंधन और शर्तें GENERAL TERMS AND CONDITIONS**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND SUBMITTED ALONG WITH THE E-TENDER***

1. There are 900 **families / 1600 members** (Approximate) in our Retired Employees' list to be covered under the Policy initially and the new families joining in the scheme after Retirement /on VRS during the policy period shall also be covered under the policy on intimation from HOCL. The final list of families along with details like Gender, Age, Date of Birth etc will be provided before commencement of policy on **06.01.2024** or along with the Offer Letter.
2. Additions and deletions of new and existing families/members, if any, during the policy period will be done on pro-rata basis.
3. **Details of List of network hospitals and maximum no. of hospitals having cashless facility at Kochi and Navi Mumbai/Mumbai should be provided.**
4. Facility for paying annual premium maximum in 4/2 installments to be mentioned in the quotation.
5. **Option for selection of TPA will be vested with HOCL.**
6. The Insurance Company/TPA shall provide Information regarding each claim & settlement to us by email and MIS/claim dump under the policy to HOCL on a quarterly basis.
7. In case of any claim is found untenable, the insurer shall communicate reasons in writing to the company HOCL with a copy to the beneficiary.
8. Address of Insured families along with email will be provided to Insurance company /TPA and soft copy/hard copy of medi-cards should be dispatched to each family by email/speed post/courier by the Insurer/TPA at their own cost.
9. Further corrigendum/addendum if any issued to the tender/Bid document shall only be made available at [www.hoclindia.com](http://www.hoclindia.com)
10. Claim history i.e MIS/Claim dump for the present policy and List of employees and their dependents are available on request from the office for calculating premium.
11. Any special conditions/deviations/exclusions/ option for Riders to be included in the offer by the Insurer to given along with bid.



**PRE-QUALIFICATION CRITERIA**

*Tenderers who meet the following conditions / qualifications need only quote against this enquiry:*

1. Insurance companies who are registered under The Insurance Act,1938 and authorized to take Group Mediclaim Insurance Policy and are governed under IRDA Act,1999 having minimum 10 years experience in this field can only directly quote for the above Mediclaim Insurance Policy. The brokers are not eligible for submitting quotations on behalf of Insurance Companies.
2. Earnest Money Deposit : Nil
3. Cost of Tender Documents: NIL
4. Rates quoted shall be exclusive of GST
5. Security Deposit: Nil
6. Period of policy: One year from 06.01.2024 to 05.01.2025
7. Undertaking: All the bidders have to give an undertaking in the format as given as Annexure H in the Technical Bid.
8. Integrity pact: As per CVC Guidelines in the event of order placement, parties whom the Order is placed has to sign Integrity Pact if the purchase order value is 50 lakhs or above. Format is given along with tender document as Annexure "G"

**DUE DATE & TIME:** Due date for submission of tender is (Closing date): 11.12.2023 at 02.00 pm.

**OPENING OF BIDS:**

The Technical Bids will be opened on 12.12.2023 at 02.00 PM electronically. Technically acceptable bidders will be informed about the date and time of opening of the Price Bids by emails.

**VALIDITY OF OFFER:**

Offer shall be valid for a minimum period of 90 days from the last date of submission stipulated for the tender.

**SUBMISSION OF BIDS:**

Refer Instructions to Bidder for Online Bid Submission.

**PRICE BID SUBMISSION-BOQ:**

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 Blue coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder) and 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.

**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) Not enclosing EMD with the techno commercial bid or EMD paid being lesser than the stipulated amount (d) Vendor not agreeing with the general conditions of the tender. (e) Not enclosing any particular documents asked for (f) Any other valid reasons.

**SIGNING & SEALING ON ALL PAGES OF BIDS:**

The vendor shall sign and seal on all the pages of the bids uploaded, failing which bids are liable to be rejected.

.....



**AGEWISE ANALYSIS OF MEMBERS**

Age Band	No. of Members Total	Male	Female
41-50	49	3	46
51-60	489	132	357
61-70	704	394	310
71-80	299	195	104
81-90	59	44	15
	<b>1600</b>	<b>768</b>	<b>832</b>
	<b>TWO MEMBER FAMILY</b>	<b>737</b>	
	<b>ONE MEMBER FAMILY</b>	<b>163</b>	



**HINDUSTAN ORGANIC CHEMICALS LIMITED**

(A Government of India Enterprise)

Ambalamugal P.O.,Ernakulam District, Kerala – 682 302

**HOCL Tender No.HR/2023/23**

**RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25**

**TECHNICAL BID (FORM – A)**

***THIS DOCUMENT TO BE SIGNED AND SEALED BY BIDDER ON ALL PAGES AND SUBMITTED***

***ALONG WITH THE E-TENDER***

**PRO-FORMA-TECHNICAL BID**

**कंपनी का विवरण COMPANY PROFILE**

क्रमांक SI No	विवरण DETAILS	
1.	कंपनी का नाम Name of the Company	
2.	बोलीदाता का नाम Name of the Bidder	
3	पता दूरभाष संख्या, ईमेल और संपर्क व्यक्ति के नाम और मोबाइल संख्या के साथ Address with Telephone no, email and name of contact person and mobile no	
4	जीएसटी आईडी GST ID	
5	पैन विवरण PAN details	
6	बैंक विवरण Bank details बैंक का नाम Name of Bank शाखा Name of Branch आईएफएससी कोड IFSC code खाता संख्या Account Number बैंक का पता Address of Bank	

1. Annexure- VIII (Declaration of Blacklisting / Holiday Listing ) duly filled, signed and sealed is attached
2. Annexure- IX (Commercial Bid Declaration) duly filled, signed and sealed is attached
3. Annexure-X (Undertaking) signed and sealed is attached.

**Enclosed pleas find the tender documents signed & sealed in all pages along with all the Annexures.**

We hereby undertake that we have read and understood the terms and conditions of renewal of group mediclaim insurance policy for retired /vrs employees & their spouses and spouses of deceased employees for the year 2024-25 (Period : 06.01.2023 to 05.01.2024)and shall abide by it.

Signature of the Tenderer :

Name of the Tenderer :

Place :

(Seal)

Date :

**ANNEXURE -IX**

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

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

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

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

**In the case of Company:**

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

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

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

PLACE:

DATE:

SIGNATURE OF THE BIDDER

**ANNEXURE - X**

ANNEXURE TO BID AGAINST TENDER NO \_\_\_\_\_

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

Name of Bidder: .....		
Sr. No.	Commercial Clauses	Bidder Confirmation (Please put <input checked="" type="checkbox"/> in front of your confirmation)
1	Whether bidder (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
2	Whether the company is approved by IRDA	<input type="checkbox"/> yes <input type="checkbox"/> No
3	Status of the Company	<input type="checkbox"/> Govt <input type="checkbox"/> Private <input type="checkbox"/> Joint Venture
4	Whether Company is offering service directly or through TPA? Whether Company is their own TPA or depend upon other TPAs	<input type="checkbox"/> Directly <input type="checkbox"/> TPA <input type="checkbox"/> Own <input type="checkbox"/> Others
5	Whether any option for selection of TPA is available to HOCL	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Rates of premium for addition of new members are enclosed	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Whether the company or its proposed TPA has office at Kochi and Navi Mumbai for liaison work/ submission of claims/complaints/documents	Kochi <input type="checkbox"/> Yes <input type="checkbox"/> No Navi Mumbai <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Payment of Annual premium in Installments	<input type="checkbox"/> Yearly <input type="checkbox"/> half yearly <input type="checkbox"/> Quarterly
9	Agreed to despatch of Mediclaim cards to Family directly through speed post/courier by Insurance company/TPA at their own cost	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Agreed to Claim Dump/MIS of the policy is shared by the Insurance company /TPA to insurer on quarterly basis	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	<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 _____		

*(Undertaking to be prepared on the Letter Head of the vendor, to be signed,  
Sealed and to be attached in the Technical Bid)*

**To**

**The General Manager (HR)  
Hindustan Organic Chemicals Ltd.  
Ambalamugal P.O.,Ernakulam Dist  
Kerala- 682 302.**

**SUB: RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS  
EMPLOYEES  
& THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR  
2024-25.**

**REF: Tender ref. No. HR/2023/23**

Sir,

We confirm that we have read and understood all the terms and conditions of the Tender for RENEWAL OF GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED /VRS OPTED EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES FOR THE YEAR 2024-25. We further affirm that we have understood all the terms of GROUP MEDICLAIM INSURANCE POLICY FOR RETIRED/VRS EMPLOYEES & THEIR SPOUSES AND SPOUSES OF DECEASED EMPLOYEES. We are confident that all the above requirements can be met with the rates quoted by us and our rates are workable. In case the work is awarded to us at the rates quoted by us, we undertake to satisfactorily execute and complete the work for the entire period of contract.

Thanking you,  
Yours faithfully,  
For

Sd/-

(Name)

Place:

Date:

(Seal)

.....

**BID SECURITY DECLARATION**

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER  
NO \_\_\_\_\_**

**I/We.....hereby declares that:**

1. I will not revoke the tender within the stipulated period/ validity period OR increase the quoted rates.
2. I will commence the work on intimating to start the work/ on receipt of Letter of Intent.
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:**

**BIDDER**

**SIGNATURE AND STAMP OF THE**

**ANNEXURE-XIII**

(For Purchase Order/ Work Order with estimated value more than FIVE Lakhs)

**ANNEXURE TO BE SUBMITTED ALONG WITH THE BID AGAINST TENDER NO. HR/2023/23  
Dt.24.11.2022**

(KINDLY FILL AND SUBMIT ALONG WITH COMMERCIAL/TECHNICAL BID)

<b>Name of the Bidder:</b>		
<b>Sr No.</b>	<b>Commercial Clauses</b>	<b>Bidder Confirmation(Please put √ )</b>
1	Please mention whether you are a Class-I/Class II Local supplier.(Please see the definition given below)	Class I <input type="checkbox"/> Class II <input type="checkbox"/>
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 who hold intellectual property rights and there is a technology collaboration agreement / Transfer of technology agreement.	Yes / No

**SELF DECLARATION OF LOCAL CONTENT**

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.

DATE:

SGNATURE AND STAMP

**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.

**Class I Local Supplier:** - Supplier or service provider whose goods AND services or works offered for procurement has local content equal to or more than 50%.

**Class II Local Supplier:** - Supplier or service provider whose goods AND services or works offered for procurement has local content more than 20% but less than 50 %.

Purchase Preference: -Will be as per the applicable Government order.

DATE:

SIGNATURE AND STAMP

(in Rs.200/- Stamp Paper)

**INTEGRITY PACT FORMAT**

**INTEGRITY PACT**

Between

Hindustan Organic Chemicals Ltd(HOCL), a company formed and registered under the Companies Act,1956 and having its registered office at 4th Floor, V Times square, Sector-15, CBD Belapur, Navi Mumbai-400 614, Maharashtra hereinafter referred to as "The Principal",

**And**

.....hereinafter referred to as "The Bidder/Contractor"

**Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for.....

..... The Principal values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness / transparency in its relations with its Bidder(s) and / or Contractor(s).

In order to achieve these goals, the Principal will appoint an Independent External Monitor (IEM), who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

**Section 1- Commitments of the Principal**

1. The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a) No employee of the Principal, personally or through family members will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Principal will, during the tender process treat all bidders(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c) The Principal will exclude from the process all known prejudiced / interested persons.
2. If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code/Prevention of Corruption Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

**Section 2 - Commitments of the Bidder(s)/ Contractor(s)**

1. The Bidder(s) / Contractor(s) commit themselves to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b) A Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non submission of bids or any other actions to restrict competitiveness



- or to introduce cartelisation in the bidding process.
- c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder(s) /contractor(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly, the bidder(s) / contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any. All the payments made to the India agent/representative have to be in Indian Rupees only.
  - e) The Bidder(s) / Contractor(s) will, when presenting his bid, disclose any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
2. The Bidder(s) / Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### Section 3- Disqualification from tender process and exclusion from future contracts

If the Bidder(s) / Contractor(s), before award or during execution has committed a transgression through a violation of Section 2 above or in any other from such as to put his reliability or credibility in question, the Principal is entitled to disqualify the Bidders/ Contractor(s) from the tender process or to terminate the contract, if already signed, for such reasons.

### Section 4- Compensation for Damages

1. If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
2. If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Contractor the liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

### Section 5- Previous transgression

1. The Bidder declares that no previous transgressions occurred in the last 3 years with any other company in India conforming to the anti- corruption approach including Public Sector Enterprise in India that could justify his exclusion from the tender process.
2. If the bidder makes incorrect statement on this subject, he can be disqualified from the tender process and appropriate action can be taken including termination of the contract, if already awarded, for such reason.

### Section-6- Equal treatment of all Bidders / Contractors / Subcontractors

1. The Bidder(s) / Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact, and to submit it to the Principal before contract signing.
2. The Principal will enter into agreements with identical conditions as this one with all Bidders, Contractors and Subcontractor.
3. The Principal will disqualify from the tender process all bidders who do not sign this Pact or violate its provisions.

#### Section-7- Criminal charges against violating Bidder(s)/ Contractor(s) /Subcontractor (s)

If the Principal obtains knowledge of conduct of a Bidder, Contractor or Subcontractor, or of an employee or a representative or an associate of a Bidder, Contractor or Sub contractor which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

#### Section 8 - Independent External Monitor / Monitors

1. The Principal appoints competent and credible Independent External Monitor for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement.
2. The Monitor is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. It will be obligatory for him to treat the information and documents of the Bidder(s) / Contractor(s) as confidential. He reports to the Chairman and Managing Director, HOCL.
3. The Bidder(s) / Contractor(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Contractor. The contractor will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Subcontractors(s) with confidentiality.
4. The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the Principal and the Contractor. The parties offer to the Monitor the option to participate in such meeting.
5. As soon as the Monitor notices, or believes to notice, a violation of this agreement he will so inform the management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The Monitor will submit a written report to the Chairman and Managing Director, HOCL within 8 to 10 weeks from the date of reference or intimation to him by the Principal and should the occasion arise, submit proposals for correcting problematic situations.
7. Monitor shall be entitled to compensation on the same terms as being extended to / provided to Independent Directors on HOCL Board.
8. If the Monitor has reported to the Chairman & Managing Director, HOCL, a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director, HOCL has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
9. The word 'Monitor' would include both singular and plural.

#### Section 9 - Pact Duration

This Pact begins when both parties have legally signed it. It expires for the Contractor 12 months after the last payment under the contract, and for all other bidder(s) 6 months after the contract has been awarded.

If any claim is made / lodged during this time, the same shall be binding and continue to be valid despite the lapse of this Pact as specified above, unless it is discharged/determined by the Chairman and Managing Director of HOCL.

#### Section 10 - Other provisions

1. This agreement is subject to Indian Law. Place of performance and jurisdiction is the Registered Office of the Principal, ie., Navi Mumbai, Maharashtra.
2. Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.
3. If the Contractor is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
4. Should one or several provisions of the agreement turn out to be invalid, the remainder of this agreement

remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

5. The Bidder / Contractor signing this "Integrity Pact" shall not approach the courts while representing the matters to IEMs and he/she shall wait their decisions in the matter.

For & On behalf of the Principal (Office Seal)	For & On behalf of Bidder/Contractor (Office Seal)
Place:	
Date:	
Witness 1:  (Name & Address)	Witness 2:  (Name & Address)

○—○—○—○—○