

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

**OPEN E- TENDER NOTICE**

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

<b>Sl.No.</b>	<b>Description of item and Tender No.</b>	<b>Qty (Approx.)</b>
1	Supply of Benzene as per specification attached. HOCL TENDER REF : MAT/PUR/10738/19	1000 MT

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

Interested parties may please get registered with NIC e-procurement portal (URL: <https://eprocure.gov.in/eprocure/app>) to participate in the tender. Tenders submitted other than through online procedure specified will not be accepted. Please visit the above sites regularly for any addendum/ corrigendum/extension before submitting the offers.

K.R.USHARANI  
CHIEF GENERAL MANAGER (MATERIALS)

MAT/PUR/10738/19

07-12-2019

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 need around **1000 MT of Benzene** for our consumption. The material will be required for the month **December 2019-January 2020**

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

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

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

Tender Closing date : 12.12.2019 at 16.00 pm

Tender opening date : 13.12.2019 at 16.00 pm

Thanking you,

Yours faithfully,  
For Hindustan Organic Chemicals Ltd.

K.R.USHARANI  
CHIEF GENERAL MANAGER (MATERIALS)

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## **ANNEXURE- I**

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

Please submit your e-bids under the two bid system conforming to the specifications and the terms and conditions attached as per instructions given below:-

1. HOCL has entered into an Agreement with NIC for e procurement through their portal [www.eprocure.gov.in](http://www.eprocure.gov.in). Quotations shall be submitted online on or before the due date and time of closing the tender. The Techno commercial bid containing the Technical specification of the Products and Proof of satisfactorily meeting the Eligibility Criteria and all commercial terms should be uploaded as per instructions given in various Annexures. The bid containing the Technical specification of the Products and all commercial terms should be uploaded as per instructions given in Annexure I ,IA & Annexure III. The Price bid should be submitted in price bid format given Annexure V &VI.
2. Techno commercial bid shall be opened electronically on the specified date and time given in NIT. Bidders can witness the electronic opening of bid .The date and time of opening of the price bids will be intimated to the technically qualified bidders after evaluation of the Technical bids via email alerts through the valid emails confirmed.
3. This enquiry is for supply of benzene based on spot price basis. Price Calculation for import consignment and indigenous supplier is given as per Annexure V & V respectively
4. 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."
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. Purchase Preference to Central Public Sector Enterprises of Govt. Of India and MSMEs shall be as per Govt. of India policy in vogue.
9. Bidders shall quote with credit period of 90 days from the date of supply of material at HOCL site. In case anybody offer a lower higher credit period other than the specified period, their offer will be evaluated after loading/reducing interest @ SBI PLR as on the date of price bid opening.
10. **Comparison of bids:**  
Price Comparison/Evaluation of bids shall be done on landed cost at HOCL net of GST. HOCL has asked for delivered material at site. State Bank of India TT selling rate on the date of opening of price bid of the tender will be taken as Foreign exchange rate to convert the CIF price in USD to CIF Price in Rupees for comparison purpose.

In case, any bidder has offered for material with delivery terms different from what is specified in the price bid format, cost towards wharf age, survey fees, storage tank hire charges and transportation charges to HOCL site and customs duty etc will be added to the price net of GST to arrive at the landed cost at HOCL site.(Annexure V and VI)

11. **Bids shall be valid for a minimum of 5 days from the date of opening of bids.**

In case of extension of opening date, offer validity shall be extended accordingly. Technically qualified bidders will be informed regarding the opening of price bids through e-mail.

12. **Taxes applicable**

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

13. **Analysis Report & Source:**

Details of the source of Benzene and its analysis report shall also be furnished along with the bid.

14. The quantity shown in the enquiry is only indicative. In case the quantity off take is less than the quantity specified in the enquiry, HOCL will not accept any claim.

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

16. In case of CIF/CFR purchase, the seller shall undertake to ensure maximum use of Indian Flag vessels by giving them the first right to refusal.

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## **ANNEXURE I A**

### **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

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

#### **REGISTRATION**

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

#### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate

the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

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

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

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

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

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

### **SUBMISSION OF BIDS**

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

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

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

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent,

should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

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

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

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

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

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

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

**ASSISTANCE TO BIDDERS**

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

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





**ANNEXURE-II****SPECIFICATION OF BENZENE REQUIRED**

Sl.No.	Parameters	Specifications
1.	Colour (Pt-Co Scale), max.	15
2.	Relative Density at 15°C/15°C	0.8790-0.8860
3.	Solidification Point (°C) on dry basis, min.	5.40
4.	Distillation Range (°C) (including 80.1°C), max.	1.0
5.	Acid wash test, max.	No.1
6.	Purity by GC (wt %), min.	99.90
7.	Non-aromatics by GC (wt.ppm), max.	700
8.	Heavy Aromatics by GC (wt.ppm), max. (Including Toluene 150 ppm max.) (Ref. ASTM D5871-08/IS:534-92 Specification)	300

## **ANNEXURE – III**

### **TERMS AND CONDITIONS**

1. **Price** :- Price quoted shall be the spot price. For indigenous supplies the price quoted should be on FOR HOCL, Ambalamugal, Kochi basis, by road movement, as per the enclosed format vide Annexure-VI. For import cargos the price comparison will be done manually as per Annexure V. Import cargos are to be offered on CIF basis at Kochi port
2. **Marine Insurance & Freight** :- For supplies made via coastal movement the supplier should arrange insurance coverage up to our storage tank at Wellington Island, Kochi . Indigenous cargoes are to be offered on FOR HOCL basis .
3. **Quantity**: - **1000 MT with a quantity variation +/- 10% are required for the month Decemebr 2019-January 2020.**The accepted quantity in the case of import supplies will be storage tank gauged quantity received at HOCL storage terminal in Wellington Island, jointly done by the surveyors of both the seller and HOCL. In the case of delivered supply by road movement, the quantity received as per HOCL weighbridge will be the final accepted quantity. Accepted quantity only shall be considered for payment. Quantity shown in the enquiry is only approximate and no guarantee can be given about the exact quantity that will be ordered. If any vendor wants to offer lesser/more quantity, they may do that with a clear mention in the technical bid. They may also indicate the quantity which can be supplied in each month.
4. **Payment**: - Payment terms will be 90 days interest free credit. In case anybody offer a lower/higher credit period other than the specified period, their offer will be evaluated after loading /reducing interest @SBI PLR as on date of price bid opening.
5. **Validity** of the offer should be **5 days from the tender opening date.** In case of extension of opening date the validity shall be extended accordingly.
6. **Delivery** - You may clearly indicate your delivery period at Kochi Port/HOCL site in your offer from the date of placement of order. For indigenous supplies the ordered quantity should be **supplied at our site @ 60 MT per day.**
7. **Delivery Period** : **The requirement is for December 2019-January 2020. Hence material may be delivered accordingly.**
8. Purchase preferences as per the Govt. directives will be granted to PSUs while evaluating the prices.
9. **Quality**- Tenderer may confirm that the specification of benzene offered is as per our enquiry specification. Delivering the product as per the purchase order specification will be the sole responsibility of the seller. Sample of each consignment /load will be analyzed at our laboratory & products meeting our approved specification only will be accepted.

10. Documentation Indigenous cargoes:- The following documents are to be provided by the seller with the material for arranging payment.
1. Signed commercial invoice in duplicate.
  2. Manufacturer's Test Certificate to accompany the cargo.
11. **Rejection of tender:** HOCL reserves the right to accept or reject any tenders without assigning any reasons whatsoever it may be.
12. **Notification of dispatches:** In the case of road movement in tankers, vendor shall inform HOCL by mail the tanker wise list of dispatches on the next day.
13. **OPENING OF THE BIDS:-** Last date of submission of tender will be **12.12.2019 at 16.00 PM**. Techno commercial Bids will be opened on **13.12.2019 at 16.00 PM** electronically . Technically acceptable bidders will be informed about the date and time of opening of the price bids by e mails.
14. **LIQUIDATED DAMAGES:** In the event of the supplier's failure to deliver the goods by the dates specified in the contract, the purchaser may without prejudice to his any other rights hereunder, recover from the supplier liquidated damages @ 0.5 percent per week of delay of the contract price of the undelivered goods, subject to a maximum of 5 %. Also HOCL reserves the right to cancel the order and procure the material from elsewhere at the risk and cost of the defaulted vendor.

#### **Additional terms for Import cargoes**

- 15) **INSPECTION OF CARGO AT LOAD PORT and DISCHARGE PORT:-** Inspection to be performed by Independent Surveyors /Reputed third agency mutually acceptable to both buyer and seller. The cost of inspection will be at supplier's scope.
- 16) **MARITIME CONDITION:** - Maritime conditions will be as mutually discussed and decided between seller and buyer on the seller nominating the vessel for loading.
- 17) **LETTER OF INDEMNITY:** - In the absence of original Bill(s) of lading at the time of discharge, the seller shall provide Letter of Indemnity to enable HOC to receive the cargo. A copy of Letter of Indemnity shall be mailed to HOC.
- 18) **VESSEL, CAPACITY, ETC:**  
The vessel to be used for the transportation shall be of highest class Lloyd's or equivalent flying any flag acceptable to the Government of India. The vessel must

adhere to all port restrictions/regulations of discharge port. Sellers shall arrange transportation of Benzene in Petroleum Products carriers full class and approved as per institute classification clause, seller shall ensure that the carriers maintain required tools and tackles, pipes, coupling, flanges/reducers, sufficient length of hoses etc which are required for smooth discharging of the product at the point of unloading. Seller shall ensure that the vessel has all Certificates valid for the loading/stowage/discharging of the cargo and the vessel's tanks/lines/pumps and all its equipments are capable and suitable for the cargo.

19) **PRIOR NOTICE OF ETA:**

At least 7 days prior to the date of commencement of loading of the vessel carrying the product, the Seller shall notify the buyer by e-mail of the quantity of product to be shipped, the value of the product and other relevant details that may be required by the Buyer. Seller shall intimate the buyer by e-mail the name of the vessel, date and time when it left the port of the seller and the estimated date and hour when it is expected to call at the Indian Port(s) together with other details as may be required by buyer. Further, seller shall provide or arrange with the master of the vessel to provide 96 Hrs, 72 Hrs, 48 Hrs & 24Hrs notice to the buyer or their nominee indicating the ETA of the vessel at the port of unloading. The seller shall be liable for any consequences/delays in discharging attributable to the failure of the seller/vessel owner to give proper ETA notice in accordance with this clause.

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

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

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

21. **Marine Insurance** – For CIF orders, marine insurance up to Kochi port to be arranged by the seller. Insurance from Kochi port to HOCL site will be arranged by HOCL.

27. **DEMURRAGE**

As per Charter Party, if however, demurrage is incurred at the port of discharge by reasons of fire, explosion, storm or by strike, lockout, stoppage or

restraint of labour or by break down of machinery or equipment in or about the plant of the buyer or any other force majeure circumstances the rate of demurrage shall be reduced to one half of the amount mentioned per day or pro rata. The demurrage rate applicable will be the rate indicated in the Charter Party. Seller shall provide copy of the Charter Party Agreement.

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

1. When the contract is with domestic supplier, the applicable arbitration procedure will be as per Indian Arbitration & Conciliation Act, 1996 or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings.

2. When the contract is with foreign supplier, the supplier has the option to choose either Indian arbitration and Conciliation Act, 1996 or arbitration in accordance with the provision of UNCITRAL (United Nations Commission on International Trade Law Arbitration) Arbitration Rules

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**ANNEXURE IV**

**TECHNO COMMERCIAL BID FORMAT**

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

Name and Address of Organization :

Phone & Fax No :

GSTIN :

e-mail id for correspondence :

Contact Person Name and Mobile No:

Country of manufacture of Benzene offered in case of Import cargo.

Payment Term offered.

Terms of delivery offered :

Delivery Period required to deliver the material at Kochi Port/HOCL Ambalamugal

Validity of offer :

Delivery period required for delivering the cargo at Kochi from the date of placement of order.

Any other remarks you would like to specify :

Signature and Stamp

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**ANNEXURE-V****PRICING OF BENZENE (PER MT) FOR ARRIVING AT THE LANDED COST FOR COMPARISION PURPOSE – FOR IMPORT SUPPLIES.**

Item	Description	Formula / Offer
A	FOB SEA Price	<b>Spot price quoted as in BOQ in USD</b>
B	Freight to Kochi	Vendor to quote freight in USD to be added to the above FOB SEA price to arrive at CFR Kochi Price
C	CFR Kochi price in USD	A+B
D	Insurance	Vendor to quote in USD. Otherwise 0.07% of CFR Kochi Price as at 'C' above will be considered for comparison purpose.
E	CIF Kochi Price in USD	C+D
F	Foreign exchange rate to convert the CFR price in USD (E above) to CFR Price in Rupees for comparison purpose.	<b>State Bank of India TT selling rate on the date of price bid opening the tender.</b>
G	CIF Kochi price in Rupees	E x F
H	Basic Customs Duty	G x Applicable duty (Currently 2.5 %) (Actual Custom duty will be calculated as per the exchange rate declared by Customs)
I	Cess on CD	H x Applicable rate (currently 10%)
J	GST (18 %)	(G+H+I) x Applicable Rate (currently 18 %)
K	Total Customs Duty and Cess	(H+I+J)
L	CIF Kochi price including Customs Duty, Cess & GST	(G +K)

M	Price net of GST at Kochi Port	(L-J)
N	Cost of storage at Kochi port	Vendor to quote (if not <b>quoted Rs.150/-</b> per MT will be added for comparison purpose)
O	Freight to HOCL site from Kochi Port	Vendor to quote (if not <b>quoted Rs.300/-</b> per MT will be added for comparison purpose)
P	Net Price	M+N+O

**\*other charges, if, any may be included in BOQ as % of CFR value**



**ANNEXURE-VI**

**PRICING OF BENZENE (PER MT) – FOR INDIGENOUS SUPPLIES**

(i) Indigenous Suppliers (By movement by road tankers) may quote for as per the following formula.

Item	Description	Formula / Offer
A	Price in Rs.Ex-Works Basis	<b>Price As Quoted in BOQ</b>
B	Freight charges for transporting the material from Ex-works to HOCL Ambalamugal	Vendor to quote (in %). If not quoted,HOCL will be adding the transportation charges approximately
C	Basic Price in Rs On FOR Kochi Price	A+B
D	GST	To be quoted in %. i.e. C x applicable rate (currently 18%)
E	Total FOR Kochi Price including GST	C+D
E	Landed price i.e. Net of GST	E-D

**\*other charges, if, any may be included in BOQ as % of CFR value**

## **Annexure VII**

### **Eligibility criteria for participating in the bid.**

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

- (1) Vendor should have adequate financial capacity to supply HOCL's requirement of Benzene as per the HOCL specification given.
- (2) Vendor should have executed by them orders for "similar" products of value not less than Rs.11 Crores in the last 3 financial years.
- (3) Vendor should have executed by them single order of value of Rs. 2.75 crores minimum, for "similar" products in the last 3 *financial* years.
- (4) Vendor should submit solvency certificate from a scheduled bank for a minimum value of Rs. 1.38 crores.

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

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

PSU's who are registered with HOCL need not furnish the credentials as above.

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