



TRAVANCORE TITANIUM PRODUCTS LIMITED  
Kochuveli, Thiruvananthapuram 695 021

[www.travancoretitanium.com](http://www.travancoretitanium.com)  
e mail: purchasettp@gmail.com

CD/CN/SC-05/RT/ Convertor catalyst work in SAP /25-26

05.05.2025

## **Tender Notice**

Sealed tenders are invited from registered Contractors/firms in prescribed format for the work of **“Convertor catalyst removing, sieving & re-charging work & bed cleaning in SAP ”**. The duly filled tender shall be enclosed in an envelope, sealed and super scribed with Tender No., Date and due date and description as **“Convertor catalyst removing, sieving & re-charging work & bed cleaning in SAP of TTPL”** . The same shall then be forwarded to **“HOD (Commercial), Travancore Titanium Products Limited, Kochuveli, Thiruvananthapuram, Kerala Pin 695 021.**

The tender form can be obtained from the office of the under signed between 9.00a.m and 3.00 p.m on all working days except Saturdays, after remitting the tender form cost. **Cost of tender form is ₹400/- + GST @ 18% (Total ₹472 /-).** Tender document can also be downloaded from our website ([www.travancoretitanium.com](http://www.travancoretitanium.com)) and shall submit the Tender along with a DD against the tender form cost & EMD in favour of Travancore Titanium Products Limited payable at Thiruvananthapuram.

**EMD: ₹4800 /- (by cash /DD) (refundable)**

Sealed Tenders will be received at our office on all working days and the last date for submitting the same is **on 13.05.2025** at 12 Noon. Tenders received after the due date & time will not be accepted. Fax/email offers also will not be accepted.

The bids will be opened on 2 pm on **13.05.2025** in the presence of the tenderers present at that time.

for TRAVANCORE TITANIUM PRODUCTS LIMITED

**Head of Department (Commercial)**

Encl: Proforma& tender document

Signature of the bidder:

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TRAVANCORE TITANIUM PRODUCTS LIMITED  
Kochuveli, Thiruvananthapuram 695 021  
email: purchasettp@gmail.com

## **Tender Notice**

CD/CN/SC-05/RT/Convertor catalyst work in SAP /25-26

05.05.2025

Name of work :- **Convertor catalyst removing, sieving & re-charging work & bed cleaning in SAP**”.

**Due date: 13.05.2025 up to 12 noon (date of submission of tenders)**

### **I . SCOPE OF THE WORK**

1. The entire catalyst from bed is to be removed.
2. The catalyst to be sieved and weighed.
3. The required quantity of fresh catalyst, if needed, is to be fetched from general store and the cleaned catalyst can be charged back
4. The inside of bed needs to be thoroughly cleaned after catalyst is removed.

### **II . THE TERMS AND CONDITIONS**

1. **The validity of contract is six months from the date of issue of work order.** The work shall be completed within 10 days after the handover of the converter.
2. Immediately after unloading, the catalyst should be separated from pebbles and both are to be stored separately and properly
3. Proper care to be given when handling catalyst to avoid wastage.
4. Proper care should be taken by the contractor to ensure that no damage is caused to materials and equipments.
5. Catalyst should not be taken out while raining.
6. Cleaning of tray, grid, side walls and control column of the converter are to be carried out.
7. An officer in charge / supervisor SAP will supervise the work.
8. Spreading and leveling of the catalyst and pebbles are to be done in the presence of the officer in charge of the company.
9. During the execution of work contractor/workmen should follow the instructions regarding work from officer in charge / supervisor of SAP.
10. Necessary tools and safety equipments will be provided by the Company and the contractor should return them in good condition after completion of the work.
11. Contractor is not allowed to take any material out of the company premises.
12. The Contractor should ensure that all persons engaged in this work wear the personal protective equipments.
13. Adequate safety measures of the contractors workmen and that of the plant and machinery etc are the responsibility of the contractor. The contractor should adhere to all the safety rules and regulations specified by company safety department. Company is not responsible for any mishap during the execution of work
14. The catalyst must be sieved on the same day as it is taken out and must be recharged the very next day. Maximum of 2 days per bed is allowed.
15. The waste generated from the cleaning process must be collected and dumped at designated places as instructed by the duty officer or supervisor in charge.

16. The entire work must be completed within 10 days time from the start of work.
17. **Work Completion period** ; The work should be completed within **10 days** from the date of handover of the converter.
18. **Payment** : The payment will be made only after the successful completion of the work.
19. The non-completion/delay of the work will be treated as breach of the contract and in such cases the company will have the right to cancel the contract or penalty may be charged against the contractor as per company rules.

### **III. Pre-Qualification Criteria**

- a. The firms / persons with whom Government transactions have been banned / black listed/ suspended due to any reason will not be eligible to participate in the tender. The self-declaration as per Annexure A to be submitted in the letter head of the Bidder..
- b. The bidder should have experience in similar work like cleaning of converter, storage tank, settler , dorr tank etc. Copy of the work order to be submitted.
- c. The bidder should have GST,ESI and PF, MSME registration, if applicable
- d. The firms / persons who have been suspended previously / action taken against the same nature of work or not satisfactorily completed the same nature of work will not be eligible to participate in this tender.

## **VI. GENERAL TERMS AND CONDITIONS:**

1. Details of ESI & PF registration
  - i) ESI Registration number:  
.....
  - ii) PF Registration  
number.....
    - a. **If the bidder is not under PF act , a self-declaration to be submitted along with the tender .**
    - b. **If the bidder is not under ESI act, the bidder has to submit CAR (contractors all risk) policy for the entire period of contract for the employees engaged for the work to be submitted. Self-declaration to be submitted along with the tender.**
2. The bidder shall submit Tender document duly filled and signed along with the enclosures mentioned in the tender document within the time stipulated in the tender notice. Bids should bear the signature of the bidder in all pages.
3. The bidder shall remit the tender form cost and EMD as given in the tender document. The bids without remitting tender form cost and EMD will be rejected.
4. The rate quoted shall be exclusive of GST and the GST applicable should be mentioned at the space provided in the Price format. If the bidder is below the threshold limit of GST that should be mentioned in the price format and a self declaration shall be submitted with the tender.
5. The tender must be firm for a period of three months from the date of opening of the tender or till the tender is decided, whichever is earlier during which period the bidder will not be free to withdraw the tender. Any such withdrawal will be entailed to forfeiture of the Earnest Money Deposit (EMD) and also result in the tenderer being made liable for the losses and damages sustained by the company in rearranging the work.

6. It is no binding on the company to accept the lowest offer. The company reserves the right to cancel/postpone the tender or to reject any or all offers without assigning any reason.
7. The tenderer should remit the Earnest Money Deposit (EMD )mentioned in this document in cash/DD and proof of thereof should be enclosed along with the tender. Other mode of remittance will not be accepted.
8. If any irregularity or fraudulent behavior is noticed on part of the contractor / his agents / representatives or the crew of the vehicle engaged by the contractor for the performance of the contract, the company reserves the right to take all suitable action deemed fit against the contractor and those concerned.
9. The Contractor will be responsible for meeting all the requirements of the various labour enactments applicable from time to time and should indemnify and keep indemnified the company against all losses and damages sustained by the company in this regard at all times.
10. The Contractor should comply with all relevant formalities under contract labour (Regulation and Abolition) Act 1971, such as display of rate of wages, date, place and time of payment of wages, date of payment of unpaid wages etc. they should also intimate the time, date and place of disbursement of wages to the supervisory Officer nominated under the above act for certification of payment to contract workers.
11. The Contractor should strictly adhere to the Safety Rules prevailing in the company failing which penalty as decided will be imposed. The Company is in no way responsible for any injury, disability or death of contractor's workmen due to non-compliance of safety regulations. TTPL will not pay any compensation in this regard. **All the PPE's to the employees for the execution of the work is under the scope of contractor**
12. Cutting Gases / Acetylene gas with flash back arresters on cylinders are only permitted for gas cutting works. LPG Cylinders (Domestic and Commercial) will not be permitted.
13. The workers engaged by the contractor shall wear the ID cards provided from the Main gate Security persons and displayed same while on work.
14. The Contractor should fix a display board on the materials of their own kept within the Company premises indicating the names of the contractor and Work Order No.
15. The work should be completed within the time limit given by the Officer in charge of the work.
16. The Company reserves the right to cancel the work order forfeiting security deposit if the work is not started within the time stipulated in the work order and also to terminate the contract at any time if the work is not done with proportionate progress to the satisfaction of the company officials and in all such cases the company will be at liberty to get the work done in any manner that the company thinks fits and all losses and damage sustain by the company in this regard will be recovered from contractor and his assets.
17. Company reserve the right to accept/reject any of the tender after evaluation with or without assigning reason no matter whether a Tenderer has quoted the lowest rate. All questions/disputes arising out of in connection with this shall be decided by the Managing Director of the company and his decision thereof shall be final and binding to all tenderers.

18. **Jurisdiction:** Any dispute or questions relating to or arising out of the finalization of this tender, if remains, shall be subject to the executive jurisdiction of the courts at Thiruvananthapuram.
19. **Agreement:** The liability of contractor/bidder under this contract will commence on the date specified in the letter of Intent/ Work order. The successful bidder shall be required to execute an agreement with TTPL if the contract value is above Rupees One lakh, immediately from the date of issue of work order for carrying out the work according to the terms and conditions of the contract given along with work order. The agreement shall be executed on Rs. 200/-Stamp paper and shall be in the proforma as specified by TTP. The provision contained in tender papers and other documents exchanged between the Bidder and TTP shall form part of the contract. The Earnest Money Deposit is liable to be forfeited in case the contractor fails to execute the Agreement within the stipulated period as mentioned above.
20. **Security deposit:** The successful tenderer shall provide a Security Deposit equal to 5% of the contract value immediately from the date of issue of work order for the due performance of the contract. The EMD of the successful tenderer shall be adjusted against the Security Deposit. Balance amount, if any, shall be remitted by means of a Demand Draft payable at Thiruvananthapuram or as Bank Guarantee from a nationalized /scheduled bank. The Security deposit shall not bear any interest and shall be released only after successful completion of all contractual obligations including guarantee period.
21. **Liquidated damages:** In case of any delay in the execution of the Order beyond the stipulated date of work schedule including any extension permitted in writing, the TTPL reserves right to recover from the contractor a sum equivalent to 0.5% of the total value of the delay for each week of delay and part thereof subject to a maximum of 10% of the total value of the Order. Alternatively, the Company reserves the right to execute the work from elsewhere at the sole risk and cost of the contractor and recover all such extra cost incurred by the company in execution of work by the above procedure.
22. **Evaluation of Bids:** The evaluation of the bids will be based only on the documents submitted
23. **Deductions:** All statutory deductions will be made from the contractor's bill as per rules. The Contractor shall remit ESI and PF amount and the proof of remittance shall be furnished whenever company insists.
24. If the successful bidder fails to remit SD and execute agreement with the stipulated time, TTP will arrange the work with L2 bidder or with any other source at the risk and cost of the successful bidder if required.
25. Bids without signature in all pages of tender document/bids in incorrect tender document or format/bids without EMD and tender cost will be rejected.
26. In case of any matters pertaining to this tender document and award of contract, which are not incorporated/specified therein, in such cases guidelines of CVC/Kerala Store Purchase Manual shall be applicable.
27. Bids without remitting EMD and tender form fee will be rejected.
28. Canteen charges will be deducted from the contractors bill as fixed by the canteen authorities.
29. The labours engaged by the Contractor shall have Police Clearance Certificate (PCC) and other formalities insisted by Security Department of TTPL
30. The successful bidder shall be held responsible for any penalty imposed on them on Violation of statutory requirements/safety regulations and such

penalties shall be met by the successful bidder themselves. The Workmen should follow the safety rules and regulations prevailing at TTPL from time to time. The contractor is liable to pay penalty of Rs.500/- for safety protocol violation / incident.

31. Conditional tenders will not be accepted.

32. **Documents to be submitted along with the tender**

- a. Proof of Tender fee and EMD remittance
- b. Proof of Experience as per pre qualification criteria III b
- c. Tender document duly signed by the bidder in all pages
- d. Copy of GST, MSME registration(if applicable)
- e. Copy of PF registration/Self declaration
- f. Copy of ESI registration/self declaration
- g. self declaration Annexure .A

33. Tender Form Cost: ₹ 400 /- + GST @ 18% (Total ₹ 472 /-)

34. Earnest Money Deposit (EMD): ₹ 4,800 /- (refundable)

35. Exemption in Tender Form Cost and EMD is as per Govt. rules.

36. Due date of Submission of tender : **13.05.2025 upto 12.00 noon** and will be opened at 2.00 p.m. on the same day in the presence of those tenderers who are present at that time.

**for TRAVANCORE TITANIUM PRODUCTS LIMITED**



***Head of Department (Commercial)***

## **PARTICULARS OF BIDDER**

1. Name of the Bidder:
2. (a) Registered office address of the Bidder:  
  
    (b) Address for correspondence:
3. Mobile Nos.:
4. E-mail address:
5. Status of the tenderer (Individual, Prop. firm, Partnership, Ltd. Company):
6. Contractor Registration No.:
7. Permanent Account No. (PAN issued by Income Tax Dept.):
8. GST Registration No.
9. ESI Registration No.
10. PF Registration No.
11. MSME Registration No.
12. Name and address of Proprietor/ Partners/ Directors:

### **Declaration**

We confirm that we have read and understood all tender conditions and we accept all tender conditions in its entirety.

Date:

Signature:

Name of Person signing:

Tenderer's Name and address with seal:

Place:

Date:

Signature of the Bidder:

**PRICE PROFORMA**

TTP/CD/CN/SC-05/RT/Convertor catalyst work in SAP /25-26

05.05.2025

***Name of work: "Convertor catalyst removing, sieving & re-charging work & bed cleaning in SAP".***

***Due date: 13.05.2025 up to 12 noon (date of submission of tenders).***

My lowest rate for the entire scope of work as per Tender is as

**: Rs.....+.....% GST**

(In words)

\* Please mention the % of GST.

\* Please mention the % of GST.

\*\* If GST not mentioned, the quoted rate will be considered as inclusive of GST

\*\*\* If the bidder is below threshold limit that also has to be mentioned.

Signature of the Tenderer :

Name & Address. :

Signature of the Bidder:



**SELF DECLARATION**

Date:

From

.....  
.....  
.....

To

The Head of Department (Commercial)  
Travancore Titanium Products Limited  
Kochuveli, Thiruvananthapuram,  
Kerala – 695 021.

Sir,

Sub: Tender for **Convertor catalyst removing, sieving & re-charging work & bed cleaning in SAP**

Ref: **Tender No CD/CN/SC-05/RT/Convertor catalyst work in SAP /25-26 dt. 05.05.2025**

1. I/We have carefully studied the terms and conditions of the tender vide your **Tender No. CD/CN/SC-05/RT/ Convertor catalyst work in SAP /25-26 dt. 05.05.2025**
2. I/We hereby certify that we have never been banned/black listed/suspended by any of the State/UT/Central Government/ PSU organizations.
3. In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation/cancellation/termination without any notice at the sole discretion of the company.

Yours faithfully,

Signature and Address of the Contractor.