



HINDUSTAN PETROLEUM CORPORATION LIMITED
MANGALORE LPG IMPORT FACILITY

INSTRUCTIONS TO BIDDERS

E-TENDER TERMS & CONDITIONS

- 1) This is only a Tender Enquiry and not an order.
- 2) The tender should be submitted online at website **<http://eproc.hpcl.co.in>** only, by the due date and time, as specified in the tender. Late / delayed tenders submitted on line after the due date and time, for whatsoever reasons will not be considered. The Server Date & Time as appearing on the HPCL website (<http://eproc.hpcl.co.in>) shall only be considered for the cut-off date and time for receipt of tenders. Offers sent through post, telegram, fax, telex, e-mail, courier will not be considered.
- 3) For submitting the bid on-line it would be mandatory for bidders to obtain **digital certificate** (which will enable data encryption as well as digital signing). For information regarding digital certificate, bidders may visit <http://www.cca.gov.in>. For submitting the bid online, bidders are advised to follow the step by step procedure given under the link “Vendor Instruction Manual” at website <http://eproc.hpcl.co.in>.
- 4) The on-line bidding would comprise broadly the following steps:
 - i) Enrollment by vendor at <http://eproc.hpcl.co.in> (can be done without digital certificate) by clicking the link “Supplier Registration”.
 - ii) The system generated challenge phrase will be sent to vendor at e-mail address provided by him during enrollment.
 - iii) The vendor would be required to login at <http://eproc.hpcl.co.in> with this challenge phrase along with his user id & password. The vendor has to complete 2 page registration form.
 - iv) As soon as vendor fills two page registration forms, he should put a request letter on letterhead (giving tender number) to HPCL for approving his enrollment. The request may be sent through **fax or e-mail** No request for enrollment approval shall be considered within **72 hours** of tender due date / time.



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v) After enrollment, vendor would be required to login and register his digital certificate (to be obtained by vendor) at website.

vi) After registering digital certificate, vendor can participate in the **e tender**. The vendors who are already enrolled at website: <http://eproc.hpcl.co.in> need not enroll again and vendors who have already got valid digital certificate (enabling data encryption as well as digital signing) are not required to procure another digital certificate.

5) Partially completed / incomplete tenders shall not be considered.

6) All communication, regarding the tender including queries, if any, and submission of offers shall be done online within the e-Procurement system at website <http://eproc.hpcl.co.in>.

7) Two Bid System: Bidders are required to submit offer in Two Parts, namely “Unpriced” & “Priced”.

8) Validity: Quoted prices shall be valid for a period of **90 days** from the due date / extended due date for the placement of order.

9) Bidders shall be required to arrange all resources, including Digital IDs and Internet Connections at their own cost, for participating in online tenders at HPCL e-Procurement site.

10) HPCL shall not be responsible for any delays occurred due to reasons whatsoever in receiving as well as on line submitting offers, including internet connectivity, documents uploading/downloading issues etc. HPCL shall not be responsible for any postal or other delays in submitting EMD / tender cost wherever applicable.

11) Request for extension of tender submission due date from bidders shall be before **48 hours** of tender submission due date / time. However, sometimes bidders having valid justifications are allowed to seek for extension in less than 48 hours of tender submission due date / time. It is to be noted that **HPCL, at its sole discretion, may consider or may not entertain such requests in either cases.**

12) Clarifications sought/ queries received from bidders /vendors/parties on tender, within last **48 hours** of bid due date, will not be entertained by HPCL.



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Please note that queries related to scope of job, tender specifications, terms & conditions etc. should be submitted on –line only (by logging in at <http://eproc.hpcl.co.in>) by the query end date / time specified in the tender consolidated view / NIT view/ tender calendar. HPCL, at its sole discretion, may not entertain the queries sent by post / fax/ e-mail or through any other mode of communication.

13) Tender opening (un-priced bid as well as priced bid) will be done online at the time and dates specified in the tender. Vendors who have responded to the tender are requested to login at the specified date and time at HPCL e-procurement website (<http://eproc.hpcl.co.in>) for witnessing the tender opening (un-priced bid as well as priced bid in case of technically accepted vendors).

14) HPCL reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. HPCL reserves right to accept any or more tenders in part. Decision of HPCL in this regard shall be final and binding on the bidder.

15) HPCL shall follow Purchase Preference / Price Preference as per prevailing guidelines of Government of India.

16) Grievance Redressal Mechanism:

Hindustan Petroleum Corporation Limited (HPCL) has developed a “Grievance Redressal Mechanism” to deal with references / grievances if any that are received from parties who participated / intend to participate in the Corporation Tenders. The details of the same are available on our website www.hindustanpetroleum.com.

1. Name or person at tenderer’s office to be contacted for any clarification regarding this job:
2. Designation:
3. Phone No. or Nos.:
4. Fax No. or contact Fax No.:
5. Address for correspondence:
6. E mail for correspondence:



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SCHEDULE OF QUANTITIES:

Tender Line No	Item Description	Qty	Units
1	SUPPLY INSTALLATION MODIFICATION SOLAR INCMR PANEL	1	EA
	SUPPLY, INSTALLATION, MODIFICATION OF THE SPARE PANEL IN SUBSTATION AS PER ATTACHED BOQ OF MATERIALS.		
2	S&L OF 10C OFC CABLE WITH DUCT	850	MT
	SUPPLY AND LAYING OF 10C DOUBLE ARMoured OFC CABLE WITH 32MM HDPE DUCT PIPE. SCOPE INCLUDES LAYING OF CABLE INSIDE THE DUCT IN THE ASSIGNED AREA. EXCAVATION NOT IN THE SCOPE.		
3	LIU UNIT	2	EA
	PART NAME:LIU UNIT; PART MATERIAL:N/A; PART RATING:PORT:12; PART NUMBER:N/A; MANUFACTURER:D-LINK; FOR OFC; WALL MOUNT LIU FULLY LOADED FOR SC SM TYPE OR EQUIVALENT		
4	MEDIA CONVERTER	4	EA
	SUPPLY,INSTALLATION AND COMMISSIONING OF MEDIA CONVERTER TP LINK/D LINK OR OTHER APPROVED EQUIVALENT ALL COMPLETE AS PER DIRECTION OF EIC.		
5	SPLICING OF FIBER CABLE	40	EA
	SM/MM OPTIC FIBER CABLE SPLICING PER CORE.		
6	OFC PATCH CORD	10	EA
	PART NAME:OFC PATCH CORD		



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SPECIAL TERMS & CONDITIONS OF CONTRACT

Note: Anything contained to the contrary in the Special Terms and Conditions, will supersede instructions to tenderers, particular clauses of General Terms & conditions or clauses stated elsewhere.

1) COMPLETION PERIOD:

The order will be valid for 1 year from the date of LOI/PO.

The materials to be supplied on door within 3 weeks from the date of firm purchase order or LOI.

The work should be completed within 1 week from the intimation of HPCL after the receipt of materials at site and approval from authorities.

2) Special terms and conditions:

- a. All the required materials for the installation to be arranged by the party. Major items are covered in the tender lines, however party to consider other misc items also while quoting.
- b. The work to be executed in a 24x7 working location. Hence party should be ready for working on holidays/extra hours.
- c. All the safety regulations of the location shall be adhered to.
- d. Successful bidder should take necessary isolation permits before commencement of the work.

BOQ FOR LINE ITEM 1: SIM SOLAR INCMR PANEL

S. No	Item Description	Model No	Make	Qty
Annexure BOQ-1				
1	Complete draw out ACB-2000A Breaker, 4P, electrically operated, shut coil, 6NO + 6NC, Position indicator. Duty cycle of O - 3 min - CO - 3 min - CO. Motor wound spring charging mechanism with manual spring charging. Spring charge limit switch ,emergency manual trip, mechanical ON-OFF indicator, an operation counter, mechanism and electrical anti-pumping feature.		ABB	1