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22. Address of tender floating department:

DGM - Category Management, CPO (Marketing)
Hindustan Petroleum Corporation Limited
9th Floor, Marathon Futurex Building – A Wing,
Mafatlal Mills Compound,
N.M. Joshi Marg, Mumbai – 400 013
Tel. No. 022-23030301

23. Grievance Redressal Mechanism:

Hindustan Petroleum Corporation Limited (HPCL) has developed a 'Grievance Redressal Mechanism' to deal with references/grievance 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.

24. Digital Signature – Authorized Signatory

a. All the tender documents and Annexures, Techno-commercial details and Price Bids shall be required to be digitally signed with a class IIB or above digital signature by the authorized signatory.

The authorized signatory shall be:

- i. Proprietor in case of proprietary concern.
- ii. Authorized partner in case of partnership firm.
- iii. Director, in case of a limited Company, duly authorized by its board of directors to sign.

b. If for any reason, the proprietor or the authorized partner or director as the case may be, are unable to digitally sign the document, the said document should be digitally signed by the constituted attorney having full authority to sign the tender document and a scanned copy of such authority letter as also the power of attorney (duly signed in the presence of a Notary public) should be uploaded with the tender.

Online submission of the tender under the digital signature of the authorized signatory through e procurement portal shall be considered as token of having read, understood and totally accepted all the terms and conditions.

25. Acceptance of Offer by the Corporation:

a. Incomplete or conditional submissions, and those with deviations/ subjective or counter conditions/ quantity restrictions or those not accompanied by the requisite documents shall be liable to be rejected and no further correspondence/ enquiries on this issue by the tenderer shall be entertained.

b. Any Terms and Conditions attached to the Tenderer's offer will not be binding on HPCL.

c. The Corporation is not bound to accept the lowest offer and reserves the right to reject any and / or every tender and / or place order on one or more tenderers in

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the manner considered appropriate by the Corporation. Corporation also reserves the right to reject any Un-workable offer.

26. Purchase Preference:

Central Public Sector Enterprises / MSEs registered with NSIC/MSME (certified copy required) / Indian vendors meeting the Local Content criteria shall be extended purchase preference as per the extant government guidelines.

- 27. All the terms and conditions of this tender are required to be accepted by bidders and no counter conditions will be entertained.
- 28. Any bid that does not meet the requirement in the Techno-commercial bid is liable for rejection without further notice.
- 29. HPCL reserves the right to accept/ reject any or all of the bids at their sole discretion.
- 30. HPCL is not responsible for any delay in submission of bids by the vendor.

31. Corrigenda/Addenda:

- i. At any time prior to the bid due date, HPCL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify this tender Document.
- ii. The modifications, amendments, clarifications, corrigenda, addenda, time extensions, etc. to this tender will be hosted only on the website **<http://etender.hpcl.co.in>**. Bidders should regularly visit this website to keep themselves updated.
- iii. All corrigenda published are deemed to have been accepted as part of tender terms and conditions irrespective of the date a bid is submitted in the e-procurement system on the website **<http://etender.hpcl.co.in>**.
- iv. *Bidder shall be responsible to ensure that the bid submitted has taken into consideration all the corrigenda published as above.*

32. Extension of Due date:

HPCL reserves the right to extend the tender due date in order to afford prospective Bidders reasonable time in which to take the amendments / corrigenda into account while preparing their bids.

- 33. HPCL reserves the right to make any changes in the terms and conditions.
- 34. HPCL reserves the right to reject incomplete bids.
- 35. The vendors should be in possession of all necessary approvals from statutory authorities as applicable.
- 36. HPCL reserves the right to reveal the contents of the bid documents submitted by the bidder / tenderer during the process of opening of bids as per prevailing policy of the corporation.

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37. Order of Precedence:

- i. The Special Terms & Conditions and the Technical Specification of the tender shall supersede the General Terms & Conditions of the tender for the related terms/clauses.
- ii. In case of contradictions between various sections of the tender document, the Work Description shall supersede Specification and Drawings and Special Terms & Conditions shall supersede instructions to tenderers, particular clauses of General Terms & Conditions or clauses stated elsewhere.

38. Miscellaneous

- a. This Tender is not transferable. All enclosed tender documents along with the Annexures / Attachments will form part of the tender.
- b. The prices quoted by the Tenderer shall be firm during the validity period of the bid and Tenderer agrees to keep the bid valid during the said period. In case the tenderer revokes or cancels the tender or varies any of terms of the tender without the Consent of the Owner, in writing, the Tenderer forfeits the right to the refund of the Earnest Money paid along with the tender.
- c. Payment of bills shall be tendered to the contractor in electronic mode (e-payment) through any of the designated banks. The contractor will comply by furnishing full particulars of Bank Account (mandate) to which the payments will be routed. Corporation reserves the right to make payment in any alternate mode also.
- d. Tenders received after the stipulated date and time for receipt of the tenders, due to any reason will not be considered.
- e. Courts in the city of Mumbai alone shall have Jurisdiction to entertain any application or other proceedings in respect of anything arising under this tender either before or after or during the finalization of the tender.
- f. Corporation reserves the right to take action as deemed fit which is inclusive of placing the tenderer under suspension / holiday for a period as decided by the Corporation, in case of withdrawal of offer at any stage, non - acceptance of LOA / PO or non - execution of order or any other breach of tender terms and conditions.
- g. In case of any dispute in the interpretation of the terms and conditions of the tender, the decision of the Corporation shall be final and binding.

39. Bidders sharing Land Border with India:

Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). Bidder from a country which shares land border with India means:

- i. An entity incorporated, established or registered in such a country; or
- ii. A subsidiary of an entity incorporated, established or registered in such a country; or

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- iii. An entity substantially controlled through entities incorporated; established or registered in such a country; or
- iv. An entity whose beneficial owner is situated in such a country; or
- v. An Indian (or other) agent of such entity; or
- vi. A natural person who is a citizen of such a country; or
- vii. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above.

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Abbreviations used in this Tender

No.	Abbreviation	Meaning
1	PO	Purchase Order
2	LOA	Letter of Acceptance
3	PAN	Permanent Account Number
4	EMD	Earnest Money Deposit
5	BG	Bank Guarantee
6	CPBG	Composite Performance Bank Guarantee
7	SD	Security Deposit
8	MSE	Micro & Small Enterprises
9	GST	Goods & Services Tax
11	DD	Demand Draft
12	GTC	General Terms and Conditions
13	SBI	State Bank Of India
14	PLR	Prime Lending Rate
15	PQC	Pre-Qualification Criteria

Special Terms and Conditions

The Special Terms & Conditions of the tender shall supersede the similar terms given elsewhere in the tender document.

1. Scope of Work:

The scope of work and explanatory notes given below are neither complete nor exhaustive but are added to assist the bidder to understand the project. The detailed scope is as described in "Technical Specifications". However, any item of work required to be carried out for proper and satisfactory completion of work with the highest standard of workmanship is deemed to be included in the scope of work.

The prospective bidders are requested to thoroughly read and comprehend the various sections of this tender document and visit the sites before quoting for the tender and offer their most competitive rates for the job.

The Schedule of Quantities will be considered final in all aspects wherever there is any ambiguity with Line description of any item of the tender document.

For detailed specifications, refer section on "Technical Specifications".

2. Schedule:

The requirement is as given below:

Sch No.	Schedule Name
1	SOLAR - COMCO VASTRAPUR
2	SOLAR - CNG MONTHER STATION
3	SOLAR - COMCO RMC- 4
4	SOLAR - COMCO RANDER
5	SOLAR - COMCO GANDHINAGAR
6	SOLAR - COMCO NIKOL
7	SOLAR - COMCO RMC-5
8	SOLAR - COMCO JMC, JAMNGR
9	SOLAR - COMCO, JAMNGR, VB

- Bidder to quote for supply, installation & commissioning for individual site on Lump Sum basis for complete installation. **(UOM for these lines for Capital portion have to be considered as lump sum instead of "Each" as mentioned in the tender).** Actual status of site should be inspected prior to quoting the rates. Quoted capacity by bidder shall be considered as final and will be binding on them to provide the same capacity, if order is finalized on them. **HPCL will not allow any deviation from the Quoted Capacity.**
- % Per Year CAMC Rate against individual site should be quoted for Comprehensive AMC. Vendor can quote in range of 3% to 5% band.

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3. For quoting the rates, space available on the Sales Building Terrace only should be considered. If VSAT is installed at the outlet, then the space occupied by VSAT should not be considered for proposing the offer for the particular outlet.

2.0 Site Details

The location details are as below. Bidders are requested to visit the individual sites for assessing the capacity that can be installed.

Sr. No.	Region	Customer Name	Customer Code	Capacity Projected	Address
1	AHMEDABAD Retail RO	MSHSD HP AUTO CARE CENTRE, VASTRAPUR	11495110	7 KW	HPCL COMCO Vastrapur, Nr. Mansi complex, Vastrapur, Ahmedabad Pin Code : 380015
2	AHMEDABAD Retail RO	MSHSD HP AUTO CARE CENTER, CNG MOTHER STN	11700170	10 KW	NANA CHILODA CIRCLE, SP RING ROAD, Ahmedabad Pin Code : 382330
3	AHMEDABAD Retail RO	MSHSD HP AUTO CARE CENTRE, NIKOL	11700240	7 KW	NRO NIKOL, Nr. NIKOL GAM, RING ROAD , Ahmedabad Pin Code : 382350
4	AHMEDABAD Retail RO	MSHSD HP SERVICE CENTRE, GANDHINAGAR	11699940	10 KW	NEAR ST BUS STAND CIRCLE, GH-MARG, SECTOR 6, GANDHINAGAR , Ahmedabad Pin Code : 382006
5	BARODA Retail RO	MSHSD HP Auto Care Centre, Rander	11680900	7 KW	RANDER BESAN ROAD RANDER , Baroda Pin Code: 395005
6	RAJKOT Retail RO	MSHSD HP AUTO CARE CENTRE, RMC-4	12413800	7 KW	HP AUTO CENTER, RAIYA ROAD, GUJARAT, Rajkot Pin Code : 360007
7	RAJKOT Retail RO	MSHSD HP AUTO CARE CENTRE, RMC-5	12415600	7 KW	GOPAL CHOWK, Nr. SADHU VASAVANI ROAD, Rajkot Pin Code : 36000
8	RAJKOT Retail RO	MSHSD HP AUTO CARE CENTER, JMC JAMNAGAR	12416000	7 KW	HPCL COMCO JMC, NOORI CHOWK , MAPRABHU-BAITHAK ROAD, JAMNAGAR , Rajkot Pin Code : 361001
9	RAJKOT Retail RO	MSHSD H P AUTO CARE CENTRE, JAMNAGAR VB	12202510	7 KW	Nr Victoria bridge, Gujarat , Rajkot Pin Code : 361001

In case of any clarifications bidder may contact:

- i. Shri Hemant Kakde, GM - Retail Engineering,
Telephone: 0522-26484022
E-Mail: hkakde@hpcl.in
- ii. Shri Yash Aditya, Assistant Manager - Retail Engineering,
Telephone: +919043874134
E-Mail: yash.aditya@hpcl.in

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Contact Persons for Commercial Clarifications :

- i. Shri SSV Prasad, DGM – CPO (Marketing)
Phone: 022-23030301, Email: Ssvprasad@hpcl.in
- ii. Ms. Jaya Tiwari, Purchase Officer – CPO (Marketing)
Phone: 022-23030279, Email: jaya.tiwari@hpcl.in

3. Deviations:

- a. The bidders are required to submit offers strictly as per the terms and conditions/specifications given in the Bidding Document and not to stipulate any deviations.
- b. Offers received from bidders, stipulating deviations to any of the following clauses, will not be considered for priced bid evaluation:
 - i. Earnest Money Deposit, Security Deposit & Retention Money.
 - ii. Suspension & Termination
 - iii. Price Reduction Clause
 - iv. Force Majeure
 - v. Scope of work
 - vi. Arbitration
 - vii. Firm Prices
 - viii. Delivery Period
- c. However, HPCL reserves the right to give opportunity to bidder for withdrawal of deviations to the above clauses. In case, bidders refuse to withdraw the deviation against above clauses, the offers shall be liable for rejection without any further correspondence with them.
- d. Deviation sought if any, by the bidder should be *submitted through the Deviation Form of the Technical Bid of this tender. Any deviation not mentioned in this Deviation Form provided in Technical Bid shall not be considered and such tenders will be evaluated considering only the deviations, if any, mentioned in the Deviation Form.*

e. Loading Factor for Deviations:

Following method will be followed for evaluation of Lowest Bidder (L1) for deviations raised by any Bidder against payment terms, provided these deviations are not withdrawn during Technical Evaluation stage:

If bidders raise deviation against payment terms, interest for early payment i.e. SBI PLR + 1 % will be loaded on the quoted rate to arrive at lowest bidder. SBI PLR at the prevailing rate at the time of tender due date will be considered.

4. Evaluation of Bids:

- i. Only offers from vendors which qualify in techno-commercial evaluation will be taken up for evaluation of Price Bids subject to the following criteria:
- Bidder to confirm the Capacity of System in 5 kW or 7 kW or 10 kW configuration to be considered against individual outlets. Bidder to ensure equipment as per Technical Specifications attached with Tender Document.
 - If any bidder proposes capacity of solar system ≥ 5 kW & < 7 kW, then capacity will be considered as 5 kW and evaluated accordingly. Similarly, for ≥ 7 kW & < 10 kW then capacity will be considered as 7 kW and evaluated accordingly and in case of bidder proposing ≥ 10 kW capacity, offer will be considered as 10 kW and evaluated accordingly. Accordingly, payment will be made for either 5 kW or 7 kW or 10 kW i.e. capacity considered for qualification.
 - Bidders proposing the highest (5kW/7kW/10kW) capacity Solar System against the individual Retail Outlet will only be considered for opening of Price Bid and all the other bidders quoting for lower capacities shall be rejected.
 - Please refer below illustration for understanding purpose.

Site Name	Bidder	Quoted Rates for*	Action	% AMC for per Year	Unit Rate Quoted on Lump Sum (A)	AMC Cost for 5 years (B)	Total Landed Cost (Rs.) (A+B)	Result
COMCO VASTRAPUR, AHMEDABAD REGION	A	5 kW	Bid will not be evaluated further	-	-	-	-	
	B	8 kW	Bid will be Qualified for further process in capacity 7 kW	3	420000	63000	483000	L2
	C	7 kW	Bid will be Qualified for further process	4	350000	70000	420000	L1

***will be considered as per the details submitted by bidders in the format provided with this tender document. The format can be found with the name "Declaration for Solar Capacity" under "Annexures for uploading" section. This is a mandatory document which needs to be submitted along with the bid, duly signed and sealed by authorized signatory of your firm. Bidders have to ensure that Rates/Prices are not mentioned anywhere in Techno-Commercial bid or in the format being referred above, failing which the bid is liable to be rejected.**

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- ii. **Evaluation will be carried out on nett delivered cost (after taking into consideration Input Tax Credit availability to HPCL), on the basis of **schedule wise lowest offer inclusive of CAMC cost for that outlet.** The total basic Percentage CAMC charges plus the applicable GST, as quoted by the bidder will be computed and applied as a loading factor to Capital portion of each schedule to arrive at L1 bidder.**
- iii. Evaluation will be carried out considering the GSTN registration status of the bidder as under:
 - a. **Registered Vendors:** The tax liability will be borne by the vendor and the same shall be considered for the purpose of evaluating the bid.
 - b. **Unregistered vendors:** The tax liability will be borne by HPCL under reverse charge and the same shall be loaded for the purpose of evaluating the bid.
 - c. **Vendors under composition scheme:** The rate is considered to be inclusive of all taxes and no separate tax shall be billed to HPCL and the bid shall be accordingly evaluated.
 - d. For this purpose, vendor should give status whether Registered, Unregistered or Composition Scheme.
- iv. In case of different rates of GST quoted by the vendors, Corporation reserves the right to query on the same and adopt the correct classification and GST rate as considered correct by the Corporation. The decision of Corporation in this regard will be final and binding on the vendor.
- v. For imports, all relevant costs/taxes (as mentioned elsewhere in the tender documents) will be included for the purpose of evaluation.

5. Distribution of Order:

Purchase Order for 100% of the tender quantity of a schedule will be awarded to the lowest bidder subject to the government guidelines. The requirement under this tender is an indivisible works contract and MSE Purchase Preference is not applicable for this tender.

6. Earnest Money Deposit (EMD):

EMD not applicable.

7. Bid Security Declaration:

All bidders are required to upload duly signed and sealed "Bid Security Declaration" (refer Annexure-8) on your letter head along with your offer. All bidders may kindly note that your firm may be subjected to holiday listing guidelines as adopted and available on HPCL website in the event of :

- i. Withdrawal or modification of offer during the validity period of the offer.
- ii. Non-confirmation of acceptance Purchase Order within the stipulated time.
- iii. Non – execution of LOA/ PO for any reason whatsoever.