

Tender No. : 21000080-HB-10120



Tender Published On : 21-May-2021 13:01

Hindustan Petroleum Corporation Limited  
Corporate Identification Number L23201MH1952GOI008858

Basic Information Of Tender		
Title	SOLAR POWER SYSTEM SV STATION	
Description	This tender is floated for Online Roof top Solar power system of rating 7 KWp i at all MDPL Sv stations.	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Overall L1 for all items	
Tender Due Date & Time	04-Jun-2021 15:00	
Reverse Auction Applicable	Yes	
Pre Bid Conference Start Date & Time		
Pre Bid Conference End Date & Time		
Queries Start Date & Time	22-May-2021 15:00	
Quries End Date & Time	29-May-2021 15:00	
Un Priced Bid Open Date & Time	04-Jun-2021 15:30	
Purchase Deptt.	PURCHASE DEPT-Pipeline Dept HB	
Fax No.	22637186	
Office Address	Hindustan Bhavan,P&P HQO-HB1,No 8, SV Marg,Ballard Estate,MUMBAI,400001,,MH	
TF/EMD Drop Box Address	NA	
Tender Description	This tender is floated for Online Roof top Solar power system of rating 7 KWp i at all MDPL Sv stations Please refer the tender document for Scope of Job, Special Terms and Conditions,Schedule of Quantity,GTC etc	
Notice Inviting Tender		
Currency Type	Tender Fee	EMD
INR	0	0

**Delivery Terms - Free to Destination location unless specified otherwise. Validity of offer - 90 days from the initial or extended Due Date for submission of Tender whichever is later unless specified otherwise. Liquidated Damages/Price Reduction clause accepted unless specified otherwise.**

**In case bidder does not deviate from the standard offer validity in on line deviation form, bid's offer validity shall be considered as mentioned above.**

**In case a Revised priced bid is initiated for this tender, at a later date (eg Technical evaluation stage etc), it shall be incumbent upon the bidder to submit revised bids for the specified items/entire tender. In the absence of revised bids rom the bidder within specified time period, the original bid submitted by the bidder shall not be considered for evaluation.**

**Organization reserves the right to reveal the contents of the bid documents submitted by the vendor during the witness bid opening process as per prevailing policy of the corporation.**

**Please quote all the taxes, if applicable, only in percentage terms and not in Per unit(Amount) basis. The Per unit option is provided only to quote for extras like Loading charges, packing charges, TPI charges etc. In case, it is found that you have quoted taxes in amount basis, your bid may be liable for rejection.**



## Reverse Auction – Terms & Conditions and Procedure

HPCL proposes to conduct Reverse auction for the items or schedules or on overall basis as specified in the tender. Please go through the Terms & Conditions and Procedure given below and submit your acceptance to the same by signing and uploading this document along with unpriced bid.

### **Terms & Conditions**

1. HPCL reserves the right to carryout 'Online Reverse Auction' with techno-commercially accepted bidders for determining the lowest bidder for the requirements mentioned in this tender enquiry. *Reverse auction shall be conducted only when there are **at least two or more "Techno-commercially" accepted vendors at Technical evaluation stage.***
2. Online reverse auction shall be conducted by HPCL on a specified date and time. The vendors shall be participating in the reverse auction from their own offices / place of their choice. Internet connectivity shall have to be ensured by the bidders themselves. *HPCL shall not be held responsible for local issues, such as loss of connectivity, Internet discontinuity, and discrepancy in browser which may result in non-display of latest bid in client PC.*
3. In extreme case of Server outage, network outage or failure of Internet connectivity, (or any other unforeseen conditions) from HPCL's end, fax/ E-Mail communication shall have to be made immediately, to concerned purchase officer of HPCL. *No such request shall be entertained beyond **one hour** of the RA closing time.* To provide equal opportunity, HPCL may decide to **extend the Reverse auction** at their discretion, but not as the right of the bidder. The vendors participating in Reverse Auction process shall be kept on standby for 1 Hour after RA closing time.
4. HPCL shall investigate the above matter and decision for extension of Reverse Auction shall be based on the merit of the issues pointed out and verified by HPCL and same shall be final and binding on the vendor.
5. HPCL shall complete the investigation within two working days of receiving complaint from any of the vendor.
6. In case of decision to extend Reverse Auction, intimation mail may go out to all vendors within a day of investigation closure. Vendors shall generally be given intimation, a day in advance before extended Reverse Auction is commenced. The Reverse Auction shall commence from the last **saved decrement value** and shall be open for period of **original duration** from commencement.



7. Bidders are requested to confirm their willingness to participate in 'Online Reverse Auction' during their bid submission by ensuring compliance to the Terms & Conditions and Procedure specified herewith. Please note that non acceptance to participate in the Reverse Auction process may lead to rejection of the bid without any further evaluation.
8. HPCL will pre-decide the commercial loading, if any, on the basis of the taxes & duties quoted by the bidder, and loading on account of commercial deviations, if any. The loading factors shall be displayed in the portal prior to the date scheduled for Reverse Auction Event.
9. Bidders are encouraged to understand the Loading factors applied on their bids at the earliest, on getting intimation regarding same. In case of any objection to the applied loading factor same shall be brought to the notice of Purchase officer immediately. No further communication on this ground will be entertained after publishing of Reverse auction.
10. As part of Reverse Auction process, the Start Bid price (Leading Bid) shall be specified by HPCL on Reverse Auction Portal. The Lowest of the {**Price Bid** or the **estimate**} will be considered as the **benchmark price (Start bid price)**. **Please note that such priced bid opening shall be system driven and therefore bidder's identity vis-à-vis quoted price shall be confidential.**
11. In case of overall evaluation tenders or schedule wise evaluation tender, the Reverse auction shall be conducted on the bottom line, net delivered cost.
12. In case of tenders, which are evaluated on Schedule wise or Overall L1 basis, the individual item rates with **get reduced on pro-rated basis** as the decrements are effected during reverse auction event.
13. During the Reverse auction event, the **taxes** which are quoted in percentage basis will get **reduced proportionately** as the RA progresses. However, **Extras** like Loading charges/packing charges/TPI which are quoted in per unit basis (amount terms) **remains constant** as the decrements are effected.
14. Vendors shall ensure to quote the **statutory taxes only in percentage basis** and not in amount terms. In case of non-compliance to this clause, bids shall be liable for rejection.
15. System shall allow to conduct Reverse Auction on multi-currency tender/bidding. In such cases the basic reverse Auction shall be carried out in INR currency only. However bidders



having submitted bids in any of the following four currencies – USD, EUR, GBP, JPY shall be able to view the basic rates (in original currency) corresponding to contemplated decrement in the “**show**” screen.

16. The exchange rate for converting the INR value to originally quoted currency (USD, EUR, GBP, JPY) shall be the one which was prevailing on the **date of unpriced bid opening** in line with tender condition.
17. Reverse auction shall be held for a period of 60 minutes and shall be automatically extended by a further period of 5 minutes in case of receipt of any bid during the last 5 minutes of the auction period. This process shall continue until no bids are received in the last 5 minutes of the auction. Thereafter reverse auction shall get automatically closed. This shall be an automated process.
18. Order may be placed on the lowest bidder, emerging out of the reverse auction process and HPCL’s decision on award of contract shall be final and binding on all the bidders.
19. HPCL reserves the right to further rationalize the prices with lowest bidder for reducing the price at any time before ordering.
20. HPCL reserves the right to cancel the reverse auction after event is scheduled but before actual event taking place or after the reverse auction has completed in case of failure or any other reason. The reasons for cancellation shall be conveyed to all vendors.
21. In cases where tender is required to be cancelled after opening of priced bid and identification of L1 vendor and Reverse Auction was also part of tender, reasons for cancellation shall be conveyed to all vendors.
22. During Reverse Auction Process, if no bids are received within the scheduled/rescheduled date & specified time of the reverse auction, HPCL at its discretion can scrap the reverse auction and proceed with the opening of the Electronic priced bids submitted by the bidders. In such case HPCL shall display the bidder’s identity and original rates.
23. The bid on the Reverse Auction Portal will be taken as an offer to sell. Bids once made, cannot be cancelled / withdrawn and the bidder shall be bound to sell the material/services at the final bid price, and as per the specifications mentioned in the tender. Should the bidder back out and not make the supplies as per the rates quoted or in case the material supplied/services is not as per specifications mentioned in the tender, HPCL shall take appropriate action as per the terms & conditions mentioned in the tender.



24. At the end of the Reverse Auction, HPCL will decide the successful bidder, basis the evaluation criteria specified in the tender. HPCL's decision on award of Contract shall be final and binding on all the Bidders.
25. HPCL shall not have any liability to bidders for any interruption or delay in access to the reverse auction portal irrespective of the cause.
26. The **participation of vendors in the tendering process** shall be construed as acceptance to the terms & conditions and procedure for the **reverse auction** (*until and unless the contrary is explicitly mentioned in the deviation sheet*). This compliance also shall be deemed as participation in Reverse auction.
27. In case a bidder agrees for reverse auction in the un-priced bid but withdraws acceptance any time after tender due date & time, the EMD of such bidder may be forfeited along with rejection of offer at the sole discretion of HPCL.
28. Once Auction is started, no communication from vendor shall be entertained unless it is of the nature of any serious issue in the portal.
29. The **yellow color back ground** on RA page indicates the due date and time of respective Reverse Auction is over. (*However, this will happen only if the vendor's PC is connected to the HPCL server*). RA shall be concluded after standby period is over and auto generated mail is received by vendor.
30. The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
31. The Bidder shall not divulge either his Bids or any other exclusive details of HPCL to any other party.
32. HPCL's decision on award of Contract shall be final and binding on all the Bidders.
33. HPCL can decide to extend, reschedule or cancel any Auction. If any changes are made by HPCL after the first posting and the Bidder continues to access the site after that time, it shall be presumed that the bidder has accepted the changes.
34. HPCL shall not be responsible for any damages, including damages that result from, but are not limited to negligence. HPCL will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.



## Reverse Auction Procedure

1. In case HPCL decides to conduct Reverse Auction, the qualified bidders would be communicated on the same thru E-mails about the date and time of the Reverse Auction event. The Reverse auction event shall be conducted in the HPCL e-tender portal under link "Reverse auction".
2. Reverse Auction shall be available to Bidder only after two factor authentication. Initially vendor will login to the site [etender.hpcl.co.in](http://etender.hpcl.co.in) with his Login Id and password. Thereafter they shall click on the "Reverse auction" link in the portal to view/participate in ongoing/upcoming reverse auctions.
3. Brief procedure to participate in RA:
  - I. Bidders may click on "Reverse Auction document", and download the same to their local PC.
  - II. The downloaded document shall be digitally signed and uploaded after the RA event becomes active". The signed document may be kept ready for upload beforehand.
  - III. Click on the Check box followed by "Participate in Reverse auction".
3. HPCL will display Start Bid price i.e., **Bench Mark** price which shall be the **lower** of the {price bids submitted by the bidders on the e-procurement portal i.e. 'Bids opened for RA event' **or** HPCL's in-house estimate}, which shall be visible to all the vendors at the start of the Reverse Auction.
4. Identity of bidders never gets disclosed to anyone, during reverse auction process
5. HPCL shall specify the minimum amount/percentage by which the bidders can reduce their bids at a time on the Reverse Auction Portal. This amount is referred as the 'bid decrement factor' and shall be specified by HPCL.
6. Bidders shall start bidding from this Bench Mark Price. The bidder can bid lower than the prevailing Lowest Bid at any time during the event by one decrement or multiples of the Bid decrement.
7. In case the "SUBMIT QUOTE" button is not enabled after a few seconds of clicking, vendors are urged to **Re-Login** to the page for viewing the latest **leading bid** and submit fresh quotes. *The process takes less than a few seconds.*



8. The bidder shall be able to view the following values on his screen along with the other necessary fields in the Reverse Auction:

- Item-wise Leading Bid in the Auction (Delivered Cost)
- Bid Placed by bidder (Delivered Cost)
- Bid value contemplated by bidder before submission(Delivered Cost)

34.8.1. Bidder can reduce his bid repeatedly during the auction period

9. Bidders shall be provided information on item wise pro-rated reduction in the rates, for guidance.

10. The **confirmed bid** submitted by vendor during the RA process shall always reflect in the “**Previous Bid**” field only (red font). The field “**Current bid**” shall display the contemplated bid value and “**Leading Bid**” shall show the current lowest bid value as submitted by any of the vendors.

11. The Closing Price(s) offered by the bidders at the conclusion of the Reverse Auction shall be valid for a minimum period of 30 days or as mentioned in tender, from the date of conclusion of the Reverse Auction.

12. After the Reverse auction is over successfully and closed by purchase officer, vendor can witness the lowest rate submitted by other vendors in “Witness bid opening” link.

13. In case of Item-wise evaluation tenders, any or all items may undergo Reverse Auction separately at the discretion of HPCL.

14. In case of Schedule-wise evaluation tenders, any or all schedules may undergo Reverse Auction separately at the discretion of HPCL.

15. In case of **SOR type tenders**, where vendor has quoted a single percentage plus or minus against the offered rate, the decrement shall be applicable on the **bench mark value on base of 100** (i.e. it could be 107 in case of plus 7% or 94 in case of minus 6 percent). This value shall be delivered cost i.e. inclusive of taxes and loading factor.

16. HPCL reserves right to conduct single reverse auction for multiple items with separate decrement option.

17. Vendor shall have option to participate in multiple reverse auction if it is scheduled at the same time.





18. Successful vendor shall be required to submit the final prices digitally signed and uploaded as token of acceptance without any new condition other than those already agreed to before start of auction.
19. Vendors may seek telephonic guidance before or during the Reverse auction process from Helpdesk support, between **8.00 AM to 8.00 PM** on any working day, except Sundays and Public holiday.
20. The **Helpdesk Phone No** is prominently displayed in the Home page of Eproc Vendor portal - <http://etender.hpcl.co.in/eProc/VendorLoginInput.action>

## **E-Reverse Auction procedure for POL Transporters Tender**

In case the **Reverse auction** is carried out for **POL transport tender**, the following procedure, terms and conditions shall apply over and above the other RA terms and condition. *In case of any contradiction between the “RA procedure for POL transport tender” and “RA terms and condition or procedure” the provisions of “**RA procedure for POL transport tender**” shall supersede the latter.*

- I. The Tender for POL transport shall be floated with two covers Technical Bid and Priced Bid.
- II. Bidders will have option to upload their complete truck details in Excel format (converted to pdf) during bid submission.
- III. There will be system based validation to ensure that bidders quote their rate for each sector only within the specified priced band.
- IV. At techno-commercial evaluation stage, user department will be able to accept or reject trucks based on tender criteria. There will be feature to reject bidders also based on tender criteria.
- V. Post completion of Techno-commercial evaluation, there will be option to
  - a. Open Priced bid and generate Recap, followed by 2nd layer Recap for Truck ranking.
  - OR
  - b. Configure Schedule wise Reverse Auction (Separate RA for 12KL and 18KL capacity)
- VI. RA shall commence with benchmark price which is **lower** of the two - {Estimated rate or L1 rate}. RA decrement shall start from previous bid of bidder.
- VII. In the proposed RA process, bidder will get to see his quoted rate for each of the line items for a schedule, with option to reduce rate in any of the line items individually or all.
- VIII. Line item wise **Leading Bid**(rate) will be displayed dynamically on the Screen.
- IX. Bidders will **not** be allowed to quote below the **Lower Price band** for each line item, configured in the tender.
- X. Subject to IX above, Bidder will be allowed to bid **lower** than the **leading bid** for each line item of the Schedule and his bid will then become **leading bid** for that line item.





- XI. Additionally, bidder will also get option to submit his bid **lower** than his **Previous bid** for each line item, even if it is **not lower than the leading bid value**.
- XII. RA shall be configured for a period of one hour and may get extended by 5 minutes in case any bid **lower** than prevailing **lowest bid** for any line item is received in the last 5 minutes.
- XIII. In case, one of the bidders have already quoted at the lowest of the band for all line items within the first 55 minutes of the RA event, there will be **no extension of RA**, even if bids are submitted in the last 5 minutes of RA event. However, the RA will be open for full one hour for other bidders to quote lower than their previous bid, in order to improve their rank.
- XIV. Bidders will be allowed to **match line item wise lowest of the band**, even if one of the bidders have previously quoted at the lowest of the band for the line item.
- XV. At the end of Reverse auction, there shall be option to close RA event. In such case, system generated **recap** can be obtained providing the ranking of all bidders.
- XVI. In case, there is no participation from any of the bidders during RA process, there shall be option to cancel the RA event and go for opening of Priced bids followed by System generated Recap.
- XVII. There shall be feature to postpone or extend the RA, based on user requirement or in case of exigency.
- XVIII. The "Set of L1" shall be identified from the **system recap** based on the **net outgo** to the Corporation and the total number of tank trucks required as per the tender.
- XIX. In case the total No of trucks required are lesser than No of trucks offered by Set of L1, the truck sub ranking clause shall be utilized to limit induction of trucks up to tender requirement.
- XX. Post identification of Set of L1 bidders, either of the following process to be carried out with these selected bidders
  - a. Offline **Counter offer** to these bidders to match lowest rate or reduce from their quoted rate.
  - b. **Counter offer** through Online platform, to selected bidders, to match lowest rate or reduce from their quoted rate



Line Details Of Tender							
Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
Overall line item				Mandatory: Yes			
1	DSGN &SPLY OF SOLAR GRID SYST	10138-MDPL - PALANPUR P&R STN	Set	4	998732	24AAACH1118B1ZI	Yes
DESCRIPTION => DESIGN, MANUFACTURE, SUPPLY INCLUDING TRANSPORTATION, LOADING, UNLOADING, STORAGE AND HANDLING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM WITH CAPACITY AS PER DETAILED TECHNICAL SPECIFICATIONS.							
2	INSTLN&COMMNGSOLAR GRID SYST	10138-MDPL - PALANPUR P&R STN	Set	4	998739	24AAACH1118B1ZI	Yes
DESCRIPTION => INSTALLATION AND COMMISSIONING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM AS PER DETAILED TECHNICAL SPECIFICATIONS.							
3	DSGN &SPLY OF SOLAR GRID SYST	10136-MDPL - SANTALPUR PUMP STN	Set	4	998732	24AAACH1118B1ZI	Yes
DESCRIPTION => DESIGN, MANUFACTURE, SUPPLY INCLUDING TRANSPORTATION, LOADING, UNLOADING, STORAGE AND HANDLING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM WITH CAPACITY AS PER DETAILED TECHNICAL SPECIFICATIONS.							
4	INSTLN&COMMNGSOLAR GRID SYST	10136-MDPL - SANTALPUR PUMP STN	Set	4	998739	24AAACH1118B1ZI	Yes
DESCRIPTION => INSTALLATION AND COMMISSIONING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM AS PER DETAILED TECHNICAL SPECIFICATIONS.							
5	INVERTER SPARE	10138-MDPL - PALANPUR P&R STN	Each	1		24AAACH1118B1ZI	Yes
DESCRIPTION => INVERTER							

**Tender No. : 21000080-HB-10120**



Tender Published On : 21-May-2021 13:01

commercial part 1				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Commercial Part 1	commercial part1.pdf	-	No



# **HINDUSTAN PETROLEUM CORPORATION LIMITED**

**TENDER NO – 21000080-HB-10120**

**BIDDING DOCUMENT**

**FOR**

**SOLAR POWER SYSTEM SV STATION**

**Floated by:**

**HPCL, Pipelines HQO, Hindustan Bhawan HB-I  
8, Shoorji Vallabhdas Marg  
Ballard Estate, Mumbai-400001**

**(Eproc helpdesk at: 022- 41146666 & email id [eprochelpdesk@mail.hpcl.co.in](mailto:eprochelpdesk@mail.hpcl.co.in). on any day  
between 08.00 AM to 8.00PM except on Sundays/Public Holidays.)**

**MASTER INDEX (TABLE OF CONTENTS)**

<b>S. NO.</b>	<b>DESCRIPTION</b>
<b>1.</b>	REQUEST FOR QUOTATION
<b>2.</b>	e-TENDERING METHODOLOGY
<b>3.</b>	INSTRUCTIONS TO BIDDERS
<b>4.</b>	SPECIAL CONDITIONS OF CONTRACT AND ITS ANNEXURES
<b>5.</b>	GENERAL TERMS & CONDITIONS WORKS (GTC WORKS)
<b>6.</b>	CPBG/SD FORMATS
<b>7.</b>	TECHNICAL DOCUMENTS
<b>8.</b>	PROFORMAS AND ANNEXURES (ONLINE FORMAT)
<b>9.</b>	AGREED TERMS & CONDITIONS (ONLINE FORMAT)

# REQUEST FOR QUOTATION (RFQ)

## LIMITED- DOMESTIC BIDDING

**BID DOCUMENT NO. 21000080-HB-10120**

HPCL Mumbai invites sealed bids under two bid system from Indian Contractors for  
SOLAR POWER SYSTEM SV STATION

### **BRIEF DETAILS OF BID DOCUMENT:**

i.	Type of Tender	<b>LIMITED</b>
ii.	E-Tender no. (to be referred in all future correspondence)	<b>21000080-HB-10120</b>
iii.	Bid Due Date	As mentioned online under e-proc website
iv.	Online Unpriced Bid Opening	As mentioned online under e-proc website
v.	Pre-bid Meeting	NOT APPLICABLE
vi.	Online Price Bid Opening	Date & time shall be intimated to techno-commercially accepted bidders only at a later stage before price bid opening.
vii.	Basis of Evaluation	<b>Overall L1 on delivered cost basis</b>
viii.	Bid Security/EMD	<b>NOT APPLICABLE</b>
ix.	Bid Validity	90 days; for details refer clause no. 17 of ITB
x.	Completion Schedule / Delivery Schedule	Refer Annexure-I of SCC.
xi.	Integrity pact	<b>NOT APPLICABLE</b>
xii.	Request for extension of bid due date	Please refer clause no. 13 of Chapter ETI
xiii.	Purchase preference to Micro & Small Enterprise bidders	NOT APPLICABLE
xiv.	Purchase Preference Linked with Local Content	Tender being works contract and job being local, all bidders are eligible for PPLC. Hence, the same shall not be extended to any bidder.

**Note: If the particular day is happened to be a declared holiday in HPCL, Mumbai, and the next working day shall be considered**

2. Void

3. Online encrypted Bids are requested on behalf of M/s Hindustan Petroleum Corporation Ltd. (HPCL) under limited bidding basis for the subject item in complete accordance with RFQ Documents.

4. Bidders can download the complete enquiry document from HPCL Tender portal <https://etender.hpcl.co.in> or HPCL's website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com). All amendments, time extension, clarifications etc. will be uploaded in these websites only. Bidders should regularly visit the above website to keep themselves updated.

5. In case bidder is not interested to participate in the bidding process, bidder shall submit Regret with reason on HPCL Tender portal

6. Bidders are required to upload/submit the bid along with all supporting documents including priced part only on the e-tendering website (<https://etender.hpcl.co.in>), on or before the due date and time for submission of bid.

#### **7. BID SECURITY / EARNEST MONEY DEPOSIT (EMD) (NOT APPLICABLE)**

Bid Security / EMD shall be submitted as per relevant provision of Instructions to Bidders (ITB) for amount as mentioned in E proc.

#### **8. GENERAL**

8.1 Bidding Document is non-transferable.

8.2 HPCL reserves the right to reject any or all the bids received and to annul the bidding process at its discretion without assigning any reason whatsoever.

8.3 HPCL reserves the right to carry out capacity & capability assessment of the bidder using in – house information and past performance.

8.4 Bidder(s) shall submit their bid for the items as per capability registered with HPCL

8.5 HPCL shall not be responsible for any costs or expenses incurred by Bidder in connection with the preparation or delivery of Bids, site-visit and other expenses incurred during bidding process, regardless of the outcome of the bidding process.

8.6 In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such bidder will also be debarred from bidding in future.

8.7 Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

8.8 Unsolicited clarifications to the offer and / or change in the prices during the validity period would render the bid liable for rejection.



8.9 Bidder shall not be under liquidation, court receivership or similar proceeding.

8.10 HPCL will follow purchase preference policy as per prevailing guidelines of Govt. of India.

8.11 For any support related to operation of the portal please send mail to [eprochelpdesk@mail.hpcl.co.in](mailto:eprochelpdesk@mail.hpcl.co.in) OR please call us at 022-41146666. The helpdesk support is available 6 days a week from 8AM to 8 PM (except public holidays).

8.12 For the urgent support related to this specific tender (terms and conditions), please call at 022-22637186 from 9:00 am to 5 pm (Monday to Friday).

## **E-TENDER INSTRUCTIONS**

1. **This is only an e-Tender Enquiry and not an order.** HPCL reserves the right to cancel it at any stage without assigning a reason.
2. **VOID.**
3. The tender should be submitted online at website **<https://etender.hpcl.co.in>** only, by the due date and time, as specified in the tender. Late / delayed tenders submitted online after the due date and time, for whatsoever reasons will not be considered. The Server Date & Time as appearing on the HPCL website (<https://etender.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.
4. All communication regarding the tender including queries, if any, and submission of offers shall be done online within the e-Procurement system at website **<https://etender.hpcl.co.in>**
5. **Two Bid System** Bidders are required to submit offer in two parts, namely "Unpriced (Technical Bid)" & "Priced (Priced Bid)". The Bidder may modify or withdraw his online bid after the bid's submission online *but* prior to the bid due date & time.
6. Bidders shall be required to arrange all resources, including Digital Certificate and Internet Connections at their own cost, for participating in online tenders at HPCL e-Procurement site **<https://etender.hpcl.co.in>**. **For submitting online response, Digital Certificate / Signatures (Class III B) shall be mandatory.** In case, you are logging in for the first time, please ensure to upload your Digital certificate. The process for same is listed in the Help link after logging in.
7. **PLEASE LOGIN WITH YOUR EIGHT DIGIT JDE (HPCL) VENDOR CODE AND CORRESPONDING BILL TRACKING SYSTEM (BTS) PASSWORD TO BID FOR THE TENDER.** Alternatively for public tenders, vendor can create temporary login on his own. In case of any difficulty in logging or in case you do not have the BTS password, please contact (E proc helpdesk at: 022-41146666 on any day between 8.00AM to 8.00PM except on Sundays /Public holidays.) Please refer to help link after logging in, in case you are new to e-Tender.
8. HPCL shall not be responsible for any delays reasons whatsoever in receiving as well as submitting offers, including connectivity issues. HPCL shall not be responsible for any postal or other delays in submitting EMD / tender cost wherever applicable.
9. HPCL will not be responsible for the cost incurred in preparation and submission of bids including the cost of digital certificate, regardless of the conduct or outcome of the bidding process.
10. **Bidders are requested to quote unit rates (per unit quantity) in the on-line price bid only.**

11. Please do not quote / mention rates anywhere else in the tender other than online price bid. In case bidders quote rates at any other place (other than online price bid), **THE OFFER OF PARTY SHALL BE REJECTED.**
12. Bidders should only quote unit basic rate in the online priced bid format. However, all taxes and duties as applicable for the tender shall be quoted in the tax section online by the bidders. In case bidders do not quote any tax component/charges or mention the same as "0", in online Tax sheet/section, it will be considered that all the taxes/charges are included in rates quoted by the bidder and the same shall be binding to the bidder.
13. Request for extension of tender submission due date, if any, shall be considered at the sole discretion of HPCL however, request for extension received within **two (2)** days for limited tenders / **three (3)** days for public tender of tender submission due date /time **shall not be considered.**
14. The HPCL may, at its discretion, on giving reasonable notice online, extend the bid due date, in which case all rights and obligations of the HPCL and the Bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.
15. **Please note that queries related to scope of job, tender specifications, terms & conditions etc should be submitted online only (by logging in at <https://etender.hpcl.co.in>) by the query end date / time specified in the online tender. The reply of queries sent by bidders/ messages issued by HPCL pertaining to tender shall be available on tender message board. HPCL, at its sole discretion, may not entertain the queries sent by post / fax/ e-mail or through any other mode of communication.**
16. **BID CLARIFICATIONS/AMENDMENTS BY HPCL:** HPCL may issue clarifications / amendments in the form of online addendum / corrigendum and on Message Board at <https://etender.hpcl.co.in> during the bidding period and may also issue amendments subsequent to receiving the bids. Bidders shall consider the addendum/corrigendum/Messages on Message Board while quoting for the tender. Bidders shall examine the Bidding Document thoroughly and submit it to HPCL. Any apparent conflict, discrepancy or error can be enquired. HPCL shall issue appropriate clarifications or amendments, if required. Any failure by Bidder to comply with the aforesaid shall not excuse the Bidder from performing the Services in accordance with the contract if subsequently awarded.
17. In case any deviation sought by bidder is accepted by HPCL, HPCL reserves the right to suitably load the bidder for evaluation purpose only.
18. **DEVIATIONS TO TENDER TERMS:**
  - 1) Bidders are requested to accept tender terms/conditions in totality and should avoid deviations.

- 2) In case deviations to tender terms/conditions are unavoidable, the same should be mentioned in ONLINE DEVIATION SHEET. Deviations mentioned elsewhere shall not be considered by HPCL.
  - 3) In case, bidder is evaluated L1 bidder and has mentioned deviation to tender terms not in online deviation sheet, but elsewhere and is not withdrawing those deviations, HPCL may forfeit the EMD (IF APPLICABLE) of the bidder in such cases.
  - 4) **No new deviation will be received/ accepted from bidder after bid due date. In case bidder submits new deviation, his bid will be rejected. At the sole discretion of the HPCL bidder may be given opportunity to withdraw the deviation and in case the same is not withdrawn by the bidder, the offer of the bidder shall be rejected & EMD/ bid security (if applicable) submitted by the bidder shall be forfeited.**
- 
19. **Bidders must attempt to submit bids only in non-peak hours as there could be chances of packet droppings in peak hour. Further, bidders must be educated on efficient scanning techniques at lower dpi so that more no of pages can be scanned by them within lesser file size limits. Lower file size would also mean, easier submission of bid documents by the vendor.**

# **INSTRUCTIONS TO BIDDER**

## TABLE OF CONTENTS

A	GENERAL .....	
	1.0SCOPE OF BID .....	
	2.0ADHERENCE TO POLICY OF HPCL ON NON TOLERANCE OF CORRUPT / FRAUDULENT PRACTICES.....	
	3.0ELIGIBLE BIDDERS .....	
B	CONTENTS OF BIDDING DOCUMENT .....	
	4.0BIDDING DOCUMENT .....	
	5.0CLARIFICATION OF BIDDING DOCUMENT, PRE-BID MEETING & SITE VISIT .....	
	6.0AMENDMENT OF BIDDING DOCUMENT .....	
	7.0VOID .....	
C	PREPARATION OF BIDS .....	
	8.0COST OF BIDDING .....	
	9.0LANGUAGE OF BID .....	16
	10.0DOCUMENTS COMPRISING THE BID .....	
	11.0INTEGRITY PACT .....	
	12.0ALTERNATIVE BIDS .....	
	13.0BID PRICES AND DISCOUNTS.....	18
	14.0CURRENCIES OF BID AND PAYMENT .....	
	15.0DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF THE BIDDER .....	
	16.0VOID .....	
	17.0PERIOD OF VALIDITY OF BIDS.....	
	18.0BID SECURITY .....	
	19.0FORMAT AND SIGNING OF BID .....	
D	SUBMISSION AND OPENING OF BIDS.....	
	20.0SEALING AND MARKING OF BIDS .....	
	21.0DEADLINE FOR SUBMISSION OF BIDS .....	
	22.0LATE BIDS.....	
	23.0WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS .....	
	24.0BID OPENING .....	
E	EVALUATION AND COMPARISON OF BIDS.....	
	25.0CONFIDENTIALITY .....	
	26.0DEVIATIONS, RESERVATIONS, AND OMISSIONS.....	



	27.0	DETERMINATION OF RESPONSIVENESS.....
	28.0	CLARIFICATION OF BIDS .....
	29.0	EVALUATION OF TECHNO-COMMERCIAL BIDS.....
	30.0	PREFERENCE TO MICRO OR SMALL ENTERPRISES .....
	31.0	OPENING OF PRICE BID .....
	32.0	CORRECTION OF ARITHMETICAL ERRORS.....
	33.0	CONVERSION TO SINGLE CURRENCY .....
	34.0	EVALUATION AND COMPARISON OF PRICE BIDS .....
	35.0	HPCL'S RIGHT TO ACCEPT ANY BID, AND TO REJECT ANY OR ALL BIDS
F		AWARD OF CONTRACT .....
	36.0	AWARD CRITERIA.....
	37.0	NOTIFICATION OF AWARD .....
	38.0	VOID .....
	39.0	PERFORMANCE SECURITY.....