



Hindustan Petroleum Corporation Limited  
Corporate Identification Number L23201MH1952GOI008858

Basic Information Of Tender		
Title	Solar PV System Sv Stns-MHMBPL	
Description	Design, Fabrication, Manufacturing, Supply, Installation, Testing and Commissioning of 10KWp Solar PV Rooftop Power Plant each	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Schedule Wise	
Tender Due Date & Time	18-Jun-2021 15:00	
Reverse Auction Applicable	No	
Pre Bid Conference Start Date & Time		
Pre Bid Conference End Date & Time		
Queries Start Date & Time	31-May-2021 15:00	
Queries End Date & Time	12-Jun-2021 15:00	
Un Priced Bid Open Date & Time	18-Jun-2021 15:01	
Purchase Deptt.	PURCHASE DEPT-Pipeline Dept HB	
TF/EMD Drop Box Address	NA	
Tender Description	THIS SCHEDULEWISE TENDER IS BEING FLOATED AS DOMESTIC LIMITED TENDER, ANY REFERENCE TO THE BID QUALIFICATION CRITERIA OR DOCUMENTS REQUIRED FOR QUALIFICATION OR FOREIGN BIDDER OR CURRENCY CONVERSION ETC WHICH IS NOT RELEVANT TO THE DOMESTIC LIMITED TENDER, IS TO BE IGNORED. EMD IS NOT APPLICABLE FOR THIS TENDER, ANY REFERENCE TO THE EMD CLAUSE IS TO BE IGNORED.	
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 from 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.**



Line Details Of Tender							
Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
Schedule 1 SV 8 and SV 9				Manadatory: No			
1	Supply of 24 V 335Wp Solar PV	12796-MHMSLPL HASSAN IP STN	Each	62		29AAACH1118B1Z8	Yes
DESCRIPTION => TYPE:SOLAR PANEL; INPUT RATING:300 W; OUTPUT RATING:N/A; MANUFACTURER:WAAREE; ADDITIONAL INFORMATION:1000 V; OPEN CIRCUIT VOLTAGE RATING: 45 V, SHORT CIRCUIT CURRENT RATING: 8.89 A, MAXIMUM POWER VOLTAGE RATING: 36.5 V, MAXIMUM POWER CURRENT RATING: 8.22 A, MAXIMUM SYSTEM VOLTAGE RATING: 1000 V							
2	Supply & Installation of mount	12796-MHMSLPL HASSAN IP STN	Lump Sum	2	995461	29AAACH1118B1Z8	Yes
DESCRIPTION => MOUNTING OF SOLAR SYSTEM PANELS ON THE MOUNTING STRUCTURE INSTALLED WITH CIVIL FOUNDATION ON RCC ROOF.							
3	MPPT charge controllers for ex	12796-MHMSLPL HASSAN IP STN	Each	8		29AAACH1118B1Z8	Yes
DESCRIPTION => DETAIL SPECIFICATION AS GIVEN IN TENDER DOCUMENT							
4	Supply of Array Junction Boxes	12796-MHMSLPL HASSAN IP STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
5	Supply of Mounting Panel inclu	12796-MHMSLPL HASSAN IP STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
6	Supply of Earthing wires and	12796-MHMSLPL HASSAN IP STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
7	Supply of GI Strip (25 x 6) in	12796-MHMSLPL HASSAN IP STN	Meters	200		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND LAYING 25 MM X 5 MM G.I STRIP AT 0.50 METRE BELOW GROUND AS STRIP EARTH ELECTRODE, INCLUDING CONNECTION/ TERMINATING WITH G.I. NUT, BOLT, SPRING, WASHER ETC. AS REQUIRED. (JOINTING SHALL BE DONE BY OVERLAPPING AND WITH 2 SETS OF G.I. NUT BOLT & SPRING WASHER SPACED AT 50MM)							
8	Supply of lightning arrester i	12796-MHMSLPL HASSAN IP STN	Each	2		29AAACH1118B1Z8	Yes
DESCRIPTION => DETAIL SPECIFICATION AS GIVEN IN TENDER DOCUMENT							
9	Installation, Testing, Commiss	12796-MHMSLPL HASSAN IP STN	Each	2		29AAACH1118B1Z8	Yes
DESCRIPTION => ERECTION, INSTALLATION & COMMISSIONING OF AC ROOF TOP SOLAR PV PLANT AS PER THE TENDER TERMS AND CONDITIONS.							
Schedule 2 SV 15 and SV 17				Manadatory: No			
1	Supply of 24 V 335Wp Solar PV	12793-MHMSLPL MYSORE RECEIVING STN	Each	62		29AAACH1118B1Z8	Yes
DESCRIPTION => TYPE:SOLAR PANEL; INPUT RATING:300 W; OUTPUT RATING:N/A; MANUFACTURER:WAAREE; ADDITIONAL INFORMATION:1000 V; OPEN CIRCUIT VOLTAGE RATING: 45 V, SHORT CIRCUIT CURRENT RATING: 8.89 A, MAXIMUM POWER VOLTAGE RATING: 36.5 V, MAXIMUM POWER CURRENT RATING: 8.22 A, MAXIMUM SYSTEM VOLTAGE RATING: 1000 V							
2	Supply & Installation of mount	12793-MHMSLPL MYSORE RECEIVING STN	Lump Sum	2	995461	29AAACH1118B1Z8	Yes
DESCRIPTION => MOUNTING OF SOLAR SYSTEM PANELS ON THE MOUNTING STRUCTURE INSTALLED WITH CIVIL FOUNDATION ON RCC ROOF.							
3	MPPT charge controllers for ex	12793-MHMSLPL MYSORE RECEIVING STN	Each	8		29AAACH1118B1Z8	Yes
DESCRIPTION => DETAIL SPECIFICATION AS GIVEN IN TENDER DOCUMENT							
4	Supply of Array Junction Boxes	12793-MHMSLPL MYSORE RECEIVING STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
5	Supply of Mounting Panel inclu	12793-MHMSLPL MYSORE RECEIVING STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
6	Supply of Earthing wires and	12793-MHMSLPL MYSORE RECEIVING STN	Lump Sum	2		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND INSTALLATION OF 10 KW OFF-GRID SOLAR SYSTEM.							
7	Supply of GI Strip (25 x 6) in	12793-MHMSLPL MYSORE RECEIVING STN	Meters	200		29AAACH1118B1Z8	Yes
DESCRIPTION => SUPPLY AND LAYING 25 MM X 5 MM G.I STRIP AT 0.50 METRE BELOW GROUND AS STRIP EARTH ELECTRODE, INCLUDING CONNECTION/ TERMINATING WITH G.I. NUT, BOLT, SPRING, WASHER ETC. AS REQUIRED. (JOINTING SHALL BE DONE BY OVERLAPPING AND WITH 2 SETS OF G.I. NUT BOLT & SPRING WASHER SPACED AT 50MM)							
8	Supply of lightning arrester i	12793-MHMSLPL MYSORE RECEIVING STN	Each	2		29AAACH1118B1Z8	Yes
DESCRIPTION => DETAIL SPECIFICATION AS GIVEN IN TENDER DOCUMENT							
9	Installation, Testing, Commiss	12793-MHMSLPL MYSORE RECEIVING STN	Each	2		29AAACH1118B1Z8	Yes
DESCRIPTION => ERECTION, INSTALLATION & COMMISSIONING OF AC ROOF TOP SOLAR PV PLANT AS PER THE TENDER TERMS AND CONDITIONS.							

**Commercial Documents**

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Commercial Part-1	common part1 works.pdf	-	No
2	Commercial Part 2	Commercial part2.pdf	-	No
3	TCS	TCS.pdf	-	No
4	Border sharing Clause	BORDER SHARING CLAUSE.pdf	-	No
5	Add Payment Terms	Additional Payment Terms.pdf	-	No
6	Declaration for EMD	Decleration Instead of EMD.pdf	-	No
7	PPLC	PPLC.pdf	-	No
8	Performance Security	Notificaiton_reg Performance Security.pdf	-	No



**HINDUSTAN PETROLEUM  
CORPORATION LIMITED  
PROCUREMENT DEPARTMENT  
PIPELINES SBU**

**(TENDER NO – 21000097-HB-10120)**

**BIDDING DOCUMENT**

**FOR**

Design, Fabrication, Manufacturing, Supply, Installation, Testing &  
Commissioning of 4 Nos. 10KWp Solar PV Rooftop Power Plant at MHMBPL

**Prepared by:**

**Pipelines Department  
Hindustan Petroleum Corporation Ltd  
8, Shoorji Vallabhdas Marg,  
Ballard Estate, Fort  
Mumbai- 400001**

**Working Hours: 9.30 AM TO 17.00 HRS**

**(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>	MASTER INDEX (TABLE OF CONTENTS)
<b>2.</b>	REQUEST FOR QUOTATION
<b>3.</b>	e-TENDERING METHODOLOGY
<b>4.</b>	INSTRUCTIONS TO BIDDERS
<b>5.</b>	PPLC POLICY ALONGWITH MODIFICATIONS
<b>6.</b>	METHODOLOGY FOR PURCHASE PREFERENCE LINKED WITH LOCAL CONTENT
<b>7.</b>	SPECIAL CONDITIONS OF CONTRACT AND ITS ANNEXURES
<b>8.</b>	GENERAL TERMS & CONDITIONS WORKS (GTC WORKS)
<b>9.</b>	CPBG/SD FORMATS
<b>10.</b>	TECHNICAL DOCUMENTS
<b>11.</b>	PROFORMAS AND ANNEXURES (ONLINE FORMAT)
<b>12.</b>	AGREED TERMS & CONDITIONS (ONLINE FORMAT)

# REQUEST FOR QUOTATION (RFQ)

## LIMITED- DOMESTIC BIDDING

**BID DOCUMENT NO. 21000097-HB-10120**

HPCL Mumbai invites sealed bids under two bid system from Indian Contractors for **Design, Fabrication, Manufacturing, Supply, Installation, Testing & Commissioning of 4 Nos. 10KWp Solar PV Rooftop Power Plant at MHMBPL.**

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

i.	Type of Tender	<b>LIMITED</b>
ii.	E-Tender no. (to be referred in all future correspondence)	<b>21000097-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>Schedule 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 STC of tender documents.
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 Tender quantities are not splittable.
xiv.	Purchase Preference Linked with Local Content	Bidder to submit the following in un-priced bid: An undertaking from the authorized signatory of bidder having the power of Attorney stating the bidder meets the mandatory minimum LC requirement as per format provided in the tender  Tender quantities are not splittable.

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

2. Void

3. Online encrypted Bids are requested on behalf of M/s Hindustan Petroleum Corporation Ltd. (HPCL), Mumbai 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 **Kumar Mayur Sinha (Mobile: +91-9955865512, Email [kumarmsinha@hpcl.in](mailto:kumarmsinha@hpcl.in))** from 9:30 am to 5 pm (Monday to Friday).



# **INSTRUCTIONS TO BIDDER**

## TABLE OF CONTENTS

A	GENERAL .....	
1.0	SCOPE OF BID.....	
2.0	ADHERENCE TO POLICY OF HPCL ON NON TOLERANCE OF CORRUPT / FRAUDULENT PRACTICES .....	
3.0	ELIGIBLE BIDDERS.....	
B	CONTENTS OF BIDDING DOCUMENT .....	
4.0	BIDDING DOCUMENT .....	
5.0	CLARIFICATION OF BIDDING DOCUMENT, PRE-BID MEETING & SITE VISIT .....	
6.0	AMENDMENT OF BIDDING DOCUMENT .....	
7.0	VOID.....	
C	PREPARATION OF BIDS .....	
8.0	COST OF BIDDING.....	
9.0	LANGUAGE OF BID .....	12
10.0	DOCUMENTS COMPRISING THE BID .....	
11.0	INTEGRITY PACT .....	
12.0	ALTERNATIVE BIDS .....	
13.0	BID PRICES AND DISCOUNTS .....	14
14.0	CURRENCIES OF BID AND PAYMENT .....	
15.0	DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF THE BIDDER .....	
16.0	VOID.....	
17.0	PERIOD OF VALIDITY OF BIDS .....	
18.0	BID SECURITY .....	
19.0	FORMAT AND SIGNING OF BID .....	
D	SUBMISSION AND OPENING OF BIDS .....	
20.0	SEALING AND MARKING OF BIDS.....	
21.0	DEADLINE FOR SUBMISSION OF BIDS .....	
22.0	LATE BIDS .....	
23.0	WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF BIDS .....	
24.0	BID OPENING .....	
E	EVALUATION AND COMPARISON OF BIDS .....	
25.0	CONFIDENTIALITY .....	
26.0	DEVIATIONS, 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 .....	



## **A GENERAL**

### **1.0 SCOPE OF BID**

1.1 In connection with the Invitation for Bids/ Letter Inviting Bid, Hindustan Petroleum Corporation Ltd. (HPCL) invites e-Bid(s), under single stage two bid system, for the entire scope covered under the Bidding Document (hereinafter for the purpose of these instructions collectively referred to as the "WORKS" as specified in Bid Data Sheet (BDS))

### **2.0 ADHERENCE TO POLICY OF HPCL ON NON TOLERANCE OF CORRUPT / FRAUDULENT PRACTICES**

2.1 HPCL has a strict policy of zero tolerance on corrupt and fraudulent practices as laid down vide Cl. No. 16.0 ; Part A of SCC. Bidders to ensure compliance in this regard.

### **3.0 ELIGIBLE BIDDERS**

3.1 A bidder may be a firm or a company or an entity, who, have been issued the Bidding Document on Limited Competitive Basis or/and intends to submit Bid, in response to Invitation for Bids (IFB) on Open Competitive basis.

3.2 In case bidder is on the holiday list/Banned/Blacklisted/Delisted by any Government or quasi Government agency or PSU, his offer may be rejected at the sole discretion of Owner.

Notwithstanding the above, if a Bidder who is on Holiday /Suspension / Banning list of HPCL on due date of submission of bid / during the process of evaluation of the bids, the offers of such bidders shall not be considered for bid opening/evaluation/award. Further, in case of a consortium, if any of the member(s) of consortium is on Holiday /Suspension / Banning list of HPCL on due date of submission of bid / during the process of evaluation of the bids, the offers of such consortium shall not be considered for bid opening/evaluation/Award.

3.3 In case of limited competitive bidding, the bidding is open only to the bidders to whom Bidding Document has been issued.

3.4 Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit self-certificate in this regard.

## **B CONTENTS OF BIDDING DOCUMENT**

### **4.0 BIDDING DOCUMENT**

4.1 The Bidding Document shall in general consist of the following and should be read in conjunction with any amendment issued in accordance with ITB clause 6.0.

- **Notice Inviting Tender/Request for Quotation**
- **Instructions to Bidders and its attachments.**
- **Bid Data Sheet**
- **Bidding Forms**
- **General Terms & Conditions of Work Contract (GTC-Works) and its Annexures.**
- **Special Conditions of Contract (SCC) and its Annexure.**
- **Schedule of Rates (SOR)/ Schedule of Prices (SOP).**
- **Technical Specifications / Standards.**
- **Drawings, if any**

4.2 Although all the details presented in this Bidding Document have been compiled with reasonable care, the bidder is expected to examine the Bidding Document, including all instructions, forms, terms, specifications and drawings in the Bidding Document and it includes all the documents as per Table of Contents. In case of any ambiguity or incompleteness, the bidder must bring it to the attention of HPCL immediately and prior to submission of Bid.

4.3 Bidding document once issued in case of limited competitive bidding is non-transferable. However, in case of Open Competitive Bidding, since the Bidding Document is available for free downloading on the e-tendering portal, any bidder may submit the Bid and the same shall be evaluated in line with the provisions of the Bidding Document.

## **5.0 CLARIFICATION OF BIDDING DOCUMENT, PRE-BID MEETING& SITE VISIT**

5.1 Bidder's authorized representative(s) shall attend the pre bid meeting on the prescribed day at the given venue specified in NIT/RFQ. During the pre bid meeting, all the technical and commercial issues shall be discussed and concluded to ensure that the bid received subsequent to pre bid meeting shall be without any deviations to terms and conditions. Hence, bidders shall treat the pre bid meeting as utmost important and depute competent & senior person capable of taking on the spot decision to sort out all the technical and commercial issues.

**However, in case any bidder does not attend the pre bid meeting, it shall be understood that the bidder has a clear understanding of the scope, terms & conditions of the bidding document and does not have any comments/ deviations to the requirements of the bidding document.**

5.2 In order to ensure fruitful discussions during pre-bid meeting, the bidder is requested to submit any queries/clarification/information pertaining to Bidding Document on HPCL e-Tender website before the cut-off date as specified in Bid Data Sheet (BDS). These queries shall be replied during pre-bid meeting or subsequent to pre-bid meeting. Reply to Pre-Bid Queries shall be hosted on HPCL Tender website.

5.3 The bidders are required to participate in the pre-bid meeting after going through the entire bidding document. Bidder shall come with all technical and commercial points on which they need clarifications. No discussion on Bidder Qualification Criteria (BQC) shall be entertained in pre bid meeting

- 5.4 Replies to the pre-bid queries will be uploaded in HPCL websites <https://etender.hpcl.co.in> and HPCL's website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) as expeditiously as possible. After pre-bid meeting, no further queries will be entertained from the bidders.
- 5.5 Any modification of the Bidding Document, which may become necessary as a result of the pre-bid discussion, shall be intimated to all bidders through the issue of an Addendum/Amendment/ clarification/message on tender message board at our e proc website <https://etender.hpcl.co.in>.
- 5.6 Void
- 5.7 Void
- 5.8 Bidder is advised to visit and examine the Project Site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for execution of the Works. All costs towards the same including the cost of visiting the site shall be at the bidder's own expense.
- 5.9 Bidder and its personnel will relieve and indemnify HPCL and its personnel from and against all liability in respect of Site Visit, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

## **6.0 AMENDMENT OF BIDDING DOCUMENT**

- 6.1 At any time prior to the deadline for submission of bids, HPCL may, for any reason whether at his own initiative or in response to the clarification requested by the prospective bidder(s), issue amendment in the form of Amendment/ Addendum/ clarification/message on tender message board at our e-tender portal <https://etender.hpcl.co.in>.
- 6.2 Any addendum issued shall be part of the Bidding Documents and shall be uploaded on HPCL websites <https://etender.hpcl.co.in> and HPCL's website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) .
- 6.3 To give bidders reasonable time in which to take an addendum into account in preparing their bids, HPCL may extend the deadline for the submission of bids, pursuant to Clause 21.3 of ITB.
- 6.4 HPCL may also for any reason issue amendment subsequent to receiving the bids. Any amendment thus issued shall become part of Bidding Document. Bidder shall follow the instructions issued along with Amendment with regard to submission of impact on quoted price / revised price, if any.

## **7.0 VOID**

## **C PREPARATION OF BIDS**

## **8.0 COST OF BIDDING**

- 8.1 Bidder shall bear all costs associated with the preparation and submission of its Bid, and HPCL shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **9.0 LANGUAGE OF BID**

- 9.1 The Bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and HPCL, shall be in the English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

- 9.2 In the event of submission of any document/ certificate by the bidder in a language other than English or Hindi, the bidder shall get the same translated into English and submit the same after getting the translation duly authenticated by Indian Embassy of bidder's country. Alternately, bidder can get the translated documents attested through local chamber of commerce and industry in bidder's home country.

## **10.0 DOCUMENTS COMPRISING THE BID**

Bid shall be submitted in two parts i.e. un priced bid and price bid .Bidders shall be required to submit the complete bid online. However the physical document (mentioned under clause 10.1.a) shall be submitted in original in the tender box by the tender due date/extended due date and time.

### **10.1 PART - I -TECHNO-COMMERCIAL/ UNPRICED BID**

#### **a) Physical Documents:**

- Bid Security/ EMD (in original)
- Power of Attorney of bidder's representative digitally signing the bid document.

Physical documents to be submitted in the tender box provided at following address on or before Bid due date and time".

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**Tender Box (near Mail Section at Ground Floor)**  
**Pipelines Department,**  
**Hindustan Bhavan, 8, Shoorji Vallabhdas Marg,**  
**Ballard Estate, Mumbai – 400001**

The sealed envelope containing above documents shall be super scribed with Tender no, due date and name of the Job.

In e-tenders, a scanned copy of Bid Security/EMD or MSE Certificate seeking exemption shall also to be uploaded with the offer at e-portal <https://etender.hpcl.co.in>

- b) Documentary evidence establishing Bidder's claim for meeting Bidder Qualification Criteria as stipulated in the Bid Document. Owner reserve the right to call the bidder

during evaluation along with originals for verification of the documents submitted by the bidder in his bid. OWNER also reserve the right to get the documents (purchase orders, completion certificates and other documents submitted by the bidder) verified/ confirmed by the issuing authority of these documents.

- c) Documents shall be submitted duly certified by Statutory Auditor of the bidder or a practicing Chartered Accountant (not being an employee/Director and not having any interest in the bidder's company) where audited accounts are not mandatory as per law.

or

Bidder shall submit documents duly notarized by any notary public in the bidder's country or certified true copies duly signed, dated and stamped by an official authorized for this purpose in Indian Embassy/High Commission in Bidder's country.

or

Bidder shall submit self-certified documents in original from any one out of CEO or CFO or Company Secretary of the bidder (Limited Company only). This option shall not be applicable to Proprietorship/Partnership firms.

Requirement of above certification shall not be applicable to published audited annual financial statements in English, if original booklets are submitted.

- d) *Duly notarized/ certified by Statutory Auditor / certified by CEO or CFO or Company Secretary as applicable* Bid Qualification documents submitted by bidders on HPCL e-proc / e-tender portal shall be deemed as authenticated. For verification of documents, HPCL shall call the bidder during unpriced bid evaluation along with originals for verification of the documents submitted by the bidder in his bid. HPCL also reserve the right to get the documents (purchase orders, completion certificates and other documents submitted by the bidder) verified/ confirmed by the issuing authority of these documents. In case bidder fails to get the documents verified (as mentioned above) within the time period / extended time period provided by HPCL, bidder's offer may be rejected.
- e) Power of Attorney in favour of person (s) digitally signing the bid that such person (s) is/are authorised to sign the bid on behalf of the bidder and any consequence resulting due to such signing shall be binding on the bidder;
- f) In case of bids submitted by a JV, if permitted in BDS, shall include a copy of the Joint Venture Agreement entered into by all members;
- g) Tender document including Corrigendum, if any, and subsequent correspondences duly stamped and signed on each page as a token of acceptance. Please note no hard copy of documents shall be taken in case of e-tender except the documents stated in the note at the end of this clause.
- h) All form and format dully filled in.
- i) Copies of Purchase Orders, respective completion certificate (mentioning commencement and completion date along with executed order value and nature of job), Financial Statement (Audited Balance Sheet including, Profit & Loss Account, Schedule and Independent Auditor Report) for last three preceding financial years.
- j) Taxes & Duties Statement – shall be same as filled in Price Schedule & should not be separately submitted by the bidder.
- k) Agreed Terms & Conditions duly filled-in online.



l) Integrity Pact

m) Any other document required in the BDS.

n) Any other information/details/documents/data required as per Bid Document.

NOTE: The documents sought under clause 10.1 a are to be received by OWNER by bid submission date & time in hard copy. However, scanned copies of documents under clause 10.1 a along with balance documents are to be uploaded at OWNER e-tender website.

10.2 PART-II (Priced Bid)

It shall consist of Price Bid only. It shall be uploaded on the e-portal <https://etender.hpcl.co.in> .

### **11.0 INTEGRITY PACT (Applicable/Not applicable)**

11.1 Bidder shall submit, the scanned copy of the Integrity Pact duly signed and stamped in token of compliance in **Part-I** of the Bid. Integrity Pact is required to be submitted for Bids of value Rs. 1 (One) crore and above. In case of deviation to this requirement, HPCL may provide the opportunity to Bidder for withdrawing their deviations. In case bidder fails to sign the Integrity Pact within the final cut off date & time specified by the HPCL, the bid shall be rejected. However, in the event the Integrity Pact is not applicable considering the value of Bid then a self declaration to this extent shall be submitted by the bidder in **Part-I** of the Bid. HPCL's Pre-signed Integrity Pact is provided in Bidding Forms.

### **DETAILS OF INDEPENDENT EXTERNAL MONITOR (IEM)**

- 1) Shri Arun Chandra Verma, IPS (Retd.)
- 2) Shri Jyoti Swaroop Pandey
- 3) Shri Kata Chandrahas

C/o The Company Secretary, HPCL, 6<sup>th</sup> Floor, Petroleum House, 17, Jamshedji Tata Road, Church gate, Mumbai 400020.

### **12.0 ALTERNATIVE BIDS**

12.1 A bidder (i.e., the bidding entity) shall, on no account submit more than one bid either directly (as a single bidder or as a member of consortium) or indirectly failing which all bids submitted by such bidder directly & indirectly, shall stand rejected and BID SECURITY shall be forfeited.

### **13.0 BID PRICES AND DISCOUNTS**

13.1 Bidders should only quote unit basic/item 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. Conditional rebate/discount, if offered, shall not be considered for evaluation.

- 13.2 Unless stated otherwise in the Bidding Document, the Contract shall be for the total works as described in Bidding Document, based on the Schedule of Rates/ Prices submitted by the bidder and accepted by HPCL.
- 13.3 Bidder shall quote for all the items of Schedule of Rates/Prices after careful analysis of cost involved for the performance of the complete item considering all parts of the Bidding Document. In case any activity is not specifically covered in description of item under `Schedule of Rates/Prices' but is required to complete the work as per Scope of Work, Scope of Supply, Specifications, Standards, Drawings, General Conditions of Contract, Special Condition of Contract or any other part of Bidding Document, the rates/ prices quoted shall be deemed to be inclusive of cost incurred for such activity.
- 13.4 Rates/ prices quoted by the bidder, shall remain firm, fixed and valid till the completion of the Works and will not be subject to variation on any account except as otherwise specifically provided in the Bidding Documents.
- 13.5 In case of “**SOR Rate Tenders**” (where tender line(s) is/are defined as pre-defined estimated lumpsum bottom-line Rate for entire scope of work) Bidder shall quote a single consolidated percentage increase / decrease in the estimated price and the same percentage shall be applicable uniformly to all the items of the Schedule of Rates (attached separately).
- 13.6 All duties, taxes, and other levies payable shall be as per Special Conditions of Contract.

#### **14.0 CURRENCIES OF BID AND PAYMENT**

- 14.1 Unless otherwise specified in BDS, bidder shall submit Bid in Indian Rupees only and payment shall be made in Indian Rupees only.

#### **15.0 DOCUMENTS ESTABLISHING THE QUALIFICATIONS OF THE BIDDER (APPLICABLE/NOT APPLICABLE)**

- 15.1 If specified in the Invitation for Bids (IFB), bidder(s) intending to participate shall fulfill the Qualification Criteria specified in the Invitation for Bid (IFB). The experience and financial details submitted by the bidders shall be evaluated with respect to the Qualification Criteria specified in the Invitation for Bid. Bidders are required to submit all such past experience(s) (PTR) meeting the BQC along with relevant supporting documents in the first instance itself, along with the bid. Accordingly, only such past experience(s) shall be considered for qualification, details of which are provided in the bid by the bidder and subsequently no additional past experience (PTR) shall be sought from the bidder.

In case, a Bidder does not meet the BQC based on experience documents submitted by bidder in support of meeting the BQC, bidders can be allowed to submit additional documents for any of the work out of the past experience(s) (PTR) list already submitted along with the bid, to support their meeting the BQC.

- 15.2 Bids of only those bidders who are found to qualify based on the Qualification Criteria specified in the Invitation for Bid shall be considered for detailed Techno-Commercial evaluation. Decision of HPCL in this regard shall be final and binding.