



Hindustan Petroleum Corporation Limited
Corporate Identification Number L23201MH1952GOI008858

Basic Information Of Tender		
Title	Installation/Comm/Supp- Solar	
Description	HPCL invites tender for Design Installation Commissioning and supply of 25 KW Solar roof panel at Proposed New Retail Outlet Gota	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Overall L1 for all items	
Tender Due Date & Time	25-Jun-2021 15:00	
Reverse Auction Applicable	No	
Pre Bid Conference Start Date & Time	21-Jun-2021 10:00	
Pre Bid Conference End Date & Time	21-Jun-2021 18:00	
Queries Start Date & Time	11-Jun-2021 10:00	
Queries End Date & Time	25-Jun-2021 15:00	
Un Priced Bid Open Date & Time	25-Jun-2021 15:01	
Purchase Deptt.	PURCHASE DEPARTMENT-AHMEDABAD RRO	
TF/EMD Drop Box Address	NA	
Tender Description	REFER TENDER DOCUMENT FOR FURTHER INFORMATION	
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.

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Line Details Of Tender							
Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
SCHEDULE NO 1				Mandatory: Yes			
1	INSTLN&COMMNG SOLAR GRID SYST	11351-AHMEDABAD RETAIL RO	Kilo Watt	60		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	CAMC OF ENTIRE SYSTEM	11351-AHMEDABAD RETAIL RO	Per Unit per Month	36	998716	24AAACH1118B1ZI	Yes
DESCRIPTION => COMPREHENSIVE MAINTENANCE OF THE ENTIRE SYSTEM HAS TO BE CARRIED OUT IN ORDER TO ENSURE ITS SMOOTH FUNCTIONING.							

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TIPS FOR BID SUBMISSION

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Tips for bid submission	TipsBidsubmission.PDF	-	No

Tips for successful bid submission in the HPCL e-Procurement platform

As you are aware, HPCL has rolled out an improved e-Procurement portal for floating of tenders and receiving bids. The new application is simpler and more users friendly compared to the previous system. Further it is designed to ensure security and confidentiality of your bids till the tender opening and provide transparency after bid opening. **However, it has been observed in few instances that vendors tend to submit their bid only in the last hour even when they are submitting bid on this platform for the first time and for some reasons are not able to submit their bids within due time.** The following document is prepared based on such vendor experiences, so that you can avoid such pitfalls and successfully submit bid in the new system:

1. Please note that in the current system you are NOT required to download the tender, take a print of the same followed by physically signing on all pages of the tender. You are also not required to scan the signed tender document and upload the same. **Simply generate the technical bid pdf / priced bid pdf, digitally sign, encrypt and upload same for bid submission.**
2. Please start the process of bid preparation well in advance and do not wait for the last moment to get DC validated/prepare the technical bid and priced bid. In the current system the process mimics the manual bidding procedure. You have to enter all the necessary technical responses in the form provided (i.e., upload necessary pdf documents like vendor declaration form and answer the questions). You also have to enter the rates for various items followed by taxes and **preferably save the work in your local machine(Tab-"Work without attaching doc")**. **Please note that during this process we are not capturing any data entered by you in the server.**
3. You get to **save work** only if you work in the tab "**Work without attaching docs**" and you **only generate the bid documents** in tab "**Attach doc and generate envelope**". You will **not** be able to generate the bid from tab "**Work w/o attaching doc**". **Only after you submit the digitally signed document, the same is stored in the server in encrypted format.** The main points are:
 - a. You can go to the forms any number of times and generate any number of Technical bid pdf and priced bid pdf before you finally submit the same – **(however system will allow only for uploading the latest generated document)**.
 - b. You may generate both the documents, digitally sign and keep it ready, in case you want to submit the same only on last day. However, it is recommended, not to wait till the last day as traffic congestion, unforeseen connectivity issue or other aspects may adversely affect your bid submission chances.
 - c. If you have already submitted a bid and you do not want to submit a modified bid, you also have the option to withdraw the submitted bid. You may select tender from home screen and go to "**Prepare tender**">>"**Regret**" for same.
4. Please note that the larger your bid size, the lesser are the chances of successful bid submission in the system. This is not for the fact that server cannot receive big files, but the fact that traffic congestion, connectivity speed, type of connection and other aspects adversely affect the time taken for upload of large files. So it may happen

that the session times out before the entire upload is completed (The current session out time is 30 minutes). The main points are:

- a. Please keep the size of the bid document within 40-45 MB (max). To keep the size of the bid document low, you must scan all the documents in low resolution, preferably 150-200 dpi wherein the data should be legible. Further please scan in grayscale and not color to reduce file size. For large drawings, please scan the same in jpeg format and later convert same to pdf to reduce size of pdf document.
 - b. Whenever there is a requirement to upload supporting documents like old PO copies, or credential document, please focus on the main requirement. If the PO copies are meant to arrive at value of jobs executed, you may scan only the first page (where name of client is given) and last page of the PO (where value of PO) is mentioned. This way you can avoid unnecessarily inflating the size of bid document.
 - c. Pl ensure to upload all such supporting documents in your bid which can have a financial implication while arriving at the net delivered cost as such documents cannot be received at the technical evaluation stage.
5. In case of any doubt regarding the tender, you may raise queries to clarify the same before due date. Please remember that for every tender, the query start date and query end date is specified in the first page of the tender document. You cannot raise any query after the query end date is over, so it makes sense to start the bid preparation process early.
6. And finally, if you have any issue during the bid preparation process, pl get in touch with e-procurement helpdesk at [022-42100111](tel:022-42100111) and seek help. However, you must seek help at least two to three days (min) in advance so that if there is really any issue, we have time to remedy the same. You will realize that, helpdesk can do very little if you are calling up helpdesk on the last day/last hour.

Supplementary section on saving work

As with any application, the e-procurement application also has multiple options to generate the bid documents based on requirement of vendors. The two **broad classification** to generate bid document, be it “Pre-qualification bid” or “Technical/Priced bid” are as follows:

1. Low value tender having 20-50 items and limited uploads/questions- Most of the tenders floated by locations are of this nature. Since the No of items where rate is to be entered is very limited and there are not too many questions, vendors can directly click on “Prepare tender”>> “Generate Technical/Priced bid” >> “Attach document and generate envelope”, enter the item rates, upload documents etc and directly click on “Generate technical bid”, followed by “Generate Priced bid”. However, there is no option to save the work. So if the vendor wishes to resubmit the bid with modified rates, they have to enter rates for all items again and similarly enter all other responses again. **While this method is very fast for generation of bids, it requires full efforts in redoing same if need arises.**
2. Moderate to high value tender having more than 50 items and other uploads – Though the number of such tenders is lesser, these are more crucial in nature for obvious reasons. For such tenders, the first method of generating bid can be very risky as there is no option to save interim work. Further, the **session**

out time for application is **30 minutes**, which means if you do not click on “generate bid” button within 30 minutes of landing in the page the work can get lost. The correct method is as follows:

- a. Click on **“Prepare tender”** >> **“Generate Technical/Priced bid”** >> **“Work without attaching document”**. Here you must enter the rates, enter responses to question etc, except for uploading the documents. Once you have made adequate entries and **nearing 20 minutes**, please click on the tab **“Save work on local computer”**, show the path as “Desktop” or “My document” etc and **save your work**. An xml file containing your data will get saved in your computer.
 - b. Now click on **“Upload values from local computer”** and show path of saved document. The rates and responses will get filled up till the previous work done and you can fill up rates of balance items from that point. Save your work when you are approaching 20 minutes. You can do this as many times required. **The main advantage is that your work is always saved and available for use.**
 - c. Once you are through with all the rates and responses, you may click on the tab **“Generate Technical and Priced bid envelope”**>> **“Attach doc and generate envelope”**. Now click on the tab at the bottom of screen **“Update value from local computer”**. You will see that all the item rates and responses have got populated against appropriate section. Now you may show path of documents to be uploaded if any.
 - d. Once you find that all rates are entered, responses are filled up and documents are uploaded, you may click on **“Generate technical bid envelope”** followed by **“Generate Priced bid envelope”**. You will get an option to save document, which can be saved in “desktop” or My documents”.
 - e. Please note that in case you want to modify some value in your bid document simply click on **“Update value from local computer”** and show path of xml file. The values will be filled up on screen and will be available for editing. You may make necessary changes and then again **“Generate technical bid envelope”** followed by **“Generate Priced bid envelope”**.
 - f. Please remember to upload only the latest generated xml file.
3. The final step requires you to check the pdf document for correctness. If found Ok, it is required to be digitally signed. **The digitally signed document is then required to be encrypted by using the “Bid encryption utility”**, hosted in “utility” tab. This encrypted document shall be submitted by you.
 4. Please ensure that you are uploading only the **latest generated** “Technical bid envelope” and “Priced bid envelope”, after **digitally signing and encrypting** the same.
 5. It is recommended that you use the **“Signing cum encryption utility”** for signing and encrypting the document in one step. Alternately you may install and use **“Jsignpdf”**, which is license free signing utility only for signing.
 6. It is also recommended that you check the hash of the document and match it with the hash value given on the screen prior to uploading of bid document. *Please refer “Manual for checking hash before and after signing”.*

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TENDER DOCUMENT

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Tender document	GTC Solar Gota.pdf	-	No

HINDUSTAN PETROLEUM CORPORATION LIMITED

**TENDER DOCUMENT FOR DESIGN INSTALLATION COMMISSIONING AND
SUPPLY OF SOLAR ROOF PANEL AT PROPOSED NEW RETAIL OUTLET GOTA
UNDER AHMEDABAD RETAIL REGION**

UNPRICED BID



TENDER NO: 21000004-HB-11351 Dt. 11.06.2021

HINDUSTAN PETROLEUM CORPORATION LIMITED
AHMEDABAD RETAIL RO,
NAVRANGPURA
AHMEDABAD