

## **VERY IMPORTANT INSTRUCTIONS**

1. The tender should be submitted online at web site <https://etender.hpcl.co.in> only by the due date and time, as specified in the tender. HPCL shall not be held responsible for non submission of bids if the bids are attempted for submission in the last moment and does not get uploaded due to traffic congestion etc. The server Date & Time as appearing on the HPCL web site <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, email, courier will not be considered.

2. Bidders shall login to the site with their eight digit JDE vendor No and Bill tracking system password. The eight digit vendor No can be found in the subject of intimation email to the bidder. In case the bidder does not know the password, they shall contact the local purchase officer or call in the helpdesk No : 022-41146666 and request for same. Bidders shall be required to arrange all resources, including Digital Ids, Digital Signature and Internet Connections at their own cost for participating in online tenders at HPCL e-Procurement site.

3. Bidders need to register the Public Key of their digital signature only at <https://etender.hpcl.co.in> and advise us at [rajeshks@hpcl.in](mailto:rajeshks@hpcl.in) & [shubham.tayal@hpcl.in](mailto:shubham.tayal@hpcl.in) for validation.

**Validation of the digital signature is a must for vendor to complete the bidding process. In case vendor is bidding for an organization his digital signature should have the company name in his DS.** Only Class IIb and Class IIIb certificates are allowed to be uploaded in the website. (Please follow the instruction in the page while attempting to upload the DC).

4. As a good bidding practice bidders should start the process of bid preparation immediately and submit the bids well in advance and not wait for the last date for submission. HPCL shall not be responsible for any delays whatsoever in receiving as well as submitting offers, including connectivity issues/ validation of signature etc.

5. All communication regarding the tender including queries, if any, and submission of offers shall be done online within the e-Procurement system (Queries and messages) at web site <https://etender.hpcl.co.in>

7. For any site related issues / assistance contact us at the following no :

7.1) Help Desk: 022-41146666 from 1000 hrs and 1800 hrs on all days except Sundays and Public Holidays.

7.2) For any clarifications with regard to this tender scope, terms and conditions etc please contact Purchase Department AHRO: 079-27915009 on any working day (Monday-Friday) between 9:30 am to 5:30 pm or email: [satyabratakakoti@hpcl.in](mailto:satyabratakakoti@hpcl.in) or [muhammadfaizan.shaikh@hpcl.in](mailto:muhammadfaizan.shaikh@hpcl.in) with tender no. at the subject line.

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

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
(A Government of India Enterprise)  
**AHMEDABAD Retail RO**  
**AHMEDABAD**

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

**TENDER No. 21000004-HB-11351**

1. HINDUSTAN PETROLEUM CORPORATION LIMITED (A Govt. of India Enterprise) proposes FOR DESIGN INSTALLATION COMMISSIONING AND SUPPLY OF SOLAR ROOF PANEL AT PROPOSED NEW RETAIL OUTLET GOTA UNDER AHMEDABAD RETAIL REGION.
2. HPCL invites sealed bids under single stage two bid system (Part I: Un Priced Bid & Part II: Priced Bid) from the recipients of tenderers, who received the tender document from our E-Procurement Portal for the subject tender.
3. The units registered with MSE units as per Public Procurement Policy shall be extended purchase / price preference as per government guidelines in force from time to time. Units registered with NSIC / MSE are exempted from payment of EMD.
4. Parties who have been blacklisted/put on holiday list or parties in respect of whom the action for blacklisting and holiday listing has been initiated by HPCL / any Government / Quasi Government Agencies or PSUs, shall not be considered for award of job. The bidder should give a written declaration regarding the same, as per format enclosed with tender documents.
5. HPCL reserves the rights to reject any or all bids without assigning any reason.
6. In case of any clarifications, Contact:

Shri Satyabrata Kakoti – Senior manager – Retail Engineering, AHMEDABAD RETAIL RO Contact no. +91 96195 81810 / 079-27915005

Shri Muhammadfaizan M Shaikh – Officer – Retail Engineering, AHMEDABAD Retail RO, Contact: +91 70165 76353 / 079-27915009

Shri Siddharth Gope - Officer – Retail Engineering, AHMEDABAD Retail RO, Contact: +91 97909 87419 / 079-27915004

**ANNEXURE – II**

**DECLARATION NON BLACKLISTED / NON BANNED PARTY**

To,  
Purchase Department-AHMEDABAD Retail Regional Office,  
Hindustan Petroleum Corporation Limited,  
AHMEDABAD,

Date:

Ref.: Tender No.: 21000004-HB-11351 FOR DESIGN INSTALLATION COMMISSIONING AND SUPPLY OF SOLAR ROOF PANEL AT PROPOSED NEW RETAIL OUTLET GOTA UNDER AHMEDABAD RETAIL REGION.

We, \_\_\_\_\_, hereby declare/ clarify that we have not been banned by any Government or quasi Government agencies or Public Sector Undertakings.

We also hereby declare that we have reviewed all the documents mentioned below and uploaded the required documents at <https://etender.hpcl.co.in/> against tender no. 21000004-HB-11351 and are acceptable to us:

1. Special Terms & Conditions.
2. Item Descriptions.
3. Technical Specifications & Testing of Material.
4. Approved Makes.
5. Reference Drawings.
6. General Terms & Conditions.

All other Terms & Conditions mentioned in the above Tender are acceptable to us without any deviation.

Yours truly,

**(Bidder's sign & stamp)**

**Name of Signatory:** \_\_\_\_\_

**Position in company:** \_\_\_\_\_

**Mobile Number(s):** \_\_\_\_\_

**Telephone Number (O):** \_\_\_\_\_

**Telephone Number (R):** \_\_\_\_\_

**ANNEXURE - III****ORGANISATION DATA TO BE SUBMITTED BY BIDDER WITH TENDER.**

<b>NAME OF ORGANISATION</b>	
<b>TYPE OF ORGANISATION &amp; ENTITY DETAILS</b>	
<b>ADDRESS</b>	
<b>PAN NO</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NUMBERS</b>	
<b>FAX NUMBERS</b>	
<b>E-MAIL ADDRESS</b>	
<b>CELL PHONE NUMBER</b>	

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**SEAL, SIGNATURE & NAME OF THE TENDERER**

# **HINDUSTAN PETROLEUM CORPORATION LIMITED**

## **TENDER NO. 21000004-HB-11351**

### **BUILDING INTEGRATED PHOTO VOLTAICS(BIPV) SOLAR POWER PLANT**

#### **SCOPE OF JOB:**

Scope of this tender includes Design, Supply, Installation and Commissioning of 25 kWp Building Integrated Photo Voltaic Solar Power plant on canopy as a roofing sheet at HPCL Retail Outlet in Ahmedabad Region.

#### **Major tasks in scope of work involves:**

1. SITE EVOLUTION
2. SYSTEM DESIGN & LAYOUT DRAWINGS
3. SOLAR BIPV ROOF: ENGINEERING, PROCUREMENT & CONSTRUCTION
4. ERECTION & COMMISSIONING (CIVIL /MECHANICAL /ELECTRICAL /INSTRU.)
5. OPERATION & MAINTAINENCE & GIVE TRAINING FOR THE SAME
6. Cable Supply, Laying & Electrical work for distribution of Power
7. Liasoning work for Net metering.
8. Comprehensive Maintenance Contract for 5 Years
9. Obtaining PESO license for the equipment's.

#### **HPCL Scope of Job includes:**

1. This roof will be installed on the structure constructed and provided until the Purlins.
2. Requirement of Purlins will be: distance between purlins needs to be approx. 3 meters.
3. The construction shall be Saddle Roof or Pane Roof. Maximum radius of Curvature for Saddle Roof shall be specified by Vendor.
4. Necessary fees to power distribution company for net metering

A centralized SOLAR PV Plant to be installed and go in for NET-METERING. The Power provided from SOLAR will be 3 Phase. With NET-METERING System, SOLAR Power when available during day will be automatically given preference for metering the electrical demand and rest will be compensated from Grid power. When demand is less, and SOLAR Power generation is more, the excess power will be parked in Grid. The parked power will used for meeting excessive load demands during less solar radiation or No radiation conditions (during night usage).

#### **Delivery Period:**

Site evaluation within 10 days of date of LOI/PO

Design within 14 days of date of LOI/PO

The Delivery period shall be 2 month from date of LOI/PO.

Erection and commissioning within 7 days of site readiness by HPCL.

#### **Warranty Period:**

System performance Warranty is for 2 years from date of commissioning of system.

Warranty Period is 10 years for manufacturing defects of SPV modules. For performance of SPV modules, Power Output from Solar PV panels for first 10 years shall be 90 to 100% of original designed output and 80% Power Output from 11<sup>th</sup> to 25<sup>th</sup> Year. Inverter shall have warranty of 5 years for manufacturing defects and for other parts, on site warranty will be for 1 year. Warranty will start from date of commissioning of Solar Power Plant.

# HINDUSTAN PETROLEUM CORPORATION LIMITED

## TENDER NO. 21000004-HB-11351

### BUILDING INTEGRATED PHOTO VOLTAICS(BIPV) SOLAR POWER PLANT

PBG of 3% of the order value shall be provided in prescribed format valid for 10 years with additional 6 months of claim period.

#### PAYMENT TERMS:

60% payment shall be released on delivery of complete items i.e. Solar PV panels, inverter etc.

30% payment shall be released on successful commissioning of system.

10% payment on successful completion of Net Metering System.

Payment will be released against proof of delivery of materials within 15 days of submission of following documents.

- a. Tax Invoice/Bill
- b. Proof of Delivery, ie, Copy of LR (duly acknowledged by HPCL receiving locations)
- c. Proof of commissioning of System.
- d. Manufacturer Test Certificate.
- e. Manufacturer Guarantee Certificate.
- f. TPI certificates of the Lot.
- g. Performance Bank Guarantee for 1% of basic order value for a period of 10 years.

#### TECHNICAL SPECIFICATION

1	Scope of job	Design, Supply, Mounting, Erection and Commissioning of BIPV grid tied Solar PV power generation plant on canopy as a roofing sheet cum solar panel.
2	Canopy Area	approx. 200 sq.mt of canopy roof will be offered. Payment shall be made as per actuals.
	Rating	25 kWp
3	Solar Modules	Multi crystalline PV modules, MNRE approved
4	Solar Module Mount Structure	Aluminum Structure with high grade silicon gasket, MNRE approved suitable for BIPV
5	Inverter	String type Grid tied
6	Cables, Junction Boxes, Glands etc.	As per IEC Standards, Junction boxes IP65. Included accessory interfaces Ethernet, USB, and RS485.
7	Earthing System	Required as per IS 3043
8	Lightening Arrester System	Required
9	Leak proof	20 years
10	Thermal Protection	Required
11	Noise emission	< 45dB
12	Relative Humidity	0-95 % (non-condensing)
13	Power evacuation(Solar Plant to Mains)	Included
14	Free Operation and Maintenance	3 years
15	Codes and Standards	Latest IEC / equivalent BIS Standards

# HINDUSTAN PETROLEUM CORPORATION LIMITED

TENDER NO. 21000004-HB-11351

## BUILDING INTEGRATED PHOTO VOLTAICS(BIPV) SOLAR POWER PLANT

Warranty		
1	SPV Modules (for manufacturing defects)	10 years
2	SPV Modules (for performance)	25 years for performance - 90% to 100%Power Output for 1st 10 years - 80% or above Power Output for next 15 years
3	Inverter (For Manufacturing defects)	5 years
4	Other parts	1 year on site warranty
	CAMC	5 years , visit to site every quarter for preventive maintenance

### TERMS & CONDITIONS OF ANNUAL MAINTENANCE CONTRACT FOR SOLAR POWER SYSTEM

1. CAMC Comprehensive Annual Maintenance Contract for Solar Power System hereinafter referred to as (CAMC) will include breakdown maintenance and preventive maintenance and servicing of Solar Power system & its components.
2. CAMC is comprehensive cover cost of materials / spare parts etc. required for maintenance of the Solar Power system & its components
3. The agreement shall be in force for a period of **7 years ( 2 years of Warranty and 5 years of CAMC)**
4. Charges for the CAMC covering the cost of spares and visit charges will be as per the purchase order.
5. The vendor's representative shall visit the site at least once in each quarter for carrying out Preventive Maintenance of Solar System & its components. The preventive maintenance report will be submitted to HPCL COMCO officer/dealer or their representative. .
6. Preventive maintenance will be carried out normally within the working hours of 0900 hrs to 1800 hrs from Monday to Saturday.
7. The service request /call logging will be done through HPCL's on line complaint management system ROMMS. In case of some unavoidable circumstances ,complaint may be lodged telephonically or through e-mail. The Vendor will carry out all breakdown maintenance after receiving information from HPCL officials or their representatives, Dealer or their representatives. ROMMS is HPCL's web enabled real time maintenance tool and all the service agreement terms and conditions during the CAMC period would be monitored through ROMMS. HPCL will provide the access to vendor for operating ROMMS. The Vendor's authorized service representative will carry out the required repairs of the Solar System and inform HPCL/Dealer office about the status of complaints through ROMMS. Vendors have to equip and support their local offices pan india to operate and update all the status of the complaints logged in that region of HPCL thru ROMMS.
8. Vendors or their authorized representative have to attend, resolve and put back system into service within 48 hrs of registering the complaints . The breakdown maintenance reports will be submitted to HPCL Comco officer/dealer and will be as per the format mutually agreed.
9. For Breakdown calls the normal working hours will be Monday to Saturday from 0900 Hrs to 1800 hrs.

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### **BUILDING INTEGRATED PHOTO VOLTAICS(BIPV) SOLAR POWER PLANT**

10. HPCL will provide electricity, water and compressed air required for carrying out maintenance of Solar Power system & its components free of cost.

11. The following works to be carried out during every service visit on Solar Power System:

- a. Checking of Proper Electrical Terminations
- b. Checking of performance of Inverter operation.
- c. Checking of healthiness of every PV module.
- d. Recording of all system parameters from the system display & submission of the same to HPCL.
- e. Inspection of Earth pits pertaining to Solar Power System
- f. Any other work required to keep Solar Power System in good working condition

#### **12. PRICE & PAYMENT TERMS**

- A. The schedule of rates for this CAMC are as mentioned in the Purchase Order. Taxes extra as applicable at the time of billing.
- B. The CAMC charges are payable for preventive maintenance services after completion of warranty period and remain valid during this agreement period.
- C. The CAMC charges will be released by HPCL Regional Office against quarterly Bills accompanied by Service reports and summary of complaints. The Bills along with service reports duly signed by the authorized representative of HPCL will be submitted to Manager- Engineering of the concerned Region on quarterly basis. The payment terms shall be 30 days from date of receipt of bill. HPCL will ensure that the payments will be released in timely manner.
- D. W.C.T. / T.D.S. if any deducted, then Certificate for the same will be provided along with the respective bill payment.

#### **13. DOCUMENTATION.**

Vendor will submit the following reports every quarter:

- Copies of all Preventive Maintenance and Breakdown Maintenance service reports along with summary to respective HPCL Regional office.
- An exception report indicating the system that could not be repaired in the time as per the clause no. 8 above and the reason for not being able to repair the same. The report will be submitted to respective HPCL Regional office monthly.
- CAMC schedule will be submitted to respective HPCL Regional offices & Uploaded in ROMMS in advance.
- Details of generation of Solar Power to respective Regional Office every month
- Breakdown and Preventive maintenance summary will be submitted quarterly to respective HPCL Zonal office.

#### **14. ARBITRATION.**

- a. All disputes and differences of whatsoever nature, whether existing or which shall at any time arise between the parties here to touching or concerning the CAMC, meaning, operation or effect thereof or the rights and liabilities of the parties or arising out of or relation thereto whether during or after completion of the CAMC or whether before or after determination, foreclosure, termination or breach of the CAMC (other than those in respect of which the decision of any person is, by the