

Tender No. : 21000025-HB-11094



Tender Published On : 30-Sep-2021 11:02

Hindustan Petroleum Corporation Limited
Corporate Identification Number L23201MH1952GOI008858

Basic Information Of Tender		
Title	SOLAR POWER SYSTEM @ SV-26	
Description	SOLAR POWER SYSTEM @ SV-26	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Overall L1 for all items	
Tender Due Date & Time	18-Oct-2021 15:00	
Reverse Auction Applicable	Yes	
Pre Bid Conference Start Date & Time		
Pre Bid Conference End Date & Time		
Queries Start Date & Time	29-Sep-2021 15:00	
Queries End Date & Time	04-Oct-2021 15:00	
Un Priced Bid Open Date & Time	18-Oct-2021 15:00	
Purchase Deptt.	PURCHASE DEPTT-MDPL JAIPUR	
Fax No.	22637136	
Office Address		
TF/EMD Drop Box Address	HPCL MDPL HO,D-7 LAL BAHADUR NAGAR EAST, JLN MARG , MALVIYANAGAR, JAIPUR- 302017	
Tender Description	Digitally signed and encrypted bids under two bid system are invited for SOLAR POWER SYSTEM @ SV-26- at MDPL AJMER per the scope of job, special terms and conditions, schedule of quantity. This 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 ltd tender is to be ignored. EMD is not applicable for this tender	
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.



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 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
SOLAR POWER SYSTEM AT SV 26				Mandatory: Yes			
1	DSGN & SLY OF SOLAR GRID SV-26	10130-MDPL - AJMER PUMP	Set	1	998732	08AAACH1118B1ZC	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	INSN & COM SOLAR GRID -SV-26	10130-MDPL - AJMER PUMP	Set	1	998739	08AAACH1118B1ZC	Yes
DESCRIPTION => INSTALLATION AND COMMISSIONING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM AS PER DETAILED TECHNICAL SPECIFICATIONS.							
3	SPARE INVERTOR	10130-MDPL - AJMER PUMP	Each	1		08AAACH1118B1ZC	Yes
DESCRIPTION => INVERTER							
4	TRANSPORTATION CHARGES	10130-MDPL - AJMER PUMP	Each	1	996519	08AAACH1118B1ZC	Yes
DESCRIPTION => TRANSPORTATION CHARGES							
5	SPARE INVERTOR	10130-MDPL - AJMER PUMP	Each	1		08AAACH1118B1ZC	Yes
DESCRIPTION => INVERTER							



COMMERCIAL PART 1				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Commercial Part 1	Commercial Part 1.pdf	-	No
2	Commercial Part 2	Commercial Part 2.pdf	-	No
3	Govt Policy restrict Border Sharing	Govt Policy restrict Border Sharing.pdf	-	No
4	Clause for Land Border Sharing	Clause for Land Border Sharing.pdf	-	No
5	Reverse Auction Vendor Manual	Reverse Auction Vendor Manual.pdf	-	No



HINDUSTAN PETROLEUM CORPORATION LIMITED

PROCUREMENT DEPARTMENT PIPELINES SBU

(TENDER NO – 21000025-HB-11094)

BIDDING DOCUMENT FOR

Solar Power System @ SV-26

Prepared by:

**Pipelines Department
Hindustan Petroleum Corporation Ltd
MDPL HO, D7, Lal Bahadur Nagar (E)
JLN Marg, Malviya Nagar,
JAIPUR – 302 017**

Working Hours: 9.30 AM TO 17.00 HRS

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

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REQUEST FOR QUOTATION (RFQ)

LIMITED- DOMESTIC BIDDING

BID DOCUMENT NO. 21000025-HB-11094

HPCL Mumbai invites sealed bids under two bids system from Indian Contractors for Solar Power System @ SV-26 , as per the Scope of job, Special terms and conditions etc. as enclosed with the tender enquiry.

BRIEF DETAILS OF BID DOCUMENT:

i.	Type of Tender	LIMITED
ii.	E-Tender no. (to be referred in all future correspondence)	21000025-HB-11094
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 Bidder shall upload their queries, if any, on HPCL tender portal within cutoff date and time specified on the portal.
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	Overall Lowest (L1) on delivered cost basis
viii.	Bid Security / EMD	NIL Bid Security Declaration (in Lieu of Earnest Money Deposit) to be submitted on Letter head / emblem.
ix.	Bid Validity	90 days; for details refer clause no. 10 of ITB
x.	Completion Schedule / Delivery Schedule	STC of Tender document
xi.	Integrity pact	NOT APPLICABLE
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. PBG / Performance Security - 3% of PO value.
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. 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 (NIL)**

Bid Security Declaration in lieu of EMD to be submitted by bidder on their Letter head / emblem as per format provided in the tender.

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 OR please call us at 022-41146666. The helpdesk support is available 6 days a week from 8AM to 8 PM (except public holidays).

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

THANK YOU, for your interest in bidding for HPCL tender in E-Procurement platform. It is designed to ensure security and confidentiality of bids till bid opening and provide transparency after bid opening. There have been few instances of vendors are not being able

to submit their bids for various reasons. Based on our experience, we have compiled a list of all probable reasons due to which either vendors miss out on submitting their precious bid or end up submitting defective bids. Needless to mention, the most likely reason is attempting bid generation in the last hour.

Thus it is recommended to start the Bid Preparation process well in advance. We hope this set of handy tips will help you avoid the usual pitfalls at initial stage and submit a perfect bid smoothly in the platform .

Tip 1:

❖ **Ensure to keep System ready in advance**

For 1st time users, ensure the below points are taken care

- ✓ Class IIIB digital certificate issued on organization.
- ✓ Download Signing Utility for Signing and encryption.
- ✓ Install latest JAVA in local machine.
- ✓ Install Drivers for e-token

Tip 2:

❖ **Internet Explorer browser 9 or above**

- ✓ Remember to work with only **Internet explorer 9** or above browser.
- ✓ DO NOT access site in Google Chrome/Mozilla Firefox/ Edge or Safari, to avoid issues. '

Tip 3:

❖ **Start the process in advance. Submit bids in advance, Rates can be revised later**

- ✓ Upload the Digital Certificate and get it validated by HPCL in advance.
- ✓ DO NOT wait for DC validation, for initiating BID preparation. Generate Technical bid and priced bid file in advance.
- ✓ Keep the supporting documents ready in PDF format only.
- ✓ Bids can be submitted once DC validation is completed.

Tip 4:

❖ **EMD submission: EMD should reach to HPCL prior Tender due date.**

- ✓ Submit EMD well in advance through online (Net Banking) or by way of Demand draft/ Bank Guarantee.
- ✓ While uploading EMD Exemption Certificate (for MSME vendors etc), browse only signed pdf of Exemption certificate.
- ✓ Use online EMD payment option, for faster EMD submission and EMD refunds.

Tip 5:

❖ **Enter Taxes and Extras in proper format.**

- ✓ Enter Taxes ONLY in Percentage terms and never in 'Per Unit' basis.
- ✓ Define various tax elements in proper sequence for correct calculation of delivered cost
- ✓ Only Extras like Freight, third party Inspection etc., may be entered in Per unit basis
- ✓ Check total Derived cost on screen and in Priced Bid Pdf, before bid submission

Tip 6:

❖ **Simply generate the Technical bid pdf / Price bid pdf. Digitally sign & encrypt. Keep Signed file for records and "encrypted (final_signed)" file for submission.**

- ✓ DO NOT browse signed PDF while filling responses.
- ✓ It is NOT required to take a print of the Tender Document.
- ✓ It is NOT required to physically sign on all pages of the tender file.
- ✓ It is NOT required to scan the signed tender document and upload the same.
- ✓ DO NOT quote zero rate, in case you do not want to quote for optional items.

Tip 7:

❖ **Save the work by working on Tab - "Work without attaching doc". Esp., in tenders having more than 50 items**

- ✓ Option for saving work is available only in "Work without attaching doc" tab.
- ✓ Enter all the necessary technical responses in the form provided and click on "Save work on local machine" button for saving the "XML" file.
- ✓ Browse the latest "XML" file only while working on "Update Values from local computer" option.
- ✓ Note: During this process any data entered does not get captured in the server.
- ✓ PB (Price Bid) Excel template shall be used for faster uploading of rates in the tender. Only latest file to be uploaded.

Tip 8:

❖ **Always keep "Latest bid" for records.**

- ✓ Technical bid pdf and Priced bid pdf can be generated any number of times. Bid may be submitted any number of times.
- ✓ Always remember System will allow Bid submission only for the latest generated document.
- ✓ If bid submitted for more than one time, only latest bid will be considered for evaluation purpose by the system.

Tip 9:

❖ **"REGRET" option for Bid withdrawal.**

- ✓ Option for Bid withdrawal is available till tender due date even when the bid is already submitted/ is in preparation stage.
- ✓ Though "Regret" is submitted, "SUBMIT BID" option is available till tender due date.
- ✓ Latest bid submission/ Regret will be considered by system for tender · "Regret" will be considered as response submitted against the tender.

Tip 10:

❖ **Size of the bid must be as less as possible**

- ✓ Keeping bid size small will help in faster Bid submission.
- ✓ The current session out time is 20 minutes. Must Save work before 20 minutes.

- ✓ To keep the size of the bid document small,
 - Scan the documents in low resolution, preferably 150-200 dpi wherein the data should be legible.
 - Scan in grayscale and not in color to reduce file size.
 - For large drawings, scan files in jpeg format and later convert same to pdf format.

Tip 11:

❖ **Raise online "Query" for any technical clarification regarding Tender.**

- ✓ Every tender has query start date and query end date (specified in the first page of the tender document). Query can be raised within this range only.
- ✓ So starting bid preparation in advance will facilitate to raise query and get reply within time.

Tip 12:

❖ **Sign document in advance for Reverse auction event.**

- ✓ To participate in Reverse Auction event, work only on RA link, as below <https://etender.hpcl.co.in/eProcRA/VendorLoginInput.action>.
- ✓ Follow the steps given on RA page for RA Participation.
- ✓ Download RA document and sign only with HPCL's "Signing Utility".
- ✓ Do not change DC after RA is published. In case of DC expiry or token lost, ensure to upload new DC and get it validated before RA Start date.

Tip 13:

❖ **HPCL E-Procurement Helpline No: 022 41146666/ 61548595**

- ✓ For any technical queries related to operation of the portal, send mail to eprochelpdesk@mail.hpcl.co.in OR call at **022-41146666/61548595**.
- ✓ The helpdesk support is available 6 days a week from 8 AM to 8 PM (except public holidays).
- ✓ Must seek help at least two to three days (min) in advance, to avoid last minute disappointment.
- ✓ NOTE: Put dummy rates while taking support from Helpdesk for understanding Bid generation process

Supplementary Section on Bid Submission

The two broad classification of tenders for generating bid document, be it "Prequalification bid" or "Technical/ Price bid" are as follows:

1. Low value tender having 20-50 items and limited uploads/questions

For Low value tender, "No of items" where rate is to be entered is very limited and there are less no. of questions, vendors can directly work on Prepare tender >> Generate Technical and Priced bid >> Attach document and generate envelope.

Bid generation and submission

Go to Generate Technical and Price bid >> Attach Document and Generate envelope.

- a. Fill responses, upload documents (pdf only), give Prices and Taxes etc. and click on "Generate technical bid", followed by "Generate Priced bid".

- b. Save Technical Bid Envelope and Price bid envelope in local machine.
- c. Check the bid documents for correctness. If found OK, digitally signed and encrypted the file using the "Signing cum encryption" utility.
- d. No provision will be available for saving the work in this option. So for Bid resubmission/any other modification, responses/forms/rates etc have to be entered for all items again.
- e. **Keep "signed" file for records and "encrypted" file for submission**

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**

The session out time for application is 20 minutes, which means if "generate bid" button is not clicked within 20 minutes of landing in the page the work done will be lost. Thus for moderate to high value tenders (having more than 50 items), Pl use PB Excel template for uploading rates and "Save work" option for preparing Technical bid

The method for "**Saving work**" is as below:

- a. Click on Prepare tender >> Generate Technical and Priced bid >> "Work without attaching document". Here enter the rates/ responses etc, except for uploading the documents. Once adequate entries are made click on the tab "Save work on local computer", show the path and save the file in local machine.
- b. Now click on "Update Values from Local Computer" and show path of the saved file. The rates and responses will get populated till the previous work done.
- c. The saved values can be edited and Rates/response can be filled up for balance items/sections. Again save the work. **Work can be saved as many times as required.**
- d. Use PB Excel template for uploading/modifying rates etc
- e. While updating values from local computer, always browse only latest generated saved work file.

Bid generation and Submission

- a. Once all the rates/responses are finalized, click on the tab "Generate Technical and Priced bid envelope >> Attach doc and generate envelope.
- b. Click on the tab at the bottom of screen "Update value from local computer". **Remember to upload only the latest generated files.**
- c. On uploading "save work" file, all the item rates/ responses will be populated against appropriate section. Also in the same page, browse the documents (pdf only) to be uploaded if any.
- d. After checking entered rates/ response sheet and uploaded supporting documents, click on "Generate technical bid envelope" followed by "Generate Priced bid envelope".
- e. Save the PDF files of technical and price bid envelope.
- f. Check the pdf document for correctness. If found OK, digitally signed and encrypted the file using the "Signing cum encryption" utility.

Keep "signed" file for records and "encrypted" file for submission.

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 on line 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 on line *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 of 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.**

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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.