



Line Details Of Tender							
Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
SOLAR PLANT AT DELHI TERMINAL					Mandatory: Yes		
1	SUP&INST OF SOLAR SYSTEMTESTG&COMM	1221-DELHI TERMINAL	Lump Sum	1	998732	07AAACH1118B2ZD	Yes
DESCRIPTION => DESIGN, MANUFACTURE, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF SOLAR SYSTEM AS PER DATA SHEET, TECHNICAL SPECIFICATION AND TENDER/PO REQUIREMENT.							
2	AMC OF SOLAR PV PLANT SYSTEM	1221-DELHI TERMINAL	Each	1		07AAACH1118B2ZD	Yes
DESCRIPTION => ELECTRICAL POWER GENERATION EQUIPMENT: ANNUAL MAINTENANCE CONTRACT OF SOLAR PV SYSTEM AS PER DETAILED SCOPE OF WORK.							
3	AMC OF SOLAR PV PLANT SYSTEM	1221-DELHI TERMINAL	Each	1		07AAACH1118B2ZD	Yes
DESCRIPTION => ELECTRICAL POWER GENERATION EQUIPMENT: ANNUAL MAINTENANCE CONTRACT OF SOLAR PV SYSTEM AS PER DETAILED SCOPE OF WORK.							
4	AMC OF SOLAR PV PLANT SYSTEM	1221-DELHI TERMINAL	Each	1		07AAACH1118B2ZD	Yes
DESCRIPTION => ELECTRICAL POWER GENERATION EQUIPMENT: ANNUAL MAINTENANCE CONTRACT OF SOLAR PV SYSTEM AS PER DETAILED SCOPE OF WORK.							
5	AMC OF SOLAR PV PLANT SYSTEM	1221-DELHI TERMINAL	Each	1		07AAACH1118B2ZD	Yes
DESCRIPTION => ELECTRICAL POWER GENERATION EQUIPMENT: ANNUAL MAINTENANCE CONTRACT OF SOLAR PV SYSTEM AS PER DETAILED SCOPE OF WORK.							
6	AMC OF SOLAR PV PLANT SYSTEM	1221-DELHI TERMINAL	Each	1		07AAACH1118B2ZD	Yes
DESCRIPTION => ELECTRICAL POWER GENERATION EQUIPMENT: ANNUAL MAINTENANCE CONTRACT OF SOLAR PV SYSTEM AS PER DETAILED SCOPE OF WORK.							

Tender No. : 2300004021-HD-09050 ( RFQ No. 5100004021 )



Tender Published On : 14-Jul-2023 13:19

**TENDER INSTRUCTIONS**

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	TENDER INSTRUCTIONS	1.TENDER INSTRUCTIONS DELHI.pdf	-	No
2	MII PURCHASE PREFERENCE	MII WORKS CONTRACT.pdf	-	No



**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**(A GOVERNMENT OF INDIA ENTERPRISE)**  
**CENTRAL PROCUREMENT ORGANISATION-MARKETING**  
9<sup>TH</sup> FLOOR, A WING – MARATHON FUTUREX BUILDING,  
LOWER PAREL, MUMBAI - 400 013.  
PHONE # 022-23030076  
WORKING TIME: 9.00 AM TO 5.00 PM  
(EXCEPT ON SATURDAY/SUNDAY/PUBLIC HOLIDAYS)

**e-Tender No - 2300004021-HD-09050**  
**(RFQ No. 5100004021)**

**SOLAR PLANT AT DELHI TERMINAL**

**DUE DATE FOR SUBMISSION OF ONLINE BIDS: 04.08.2023 @ 1500 Hrs.**

*Contact us-For any technical queries related to operation of the e tendering portal, please send e-mail to [epochelpdesk@mail.hpcl.co.in](mailto:epochelpdesk@mail.hpcl.co.in) OR please call at 022-41146666/ +91 7710911191. The helpdesk support is available 6 days a week from 8AM to 8 PM (except public holidays).*

## INSTRUCTIONS TO BIDDERS

### e-TENDER

This is an e tender and completed tenders in all respect should be submitted on-line at website <https://etender.hpcl.co.in> by the tender due date / time. Bids shall be opened on-line. No manual submission of tenders shall be permitted. As this is e-tender bidders may witness the opening of tender at all stages of tender processing, by remote log in into the above portal at the comfort of their offices.

For technical queries, please contact:

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### 1. EARNEST MONEY DEPOSIT (EMD): Rs 10,00,000 (Rupees Ten Lakhs only)

**EMD can be submitted in the form of Online EMD or Bank Guarantee.**

1(a). E-Payment of EMD can be done online by Internet Banking. (Please refer <https://etender.hpcl.co.in> for details) E-Payment should be made well in advance before the due date of the tender considering that the response time taken to receive the status of payment from the bank is approximately 15 minutes. In case, the bidder has opted for Online payment of EMD, the EMD will be refunded through the same portal.

1(b). Original Bank guarantee should be deposited by tender due date & time, in the tender box provided at the following address, else offers will be out rightly rejected. Tender number and Tender description should be clearly mentioned on the EMD Envelope. The EMD exemption document is to be uploaded in the appropriate place where the EMD details are sought in the e-tender.

DGM - CATEGORY MANAGEMENT (PJ)  
EMD BOX NO. 3,  
HINDUSTAN PETROLEUM CORPORATION LIMITED  
CENTRAL PROCUREMENT-MARKETING  
9<sup>TH</sup> FLOOR, A WING – MARATHON FUTUREX BUILDING,  
LOWER PAREL NM JOSHI MARG, MUMBAI - 400 013  
PHONE # 022-23030076

1(c). EMD submitted in the form of Bank Guarantee shall be issued by any scheduled bank (other than cooperative bank). EMD submitted in the form of Bank Guarantee should be as per the exact format given along with this tender and shall be made on non-judicial stamp paper of appropriate value (denomination) and should be valid for **180 days** from due date/extended due date of the tender.

1(d). Bank guarantee in any other format other than that provided in the tender document shall be treated as offer without EMD and such offer shall not be acceptable.

1(e). Bidders who wish to submit bank guarantee (BG) towards EMD/Composite Performance Bank Guarantee (CPBG)/Advances/ towards any other requirement of the tender, is required to ensure that

- (i) The issuing bank is on SFMS platform
- (ii) BG contains following details:
  - Beneficiary's bank Name: ICICI Bank
  - ISFC Code: ICIC0000393.
  - HPCL's Customer ID: HPCL508902133CP
- (iii) Vendors are required to attach a copy of SFMS Delivery Report showing HPCL customer ID in row/field number 7037 of SFMS Delivery Report.

1(f). EXEMPTION FROM EMD:

- 1) Central Public Sector Enterprises are exempted from payment of EMD. The proof that the tenderer is PSE must be submitted along with Technical-Bid or else their offer is liable to be rejected.
- 2) Vendors registered as Micro / Small Enterprises (MSEs) are exempted from payment of EMD, subject to submission of:
  - i. **Valid MSE Registration Certificate as on the due date/extended due date of tender.**
- 3) Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) formerly known as Department of Industrial Policy & Promotion will be exempted from payment of EMD.

MSE bidder shall upload valid MSE Certificate (as on due date/extended due date of the Tender) online and there is no need to drop the MSE Certificate in the tender box. However if bidder is claiming MSE status and the bid is submitted without uploading the MSE Certificate online in the appropriate place, the bid shall be rejected.

Currently, only Udyam Registration shall be accepted for Micro/ Small Enterprises for EMD exemption as per latest guidelines as on date of publishing of the tender. In case of updation of guidelines to accept any other MSE certificates as on due date of the tender as amended from time to time, such document shall also be accepted.

A copy of application for MSE / NSIC Registration will not be acceptable. Such offers will be treated as offers received without EMD and will be rejected.

1(g). The EMD is liable to be forfeited, in the event of :

- (i) Withdrawal of offers during the validity period of the offer.
- (ii) Non-acceptance of (Letter of Acceptance) LOA / PO, if and when placed.
- (iii) Non-confirmation of acceptance of Purchase Order within the stipulated time.
- (iv) Unilateral revision in the offer made by the tenderer during validity of the offer.
- (v) Non - execution of LOA / PO for any reason whatsoever.

1(h). HPCL shall not be responsible for any postal delays or non-receipt of BANK GUARANTEE by tender due date / time, reasons whatsoever. **Late submissions i.e. receipt of EMD beyond tender due date and time or non-submissions, shall not be acceptable and such offers shall be rejected. The Server Date & Time as appearing on the website <https://etender.hpcl.co.in/> shall only be considered for the cut-off date and time for receipt of tenders.**

1(i). EMD will be refunded to all the unsuccessful tenderers after finalization of P.O. For successful tenderers, refund will be made only on payment of Security Deposit cum performance guarantee against LOA / PO. EMD shall not bear any interest and shall be refunded by e-payment in case same has been paid through Online e-payment mode.

2. All details, revisions, clarifications, corrigenda, addenda, time extensions, etc., to the tender will be hosted only on the website <https://etender.hpcl.co.in/>. Bidders should regularly visit this website to keep themselves updated.
3. Bidders are advised to study all the Tender Documents carefully and understand the Tender/Contract Conditions, Drawings, Specifications etc., before quoting. If there are any doubts, they should get clarification in writing but this shall not be a justification for late submission of tender or extension of opening date. Tender should be strictly in accordance with Terms & Conditions, Drawings, Specifications etc.
4. All the enclosed Tender documents along with the covering letter will form part of the tender.

5. It shall be understood that every endeavour has been made to avoid errors which can materially affect the basis of the tender and the successful Tenderer shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
6. Bidders should ensure that all the Sections along with all Annexure with all the pages are downloaded by them and any claim for non-receipt of any of the documents due to any reason will not be entertained.
7. Completed tenders in all respect should be submitted on-line at website <https://etender.hpcl.co.in> by the tender due date / time. Unpriced (Technical) bids shall be opened on-line.
8. For bidding, it is suggested that bidders should not wait for last date/ tender due date for their bid preparation as several documents are to be uploaded in the offer and prices are to be entered on screen for all items. There is a facility to keep the bid ready in the system for final submission, however bidders are requested to keep sufficient time margin with them for modifications, connectivity issues etc. It is highly recommended that bidder reads the "Tips for successful bid submission" available in the home page of website, immediately after logging in.
9. **Existing HPCL Vendors:**

Please log in at site (<https://etender.hpcl.co.in>) and respond to the tender. Please note that this is an on line tender and on line response submitted at site (<https://etender.hpcl.co.in>) shall only be accepted. For submitting on line response Digital Certificate / Signatures (Class III) 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. PLEASE LOGIN WITH YOUR EIGHT DIGIT JDE VENDOR CODE AS GIVEN IN THE SUBJECT ABOVE AND CORRESPONDING BILL TRACKING SYSTEM (BTS) PASSWORD TO BID FOR THE TENDER. In case of any difficulty in logging or in case you do not have the BTS password, 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) Pls. refer to help link after logging in, in case you are new to e-Tender.

**10. Non HPCL Registered Vendors:**

In the portal (<https://etender.hpcl.co.in>) you have to bid thru temporarily Registered User option by selecting the radio button: New Users Click here for temporary registration.

## 11. Check list for Bidders:

### **A. Following documents are to be uploaded as a part of Pre-qualification of Bid:**

- Supporting documents towards bidder's qualification criteria (work orders, completion certificates, and turnover statements; duly notarized).

### **B. FOLLOWING DOCUMENTS ARE TO BE UPLOADED AS A PART OF TECHNICAL BID:**

- Duly filled, signed and stamped **Integrity Pact** document. **Non submission of this document shall make the bid liable for rejection.**
- Duly filled Declaration for non-black listing
- Duly filled Declaration for relatives in HPCL.
- Duly filled, Deviation template provided in the portal. If there are no deviations, then nil deviation radio button shall be selected.
- Agreed terms and conditions sheet.
- Various statutory docs like GST Registration certificate for Indian Bidders.
- Additional Data as sought in the tender documents

### **C. PRICE BID**

a. The prices are to be offered only in the price bid document of e-tender against the tendered quantity.

b. In case of requirement given in multiple schedules, it is mandatory to quote for at least one Schedule.

c. Price bid shall not contain anything else other than the rates. No terms and conditions or exception / deviation are permitted in price bid. Any conditions, data given in priced bid will be ignored and not considered.

d. A bidder participating in a Schedule is required to quote for all the line items in it.

### **12. Unpriced bid containing rates shall make the bid liable for rejection.**

13. The Bid and all supporting documents submitted and all correspondence whatsoever exchanged by Vendor and HPCL shall be in English language only.

14. The Tenderer is also expected to know about the availability of water supply, electricity supply, approach road, construction materials as per specifications and any other ancillary facilities since these are to be provided / arranged by contractor (unless otherwise specified) at his cost to execute the works. All the above factors must be taken into account in the rates quoted.



15. All communication regarding the tender including queries, if any, and submission of bids shall be done electronically through the e-Procurement portal at website <http://etender.hpcl.co.in/>.
16. HPCL will not be responsible for the cost incurred in preparation and submission of bids including the cost of digital certificate, regardless of the outcome of the bidding process.
17. Notwithstanding the sub-division of the documents into these separate sections and volumes, every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read within the Contract so far as it may be practicable to do so.

18. Rebate:

No reduction in prices quoted by bidder shall be permitted after tender submission due date & time/ extended due date & time. If any bidder unilaterally reduces the prices quoted by him in his bid after opening of bids, the bid (s) of such bidder(s) will be liable to be rejected. Such reduction shall not be considered for comparison of prices but shall be binding on the bidder in case he happens to be a successful bidder for award of work.

19. Queries:

- a. Clarifications sought/ pre bid queries received from bidders /vendors/parties on tender, within last five days of bid due date, will not be entertained by HPCL. Please refer query end date / time in tender calendar after which no query posted by bidder shall be considered.
- b. Please note that queries related to scope, tender specifications, terms & conditions etc. should be submitted on-line only (by logging in at <https://etender.hpcl.co.in/>) by the query end date / time specified in the tender consolidated view / NIT view / tender calendar. 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.
- c. No unsolicited correspondence will be entertained while the tender is under finalization.

20. The Bid document is not transferable.

**Pre-Bid meeting is scheduled for this tender. Details of the Meeting are attached as Annexure I.**

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**21. BID EVALUATION CRITERIA:**

Bids will be evaluated on **OVERALL LOWEST GROSS DELIVERED COST BASIS (i.e Including GST)**. Quoted rate shall be inclusive of all components, as applicable.

Bidder should quote applicable rate of GST as per GOI notification against each line item of both the schedules in the space provided in online bid.

**22. ORDER DISTRIBUTION CRITERIA:**

Purchase Order for 100% of the tender quantity will be awarded to the lowest bidder, subject to GOI guidelines pertaining to Class I local supplier. Since job under this tender is a Works Contract, Purchase preference to MSE Vendors will not be applicable. Job under this tender is indivisible.

**Pls. note that only Class I and Class II local suppliers will be eligible to submit bids for this tender. However, preference as per MII Policy will be given only to Class-I local supplier. Class-II local supplier will not get any purchase preference.**

**Undertaking as per Attachment 1 has to be mandatorily submitted by all the participating bidders.**

Traders and Agents shall not be allowed to avail the benefits extended under Purchase Preference Policy.

**23. FIRM RATES:**

The rates shall remain unchanged till the expiry of Contract and no Revision of Rates shall be entertained from parties for any reason. No Escalation / De-escalation of rates are applicable.

**24. VALIDITY OF OFFER:**

The offer shall be valid for a period of 120 days from the due date/ extended due date of opening of the un-priced bid. Corporation reserves the right to take action as deemed fit, including putting the bidder under suspension / holiday, in case of withdrawal of Offer at any stage, non-acceptance of LOA/LOI/PO or any other breach of Tender terms and conditions.