



Basic Information Of Tender		
RFQ Number	5100020248	
Title	ADDITIONAL WORKS: SOLAR PLANT PROJECT	
Description	ADDITIONAL WORKS SOLAR PLANT PROJECT AT HPCL LUCKNOW DEPOT	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Overall L1 for all items	
Tender Due Date & Time	25-Apr-2025 15:00	
Reverse Auction Applicable	No	
Pre Bid Conference Start Date & Time		
Pre Bid Conference End Date & Time		
Queries Start Date & Time	12-Apr-2025 10:00	
Queries End Date & Time	19-Apr-2025 15:00	
Un Priced Bid Open Date & Time	25-Apr-2025 15:01	
Purchase Deptt.	LUCKNOW IRD	
TF/EMD Drop Box Address	NOT APPLICABLE	
Tender Description	HPCL LUCKNOW DEPOT IS CARRYING OUT A PROJECT FOR INSTALLATION OF 360 KWP SOLAR PLANT INSIDE ITS PREMISES. THERE ARE FEW EXTRA WORKS WHICH ARE NOT INCLUDED IN SCOPE OF PRIMARY VENDOR INSTALLING THE POWER PLANT. THIS TENDER IS FLOATED FOR FINALIZATION OF VENDOR FOR CARRYING OUT ABOVE ADDITIONAL WORKS RELATED TO SOLAR POWER PLANT PROJECT AT LUCKNOW DEPOT. PLESAAE REFER TENDER DOCUMENT FOR DETAILED SCOPE OF WORK	
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, bids 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.



Technical Specification				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	TECHNICAL DECLARATIONS		-	Mandatory
2	Instructions to Bidders	1. Instructions to Bidders.pdf	-	No
3	Tips for Bid submission	2. TIPS FOR BIDS SUBMISSION.pdf	-	No
4	vendor bidding manual	3. Vendor Bidding Manual.pdf	-	No
5	GTC supply	4. GTC Supply.pdf	-	No
6	GTC work contract	5. GTC work contract.pdf	-	No
7	GST implementation	6. GST Implementation.pdf	-	No
8	HSE policy	7. HSE Policy.pdf	-	No
9	Annexures	8. Annexures.pdf	-	No

Instructions to Bidders

(This is only a Tender Enquiry and not an order).

Bidder can view the tender Document at HPCL website <http://www.hindustanpetroleum.com> however, bidders are not allowed to quote manually based on such downloaded document from website and such offers shall not be considered. The tender is issued as Two Part Bid viz., **Techno Commercial** bid, and **Price bid**.

1. The **Techno commercial** bid consists of EMD, Technical Specifications, Drawings and other Technical details, Special and General Terms & Conditions, Declarations, Deviations if any etc.
2. Vendor is advised to submit their bids taking full notice of all the terms & conditions, technical specifications etc. Bidders are to note that this tender is on e-procurement platform and hence the interested bidders can participate in the tender (Techno-Commercial and Price Bids) only through the internet through the website **<http://etender.hpcl.co.in>**. Response in any other form shall not be accepted.
3. *Bidders shall be required to arrange all resources, including Digital IDs and Internet Connections at their own cost, for participating in online tenders at HPCL e-Procurement site <http://etender.hpcl.co.in/>*
4. **Eligible Bidders are required to submit their offer in two parts - Techno Commercial bid and Price Bid.** The **Techno Commercial** as well as **Price Bid** shall both be submitted online **as electronic digitally signed & sealed bids at site <http://etender.hpcl.co.in/>** along with the documents as required in this tender.

5. Submission of Bids:

- i. Bids are required to be submitted in 2 parts- **Techno Commercial Bid** and **Priced Bid**
- ii. Eligible Bidders are required to submit their offer only online at website **<https://etender.hpcl.co.in/>** by the tender due date / 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. Physical bids shall not be accepted
- iii. The Techno Commercial as well as Price Bid shall both be submitted online along with the documents as required in this tender.
- iv. Tenders are to be submitted only online at website <https://etender.hpcl.co.in/> by the tender due date / time as specified in the tender.
- v. Late / delayed tenders submitted on line after the due date and time, for whatsoever reasons will not be considered.
- vi. For submitting online response Digital Certificate / Signatures (Class IIB/ Class IIIB) is mandatory. Bidders logging in for the first time should ensure to upload their Digital certificate. The process for it is listed in the Help link after logging in.

- vii. 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.
- viii. It may be noted that response in any other form (through post, telegram, fax, telex, e-mail, and courier) shall not be accepted.
- ix. All details, revisions, clarifications, corrigenda, addenda, time extensions, etc., to the tender will be hosted only on this website. Bidders should regularly visit this website to keep themselves updated.
- x. Bidder is 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.
- xi. The offer from the tenderer should be strictly in accordance with Terms & Conditions of the tender, Specifications.
- xii. All the enclosed Tender documents along with the covering letter will form part of the tender.
- xiii. It shall be understood that every endeavor 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.
- xiv. A bidder, who is new to e-Tender, is advised to refer to help link after logging in to the above site for Login Id and Password.
- xv. 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.

A few tips for successful bid submission have been provided in Annexure- 10.

6. Techno Commercial Bid

The techno commercial bid shall include the following –

- a. Attachments/ Annexures only as sought thru the e-tender duly filled in, signed & stamped needs to be uploaded as per requirement.
- b. Copies of Tax Registrations
- c. Copies of Registration Certificate under NSIC, MSE etc.
- d. Declarations – Blacklisting / Holiday listing, Particulars of Tenderer, PAN No. etc. as given in the list of annexures earlier.

- e. Online EMD in the form of Demand Draft/Bank Guarantee in original to be sent in a separate envelope to address mentioned in the tender to reach before Due Date and Time.
- f. Particulars of Bidder & Organization details in **Annexure 1**
- g. Bidders have to ensure that Rates/Prices are not mentioned anywhere in Techno Commercial bid, failing which the bid is liable to be rejected

7. 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 if applicable
- c. Price bid shall not contain anything else other than the rates. No terms and conditions or exception / deviation are permitted in price bid.

8. Validity of the Offer: The offer shall be valid for a period of 90 days from the due date/ extended due date of opening of the un-priced bid

9. 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.

10. 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/>

11. Vendors to login with their 8-digit Vendor Code as User ID and password as issued for "Bill Tracking system". Alternately, password can be collected from the Purchase Officer of the tender originating location.

12. New Vendors are to access after completing the temporary registration process thru the site at <http://etender.hpcl.co.in/>

13. HPCL shall not be responsible for any delays whatsoever in receiving as well as submitting on- line offers, including connectivity issues.

14. 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.

15. Bidders are not allowed to mention any quotes in any other parts of the tender.

16. 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.

17. Request for extension of tender submission due date, if any, received from bidders within 72 hours of tender submission due date / time, shall not be considered.

18. 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.

19. The Bid document is not transferable.

20. The Corporation reserves the right to reject any and / or every tender without assigning any reason whatsoever and / or place order on any tenderer and their decision in this regard will be final. No disputes could be raised by any tenderer(s) whose tender has been rejected.

21. Purchase Preference: Central Public Sector Enterprises / SSI units registered with NSIC/MSME (certified copy required) shall be extended purchase preference, if any as per government guidelines in force from time to time.

22. Black List/Ban/Holiday List

- i. Bids received from parties who have been banned/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 either evaluation or for award of work.
- ii. The bidder should give a written declaration, in **Annexure- 2** indicating that they are not on holiday list/banned/blacklisted as on due date of this tender.

23. Earnest Money Deposit (EMD): EMD not applicable for this tender.

24. Grievance Redressal Mechanism:

Hindustan Petroleum Corporation Limited (HPCL) has developed a 'Grievance Redressal Mechanism' to deal with references/grievance if any that are received from parties who participated/intend to participate in the Corporation Tenders. The details of the same are available on our website www.hindustanpetroleum.com

25. Digital Signature – Authorized Signatory

- a. All the tender documents and Annexures, Techno-commercial details and Price Bids shall be required to be digitally signed with a class IIB or above digital signature by the authorized signatory.

The authorized signatory shall be:

- i. Proprietor in case of proprietary concern.
- ii. Authorized partner in case of partnership firm.
- iii. Director, in case of a limited Company, duly authorized by its board of directors to sign.

- b. If for any reason, the proprietor or the authorized partner or director as the case may be, are unable to digitally sign the document, the said document should be digitally signed by the constituted attorney having full authority to sign the tender document and a scanned copy of such authority letter as also the power of attorney (duly signed in the presence of a Notary public) should be uploaded with the tender.
- c. Online submission of the tender under the digital signature of the authorized signatory thru e procurement portal shall be considered as token of having read, understood and totally accepted all the terms and conditions.

26. Subcontracting prohibited:

If a contractor submits his bid, qualifies and does not get the contract because of his being not the lowest, he will be prohibited from working as a subcontractor for the contractor who is executing the contract.

27. Acceptance of the Offer by the Corporation:

- a. Incomplete or conditional submissions, and those with deviations/ subjective or counter conditions/ quantity restrictions or those not accompanied by the requisite documents shall be liable to be rejected and no further correspondence/ enquiries on this issue by the tenderer shall be entertained.
- b. Any Terms and Conditions attached / printed overleaf of the Tenderer's offer will not be binding on HPCL.
- c. The Corporation is not bound to accept the lowest offer and reserve the right to reject any and / or every tender without assigning any reason whatsoever and / or place order on one or more tenderers in the manner considered appropriate by the Corporation. Corporation also reserves the right to reject any Un-workable offer.

28. Purchase Preference:

- a. Central Public Sector Enterprises / SSI units registered with NSIC/MSME (certified copy required) shall be extended purchase preference as per government guidelines in force from time to time.
 - b. Purchase preference as applicable would be given to Central Public Sector Enterprises / MSE registered vendor as per directives of Government of India, in vogue from time to time. Tenderers may have to attend the concerned office of the Corporation for negotiations / clarifications if required at their own cost, in respect of their quotations without any commitment from the Corporation.
- 29.** All the terms and conditions of this tender are required to be accepted by bidders and no counter conditions will be entertained.
- 30.** Any bid that does not meet the requirement in the Techno-commercial bid is liable for rejection without further notice.
- 31.** HPCL reserves the right to accept/ reject any or all of the bids at their sole discretion without assigning any reason.
- 32.** HPCL reserves the right to extend the tender due date.
- 33.** HPCL is not responsible for any delay in submission of bids by the vendor.

34. Corrigenda/Addenda:

- i. At any time prior to the bid due date, HPCL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify this tender Document.
- ii. The modifications, amendments, clarifications, corrigenda, addenda, time extensions, etc. to this tender will be hosted only on the website <http://etender.hpcl.co.in>. Bidders should regularly visit this website to keep themselves updated.
- iii. All corrigenda published are deemed to have been accepted as part of tender terms and conditions irrespective of the date a bid is submitted in the e-procurement system on the website **<http://etender.hpcl.co.in>**.
- iv. *Bidder shall be responsible to ensure that the bid submitted has taken into consideration all the corrigenda published as above.*

35. Extension of Due date:

In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, HPCL may, at its discretion, also extend the bid due date.

36. *HPCL reserves the right to make any changes in the terms and conditions without any intimation.*

37. *HPCL reserves the right to reject any or all bids received incomplete.*

38. *The vendors should have acquired clearance from all statutory authorities as applicable.*

39. *HPCL reserves the right to reveal the contents of the bid documents submitted by the bidder / tenderer during the process of opening of witness bid as per prevailing policy of the corporation.*

40. Inspection by HPCL or HPCL Authorized Third Party Inspection Agency

- i. HPCL may engage third party for inspection of materials/Finished good and vendor to provide all necessary assistance for carrying out the inspection in his premises.
- ii. No dispatch of materials should be done without third party inspection and clearance report.
- iii. Scope of Third Party Inspection and Quality Assurance Plan are given in this tender

41. Order of Precedence:

- i. The Special Terms & Conditions and the Technical Specification of the tender shall always supersede the General Terms & Conditions of the tender for the related terms/clauses.
- ii. In case of contradictions between various sections of the tender document, the Work Description shall supersede Specification and Drawings and Special Terms & Conditions shall supersede instructions to tenderers, particular clauses of General Terms & Conditions or clauses stated elsewhere

42. Miscellaneous

- a. HPCL reserves the right to accept any tender in whole or in part or reject any or all tenders without assigning any reason. Decision of HPCL in this regard shall be final and binding on the bidder.
- b. HPCL shall follow Purchase Preference / Price Preference as per prevailing guidelines of Government of India
- c. This Tender is not transferable. All enclosed tender documents along with the Annexures / Attachments will form part of the tender.
- d. The prices quoted by the Tenderer shall be firm during the validity period of the bid

and Tenderer agrees to keep the bid alive and valid during the said period. In case the tenderer revokes or cancels the tender or varies any of terms of the tender without the Consent of the Owner, in writing, the Tenderer forfeits the right to the refund of the Earnest Money paid along with the tender.

- e. Payment of bills shall be tendered to the contractor in electronic mode (e- payment) through any of the designated banks. The contractor will comply by furnishing full particulars of Bank Account (mandate) to which the payments will be routed. Corporation reserves the right to make payment in any alternate mode also.
- f. Tenders received after the stipulated date and time for receipt of the tenders, due to any reason will not be considered.
- g. Courts in the city of Hassan/Karnataka alone shall have Jurisdiction to entertain any application or other proceedings in respect of anything arising under this tender either before or after or during the finalization of the tender.
- h. Corporation reserves the right to take action as deemed fit which is inclusive of placing the tenderer under suspension / holiday for a period as decided by the Corporation, in case of withdrawal of offer at any stage, non - acceptance of LOA / PO or non - execution of order or any other breach of tender terms and conditions.
- i. In case of any dispute in the interpretation of the terms and conditions of the tender, the decision of the Corporation shall be final and binding.

43. Other:

- a. Tenderer should ensure that they submit their offer before the due date & time of tender.
- b. An offer may not be considered, if HPCL is unable to evaluate the same for want of any information.

For queries, please contact:

Commercial:

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