

NOTICE INVITING TENDER

FOR

RATE CONTRACT FOR ISOMERISATION CATALYST GRADE PERCHLOROETHYLENE

(GLOBAL COMPETITIVE BIDDING)




HINDUSTAN PETROLEUM CORPORATION LTD.

VISAKH REFINERY

Tender no.: 2400015959-HD-06600 (5100015959) / BS

IMPORTANT: Please note that this is an e-Public Tender. Please log in at site (<https://etender.hpcl.co.in>) and respond to the tender. Please note that this is an online tender and on line response submitted at site (<https://etender.hpcl.co.in>) shall only be accepted. No other mode of submission (hard copies in the form of fax, submission by hand etc. or email submission etc.) shall be accepted. 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. For submitting on line response Digital Certificate / Signatures (Class II/ Class III) shall be mandatory. For already existing vendors, 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 SAP VENDOR CODE AND CORRESPONDING VENDOR SELF SERVICE (VSS) PASSWORD TO BID FOR THE TENDER. New bidders will have to temporarily register to be able to quote for this tender in eProc system. In case of any difficulty in logging or in case you do not have the BTS password, please contact Eproc helpdesk at: +91 22- 41146666 or +91 7710911191 on any day between 10.00 AM to 6.00PM IST except on Sundays/Public holidays. Please refer to help link after logging in, in case you are new to e-Tender.

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**NOTICE INVITING TENDER (NIT) FOR
RATE CONTRACT FOR ISOMERISATION CATALYST GRADE PERCHLOROETHYLENE
BIDDING DOCUMENT NO. 2400015959-HD-06600
(GLOBAL COMPETITIVE BIDDING)
E-TENDERING**

1.0 INTRODUCTION

HPCL Visakh Refinery's Continuous Catalytic Reformer (CCR) unit and Naphtha Isomerization Unit (NIU) produces high Octane blend streams for production of Motor Spirit (MS) by conversion of a straight run naphtha. CCR and NIU involve chemical reactions that take place within the reactor loaded with active catalyst. The catalyst activity is maintained by injection of isomerization catalyst grade Perchloroethylene (PERC) which is essential for production of high-octane MS blend streams.

1.1. RECOMMENDED SUPPLIERS:

1. OLIN CHLORINATED ORGANICS
2. AXIALL CORPORATION
3. OCCIDENTAL CHEMICAL CORPORATION
4. BANNER CHEMICALS GROUP UK
5. INOVYN TRADE SERVICES SA

In case of traders, dealership / distribution letter is to be furnished from the above suppliers.


2.0 SCOPE OF SUPPLY:

- 2.1 Rate Contract for supply of Isomerization catalyst grade Perchloroethylene in drums for 1 year as per specification mentioned in the tender.

- 2.2 **Total Quantity:** 210,000 Kgs or 210 MT.
Release Order / Indent: Tentatively in 4 indents/shipments.

2.3 Ratio of Division:

- 2.3.1. The Quantities specified in this RFQ is proposed to be distributed between 2 Vendors in the ratio of 70:30. The order will be placed on the lowest Vendor with the rate accepted by HPCL-VR for 70% of the Quantities specified in this RFQ. This lowest accepted rate will be counter offered to the L2 Vendor for their acceptance based on which the order will be placed for 30% of the Quantities specified in this RFQ.
- 2.3.2. In case more than 1 Vendor quotes the same lowest (L-1) rate, the Quantities specified in this RFQ being ordered shall be equally apportioned between all such Vendors only.
- 2.3.3. In case only one Vendor quotes the lowest (L-1) rate and in case more than 1 Vendor quotes the same second lowest (L-2) rate, the remaining 30% of Quantities specified in this RFQ being ordered shall be equally apportioned between all such Vendors.
- 2.3.4. However, HPCL-VR reserves the right to allocate the Total Quantities specified in this RFQ to the lowest Vendor.

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3.0 DELIVERY SCHEDULE:

For Foreign Bidders


4 WEEKS on **FOB source seaport basis** from date of Indent / Release Order.

For Indian Bidders

4 WEEKS door delivery at Warehouse HPCL Visakh Refinery from date of Indent / Release Order.

4.0 SALIENT FEATURES OF BIDDING DOCUMENT:

a)	Tender Document No.	:	2400015959-HD-06600				
b)	Earnest Money Deposit/ Bid Security	:	INR	USD	EUR	GBP	JPY
			17,50,000	20,742	18,577	15,687	2,906,011
			INDIAN BIDDERS	FOREIGN BIDDERS			
c)	Pre-Bid Meeting	:	20-09-2024 @ 16:00 Hrs (IST)				
d)	Due date of Receipt of Bidder's Queries for Pre-bid Meeting	:	19-09-2024 @ 15:00 Hrs (IST)				
e)	Last date and time for submission of EMD by POST to the address below	:	04-10-2024 @ 15:00 Hrs (IST)				
f)	Last Date and time of Online submission of Bids (Bid Due Date)	:	04-10-2024 @ 15:00 Hrs (IST)				
g)	Opening of EMD in physical form	:	04-10-2024 @ 15:00 Hrs (IST)				
h)	Opening of Pre-qualification & Techno commercial (Un- priced) Bids (Part-I) in eProc site	:	04-10-2024 @ 15:00 Hrs (IST)				
i)	Opening of Priced Bids (Part- II)	:	Shall be opened online in e-Proc site after review of Pre-qualification & Techno-Commercial Bids (Part-I)				
j)	Validity of Offer	:	FOUR MONTHS from Tender Due Date / Extended Due Date				
k)	Validity of Order	:	ONE YEAR from date of Letter of Acceptance (LOA) / Purchase Order (PO), whichever is earlier				
l)	Performance Bank Guarantee	:	Applicable				

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4.1 PRE-BID MEETING

Pre-bid meeting will be conducted online through video conferencing on 20th September 2024. Bidders or their authorized representatives (with proper authority letter) are requested to attend the Pre-Bid Meeting so that their queries, if any, related to the Bidding document and Scope of Work can be addressed during the meeting. The bidders are requested to send queries/clarifications, if any, by e-mail to HPCL at least 1 day before the pre-bid meeting. The clarifications shall be provided during the pre-bid meeting.

Bidder shall consider in their priced bid, all the pre-bid discussions and subsequent corrigenda issued, if any, submitted on or before the bid due date, which shall be firm and final. No revisions to the quoted price and no further queries will be allowed thereafter.

Any claims due to lack of understanding in scope, specifications, time schedule, etc., subsequent to submission of tender shall not be entertained.


All clarifications regarding supply scope and conditions of contract shall be obtained before submitting the quotation.

Contact persons for the pre-bid meeting and technical queries:

Ms. Vidya Gedela – Senior Manager - Materials
Mr. N Ashvin Das- Deputy General Manager – Materials
Refinery Warehouse – Materials Department
HINDUSTAN PETROLEUM CORPORATION LIMITED
Visakh Refinery, Malkapuram
Visakhapatnam-530011.
Andhra Pradesh, India
Tel: +91 891 286 4322 / 4321
Email: gvidya@hpcl.in & ashvindas@hpcl.in

For any commercial related queries, contact the following persons:

Mr. Biswanath Samantaray; Engineer - Materials
Mr. Arijit Gorai; Senior Manager - Purchase
Refinery Materials Department
HPCL, Visakh Refinery,
Malkapuram, Visakhapatnam-530011
Andhra Pradesh, India
Tel: +91 891 286 4326 / 4306
E-Mail: biswanath.samantaray@hpcl.in & arijitgorai@hpcl.in

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5.0 **PRE- QUALIFICATION CRITERIA (PQC):**

Tenderers intending to participate this tender shall fulfil the qualification criteria, stipulated at 5.1, 5.2, 5.3 and 5.4 below. **No relaxations in PQC for start-ups.**

5.1 **FINANCIAL CRITERIA:**

5.1.1 The average annual financial turnover of the Bidder during the immediate preceding 3 (three) financial years ending 31st March 2024 or 31st December 2023 as per the audited financial results should be at least INR 1,75,43,610/- or equivalent as given below for other currencies:

	INR	USD	EUR	GBP	JPY
Average annual financial turnover during last 3 financial years	17,543,610	207,937	186,238	157,257	29,132,531
	INDIAN BIDDERS	FOREIGN BIDDERS			

Note: a. In case of companies, standalone financial statement may be considered.

b. If audited financial result of last financial year (i.e. financial year ending 31st March 2024 or 31st December 2023) is not available, then 3 immediate preceding available audited financial results should be submitted by the bidder.

c. In case of Foreign Bidders, if the Annual Turnover is in currency other than USD/EUR/GBP/JPY, the same shall be converted into equivalent USD considering the conversion factor indicated in Bidder's Audited Financial Report. In case the same is not indicated, the conversion rate of respective currency as on last date of Bidder's financial year shall be considered.


5.2 **TECHNICAL CRITERIA:**

5.2.1 Bidder shall have experience of having successfully carried out and completed similar work during the last 7 years ending last day of the month previous to the one in which applications are invited, which experience should be any one of the following:

	INR	USD	EUR	GBP	JPY
Three Similar Supplies each costing not less than (OR)	23,391,480	277,249	248,317	209,676	38,843,374
Two Similar Supplies each costing not less than (OR)	29,239,350	346,561	310,396	262,095	48,554,218
One Similar Supply each costing not less than	46,782,960	554,498	496,634	419,352	77,686,749
	INDIAN BIDDERS	FOREIGN BIDDERS			

5.2.2 **“Similar Work”** shall mean “Supply of Isomerization catalyst grade Perchloroethylene to Crude Oil Refineries in India or abroad”.

Note: a. For arriving at cost of similar work, the value of work executed shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent per annum, calculated from the date of completion to the date of bid opening.

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Conversion Factor:

For Purchase Orders / Completion Certificates in foreign currencies, the respective values will be converted to INR w.r.t. annual average exchange rate of the Indian Financial Year in which the Purchase Order / Completion Certificate was issued. The value arrived in INR shall be enhanced at simple rate of seven percent per annum, calculated from the date of completion to the date of bid opening.


b. Criteria for prior experience and prior turnover (PQC) is relaxed by 15% for Micro and Small Enterprises in India subject to meeting the prescribed quality and technical specification of the tendered items/services.

c. **The above indicated amounts in PQC are exclusive of Taxes/duties.**

5.3 DOCUMENTS REQUIRED FOR FULFILLING PRE-QUALIFICATION CRITERIA

5.3.1. Bidder shall submit the following documents in support of their claim for meeting Technical Pre-Qualification Criteria:

- Copies of work order(s)/ Purchase order(s) (PO) (indicating the breakup of value of work).
- Copies of Completion certificate(s)/ Site acceptance test (SAT) report(s)/ Inspection release note(s) (IRN) commensurate with the award of work & subsequent amendments for proving the supply. Date on this completion certificate/ SAT/ IRN shall comply with the 7 years criteria mentioned in Cl 5.2.1.
- The vendor shall also provide (in the Form – X attached) the telephone and e-mail address of the contact person of other Indian refineries along with PO copies, to whom the vendor has supplied **Isomerization catalyst grade Perchloroethylene**. In case, vendor has not supplied to any Indian Refineries, then Purchase order and completion certificate copies of foreign refineries (duly notarized and translated in English Language) with contact telephone and e-mail ID etc. of the contact persons shall be necessarily provided. Vendor shall confirm that such documentation is enclosed in the bid.
- In the event the value of the qualifying work(s) cannot be ascertained from the Work Order/Completion Certificate submitted by Bidder, Copy of Schedule of Rates (SOR) as per Contract, relevant pages of Contracts, copy of relevant pages of Final Bill certified by Owner for establishing requirement of PQC or written letter from their Client(s) specifying the nature of work with quantities and values can be submitted for qualification.
- For the purpose of evaluation, if tax value is not mentioned separately/ explicitly in the experience documents / completion certificate submitted by the bidder, the value of work mentioned in the document shall be deemed to be excluding taxes and the same shall be considered for evaluation without seeking further clarification whether or not the value is including or excluding taxes and duties.
- In case Bidder has executed composite works/supplies which includes any of the qualifying work(s) stated above, then value of such qualifying work(s) out of the total value of composite works shall be considered for the purpose of qualification.
For composite works, in the event the value of the qualifying work(s) cannot be ascertained from the work order/ completion certificate submitted by bidder, Copy of Schedule of Rates (SOR), relevant pages of Contracts, Copy of relevant pages of final bill certified by OWNER for establishing

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requirement of PQC or written letter from Owner specifying the nature of work with quantities and values can be submitted for qualification.

- g. Bidder are required to submit all such past experience (s) meeting the PQC along with relevant supporting documents in the first instance itself, along with the bid. Accordingly, only such past experience(s) shall be considered for qualification, details of which are provided in the bid by the bidder in Form-X of proposal forms and subsequently no additional past experience shall be sought from the Bidder. However, HPCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority.

HPCL reserve the right to complete the evaluation based on the details furnished without seeking any additional information.

5.3.2. Documents for Financial Criteria:

- 5.3.2.1. Bidder shall submit the complete audited balance sheets and profit and loss account for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria.

- 5.3.2. All documents furnished by the bidder in support of meeting the Experience and Financial criteria of PQC shall be authenticated in the following manner:

Either

Duly certified by Statutory Auditors of the bidder or practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company) where audited accounts are not mandatory as per law.

Or

Documents Duly notarized by any Notary Public/Apostille in the Bidder's Country or certified true copies duly signed, dated and stamped by an official authorized for this purpose in Indian Embassy/High Commission in Bidder's country.

Or


Bidder shall submit self-certified documents in original from any one out of CEO or CFO or Company Secretary of the bidder (Limited company only) along with self-certification as per enclosed Annexure- A. This option shall not be applicable to Proprietorship / Partnership firms.

Requirement of above certification shall not be applicable to published audited annual financial statements in English, if original booklets are submitted.

5.3.3. The failure to meet any of the above Pre-Qualification Criteria will render the Bid to be rejected.

Therefore, the bidder shall in his own interest furnish complete documentary evidence by way of copies of work orders, completion certificates from Clients/Consultants, Self-certification for liquidation/court receiving or similar proceedings and balance sheet including Profit and Loss Accounts, Solvency certificates etc. along with the PQC bid, in support of their fulfilling the Pre-Qualification Criteria as given above. The vendor shall produce all the above documents in original before HPCL, in case it is necessary. Any additional documents, if deemed necessary to establish the qualifying requirements may be submitted by the Bidder. HPCL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise. HPCL reserves the right to reject the bids if supporting documents to qualify PQC are not submitted along with the bid.

- 5.3.4. **Submission of authentic documents is the prime responsibility of the Bidder.** However, HPCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall provide all necessary assistance in this regard. The bidder has to enclose the list of supply orders and complete address of the client, phone no., e-mail, name of

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contact persons, website etc., for whom they have executed such jobs in support of their claims that they are meeting PQC.

5.4 ELIGIBILITY OF BIDDERS

5.4.1 All bidders shall be required to provide a declaration stating that they have not been suspended or banned or delisted by any government or quasi government agencies or Indian PSUs or GeM. If a bidder has been suspended or banned by any government or quasi government agencies or PSUs or GeM, this fact must be clearly stated and it may not necessarily be a cause of disqualification. If declaration is not given, the bid shall be rejected as non – responsive.

5.4.2 Bidder should not be under liquidation, court receivership or similar proceedings. Bidder shall submit self-declaration in this regard.

5.4.3 Parties who are affiliates of one another can decide which affiliate will make a bid. Only one affiliate may submit a bid. Two or more affiliates are not permitted to make separate bids directly or indirectly. If 2 or more affiliates submit a bid, then any one or all of them are liable for disqualification.

“Affiliate” of a Party shall mean any company or legal entity which:


- (a) controls either directly or indirectly a Party, or
- (b) which is controlled directly or indirectly by a Party; or
- (c) is directly or indirectly controlled by a company, legal entity or partnership which directly or indirectly controls a Party. “Control” means actual control or ownership of at least a 50% voting or other controlling interest that gives the power to direct, or cause the direction of, the management and material business decisions of the controlled entity.

5.4.4 Bids may be submitted by:

- a) Sole bidder : a single person (Sole Proprietorship) or entity;
- b) A newly formed incorporated joint venture (JV) which has not completed 3 financial years from the date of commencement of business;
- c) Subsidiaries / Affiliates of Indian or foreign companies

5.4.5 Fulfilment of Eligibility criteria and certain additional conditions in respect of each of the above types of bidders are stated below:

- a) The bidder (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each qualification criteria (PQC).
- b) In case the bidder is a newly formed and incorporated joint venture and which has not completed three financial years from the date of commencement of business, then either the said JV shall fulfil each qualification criteria (PQC) or any one constituent member/ promoter of such a JV shall fulfil each qualification criteria (PQC). If the bid is received with the proposal that one constituent member/ promoter fulfils each qualification criteria (PQC), then this member/promoter shall be clearly identified and he/it shall assume all obligations under the contract and provide such comfort letter/guarantees as may be required by the Corporation. The guarantees shall cover inter alia the commitment of the member/ promoter to complete the entire work in all respects and in a timely fashion, being bound by all the obligations under the contract, an undertaking to provide all necessary technical and financial support to the JV to ensure completion of the contract when awarded, an undertaking not to withdraw from the JV till completion of the work, etc.

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- c) Subsidiaries / Affiliates of Indian or foreign companies which are registered in India and having manufacturing facilities or establishment towards providing services in India are allowed to participate in this tender, subject to meeting the local content provisions as per the MII clause enclosed with the tender. Such entities can participate either on the basis of their credentials (Technical or Financial) or on the basis of the credentials (Technical or Financial) of their parent/affiliate company, as per the PQC requirements applicable for this tender. If credentials of parent/affiliate are sought to be relied upon, then the Indian subsidiary must meet the other PQC, either Technical or Financial. Moreover, the parent/affiliate will also provide suitable Guarantees to ensure completion of the work in all respects.


5.4.5 In case the parent / affiliate company is from a country which shares a land border with India, then the subsidiary / affiliate company will be eligible to bid in this tender only if the parent / affiliate company is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), India.

5.4.6 General Eligibility and Qualification conditions:

- All eligible bidders meeting the eligibility criteria as defined in Instruction to Bidders (ITB) can participate in the tender.
- A firm determined non-performing by the Corporation shall not be eligible to bid during the period so determined.
- Even if a bidder meets the eligibility criteria and PQC, he shall be subject to disqualification if he or any of the constituent partners is found to have:
 - made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/ or;
 - records of poor performance during the last five years, as on the date of application, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy, (The rescission of a contract of venture JV on account of reasons other than non- performance, such as the most experienced partner (major partner) of JV pulling out) and so on:

6.0 SUBMISSION OF BIDS & VALIDITY

- Bids are required to be submitted only through HPCL e-procurement site (<https://etender.hpcl.co.in>) using valid digital signature Certificates.
- Physical Bids / Offers or Bids through any other mode shall not be accepted. The Offers submitted through e-tendering system, as above shall only be considered for evaluation and ordering. Bids sent through E-mail/Courier/CD/Pen Drive shall not be accepted.
- Bidders are requested to get acquainted with the E-Tendering System in advance and obtain/seek clarifications, if any from E-proc helpdesk at: +91 22- 41146666 or +91 7710911191 on any day between 10.00 AM to 6.00PM IST except on Sundays/Public holidays.
- Validity of bid shall be **4** months from the bid due date / extended due date.
- BID SECURITY /EARNEST MONEY DEPOSIT (EMD):** Amount shall be as per clause no. 4.0 as above.

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EMD/ IN SEALED ENVELOPE (OFFLINE MODE):

If the bidder is submitting the EMD thru offline mode, the Original Bank Guarantee (EMD Format attached) should be kept in sealed envelope and should reach to the following address before the Tender Due Date/ Extended Due Date & Time]:

The above Envelope shall be super scribed as follows:

EMD MONEY	
TITLE	: RATE CONTRACT FOR ISOMERISATION CATALYST GRADE PERCHLOROETHYLENE
TENDER NO.	: 2400015959-HD-06600 (5100015959) / BS
TENDER DUE DATE	: _____

NOTE:

The above sealed envelope shall be dropped in the tender box kept at the office of CGM-Materials, on or before the tender due date / extended due date.

Notes: (i) The envelope should be superscripted with the Respective Title (i.e., EMD), HPCL-VR's RFQ No., RFQ Date, RFQ Due Date, Tenderer's Name & Address.


(ii) Please note that **Non-receipt of EMD in physical form on or before Due Date/ Extended Due date and time shall lead to rejection of all such bids.**

(iii) In case Prices are mentioned in any of these envelopes, such Offers shall be summarily **REJECTED, WITHOUT ANY** reference to and/ or correspondence with the Tenderer.


Tenders received after the stipulated date and time for receipt of the tenders, due to any reasons what so ever shall be rejected.

The complete mailing address is as given below:

Attn: OFFICE OF THE CHIEF GENERAL MANAGER - MATERIALS MATERIALS DEPARTMENT - REFINERY ADMINISTRATIVE BLOCK - A, FIRST FLOOR, WEST WING MALKAPURAM VISAKHAPATNAM -- 530 011 ANDHRA PRADESH, INDIA * * *
Tel : +91 891 286 4326 / 4309 E-Mail: biswanath.samantaray@hpcl.in & arijitgorai@hpcl.in

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- HPCL shall not be responsible for delay in receipt of the Tender(s) due to postal delay or any other reason whatsoever.
- 7.1 EMD shall in the form of Demand Draft issued by an Indian Scheduled Bank or from any Indian branch of an international bank (other than Co-operative Banks) in favour of Hindustan Petroleum Corporation Limited, payable at Visakhapatnam **(OR)** in the form of Non-Revocable Bank Guarantee on INR 100/- (Rupees One Hundred only) non-judicial stamp paper (as per format enclosed) issued by a Scheduled Bank (other than Co-operative banks) and valid for Six Months from the Bid Due Date / extended due date (if any). **(OR)** Thru e-payment/wire transfer; thru HPCL's e-procurement portal. HPCL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.
- 7.2 In case, EMD is in the form of irrevocable Bank Guarantee the same shall be from any Indian scheduled Bank or from a branch of an International bank situated in India and registered with the Reserve Bank of India as scheduled foreign bank. All Foreign Bank Guarantees will be confirmed by a bank located in India acceptable to the Corporation. SFMS confirmation should mandatorily submitted along with BG.
- 7.3 The bid security shall be valid for two (02) months beyond the validity of the bid as specified in the Bidding Document i.e. 6 (Six) months from bid due date/extended due date (if any). No interest shall be payable upon the Bid Security / EMD or any other amounts payable by the Seller to the Buyer under the Contract.
- 7.4 Bids without Earnest Money Deposit (EMD) / Bid Security will not be considered and will be summarily rejected, subject to exemptions as mentioned at clause no. 8 below.
- 7.5 **Tenders received without Earnest Money Deposit will be rejected**, subject to exemptions as mentioned at clause no. 8 below.
- 7.6. **All foreign bank guarantees** will be confirmed by a scheduled bank/branch located in India acceptable to the Corporation.
- 7.7. Issuance of Bank Guarantee shall be confirmed by the Bank directly to the HPCL preferably through Structured Financial Messaging System (SFMS), as it provides an RBI supported Integrated Platform for Bank Guarantee Verification.
For SFMS, the HPCL's Bank Details/other information are as follows:
ICICI Bank, Backbay Branch, Mumbai
IFSC Code : ICIC0000393
HPCL's Customer ID: 508902133
Unique Identifier Code (UIC) : HPCL508902133VR
Note : BG Issuance advice should mention applicable Unique Identifier Code (UIC) in row/field number 7037 of SFMS Delivery Report. The BG should be submitted as per the HPCL's format along with print out of SFMS Delivery report from the BG Issuing Bank Branch.
- 7.7.1. Vendors are required to submit Bank Guarantee from Nationalized Bank / Scheduled Bank (other than Cooperative bank). The list of Scheduled Banks as per RBI (Schedule II of RBI Act) is available on RBI website at https://m.rbi.org.in/scripts/bs_viewcontent.aspx?Id=3657
From the list available under above link, Bank Guarantees from the following categories are only acceptable (for EMD/ABG/PBG or any other purpose):
- a. Scheduled Public Sector Banks
 - b. Scheduled Private Sector Banks
 - c. Scheduled Foreign banks in India
 - d. Scheduled Small Finance Banks (only AU Small Finance Bank Limited).

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HPCL wishes to inform that BGs shall not be accepted from Payments Bank and Small Finance Bank other than bank(s) specifically mentioned above.

7.8. Bidder's bid security/EMD will be forfeited if the bidder:

- i) withdraws or amends its / his tender;
- ii) impairs or derogates from the tender in any respect within the period of validity of the tender;
- iii) if the bidder does not accept the correction / loading as per bid terms of his bid price during evaluation;
- iv) if the successful bidder fails to sign the contract or furnish the required performance security within the specified period.

8.0 **Exemption of EMD/ Bid Security (Applicable for INDIAN BIDDERS only):**

8.1. The following categories of tenderers are exempted from EMD (Bid Security) for Indian Bidders only:

- i) Indian Central / State Public Sector Enterprises: In the event of the tenderer being a Public Sector Enterprise, a declaration to that effect should be submitted.
- ii) Vendors registered as Micro / Small Enterprises (MSEs) in India: In the case of Vendors registered as MSEs, a copy of the relevant registration certificate or other such document specified by Government of India (currently Udyam Registration Certificate) to be submitted.
- iii) Indian Bidders having annual turnover of INR 500 Crore or more, at least in one of the past three completed financial year(s) are exempted from submission of EMD.


8.3. In cases of EMD exemption, Bidders shall sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids / request for proposals document, they will be suspended for a period of one year from being eligible to submit Bids / Proposals for contracts with the Procurement Authority. **If Bid declaration is not given, such bids will be rejected.**

8.4. In case, the EMD exemption letter / documents are uploaded in the HPCL e-proc site and hard copies are not received as on the due date, the offers shall be considered after due verification of the documents uploaded in the HPCL e-proc site.

9.0 **INTEGRITY PACT**

The Integrity Pact duly signed by the authorized official of HPCL and the contractor will form part of this contract / Purchase order. The bidder shall comply with the requirements of the Integrity Pact. Pro-forma of Integrity Pact, which is issued along with the bidding document shall be returned by the bidder long with technical bid, duly signed by the same signatory who signs the bid i.e. who is duly authorized to sign the bid. All the pages of the Integrity Pact shall be duly signed by the same signatory.

BIDDER'S FAILURE TO RETURN THE INTEGRITY PACT ALONG WITH THE BID, DULY SIGNED, SHALL LEAD TO OUTRIGHT REJECTION OF SUCH BID.

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If the Bidder has been disqualified from the tender process prior to the award of contract according to the provisions under Integrity Pact, HPCL shall be entitled to demand and recover from bidder Liquidated damages amount by forfeiting the EMD/Bid security (Bid Bond) as per provisions of Integrity Pact.

If the contract has been terminated according to provisions of the Integrity Pact, or if HPCL is entitled to terminate the contract according to provisions of Integrity Pact, HPCL shall be entitled to demand and recover from the Contractor liquidated damages amount by forfeiting the Performance Bank Guarantee / Security Deposit as per Integrity Pact.

10.0 INSTRUCTIONS REGARDING SUBMISSION OF BIDS:

10.1 Bid shall be submitted under **2 bid** system in two PARTs as follows:

- EMD (THROUGH POST AS WELL AS IN E-PROC SYSTEM)
- PART-I: PRE-QUALIFICATION BID & UN-PRICED TECHNO-COMMERCIAL BID (THROUGH E-PROCUREMENT SYSTEM)

All the required documents pertaining to Pre-Qualification Criteria as required in this tender should be submitted online in the e-Proc system.

- PART-II: PRICED BID (IN E-PROCUREMENT SYSTEM)

10.2 The bids prepared by the bidder, all correspondences and documents relating to the bids, exchanged by the bidder with HPCL, shall be written in English language only.


10.3 Bidders are requested to quote all the relevant information like taxes and duties, delivery period, and all other information as sought in the applicable columns in tender in the un-priced bid format.

10.4 Subsequent to the submission of bid, bidders are not allowed to change the price.


10.5 The bids prepared by the bidder, all correspondences and documents relating to the bids, exchanged by the bidder with HPCL, shall be written in English language.
Any printed literature furnished by the Bidder may be in another language, provided that the literature is accompanied by an authentic English translation, in which case, for the purpose of interpretation of the document, the English version will govern.

11.0 SEQUENCE OF BID OPENING:

First, the envelope super scribed with EMD shall be opened. After verification and establishing correctness of all the enclosures, PART-I i.e. Prequalification bid & Unpriced bid shall be opened in the e-proc site. After verification and establishing PQC & after establishing techno-commercial acceptability of the unpriced techno-commercial offers, the PART-II i.e. the priced offers of only PQC qualified & techno-commercially acceptable bidders shall be opened in the e-proc site.

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- 12.0 Bidders are required to furnish all information and documents as called for in this document, in English language. Any printed literature furnished by the bidder may be in another language, provided that the literature is accompanied by an authentic English translation, in which case, for the purpose of interpretation of the document, the English version will govern.
- 13.0 HPCL reserves the right to assess bidder's capability and capacity to perform the contract by taking into account various aspects such as concurrent commitments and performance etc. of the Bidder, should the circumstances so warrant such assessment in the overall interest of the project. HPCL reserves the right to complete the evaluation based on the details furnished without seeking additional information.
- 14.0 Grievance Redressal: There is a Grievance Redressal Mechanism in HPCL for vendors, participating in the tender, the details of which are available on HPCL website www.hindustanpetroleum.com .
- 15.0 HPCL shall not be responsible for any costs or expenses incurred by bidder in connection with the preparation or delivery of Bids, including costs and expenses related with visits to the site.
- 16.0 Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- 17.0 HPCL reserve the right to reject any or all Bids received without assigning any reason.
- 18.0 Time and date of opening of price bids shall be intimated only to qualified and techno-commercially acceptable Bidders at a later date. Tender opening (unpriced bid as well as priced bid) will be done online at the time and dates 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 website (<http://etender.hpcl.co.in>) for witnessing the tender opening (unpriced bid as well as priced bid in case of technically accepted vendors)
- 19.0 Clarifications if any, can be obtained through e-mail: biswanath.samantaray@hpcl.in / arijitgorai@hpcl.in

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Annexure-A
SELF-CERTIFICATION

I, _____ S/o/D/o of _____, working as
CEO/CFO/Company Secretary (indicate, as applicable) of the Company
_____ having its registered office at
_____ certify that all the details including
documents pertaining to Bidder Qualification Criteria signed by undersigned vide our offer reference
_____ against your Enquiry document _____, are
true, authentic, genuine and exact copy of its original.

It is certified that none of the documents are false/forged or fabricated. All the documents submitted has been made having full knowledge of (i) the provisions of the Indian laws in respect of offences including, but not limited to those pertaining to criminal breach of trust, cheating and fraud and (ii) provisions of bidding conditions which entitle the HPCL to initiate action in the event of such declaration turning out to be a misrepresentation or false representation.


I further certify that further documents, if any, required to be submitted by our company, shall be submitted under my knowledge and those documents shall also be true, authentic, genuine, exact copy of its original and shall not be false/forged or fabricated.

DECLARATION

I, _____ S/o/D/o of _____, working as
CEO/CFO/Company Secretary (indicate, as applicable) of the Company
_____ having its registered office at
_____ with reference to our bid
_____ against your Enquiry document _____, declare
that in case, at a later date, any of the document submitted in our bid referred above is found to be false/forged or fabricated, I, shall be held responsible for the same and HPCL has every right to take action against me and my company, as deemed fit as per provisions of the Bidding right to put our company on Holiday/Black list for future business with HPCL.

Specimen Signature of authorized representative

Signature
Name & Designation (CEO or CFO or Company Secretary)

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FORM - X

PAST/ SIMILAR EXPERIENCE IN SUPPORT OF PQC

Sl. No	Description of work	Client contact no. & e-mail address	Contract value	Contract award date	scheduled completion date	actual completion date	actual completed value	remarks

Note : Copies of work order(s) and completion certificate(s) etc. for one or more jobs should be submitted by the Bidder along with the bid so as to meet the bidder qualification criteria stipulated in the bidding document.

SIGNATURE OF BIDDER : _____

NAME OF BIDDER : _____

COMPANY SEAL : _____