



Hindustan Petroleum Corporation Limited
(Mumbai Refinery-Materials Dept.)
B D Patil Marg, Mahul, Mumbai-400 074, India
Phone : +91-22-25076822

NOTICE INVITING TENDER

TITLE: PROCUREMENT OF DHT CATALYST FOR MR & VR

1.0 INTRODUCTION:

1.1 Hindustan Petroleum Corporation Ltd. also called HPCL (herein referred to as Purchaser) wishes to receive e-procurement bids against the subject tender document for the supplies to be carried out at HPCL – Mumbai Refinery & Visakhapatnam Refinery

1.2 For the purpose of this document, the words “Owner “, “Purchaser”, “HPCL”, “Corporation” have been used interchangeably and would mean same in the expression and intent in proper context. Also the words “Bidder”, “Tenderer”, “Contractor”, and “Vendor” have been used interchangeably and would mean same in expression and intent in proper context.

2.0 HPCL invites online bids at HPCL Mumbai Refinery, Mumbai 400074, India in e-Tender system at <https://etender.hpcl.co.in> under two bid envelope system (Part-I : EMD+ Integrity Pact + PQC, Techno-commercial bid and Part-II : Price bid) from competent bidders with sound technical and financial capabilities fulfilling the Qualification Criteria stated under Sr. No. 4.0 and its sub clauses below.

3.0 SALIENT FEATURES OF THE BIDDING DOCUMENT:

Description	:	Job Scope: <u>PROCUREMENT OF DHT CATALYST FOR MR & VR</u>				
Tender No.	:	2400015992-HD-06000 (RFQ No. 5100015992)				
Pre-bid Meeting	:	As per Tender (pl check on HPCL e-procurement portal)				
Due date	:	As per Tender (pl see on HPCL e-procurement portal)				
Last date & time for receipt of Bids	:	As per Tender. (on e-procurement portal https://etender.hpcl.co.in Only).				
Offer Validity	:	180 days from tender Due date / Extended Due date				
Earnest Money Deposit (EMD)	:		INR	USD	GBP	Euro
						JPY
		Total EMD amount for both the schedules	97,50,000	116185	88457	104891
		EMD amount for schedule 1 (DHT catalyst for MR)	62,50,000	74477	56703	67238
		EMD amount for schedule 2 (DHT catalyst for VR)	57,50,000	68519	52167	61859
						9665490
Tender Type	:	Public – Global				
HPCL E-tender Help Desk No. for any website related help	:	+91-22-41146666				
Tender Document Charges	:	Nil				

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Price reduction clause for delayed delivery	:	Applicable as per Tender
Evaluation Basis	:	Schedule-wise lowest basis as per Annexure-III i.e. bid evaluation methodology
Delivery period and Delivery Terms of Catalyst	:	Catalyst to be delivered on FOB/CFR/CIF basis within 28 weeks from the Letter of Acceptance (LOA)/PO. Bill of lading shall be considered as date of delivery for foreign bidders. For Indian vendors- Catalyst to be delivered at MR or VR within 28 weeks from the Letter of Acceptance (LOA)/PO.
Retention Money/Performance Bank Guarantee	:	Applicable (5% of FOB/CIF/CFR/ PO value)
Reverse Auction	:	Not Applicable
Address for communication with HPCL	:	<u>For Technical queries & Pre-bid meeting:</u> Mr. Rohit Sachan, Sr Manager-Technical, HPCL Mumbai Refinery, Telephone: 022 2507 8417 or Email: rohitsachan@hpcl.in Mr. Udayakumar V Unnikrishnan, chief Manager-Technical, HPCL Mumbai Refinery, Telephone: 022 2203 8356 or Email: uvudaikumar@hpcl.in <u>For Commercial queries and Pre-bid meeting:</u> Mr. Abhishek Jaiswal, Chief Manager – Materials, Tel: 022 2507 6822, email: abhishekjaiswal@hpcl.in Ms. K Bhuvaneswary, DGM-Materials, Tel: 022 2507 6103, email: kbhuvana@hpcl.in

Important Note: In case any of the bidders wants to bid for both the schedules, EMD to be submitted for total amount as per the above table otherwise EMD to be submitted as per the respective schedule. Further, for EMD submission through Online mode, Maximum upto Rs 25 lakhs can be paid through single transaction. In case EMD amount exceeds Rs 25 lakhs, Vendor can pay the requisite EMD amount through multiple transactions, by splitting the total EMD amount suitably

4.0 BIDDER QUALIFICATION CRITERIA:

The bidders, intending to participate shall fulfil the following qualification criteria (Technical & Financial):

4.1 Technical and Financial Prequalification:**4.1.1** Following criteria shall be met by the Bidders.**Technical:**



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a) The vendor shall have successfully carried out and completed similar work during the last 7 years ending 31.08.2024 which experience should be any one of the followings for MR Catalyst (Schedule-I):

	For Non-MSE in INR	For MSE in INR	USD	GBP	Euro	JPY
Three similar completed work costing not less than OR	319731105	271771439	3810042	2900753	3439681	537453529
Two similar completed works, each costing not less than OR	399663881	339714299	4762553	3625941	4299602	671816912
One similar completed works, each costing not less than	639462293	543542949	7620085	5801506	6879364	1074907200

Similar work for MR DHT Catalyst: “Supply of VGO Hydrotreating catalysts & Diesel Hydrotreating catalysts having product specification of max 500 ppmwt for hydrotreated VGO & max 10 ppmwt for hydrotreated Diesel for minimum Diesel Feed Sulphur of 1.33 wt%”

b) The vendor shall have successfully carried out and completed similar work during the last 7 years ending 31.08.2024 which experience should be any one of the followings for VR Catalyst (Schedule-II):

	For Non-MSE in INR	For MSE in INR	USD	GBP	Euro	JPY
Three similar completed work costing not less than OR	278544989	236763241	3319252	2527093	2996599	468221532
Two similar completed works, each costing not less than OR	348181237	295954051	4149065	3158866	3745749	585276915
One similar completed works, each costing not less than	557089979	473526482	6638504	5054185	5993199	936443064



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Similar work for VR DHT Catalyst: “Supply of Diesel Hydrotreating catalysts having product specification of max 8 ppmwt for hydrotreated Diesel for minimum Diesel Feed Sulphur of 1.78 wt%”.

Note:- 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.

The above indicated amounts in PQC are exclusive of taxes/duties. Only basic PO values/amounts shall be considered

Vendor shall provide the supporting documents for the same in English (to be translated if in any other language). Kindly confirm that such documents are enclosed in the technical bid.

Note: 1. Bids of vendors not meeting prequalification conditions will not be considered for evaluation will be rejected.

Vendor to produce documentary evidences.

The above criteria to be met for qualification of applicants. The vendor shall submit PO copies, Completed Supplies and job completion report if needed as the proof for completed works. The bidder has to submit notarized copies of Purchase Order copies and job completion report. If vendor wants to send specific technical confidential documents then it needs to be sent only to : uvudaikumar@hpcl.in & abhishekjaiswal@hpcl.in.

A copy of each of the above documents shall be furnished and original shall be furnished for verification if required, which shall be returned immediately after verification.

4.1.2 Financial Prequalification:

a) Average Annual financial turnover of the bidder during the last three years ending 31.03.2024 (ending 31.03.2023 if 2023-24 report not available) shall be at least **USD 2857532** (pl see figures in other currencies) as per audited financial report with UDINs. (Please provide audited financial reports duly notarized and translated in English as documentary proof) **for MR Catalyst (Schedule-I)**

	For Non-MSE in INR	For MSE in INR	USD	GBP	Euro	JPY
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Average Annual financial turnover during the last 3 years	23,97,98,370/-	20,38,28,615/-	2857532	2175565	2579761	403090217
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b) Average Annual financial turnover of the bidder during the last three years ending 31.03.2024 (ending 31.03.2023 if 2023-24 report not available) shall be at least **USD 2489439** (pl see figures in other currencies) as per audited financial report with UDINs. (Please provide audited financial reports duly notarized and translated in English as documentary proof) **for VR Catalyst (Schedule-II)**

	For Non-MSE in INR	For MSE in INR	USD	GBP	Euro	JPY
Average Annual financial turnover during the last 3 years	20,89,08,742/-	17,75,72,431/-	2489439	1895319	2247449	351166149

HPCL reserve the right to assess the capability and capacity of the bidder for execution of the project 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. They also reserve their rights to reject any bid received at its discretion without assigning any reason whatsoever. Purchase order copies of foreign refineries (duly notarized and translated in English Language) with contact telephone, fax and e-mail ID etc. to be necessarily provided.

HPCL reserves the right to use in-house information for assessment of Bidder's capabilities.

Note: In case, the last financial year closing date is within 9 months of bid due date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.

Example, In case, audited annual report of immediate preceding financial year (year ending 31st March) is not available and where bid closing date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case



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the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.

All the above mentioned prequalification criteria to be met for qualification of vendor

- 4.1.3** Bidder shall furnish documentary evidence by way of copies of Purchase Orders, Completed Supplies, completion certificates and balance sheet or Audited Financial Statements including Profit and Loss Accounts, duly audited and certified by way of signing and stamping the documents by the registered auditor, Certificate from Bank etc. along with the Bid to establish Bidder's conformance to Qualification Criteria.

Failure to meet the above Pre-Qualification Criteria will render the Bid to be rejected. Therefore, the bidder shall in his own interest furnish complete documentary evidence in the first instance itself, in support of their fulfilling the Qualification Criteria as given above. HPCL reserves right to complete the evaluation based on the details furnished without seeking additional information from the vendor. Bidder shall submit the supporting documents translated in English if required, and duly notarized as proof of meeting Experience, technical & financial criteria of the tender. Bids submitted without notarization may be liable for rejection.

Bidder shall provide postal address, E-mail address, contact details of their customers whose documents are submitted as proof of meeting the PQC of the tender. HPCL has right to contact the clients of the bidder for seeking their feedback on the performance. HPCL's decision is final with regard to acceptance or rejection of the bid, if the feedback received from customer of bidder is not satisfactory.

Bidder shall meet all the above conditions to qualify their bid. In the event of bidder not meeting any of PQC conditions, the bid submitted shall be summarily rejected.

HPCL reserves the right to evaluate the bids containing deviations having financial implications after adding the costs for such deviations as determined by HPCL.

HPCL reserves the right to complete the evaluation based on the details furnished without seeking and additional information. It is the bidders responsibility to furnish unambiguous bids.

The unpriced bid should not contain any prices. In case prices are found in this bid, your bid will not be considered and will be rejected. Vendors are also instructed not to disclose prices during technical/ commercial review of bids. Disclosing the rates/ prices in response to queries raised during technical/ commercial evaluation stage, will make your bid liable for rejection.

The prices quoted by the bidder shall remain firm and valid till complete execution of the contract.



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The price bid should not contain any conditions. Any pre-conditions in the priced bid will make the bid liable for rejection.

Note: - Registered Start-ups to meet PQC condition.

5. **Number of vendors required:** - Schedule wise one vendor whoever turns out be lowest as per the evaluation methodology for that schedule.

5.1 **Evaluation Criteria:-**

1. Unpriced bid Stage: - HPCL would do Technical review based on PQ documents and other documents submitted in the unpriced bid.

2. Priced bid Stage: - The priced bids of qualified and techno-commercially accepted bidders would be opened.

Tender Evaluation Methodology

Schedule-wise lowest as per evaluation methodology stipulated in Annexure-III.

6.0 **Guidelines for EMD:**

Tenders received without Earnest Money Deposit will be rejected. The following categories of tenderers are exempted from EMD:

- i. Public Sector Enterprises in India
- ii. Vendors registered as Micro/Small Enterprises (MSEs) or National Small Scale Industries Corporation (NSIC) in India.
- iii. Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)

For this purpose, in the event of the tendering company being a Public Sector Enterprise in India, a declaration to that effect and in the case of Vendors registered with NSIC or a MSEs, a copy of the registration certificate or acknowledged copy of Entrepreneurs Memorandum Part II (EM – II) should be submitted.

EMD can be submitted: -

By way of non-revocable bank guarantee from **any commercial scheduled bank (other than cooperative banks)** and valid for Six (6) months from the due date/extended due date of submission of bid or online through net banking (on E-Proc website).

All foreign bank guarantees will be confirmed by a Scheduled Bank, other than co-operative bank located in India acceptable to HPCL

If the EMD is not received before due date and time, such bids will not be considered at all.



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Scanned copies of EMD should be uploaded along with bidding document on <http://etender.hpcl.co.in>

EMD in physical form shall be submitted to the following office on or before due date and time/extended due date and time as the case may be. The Envelope should indicate as **“EMD for Tender No. 2400015992-HD-06000 (RFQ No. 5100015992)”**

If applicable, valid EMD amount received by HPCL either thru electronic receipts or other acceptable means, on or before the due date/ time will be considered as if the same is received with the Bid. Refund of EMD may be through e payment or cheque.

If the EMD is not in line with the amount called for, the EMD will be returned to the tenderer and online bid would be rejected. Vendor to contact undersigned for submitting EMD if needed.

Abhishek Jaiswal
Chief Manager - Materials
New Admin Building (Room No. 248)
Materials Department, Hindustan Petroleum Corporation Ltd,
Mumbai Refinery, B D Patil Marg, Mahul, Mumbai-400 074, India
Email: abhishekjaiswal@hpcl.in, Ph: +91 22 25076822

Or

DGM- Materials (I/C)
2nd Floor, New Admin Building
HPCL Refinery, B D Patil Marg, Mahul
Mumbai – 400074, India, Ph: +91 22 2507 7033

EMD shall be dropped in the Refinery Purchase Tender box kept at the Refinery Main Gate, on or before due date or extended due date, and time.

EMD will be forfeited if

1. Bidder withdraws their offer during the period of validity.
2. In case of the successful bidder if he fails to furnish the security deposit/PBG.
3. Any other reason warranting the forfeiture of EMD at the sole discretion of HPCL.

7.0 INTEGRITY PACT (IP):

Uploading of integrity pact is mandatory in the e Procurement application. The IP shall be digitally signed by the bidder and there shall be no requirement for physical/digital signature of witnesses. The Integrity Pact digitally signed by the authorized official of HPCL and the Contractor, will form part of this contract / supply order/ sale order as applicable. **Non submission of duly filled and signed IP along with tender may be liable for rejection.**

The bidder shall comply with the requirements of the Integrity Pact enclosed with the tender.

Performance of Integrity Pact, which is issued along with the bidding document shall be submitted by the bidder on or before due date to HPCL. If the Bidder has been disqualified from the tender



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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.

8.0 Bids shall be submitted in <https://etender.hpcl.co.in> only. For any website related technical issues, HPCL E-Proc Help

Desk No. is +91-22-41146666

(a) Unpriced part of the Bids shall be opened at 1430 Hrs IST, on the last date for submission of bids, bidders can witness the same in the portal. Time and date of opening of Price Bids shall be notified to the qualified and acceptable bidders at a later date.

(b) Fax / E-mail bids shall not be accepted.

9.0 If a bidder 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/supplier for the contractor/supplier who is executing the contract

By submitting the bids, the Bidder to give a declaration that they have not been banned or delisted by any government or quasi government or PSUs. If a bidder has been banned by any government or quasi government or PSUs, please note that it may not necessarily be a cause for disqualifying bidder. However, if this declaration is not given, the bid will be liable to be rejected as non-responsive.

10.0 DELIVERY PERIOD:

As per Tender

11.0 RIGHT TO ACCEPT / REJECT THE TENDER: - HPCL reserves the right to accept / reject any or all the bids including the lowest bid without assigning any reason whatsoever. The decision of HPCL shall be final and no correspondence will be entertained in this regard. Communication would be sent to all vendors conveying reasons for cancellation of tender

In the case of public tenders, the Bid Evaluation Report shall be available, to all qualified bidders on demand at a price to be fixed by the HPCL, provided the bidders themselves have no objection to the details of their financial status being revealed. In any case, the technical evaluation part of the report can be made available to the qualified bidders on demand at a price to be fixed by HPCL. The disqualified bidder in the case of public tenders may demand and be given at a price to be fixed by HPCL, the reasons for disqualifying them.



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12. Eligibility Criteria

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.

2. 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 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).



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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. See Annexure. (PARENT COMPANY GUARANTEE)

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 (make in India) 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. See Annexure.

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).

- 13.1 **The contents of this NIT shall prevail, in case of any contradiction with the clauses mentioned elsewhere. List of Stipulations/Deviations if any to the tender, referring the relevant clause number should be uploaded as a separate attachment or mentioned online in the tender.**



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All tender terms and conditions including scope of job, other attachments wherever applicable will remain valid in purchase order also.

14.1 REJECTION CRITERIA:- The mandatory conditions, for deviations to any of which the offer may stand rejected are:

- Non-submission of offer made in 2 (two) parts as specified in the tender
- Non-compliance of performance guarantees requirements.
- Non-submission of EMD in physical form and EMD value and Bank Guarantee requirement as specified in the tender
- Fax / E-mail bids shall be rejected
- Revealing prices directly or indirectly in the un-priced bid
- The price bid should not contain any conditions. Any pre-conditions may make the bid liable for rejection
- Non-submission of Integrity Pact
- Non-submission of bidder declaration.
- Not meeting the technical specifications and delivery period.
- Non-submission of complete documentation towards Prequalification Criteria.
- Not meeting the Prequalification Criteria based on documentation submitted with the bid.
- Disclosure of Price Bids in Un-Price bid or anywhere else

HPCL decision in this matter is final.

Salient Terms & Conditions of this Tender :-

- I. GENERAL PURCHASE CONDITIONS:** For any contracts/Purchase agreements HPCL's General Terms & Conditions [enclosed shall solely apply]. Payment terms are as per HPCL's General Terms & Conditions if specifically, not mentioned elsewhere in tender.
- II. PRICE REDUCTION CLAUSE (PRC) FOR DELAYED DELIVERY:** During the execution of order if the vendor fails to deliver any or all the goods within the time period (s) specified in the contract., HPCL may deduct from the contract price, as per Price Reduction Clause @ 0.5% per week of delay subject to a max. of 5% of FOB/CIF/CFR/PO value for delayed delivery. Please refer HPCL's General Terms & Conditions.
- III. RETENTION MONEY/ PERFORMANCE BANK GUARANTEE :** A performance bank guarantee in the prescribed format (enclosed herewith) should be submitted by the vendor for a value equivalent to 5% of the total contract value (separately for both the schedules). This performance bank guarantee should remain valid for entire guarantee period of the particular catalyst from the date of supply, with one month extra for claim period. All foreign bank guarantees will be confirmed by a



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Scheduled Bank, other than co-operative bank located in India acceptable to HPCL SFMS confirmation to be given by the vendor along with the BG.

V. **RISK PURCHASE CLAUSE:** Please refer HPCL's General Terms & Conditions of supply.

V. **DECLARATION FROM BIDDER FROM A COUNTRY SHARING LAND BORDER WITH INDIA:**

All the bidders need to mandatorily submit an Undertaking duly signed by the authorized signatory clearly stating the name and designation of the signatory in the attached format.

If the bidder is from country sharing land border with India, evidence of the valid registration with the competent authority should be attached with the undertaking.

HPCL reserves its rights to accept/reject the bids with regards to this declaration.
