



HINDUSTAN PETROLEUM CORPORATION LTD
(A Govt. of India Undertaking)

Mumbai Refinery

NOTICE INVITING TENDER

For

**Contract for Manpower Services at HPCL,
Mumbai Refinery**

e-TENDER No: 17001043-HD-48002

Due Date: 12th February 2018, at 13:30 Hrs

Pre Bid Meeting: 22nd January, 2018, at 10:30 Hrs

Bids to be submitted only on HPCL e-procurement website: <https://etender.hpcl.co.in>



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

All revisions, clarifications, corrigenda, addenda, extension of due date etc., to the tender will be hosted on the HPCL website www.hindustanpetroleum.com and <https://etender.hpcl.co.in> only. Bidders should regularly visit the above websites to keep themselves updated.

1.0 TITLE OF TENDER: Contract for Manpower Services at HPCL, Mumbai Refinery

HPCL invites digitally signed & encrypted sealed bids for Contract for Manpower Services at HPCL, Mumbai Refinery in e-Tender system at website <https://etender.hpcl.co.in> under two bid system (Part-I : EMD & Techno-Commercial part 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.

2.0 BRIEF SCOPE OF WORK:

2.1 Please arrange to supply necessary Unskilled, Semiskilled and Skilled Manpower services and Full-time Supervision as per the Terms & Conditions specified below at HPCL Mumbai Refinery.

3.0 SALIENT FEATURES OF THE BIDDING DOCUMENT:

Title of Tender	:	Contract for Manpower Services at HPCL, Mumbai Refinery
Tender No	:	17001043-HD-48002/NB
Basic Financial Limit	:	Rs 6,50,00,000/-
Due date & time for receipt of Bids	:	12th February 2018, at 13:30 HRS IST (on e-tender portal https://etender.hpcl.co.in Only).
Pre Bid Meeting	:	22nd January 2018, at 10:30 Hrs IST
Offer Validity	:	120 days from Technical Bid opening
Earnest Money Deposit	:	Rs. 13,00,000/- by DD / BG
Tender Document Charges	:	Nil
No. of vendors required	:	2 (Two) PO Financial Limit shall be distributed in 60:40 ratio among L1 and L2. 40% of PO financial Limit will be placed on L2 bidder subject to their acceptance of counter offer of L1 bidder's rate. HPCL reserves right on distribution of financial limit.
PO Validity	:	One Year from date of PO/LOI
Security Deposit	:	1% of Contract Value (by DD / Pay Order) after Placement of PO
Price Reduction on Delayed Delivery	:	Not Applicable
Reverse Auction	:	Applicable
Numbers for communication with HPCL	:	For Technical queries: Mr. Rajeve Anand Email: rajeveanand@hpcl.in Ph: +91 22 2507 6926 Mr. Debasis Mandal Email: debashishmandal@hpcl.in Ph: +91 22 2507 7201 For Commercial queries: Ms. Nutan Bala Email: nutanbala@hpcl.in Ph: +91 22 25076804 Mr. Pankaj Gupta



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,
Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

		Email: pankajg@hpcl.in Ph: +91 22 25076828 Mr. K Thirumurugan Email: ktm@hpcl.in Ph: +91 22 25076825
EMD to be Submitted	:	Attn : Mr. Pankaj Gupta C/o General Manager Materials Hindustan Petroleum Corporation Limited, Materials Department (Refinery) Mumbai Refinery, B.D.Patil Marg, Mahul, Mumbai 400 074,INDIA

4.0 BIDDER QUALIFICATION CRITERIA:

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

4.1 Bidder Pre-Qualification Criteria:-

Technical Criteria

The bidder shall have experience of having successfully completed similar work as defined under 3.1.2, during the last Seven years ending 31.11.2017, which experience should be any one of the following:

- One similar completed work costing not less than Rs. 5.20 Crores.
OR
- Two similar completed works, each costing not less than Rs. 3.25 Crores.
OR
- Three similar completed works, each costing not less than Rs. 2.60 Crores.

Note: The above indicated executed amounts are Basic Value only and exclusive of all taxes.

DEFINITION OF SIMILAR WORKS:

Similar work shall mean:

Bidder shall have experience of having successfully completed any Mechanical/ Civil/ Manpower Supply or Services Purchase Order in Petroleum/ Petrochemical/ Fertilizer Industries/ PSU/ Government Organizations in India.

Financial Criteria

Average Annual financial turnover of the bidder during the last three years ending 31.03.2017 shall be a minimum of Rs 1.95 Crores.

4.1.1

Complete documentary evidence to be provided for the following duly attested by Notary along with bid in support of their fulfilling the Pre-Qualification Criteria as given in 3.1 and 3.2:

- Copy of Purchase order(s) clearly indicating the nature of work.
- Copy of completion certificate/s against each Purchase Order (s) towards successful completion of jobs as per terms and conditions of the each PO,



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

	<p>indicating basic value of the work completed of the said order/s. Contact details of end user in terms of telephone number, email ID of the concerned people issuing completion certificate are to be provided in the bid to cross verify the same.</p> <p>c. The above purchase order (s) and work completion certificate(s) must have been issued by the End User (End User in whose installation/premises the said work was executed), and directly issued in the name of the bidder only.</p> <p>d. Audited balance sheets and profit and loss accounts statements.</p>
4.1.2	List of other documents to be submitted along with technical Bid a. Detailed concurrent commitments and completion dates.
4.1.3	The Bidders should submit all the documents in the first instance (i.e. in the Technical/ Pre-Qualification Bid) itself, in support of fulfilling their Pre-Qualification Criteria. HPCL reserves the right to complete the evaluation based on the details furnished along with the bid, without seeking any additional information. HPCL also reserves the right to use their in-house information for assessment of Bidder's capabilities. In case of any non-compliance, as per the above mentioned criteria requirements, HPCL reserves the right to reject any Bid without assigning any further reason, whatsoever.
4.1.4	HPCL shall not be responsible for any expenses incurred by vendors in connection with the preparation & acceptance, site visit if any and other expenses incurred.
4.1.5	Agencies shall study & understand the scope of work for the subject tender and obtain clarifications, if any, on the scope in its entirety prior submission of their offer.
4.1.6	Clarification, if any, can be obtained from Mr. Krishanu Ghosh, GM Maint. Planning, Telephone: 022 25077026 or email kghosh@hpcl.in & Mr. Debasis Mandal, Senior Manager-Maint Planning, HPCL, through Telephone: 022-2507 7208 or email- debashishmandal@hpcl.in

Net-Worth

Vendors / contractors with negative net worth will not be considered barring PSUs approved by PMC and / or HPCL.

- 5.0 HPCL reserves the right to use in-house information for assessment of Bidder's capabilities.
- 6.0 Total Scope has been defined in the tender document.
- 7.0 Bidder should not be under liquidation, court receivership or similar proceedings.
- 8.0 Bidder shall furnish documentary evidence by way of copies of work orders, completion certificates and balance sheets 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. alongwith the Bid to establish Bidder's conformance to Qualification Criteria.



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

9.0 Additional Information

Failure to meet the above 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.

9.1 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. However upto 3 affiliates may make a joint bid as a consortium, and in which case the conditions applicable to a consortium shall apply to them.

"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.

9.2 Bids may be submitted by:

Bids may be submitted by:

- a. a single person/ entity (called sole bidder);
- b. a newly formed incorporated joint venture (JV) which has not completed 3 financial years from the date of commencement of business;
- c. a consortium (including an unincorporated JV) having a maximum of 3 (three) members
- d. an Indian arm of a foreign company.

Fulfilment of Eligibility criteria and certain additional conditions in respect of each of the above 4 types of bidders are stated below, respectively:

- The bidders (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each eligibility criteria on individual / combined basis.
- 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 eligibility criteria or any one constituent member/ promoter of such a JV shall fulfil each eligibility criteria. If the bid is received with the proposal that one constituent member/ promoter fulfils each eligibility criteria, 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 Owner. 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
- In case the bidder(s) is/are a consortium (including an unincorporated JV), then the following conditions will apply:



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

- Each member in a consortium may only be a legal entity and not an individual person;
- The Bid shall specifically identify and describe each member of the consortium;
- The consortium member descriptions shall indicate what type of legal entity the member is and its jurisdiction of incorporation (or of establishment as a legal entity other than as a corporation) and provide evidence by a copy of the articles of incorporation (or equivalent documents)
- One participant member of the consortium shall be identified as the “Prime member” and contracting entity for the consortium;
- this prime member shall be solely responsible for all aspects of the Bid/Proposal including the execution of all tasks and performance of all consortium obligations;
- the prime member shall fulfil each eligibility criteria;
- a commitment shall be given from each of the consortium members in the form of a letter signed by a duly authorized officer clearly identifying the role of the member in the Bid and
- the member’s commitment to perform all relevant tasks and obligations in support of the Prime/lead member of the Consortium and a commitment not to withdraw from the consortium;
- No change shall be permitted in the number, nature or share holding pattern of the Consortium members after pre-qualification, without the prior written permission of the Owner.
- No change in project plans, timetables or pricing will be permitted as a consequence of any withdrawal or failure to perform by a consortium member;
- No consortium member shall hold less than 25% stake in a consortium;
- Entities which are affiliates of one another are allowed to bid either as a sole bidder or as a consortium only;
- Any person or entity can bid either singly or as a member of only one consortium.
- In case the bidder is an Indian arm (subsidiary, authorized agent, branch office or affiliate) of a foreign bidder, then the foreign bidder shall have to fulfill each eligibility criteria. If such foreign company desires that the contract be entered into with the Indian arm, then a proper back to back continuing (parent company) guarantee shall be provided by the foreign company clearly stating that in case of any failure of any supply or performance of the equipment, machinery, material or plant or completion of the work in all respects and as per the warranties/ guarantees that may have been given, then the foreign company shall assume all obligations under the contract. Towards this purpose, it shall provide such comfort letter/guarantees as may be required by Owner. The guarantees shall cover inter alia the Commitment of the foreign company 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 Indian arm or to render the same themselves so as to ensure completion of the contract when awarded, an undertaking not to withdraw from the contract till completion of the work, etc.

10.0 **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.

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.



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

EMD can be submitted:-

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

If the EMD in physical form does not reach before due date and time, such bids will not be considered at all.

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 "**Tender No. 17001043-HD-48002/NB for: Contract for Manpower Services at HPCL, Mumbai Refinery, Tender Due date: 12th February 2018 at 13:30 HRS IST.**

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.

C/O Mr. Pankaj Gupta, Chief Manager - Materials
New Admin Building
Materials Department, Hindustan Petroleum Corporation Ltd,
Mumbai Refinery, B D Patil Marg, Mahul, Mumbai-400 074, India

Or

C/O Mr. C. K. Pandey
General Manager- Materials Dept., Room-332
3rd Floor, New Admin Building
HPCL Refinery, B D Patil Marg, Mahul
Mumbai - 400074, India

Or

EMD shall be dropped in the Refinery Purchase Tender box (Box No. 2) 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 as required.
3. Any other reason warranting the forfeiture of EMD at the sole discretion of HPCL.

11.0 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 IP along with tender would lead to outright bid rejection.**

The bidder shall comply with the requirements of the Integrity Pact enclosed with the tender. Proforma 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 process prior to the award of contract according to the provisions under Integrity Pact,



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

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.

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 1330 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.

12.0 Purchase preference: Purchase preference shall be considered for Micro and Small Enterprises registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises; as per the latest prevailing government guidelines, rules & regulations, as applicable.

Please confirm your registration with NSIC or any other body specified by Ministry of Micro, Small and Medium Enterprises, for any / all items of this Price Enquiry if registered.

If registered, please enclose a copy of the valid registration certificate, applicable for the items offered by you.

Non enclosure of registration certificate or the declaration if applicable would lead to non consideration of preference and vendor would be treated as normal vendor. No clarifications would be taken in this regard later.

13.0 Grievance Redressal: There is a Grievance Redressal Mechanism in our Corporation for vendors, participating in the tender, the details of which are available on our website www.hindustanpetroleum.com

14.0 Bids shall be submitted in <https://etender.hpcl.co.in> only. HPCL Help Desk Contact No. for any E-Procurement Portal related technical issues/Help is 022-41146666.

- (c) EMD and Techno-commercial part of the bids (E-Procurement Portal) shall be opened on **12th February 2018 at 13:30**, on the due date for submission of bids, bidders can witness the same in the portal.
- (d) If EMD is not received by the due date and time, the bid shall be not be considered and the bids will not be opened and would be rejected.
- (e) Fax / E-mail/ manual bids shall not be accepted.
- (f) Time and date of opening of Price Bids shall be notified to the qualified and acceptable bidders at a later date.

15.0 HPCL shall not be responsible for any expense incurred by bidders in connection with the preparation & delivery of their bids, site visit and other expenses incurred during the bidding process.



HINDUSTAN PETROLEUM CORPORATION LIMITED

Materials Department, Refinery Division, B D Patil Marg,

Mahul, Mumbai-400074, INDIA

Phone No: +91-22-25076828/6804, Fax No: +91-22-2554 1054

Notice Inviting Tender

- 16.0 HPCL reserves the right to reject any or all Bids without assigning any reason, whatsoever.
- 17.0 **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.**

18.0 **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-submission of EMD and EMD value as specified in the tender
- Fax / E-mail/Manual 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 in the priced bid will make the bid liable for rejection
- Non-submission of Integrity Pact.
- Non-submission of bidder declaration.
- Not meeting the technical specifications.
- Non-submission of complete documentation towards Prequalification Criteria.
- Not meeting the Prequalification Criteria based on documentation submitted with the bid.
- Non-acceptance of submission of Security Deposit as specified in the tender, in the event of placement of Purchase Order.

HPCL decision in this matter is final.

19.0 **Stages of Tender Opening:**

(i) **Stage-I – EMD Deposit:**

On tender due-date, the envelope containing EMD will be opened and if all is in order then bidders submitting requisite EMD shall be considered for the next stage and only their unpriced bid would be opened online.

(ii) **Stage-II – Pre-qualification / Technical Bid Opening:**

Unpriced bids of the parties qualified in Stage I shall be opened.

Prequalification documents will be checked by HPCL officials before opening Price bids. HPCL's decision on compliance of pre-qualification criteria shall be final.

Deviations if any, shall be indicated separately online. Such deviations may lead to loading of prices **or** rejection of offer, at the sole discretion of HPCL without any reference to the bidder.

(iii) **Stage-III – Priced Bid Opening / Reverse Auction:**

HPCL may or may not open the Priced Bid of qualified bidders received in E-Procurement. HPCL reserves the right to adopt 'reverse auction' process for selection of lowest bid. In case HPCL decides to open priced bid received in E-Procurement, the date and time of opening of the Priced Bid will be intimated to the qualified bidders only.

If the reverse auction process fails for whatever reason, HPCL can decide to finalize the POs based on the priced bids received on E-Procurement Portal, without any further reference to the bidders."