
 Visakh Refinery	<b>NOTICE INVITING TENDER</b>	
	<b>PQ BIDDING DOCUMENT NO: 22000465-HC-46009</b>	
	<b>EPCM SERVICES FOR HS-FCC UNIT</b>	<b>Sheet 1 of 9</b>

**NOTICE INVITING PRE-QUALIFICATION [PQ] BID  
FOR  
ENGINEERING, PROCUREMENT & CONSTRUCTION  
MANAGEMENT (EPCM) SERVICES  
FOR  
SETTING UP HIGH SEVERITY – FCC (HS-FCC) UNIT  
AT  
VISAKH REFINERY, VISHAKHAPATNAM  
ANDHRA PRADESH, INDIA**

**PQ BIDDING DOCUMENT NO.: 22000465-HC-46009**




**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 JDE VENDOR CODE AND CORRESPONDING BILL TRACKING SYSTEM (BTS) 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: 022- 41146666 on any day between 10.00 AM to 6.00PM 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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## 1.0 INTRODUCTION:

- 1.1 Hindustan Petroleum Corporation Limited (HPCL) operates an 8.33 MMTPA refinery at Vishakhapatnam in the state of Andhra Pradesh. HPCL VR is further enhancing its refining capacity up to 15 MMTPA under VRMP (Visakh Refinery Modernization Project).
- 1.2 Visakh Refinery (VR) of HPCL is an integrated refinery with three Crude distillation units, two Fluid Catalytic Cracking units, Visbreaker unit, Bitumen Blowing unit, Propylene Recovery unit, MS Block (NHT/CCR/Prime G/ISOM), Diesel Hydro Desulphurization unit and Diesel Hydrotreater unit. The Refinery can produce fuels with BS-VI product specifications for MS and HSD. HPCL is further enhancing its refining capacity up to 15 MMTPA under VRMP (Visakh Refinery Modernization Project).
- 1.3 HPCL has developed a High Severity FCC (HS-FCC) process to produce light olefins. The process has proprietary hardware and catalyst system. Basic Engineering Design Package (BEDP) has been prepared. The BEDP included adequacy check of the existing fractionator and GCU section, CO boiler and flue gas stack of the existing FCC-II unit. As part of the BEDP, location and tentative plot plan for the project has been finalized.
- 1.4 A unit of HS-FCC is planned to be set up in FCCU-II of HPCL – VR.
- 1.5 A two stage process (collectively referred to as “Bidding Process”) shall be adopted for selection of the experienced and financially sound bidders for award of this EPCM services for HS-FCC unit at HPCL Visakh Refinery. The first stage i.e. “Pre-qualification” involves the Experience & Financial Qualification of interested agencies who make an application in accordance with the provisions of this PQ bidding document for Prequalification.
- 1.6 At the end of this stage, the bidders meeting the Experience and Financial Criteria as mentioned in the PQ criteria (clause 5.0) shall be shortlisted and those pre-qualified bidders shall be eligible for issuance of complete bidding document for participation in the second stage of the Bidding Process. Accordingly, Bidders who are pre-qualified on the subject PQ selection process, shall only be issued Bidding document after signing Non-Disclosure Agreement (NDA) on limited basis later on, for participation in the bidding process for the abovementioned said EPCM services for HS-FCC unit.
- 1.7 For the first stage i.e. “Pre-qualification”, HPCL, invite Pre-Qualification (PQ) Bids against this Pre-Qualification Document for EPCM Services from the competent contractors with sound technical, commercial and financial capabilities meeting the pre-qualification criteria as stated in clause no. 5.0 below.

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## 2.0 BRIEF SCOPE:

Scope includes but not limited to:

- Plot plan finalization for ISBL & OSBL facilities
- Assist & support owner in obtaining statutory clearances
- Residual Engineering activities
- Front End Engineering and Design (FEED) preparation
- Basic / Detailed Engineering for utilities and offsite hook-ups & piping
- Procurement Management Services
- Health Safety and Environment (HSE) during project implementation
- Construction Management (including Safety & Quality)
- Assist owner in Pre-Commissioning, Commissioning & PGTR activities
- Documentation & handing over

## 3.0 TIME SCHEDULE:

Project shall be completed within **24 months** from the Zero date. The date of issue of Letter of Acceptance / Purchase Order (whichever is earlier) for EPCM services shall be considered as Zero date.


## 4.0 SALIENT FEATURES:

a)	Pre-Qualification (PQ) Document No.	<b>22000465-HC-46009</b>
b)	Pre-Qualification (PQ) Document on Website	<b>08-Mar-2023</b>
c)	Earnest Money Deposit/ Bid Security	<b>Not Applicable</b>
d)	Due date of Receipt of Bidder's Queries for Pre-bid	<b>13-Mar-2023</b>
e)	Site Visit & Pre-Bid Meeting	<b>16-Mar-2023 at 11:00 hrs.</b>
f)	Last Date and time of Online submission of Bids (Bid Due Date)	<b>28-Mar-2023</b>
g)	Opening of PQ Bids	<b>28-Mar-2023</b>

### 4.1 Job Acquaintance, Site Visit & Pre-Bid Meeting:

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

Pre-bid meeting will be conducted at HPCL – Visakh Refinery (or through Video Conferencing) on the date mentioned in the above table. 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 Job can be

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addressed during the meeting. The bidders are requested to send queries/clarifications, if any, by e-mail to HPCL at least four days before the pre-bid meeting. The clarifications shall be provided during / post pre-bid meeting.

Bidder shall consider all the pre-bid discussions and subsequent corrigenda's issued by HPCL if any, which shall be firm and final.

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

Mr. Abhishek Singh Niranjana, Chief Manager – Minor Projects

Ms. Anusha Kakkirala, Senior Manager – Minor Projects

Ms. Jayalekshmy S, Assistant Manager – Minor Projects

Tel: 0891-286 4893 / 4828 / 4944

E-Mail: [abhisheksniranjana@hpcl.in](mailto:abhisheksniranjana@hpcl.in) / [akakkirala@hpcl.in](mailto:akakkirala@hpcl.in) / [jayalekshmy.s@hpcl.in](mailto:jayalekshmy.s@hpcl.in)

**For any commercial related queries, please directly contact the following persons:**

Mr. M. Sudhakar , DGM – Project Materials

Mr. Praneeth Maxim Noronha, Manager – Project Materials

Tel: 0891-286 4302 / 4325

Email: [Msudhakar@hpcl.in](mailto:Msudhakar@hpcl.in) / [praneethmaxim.noronha@hpcl.in](mailto:praneethmaxim.noronha@hpcl.in)

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

Bidders seeking pre-qualification shall meet the minimum pre-qualification criteria detailed below to qualify:

**5.1 Financial Criteria:**


Average Annual Financial Turnover during the last 3 years, ending 31st March of the previous financial year, should be at least **Rs. 649.28 Lakhs**.

**5.2 Technical / Experience Criteria:**

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

- a) Three similar completed works, each costing not less than **Rs. 865.71 Lakhs**  
**OR**
- b) Two similar completed works, each costing not less than **Rs. 1082.14 Lakhs**  
**OR**
- c) One similar completed work costing not less than **Rs. 1731.42 Lakhs**

**5.2.2** Similar work mentioned in Cl. 5.2.1 above is defined as: “Engineering, Procurement & Construction Management (EPCM) services for any new project or revamp project in at least one Process unit (as in Green field/ Brown field project) in Petroleum Refinery or Petrochemical Process Units or Fertilizer & Chemical Plants”.

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**Note:**

- *The above indicated amounts in PQC are exclusive of Taxes.*
- *Bidder should NOT be a licensor / technology holder for FCC.*
- *In case bidder has executed EPCM contract comprising of multiple process units under single EPCM contract, experience of the complete composite contract shall be considered.*

**Relaxation for MSEs:**

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

In case if bidder is registered as MSE, a copy of Udyam Registration Certificate should be submitted.

5.2.3 Bidder shall submit the following documents for qualifying themselves under the above mentioned Experience criteria:

- i. Undertaking that the bidder is not a licensor / technology holder for FCC, on vendor letter head duly signed by authorized signatory.
- ii. Purchase Order (PO) copy/copies covering similar works mentioned above. If bidder chooses to qualify themselves under point “two similar works” above, bidder shall submit copies of 2 POs, similarly for qualifying under “three similar works” then copies of 3 POs to be submitted.
- iii. Completion Certificate from Owner/ Owner's Consultant indicating executed value & commissioning date of work completed against each PO.

5.2.4 All documents furnished by the bidder in support of meeting the Experience and Financial criteria of PQC shall be:


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

Duly notarized by any Notary Public 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. This option shall not be applicable to Proprietorship / Partnership firms.

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

**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.

Bidder to note that all the supporting documents against Cl.5.0 shall be submitted in one go along with PQC bid only. HPCL reserves the right to reject the bids if any supporting documents are not submitted along with the bid.

### 5.3 ELIGIBILITY OF BIDDERS:

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.


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 is stated below, respectively:

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- a) The sole bidder (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each eligibility criteria.
- 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 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.
- c) In case of bidder(s) is / are a consortium (including an unincorporated JV), then the following conditions, as applicable, shall apply:
- 1) Each member in a consortium may only be a legal entity and not an individual person;
  - 2) The bidder shall specifically identify and describe each member of the consortium;
  - 3) 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);
  - 4) One participant member of the consortium shall be identified as the “Prime member” and contracting entity for the consortium;
  - 5) 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;
  - 6) The prime member shall fulfil each eligibility criteria;
  - 7) A declaration shall be given from each of the consortium member 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;
  - 8) No change shall be permitted in the number, nature or share holding pattern of the Consortium members after pre-qualifications, without the prior written permission of the owner.
  - 9) No change in project plans, time tables or pricing will be permitted as a consequence of any withdrawal of failure to perform by a consortium member;
  - 10) No consortium member shall hold less than 25% stake in a consortium;
  - 11) Entities are affiliates of one another are allowed to bid either as a sole bidder or as a consortium only;

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12) Any person or entity can bid either singly or as a member of only one consortium.

- d) 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 fulfil each eligibility criteria. If such foreign company desires that the contract be entered in to with the Indian arm, then proper back to 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 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 under taking to provide all necessary technical and financial support to the contract when awarded, an undertaking not to withdraw from the contract till completion of the work, etc.

#### **6.0 SUBMISSION OF BIDS & VALIDITY:**

- 6.1 Bids are required to be submitted only through HPCL e-procurement site (<https://etender.hpcl.co.in>) using valid digital signature Certificates.
- 6.2 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. Bids sent through Fax/E-mail/Courier/Computer floppy/CD/Pen Drive shall not be accepted.
- 6.3 Bidders are requested to get acquainted with the E-Tendering System in advance and obtain/seek clarifications, if any from E-proc helpdesk at: 022- 41146666 on any day between 10.00 AM to 6.00PM except on Sundays/Public holidays.
- 6.4 Validity of the PQ bid shall be **4 (four)** months from the final bid due date.


#### **7.0 GENERAL**

- 7.1 Bidder shall have single point responsibility for project management and execution of complete scope covered in the tender.

#### **8.0 INSTRUCTIONS REGARDING SUBMISSION OF BIDS:**

- 8.1. PRE-QUALIFICATION BID complete in all respects should be digitally signed and submitted online only through the website <https://etender.hpcl.co.in>.  
*All the required documents pertaining to Pre-Qualification Criteria as required in this tender should be submitted online in the e-Proc system.*
- 8.2. Corrigendum, if any will be hosted on the above website <https://etender.hpcl.co.in>



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8.3. Applicants should regularly visit <https://etender.hpcl.co.in> to keep themselves updated.

**9.0 ORIGINAL DOCUMENTS**

9.1 The following documents in addition to uploading the scanned copies of the same on the HPCL's e-procurement website, shall also be submitted in Original in physical form on or before bid due date and time.

- i. Supporting documents pertaining to 'PQC' duly authenticated as mentioned in clause 5.0 above.
- ii. Power of Attorney

10.0 HPCL reserves the right to assess bidder's capability to execute this work by taking into account various aspects such as performance, etc. for evaluation of bids.

11.0 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](http://www.hindustanpetroleum.com) .

12.0 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.

13.0 Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.

14.0 HPCL reserves the right to reject any or all Bids received without assigning any reason.

15.0 Contractor shall understand that the Project descriptions and relevant contract conditions included in this PQ document are exclusively for pre-qualification purposes only. The pre-qualification documents are not and should not be construed as an invitation to main Tender.

16.0 Clarifications if any, can be obtained through e-mail: [msudhakar@hpcl.in](mailto:msudhakar@hpcl.in) / [praneethmaxim.noronha@hpcl.in](mailto:praneethmaxim.noronha@hpcl.in) .

**DGM – Project Materials  
HPCL – Visakh Refinery**