

**Title: RATE CONTRACT FOR ROTARY EQUIPMENT MAINTENANCE IN HPCL MUMBAI REFINERY”
FOR A PERIOD OF TWO (2) YEARS**

1.0 INTRODUCTION:

Hindustan Petroleum Corporation Ltd. also called HPCL (herein referred to as Purchaser) wishes to receive e-procurement bids against the subject tender for RATE CONTRACT FOR ROTARY EQUIPMENT MAINTENANCE IN HPCL MUMBAI REFINERY” FOR A PERIOD OF TWO (2) YEARS

2.0 HPCL invites online bids at HPCL Mumbai Refinery, Mumbai 400074 in e-Tender system at <https://etender.hpcl.co.in> 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	:	RATE CONTRACT FOR ROTARY EQUIPMENT MAINTENANCE IN HPCL MUMBAI REFINERY” FOR A PERIOD OF TWO (2) YEARS
Tender No	:	2400012188-HD-06000
Pre- bid Meeting	:	May 9, 2024 at 10:00 HRS IST.
Due date	:	May 14, 2024 at 15:00 HRS IST.
Last date & time for receipt of Bids	:	May 14,2024 at 15:00 HRS IST. (On e-tender portal https://etender.hpcl.co.in Only).
Offer Validity	:	120 days from Due date/Extended due date
Earnest Money Deposit (EMD)	:	Rs. 720000
Tender Type	:	Public
Tender Document Charges	:	Nil
HPCL eproc Helpdesk phone no.	:	022-41146666
Reverse Auction	:	Applicable
Address for communication with HPCL	:	<p><u>For Job Scope related queries:</u> ROHAN Senior Maintenance rohanngatpa@hpcl.in 022-25076494 GATPADE Manager - Department, de@hpcl.in 25076494 Maintenance MR</p> <p><u>For Commercial queries and Pre-bid meeting:</u> Mr. Ajay Kumar Azad, Manager Materials, Mumbai Refinery Email: ajaykazad@hpcl.in, Ph: 022 25076844</p>

4.0 BIDDER QUALIFICATION CRITERIA:

S.NO.	DESCRIPTION
1.0	RATE CONTRACT FOR ROTARY EQUIPMENT MAINTENANCE IN HPCL MUMBAI REFINERY” FOR A PERIOD OF TWO (2) YEARS
2.0	This Tender is to develop a service contract for carrying out preventive maintenance, minor, major overhauling, removal and installation of Rotating equipment as per scope of work at all locations at HPCL MR. The bidders who intend to participate in the tendering process, shall meet all the following minimum prequalification criteria – technical, experience, and financial mentioned below and offers from such bidders shall be qualified for further evaluation.
3.0	PRE-QUALIFICATION CRITERIA: All the criteria under clause 3.1 to 3.3 shall be met with by the bidder in the capacity of principal contractor.
TECHNICAL CRITERIA:	

3.1	<p>Bidders shall have successfully executed similar work during the last 7 years ending 31.03.2024, for any one of the following:</p> <table border="1" data-bbox="331 219 1422 595"> <thead> <tr> <th data-bbox="331 219 437 387" rowspan="2"></th> <th data-bbox="437 219 903 387" rowspan="2">No. of completed works</th> <th colspan="2" data-bbox="903 219 1422 253">Value of completed works</th> </tr> <tr> <th data-bbox="903 253 1131 387">For non-MSEs</th> <th data-bbox="1131 253 1422 387">For MSEs</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 387 437 454"></td> <td data-bbox="437 387 903 454">Three similar completed works, each costing not less than</td> <td data-bbox="903 387 1131 454">Rs. 144 Lakhs</td> <td data-bbox="1131 387 1422 454">Rs. 122.40 Lakhs</td> </tr> <tr> <td data-bbox="331 454 437 521"></td> <td data-bbox="437 454 903 521">Two similar completed works, each costing not less than</td> <td data-bbox="903 454 1131 521">Rs. 180 Lakhs</td> <td data-bbox="1131 454 1422 521">Rs. 153 Lakhs</td> </tr> <tr> <td data-bbox="331 521 437 595"></td> <td data-bbox="437 521 903 595">One similar completed work, costing not less than</td> <td data-bbox="903 521 1131 595">Rs. 288 Lakhs</td> <td data-bbox="1131 521 1422 595">Rs. 244.80 Lakhs</td> </tr> </tbody> </table> <p>Similar Work is defined as having successfully executed a minimum one (1) year rate contract for complete overhauling of Single stage and multi-stage centrifugal pumps and its mechanical seal, ID /FD Fans, Air fin cooler Axial flow fans, Blowers, Reciprocating compressors, screw compressors and other type of Rotary Equipment in hydrocarbon application of minimum rating of 50 KW (for at least one type of Rotary Equipment), in Petroleum Refinery/ Petrochemical Complex / Fertilizer industry / Oil and Gas industry during the last 7 years, ending last day of the month, previous to the one in which applications are invited.</p> <p>Bidder to submit supporting documents i.e., PO copies along with technical bid & proof of successful completion for the above-mentioned jobs from the client / end users. HPCL may verify the details if required.</p> <p>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.</p>		No. of completed works	Value of completed works		For non-MSEs	For MSEs		Three similar completed works, each costing not less than	Rs. 144 Lakhs	Rs. 122.40 Lakhs		Two similar completed works, each costing not less than	Rs. 180 Lakhs	Rs. 153 Lakhs		One similar completed work, costing not less than	Rs. 288 Lakhs	Rs. 244.80 Lakhs
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FINANCIAL CRITERIA:																			
3.2	Average Annual financial turnover of the bidder during the last three years ending 31.03.2023 shall be a minimum of Rs. 108 Lakhs for non-MSEs and Rs. 91.80 Lakhs for MSEs vendors.																		
3.3	<p>In case, the last financial year closing date is within 9 months of bid due date and audited annual report of immediately 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.</p> <p>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 the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.</p>																		
4.0	<p>Complete documentary evidence by way of notarized copies of Purchase orders in English, completion certificates, balance sheets and P& L (last 3 years), etc. shall be provided along with Technical Bid in support of their fulfilling the Qualification Criteria as given at 3.1 to 3.3. It must be noted that all values are excluding taxes.</p> <p>Bidder shall provide contact number, email ids of the users who have issued completion certificates.</p>																		

5.0	Vendors who are qualifying PQC criteria may make site visit prior to bidding for understanding the detailed job scope, if they think it is necessary. HPCL will arrange necessary gate passes and arrangement inside the refinery for site visit. HPCL shall not be responsible for any expenses incurred by bidders in connection with the preparation & acceptance of bid, site visit if any and other expenses incurred.
6.0	Bidders shall understand the detailed scope of work in Annexure 1 and obtain clarifications, if any, on the scope in its entirety.

- 1) The Bidder shall upload documentary evidences by way of copies of Purchase Orders, Completion Certificate and Audited Financial Statements including Profit and Loss Statement in the PQC bid to establish his experience and track record meeting above mentioned qualification criteria. HPCL reserves the right to complete the evaluation based in the details furnished without seeking additional information from the vendor.
- 2) 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 of the chemical and after sales service being provided by the bidder.
- 3) The tenderers should submit all the documents in the first instance (i.e., in the Pre- Qualification Bid) itself, in support of fulfilling their pre-qualification criteria. HPCL reserve right to complete the evaluation based on the details furnished without seeking additional information. HPCL also reserves the right to use their in-house information for assessment of Bidder's capabilities.

HPCL also reserves the right to assess Bidders capability and capacity to perform the contract by taking into account various aspects such as concurrent commitments, performance, etc. of the Bidder, should the circumstances so warrant such assessment in the overall interest of the job.

HPCL also reserves the right to reject any tender without assigning any reason, whatsoever.

4) Bids shall be submitted in <https://etender.hpcl.co.in> only. For any website related technical issues,

HPCL Help Desk No. is 022-41146666

(a) Unpriced part of the Bids shall be opened at 15:00 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.

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

By submitting the bids, the Bidder to gives 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.

5) 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.

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.

Vendors not meeting our delivery period or our technical specifications or not in right format of quoting may lead to rejection. All tender terms and conditions including scope of job, other attachments wherever applicable will remain valid in purchase order also.

6) 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
- Fax / E-mail bids shall be rejected
- Revealing prices directly or indirectly in the un-priced bid
- 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.
- HPCL decision in this matter is final
- Non submission of EMD
- Non submission of Integrity pact

7) EMD can be accepted either in the form of a Bank Guarantee or through e-payment.

In case of two bid tender situation, EMD should accompany the technical bid. In any case EMD should be received in a separate envelope earmarked "EMD Money" apart from the priced /unpriced quotation, so that if the EMD is not in line with the amount called for, the EMD as well as the quotations will be returned unopened to the tenderer. If the EMD does not accompany the technical bid and accompanies the priced bid, such bids will not be considered at all.

Procedure for e-collection of EMD:

- During bidding process on selection of EMD, vendor will have the option to pay the EMD through e-payment
- On choosing the option of e-payment he will be directed to the payment gateway of the merchant banker
- On successful payment, the success number from the bank will be made available in the tendering platform and then only the system will be enabled for submission of bid
- For successful online payments, the payment gateway shall give a success message to the bidder with a facility to print the confirmation. No separate Cash Receipt shall be provided to the bidder against the online EMD payment.
- For e-payments, relevant payment details shall be secured in the procurement platform till the tender due date and time
- The tender opening shall be done in e-procurement platform basis success confirmation received from the payment gateway though the actual EMD amount shall be realized by HPCL subsequently in line with the contractual agreements with the payment gateway
- At the time of opening the bids e-procurement portal shall display the relevant details of online payment amount along with success number and success status for the bidder
- EMD will be refunded to the other than lowest evaluated bidder(s) immediately upon finalization of contract through payment gateway

8) Bid securities of the unsuccessful bidders should be returned at the earliest after opening of the price bids and approval of L1 bid. Bid security should be refunded to the successful bidder on receipt of a performance security.

A bidder's bid security 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; and
- iv) If the successful bidder fails to sign the contract or furnish the required performance security within the specified period

9)

S. No.	TIME & DATE	EVENT	SUBMISSION MODE	REMARKS
1	Due Date as mentioned in the GeM website	Due Date for Submission of bids	To be submitted in sealed envelope	EMD SHALL BE SUBMITTED IN SEALED ENVELOPE AND TO REACH HPCL, MUMBAI REFINERY AT THE GIVEN ADDRESS ON OR BEFORE THE DUE DATE / EXTENDED DUE DATE
			Pre-Qualification Documents, Unpriced & Priced Bids to be submitted Online	All documents should be submitted Online ONLY as per the details sought in the ATC / tender document.

10) EMD (if in the form of BG) shall be submitted before tender due to the following address:

Ajay Kumar Azad
Sr. Manager – Materials Dept
251, 2nd floor, New Admin Building,
P.O. Box No. 18820, B. D. Patil Marg, Mahul
HPCL Mumbai Refinery
Hindustan Petroleum Corporation Limited
Mumbai – 400074
Telephone No.: 022-25076844
E-mail:

11) ELIGIBILITY CRITERIA:

- i. 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:

1. controls either directly or indirectly a Party, or
2. which is controlled directly or indirectly by a Party; or
3. 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.

- ii. Bids may be submitted by:

1. Sole bidder : a single person (Sole Proprietorship) or entity;
2. A newly formed incorporated joint venture (JV) which has not completed 3 financial years from the date of commencement of business;
3. 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).
- 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.
- 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. 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).

Any deviation to above qualification criteria (PQC) needs to be duly approved by Contracts

Committee / Executive Committee.

iii. General Eligibility and Qualification conditions

- i) All eligible bidders meeting the eligibility criteria as defined in Instruction to Bidders (ITB) can participate in the tender.
- ii) A firm determined non-performing by the Corporation shall not be eligible to bid during the period so determined.
- iii) 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:
 - a. made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/ or;
 - b. 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:
