

**NOTICE INVITING TENDER**

**FOR**

**APC IMPLEMENTATION IN CDU-IV, FCHCU, DHT AND HGUs**

**(INDIAN COMPETITIVE BIDDING)**



**HINDUSTAN PETROLEUM CORPORATION LTD.**

**VISAKH REFINERY**

**Tender No.: 2400013388-HD-06600**

**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 online 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 VENDOR CODE AND CORRESPONDING VENDOR SELF SERVICE (VSS) PASSWORD TO BID FOR THE TENDER. New bidders will have to temporarily register to be able to quote for this tender in eProc system. In case of any difficulty in logging or in case you do not have the VSS 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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### NOTICE INVITING TENDER (NIT) FOR APC IMPLEMENTATION IN CDU-IV, FCHCU, DHT AND HGUs

HINDUSTAN PETROLEUM CORPORATION LIMITED IN THE STATE OF  
ANDHRA PRADESH (INDIA)

#### 1.0 INTRODUCTION:

HPCL intends to place an order to design, install, supply and commission Model Based Multivariable Predictive Controller (MVPC), Inferential Property Prediction Package (IPPP) and APC/MVPC performance monitoring software along with interface software and necessary hardware, other associated software tools for engineering, testing performance and tuning of regulatory controllers, Model acceptance test (MAT) and training, conducting site acceptance test (SAT) and post benefit audit as per specifications laid down in the tender document for the following Process Units:

- 1) CDU-IV
- 2) FCHCU
- 3) DHT
- 4) DHT HGU
- 5) VRMP HGU TRAIN-I
- 6) VRMP HGU TRAIN-II

Details are as per tender document.

#### 2.0 BRIEF SCOPE OF JOB:

Please refer tender document.

#### 3.0 TIME SCHEDULE:

3.1. The Project implementation shall be taken up simultaneously in all the units defined in the tender document. Project shall be completed within the period given below:

3.1.1. Kick-off meeting is the zero date. Kick-off meeting shall be conducted within 1-2 weeks of PO date.

3.1.2. The total duration of the job shall be eleven (11) months from the zero date. Schedule of implementation to be submitted from the zero date to completion. The breakup of activities and expected duration are given as under:

- a) Kick Off Meeting: Zero Date
- b) Completion of DDS: Within 6 months from Zero Date
- c) Completion of MAT: Within 2 months of completion of DDS
- d) SAT and Post Audit: Within 3 months from the date of completion of MAT

Please refer tender document for details.

#### 4.0 SALIENT FEATURES OF BIDDING DOCUMENT:

i.	Tender Document No.	:	2400013388-HD-06600
ii.	Bidding Document on Website	:	24-Jun-2024



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iii.	Earnest Money Deposit/ Bid Security	:	<b>INR 10,00,000/-</b>
iv.	Due date of Receipt of Bidder's Queries for Pre-bid Meeting	:	<b>01-Jul-2024</b>
v.	Pre-Bid Meeting & Site Visit	:	<b>04-Jul-2024 @ 15:00 Hrs (IST)</b>
vi.	Last Date and time of Online submission of Bids (Bid Due Date)	:	<b>16-Jul-2024 @ 15:00 Hrs (IST)</b>
vii.	Opening of EMD in physical form	:	<b>16-Jul-2024 @ 15:00 Hrs (IST)</b>
viii.	Opening of Pre-qualification Bids (Part-I) in eProc site	:	<b>16-Jul-2024 @ 15:00 Hrs (IST)</b>
ix.	Opening of Techno commercial (Un-priced) Bids (Part-II)	:	Shall be opened online in e-Proc site after review of Pre-qualification Bids (Part-I)
x.	Opening of Priced Bids (Part-III)	:	Shall be opened online in e-Proc site after review of Techno-Commercial Bids (Part-II)

#### 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 either through video conference / offline 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 addressed during the meeting. The bidders are requested to send queries/clarifications, if any, by e-mail to HPCL at least 4 days before the pre-bid meeting. The clarifications shall be provided during / post pre-bid meeting.

All revisions, clarifications, corrigenda, addenda, time extensions etc., to the tender will be hosted on e-procurement portal. Bidders should regularly visit this website to keep themselves updated.

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

Vendors who are qualifying PQC criteria are advised to make site visit for understanding and familiarization of the Site conditions.

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



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

Mr. Paila Ramesh Kumar, Sr. Manager – APC and Digital  
Mr. Appari Rakesh Vasant, Ch. Manager – APC and Digital

Tel: 0891-286 4815 / 4832

E-Mail: [rameshkumar.paila@hpcl.in](mailto:rameshkumar.paila@hpcl.in) / [rakeshvappari@hpcl.in](mailto:rakeshvappari@hpcl.in)

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

Ms. Rituparna, Manager – Materials

Mr. M. Sudhakar, GM – Materials

Tel: 0891-286 4318 / 4302

E-mail: [rituparna@hpcl.in](mailto:rituparna@hpcl.in) / [Msudhakar@hpcl.in](mailto:Msudhakar@hpcl.in)

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

The bidder shall meet the following prequalification criteria and submit supporting documents along with the offer.

- 5.1 The bidder should be Principal Licensor of APC Technology or Implementation Service Provider (ISP) of Principal licensor of APC technology. In case of ISP, the Principal Licensor of APC Technology shall submit an undertaking for the active involvement and responsibility for every stage of implementation of APC Project and also the technology support for next 7 years from the date of issue of this tender.

## 5.2 **FINANCIAL CRITERIA:**

- 5.2.1 The Average Annual Financial Turnover of the bidder during the last 3 years, ending 31<sup>st</sup> March, of previous financial year, should be at least Rs. 106.20 Lakhs. In case of companies, standalone financial statement shall be considered.


Note: In case audited financial statements are not ready for the year 2023-24, then average annual turnover for last three years ending with 31<sup>st</sup> March 2023 shall be considered. For this, bidder needs to submit declaration by their auditors/chartered accountants that the financial statements for 2023-24 is not ready. In case, the bidder is following calendar year as their accounting year, the equivalent period for considering annual turnover is 2021, 2022 & 2023. For the Bidders following financial year closing at the end of June, September or December, the last three financial years ending with, June 2023 or Sept 2023 or Dec 2023 will be considered. In case bidders submit turnovers for less than three years, and the same are not submitted even during tender evaluation, then for missing documents, the turnover shall be treated as zero and average for three years shall be calculated accordingly.

## 5.3 **TECHNICAL CRITERIA:**

Bidder has to fulfil the below technical criteria mentioned in 5.3.1 & 5.3.2.

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

- 5.3.1.1 One similar completed work costing not less than Rs. 283.20 Lakhs.

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OR

5.3.1.2 Two similar completed works each costing not less than Rs. 177 Lakhs.

OR

5.3.1.3 Three similar completed works each costing not less than Rs. 141.60 Lakhs.

5.3.2 Definition of Similar work mentioned above in clause 5.3.1 is as follows:  
 APC (Model based Multivariable Predictive Controller and Inferential Property Prediction Package) implementation comprising supply and installation of Software, Model building and Commissioning in any of the process units of a Petroleum refinery.

**Note:**

- 5.3.2.1 The above indicated amounts (financial & technical) are excluding taxes and extras. Bidder needs to submit documents accordingly.
- 5.3.2.2 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 7% per annum, calculated from the date of completion to the date of bid opening.

**5.4 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.

**5.5 DOCUMENTS REQUIRED FOR FULFILLING QUALIFICATION CRITERIA:**

Bidder shall furnish documentary evidence in duly notarized form to substantiate their claims on the above requirements. The bidder shall upload the scanned copies of the following documentary evidence in support of the above qualification Criteria for Pre-Qualification:

- 5.5.1 Documents for Financial Criteria:  
 Balance sheet or Audited Financial Statements including Profit and Loss Account, necessary undertaking etc. along with bid to establish his experience and track record meeting qualification criteria.
- 5.5.2 Documents for Technical Criteria:
- i) Purchase order (PO) copies (OR) agreement copy (OR) work order (WO) copies, covering similar works mentioned above.
  - ii) Completion certificate(s) on client's letter head indicating the date of completion, value of work completed against above purchase order(s) from Clients for each PO (OR) WO. [Note: Certificates issued by authorized person of owner are acceptable. Certificates issued by the contractors are not acceptable]

**Note:**

- Bidder must meet the pre-qualification criteria as mentioned in 5.1, 5.2 & 5.3 above for qualification. Even if any one of the pre-qualification criteria is not full-filled by the agency, the bid will be rejected



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- Dates of Purchase Order (PO) (or) Work Order (WO) & completion certificate must be within the 7 years' criteria mentioned in Cl. 5.3.1.
- The bidder must enclose the list of work orders and complete address of the client, phone no., fax no., e-mail, name of contact persons, website etc., for whom they have executed such jobs in support of their claims that they are meeting the technical pre-qualification criteria. HPCL may contact bidder's client(s) and take inputs on the performance of the system; in case there is no response from the bidder's client(s) or they provide adverse comments, then bid is likely to be rejected at the discretion of HPCL.
- The bidder shall also submit additional documentary evidence regarding experience of successful APC modelling and commissioning in Crude Distillation unit & Hydrocracker unit of a Petroleum Refinery. This documentary evidence is only to establish that the bidder is technically competent to implement APC in CDU/HCU units and not for the purpose of evidence against similar work mentioned in clauses 5.3.1 & 5.3.2. The compliance to this clause is not applicable if the documentation provided against similar work (mentioned above in clause 5.3.1 & 5.3.2) consist of Crude Distillation unit and Hydrocracker unit.
- In case the scope of work specified in Purchase order/ work completion certificate does not explicitly detail the experience sought as per the criteria mentioned in 5.3.1 & 5.3.2, certification from bidder's Country Head or CEO/CFO/COO or equivalent authority (as per Board resolution) on company's letter head stating the work carried out and value of the work (along with Purchase order/ Work order details) needs to be submitted. The certification from bidder's Country Head or CEO/CFO/COO or equivalent authority should be notarized or endorsed by the Statutory Auditor (not being an employee or a Director or not having any interest in the bidder(s) company/firm). The Self-certification from Bidder's Country Head or CEO or equivalent authority (as per Board resolution) on company's letter head should indicate: (a) Brief of work including the name of the client (b) Contract period (c) Date of completion (d) Work Order reference (e) Value of Work executed.
- Similarly, in case where the bidder cites the reasons of Non-Disclosure Agreement (NDA) for its inability to submit necessary documents in support of meeting the criteria as per clause 5.3.1, a certificate, in original, certifying all the required information, issued by CEO/CFO/MD/Country head of the company along with a declaration that the bidding company is not in a position to submit the required documents owing to the NDA, needs to be submitted. The certification from bidder's Country Head or CEO/CFO/COO or equivalent authority should be notarized or endorsed by the Statutory Auditor (not being an employee or a Director or not having any interest in the bidder(s) company/firm).
- Bidder to note that all the supporting documents against Cl. 5 must 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 without any further correspondence.

5.5.3 The Bidders should submit all the Documents in the first instance itself (i.e., in the Technical/ Pre-Qualification Bid), in support of fulfilling their Pre-Qualification Criteria. HPCL reserves right to complete the evaluation based on the details furnished along with the Bid, without seeking any additional information. HPCL also reserves right to use their in-house information for assessment of Bidder's capabilities. Basis such evaluations & findings, HPCL reserves right to reject a Bidder's offer without assigning any further reason whatsoever.



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### 6.0 ELIGIBILITY OF BIDDERS:

6.1 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.

“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.

6.2 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

6.3 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.
- 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.

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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).

**6.4 General Eligibility and Qualification conditions:**

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


**7.0 SUBMISSION OF BIDS & VALIDITY:**

- 7.1 Bids are required to be submitted only through HPCL e-procurement site (<https://etender.hpcl.co.in>) using valid digital signature Certificates.
- 7.2 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 and ordering. Bids sent through Fax/E-mail/Courier/Computer floppy/CD/Pen Drive shall not be accepted.
- 7.3 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 or +91 7710911191 on any day between 10.00 AM to 6.00PM except on Sundays/Public holidays.
- 7.4 Validity of bid shall be **4 (four)** months from the final bid due date.

**8.0 BID SECURITY / EARNEST MONEY DEPOSIT (EMD):**

- 8.1 **EMD amount shall be as per clause no. 4.0 as above.**
- 8.2 EMD shall in the form of Demand Draft issued by an Indian Scheduled Bank or from any Indian branch of an international bank (other than Co-operative Banks) in favour of Hindustan Petroleum Corporation Limited, payable at Visakhapatnam (OR) in the form of irrevocable Bank Guarantee in favour of HPCL as per format enclosed with Bidding Document (OR) Thru e-payment/wire transfer; thru HPCL's e-procurement portal. HPCL shall not be liable to pay any bank charges, commission or interest on the amount of bid security.



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8.3 In case, EMD is in the form of irrevocable Bank Guarantee the same shall be from any Indian scheduled Bank or from a branch of an International bank situated in India and registered with the Reserve Bank of India as scheduled foreign bank. All Foreign Bank Guarantees will be confirmed by a bank located in India acceptable to the Corporation.

Any Bank Guarantee submitted by a tenderer shall be confirmed by the Issuing Bank within 10 days of receipt of HPCL's letter requesting for confirmation that it is genuine and validly issued in favour of HPCL. In this regard, the complete contact details (Name, Designation, Address, Tel No., mobile no., Fax No. and Email ID) of the issuing bank/correspondent bank in India should be mentioned in the covering letter of the Bank Guarantee.

Issuance of Bank Guarantee shall be confirmed by the Bank directly to the Owner preferably through Structured Financial Messaging System (SFMS), as it provides an RBI supported Integrated Platform for Bank Guarantee Verification.

For SFMS, the Owner's Bank Details/other information are as follows:

ICICI Bank, Backbay Branch, Mumbai

IFSC Code: ICIC0000393

HPCL's Customer ID: 508902133

Unique Identifier Code (UIC): HPCL508902133VR

Note: BG Issuance advice should mention applicable Unique Identifier Code (UIC) in row/field number 7037 of SFMS Delivery Report. The BG should be submitted as per the HPCL's format along with print out of SFMS Delivery report from the BG Issuing Bank Branch.

8.4 Vendors are required to submit Bank Guarantee from Nationalized Bank / Scheduled Bank (other than Cooperative bank). The list of Scheduled Banks as per RBI (Schedule II of RBI Act) is available on RBI website at [https://m.rbi.org.in/scripts/bs\\_viewcontent.aspx?id=3657](https://m.rbi.org.in/scripts/bs_viewcontent.aspx?id=3657). From the list available under above link, Bank Guarantees from the following categories are only acceptable:

- i) Scheduled Public Sector Banks
- ii) Scheduled Private Sector Banks
- iii) Scheduled Foreign banks in India
- iv) Scheduled Small Finance Banks – AU Small Finance Bank Limited.

BGs will not be accepted from Payments Bank and Small Finance Bank other than bank(s) specifically mentioned above.

8.5 The bid security shall remain valid for a period of **45 (forty- five)** days beyond the final bid validity period.

8.6 **Tenders received without Earnest Money Deposit will be rejected**, subject to exemptions as mentioned below.

8.7 **Exemption of EMD / Bid Security:**

8.7.1 The following categories of tenderers are exempted from EMD (Bid Security):

- i) Public Sector Enterprises: In the event of the tenderer being a Public Sector Enterprise, a declaration to that effect should be submitted.



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- ii) Vendors registered as Micro / Small Enterprises (MSEs): In the case of Vendors registered as MSEs, a copy of the relevant registration certificate or other such document specified by Government of India (currently Udyam Registration Certificate) to be submitted.
- iii) Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT) formerly known as Department of Industrial Policy & Promotion (DIPP).
- iv) Categories as per GeM GTC.

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

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

8.8 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;
- iv) if the successful bidder fails to sign the contract or furnish the required performance security within the specified period.

### 9.0 **INTEGRITY PACT:**

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

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

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

If the contract has been terminated according to provisions of the Integrity Pact, or if HPCL is entitled to terminate the contract according to provisions of Integrity Pact, HPCL shall be



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entitled to demand and recover from the Contractor liquidated damages amount by forfeiting the Performance Bank Guarantee / Security Deposit as per Integrity Pact.

### 10.0 GENERAL:

- 10.1 All bidders shall be required to provide a declaration stating that they have not been banned or delisted by any government or quasi government agencies or PSUs or GeM. If a bidder has been banned by any government or quasi government agencies or PSU or GeM, this fact must be clearly stated and it may not necessarily be a cause of disqualification. If declaration is not given, the bid shall be rejected as non – responsive.
- 10.2 Subsequent to the submission of bid, bidders are not allowed to change the price.
- 10.3 Bidder shall have single point responsibility for project management and execution of complete scope covered in the tender.

### 11.0 INSTRUCTIONS REGARDING SUBMISSION OF BIDS:

- 11.1 Bid shall be submitted under 3 bid system in three PARTs as follows:
- EMD (THROUGH POST AS WELL AS IN E-PROC SYSTEM)
  - PART-I: PRE-QUALIFICATION BID (IN E-PROC SYSTEM)  
*All the required documents pertaining to Pre-Qualification Criteria as required in this tender should be submitted online in the e-Proc system.*
  - PART-II: UN-PRICED TECHNO-COMMERCIAL BID (IN E-PROC SYSTEM)
  - PART-III: PRICED BID (IN E-PROC SYSTEM)
- 11.2 **For submission of EMD online**, please refer HPCL's e-procurement portal for guidelines on the same. **For submission of EMD in sealed envelope**, kindly follow the following procedure:

Please ensure to submit **EMD** (EMD format attached) / EMD Exemption Declaration **in a Sealed Envelope**, [on or before the Tender Due Date/ Extended Due Date & Time].

The above Envelope shall be superscribed as follows:

<b>EMD</b>	
<b>TITLE</b>	<b>: APC IMPLEMENTATION IN CDU-IV, FCHCU, DHT AND HGUs</b>
<b>TENDER NO.</b>	<b>: 2400013388-HD-06600 / RP</b>
<b>TENDER DUE DATE</b>	<b>:</b>



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EMD (Part-I of bid) shall be submitted in a sealed envelope to:

GM – Materials, Materials Department  
2<sup>nd</sup> Floor, Administrative Building (A Block)  
PO Box: 15, Hindustan Petroleum Corporation Limited  
Malkapuram, Visakhapatnam – 530 011  
Andhra Pradesh, India.  
Telephone No.: 0891-289 4302 / 4318  
E-mail: [Msudhakar@hpcl.in](mailto:Msudhakar@hpcl.in) / [rituparna@hpcl.in](mailto:rituparna@hpcl.in)

NOTE:

**The above sealed envelope** shall be dropped in the tender box kept at the office of GM – Materials (2<sup>nd</sup> Floor, Admin Building), on or before the tender due date / extended Due Date.

Please note that **Non-receipt of EMD on or before Due Date / Extended Due date shall lead to rejection of all such bids**. HPCL shall not be responsible for any postal delays or non-receipt of EMD by tender due date and time, reasons whatsoever. In case Prices pertaining to the line items of the tender are mentioned the envelope, such Offers shall be summarily REJECTED, WITHOUT ANY reference to and/ or correspondence with the Tenderer.

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

11.3 Confidential Technical Data / Documents: Incase confidential technical data / documents have to be submitted by the vendor, same can be submitted in a sealed envelope on or before the Tender Due Date/ Extended Due Date & Time.

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

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

### **12.0 SEQUENCE OF BID OPENING:**

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

12.2 Reverse Auction, if applicable, shall be conducted at the discretion of HPCL before opening of priced offers of only techno-commercially acceptable bidders. The detailed terms and conditions of Reverse Auction are as per tender documents.

### **13.0 ORIGINAL DOCUMENTS:**

13.1 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.



HPCL - VR

## NOTICE INVITING TENDER

TENDER NO: 2400013388-HD-06600

APC IMPLEMENTATION IN CDU-IV, FCHCU, DHT AND HGUs

Sheet 13 of 13

- i. Supporting documents pertaining to 'PQC' duly authenticated as mentioned in clause 5.0 above.
  - ii. Power of Attorney
- 14.0 HPCL reserve 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.
- 15.0 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).
- 16.0 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.
- 17.0 Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- 18.0 HPCL reserve the right to reject any or all Bids received without assigning any reason.
- 19.0 Time and date of opening of price bids shall be intimated only to qualified and techno-commercially acceptable Bidders at a later date. Tender opening (unpriced bid as well as priced bid) will be done online at the time and dates specified in the tender. Vendors who have responded to the tender are requested to login at the specified date and time at HPCL e-procurement website (<http://etender.hpcl.co.in>) for witnessing the tender opening (unpriced bid as well as priced bid in case of technically accepted vendors)
- 20.0 Clarifications if any, can be obtained through e-mail: [msudhakar@hpcl.in](mailto:msudhakar@hpcl.in) / [rituparna@hpcl.in](mailto:rituparna@hpcl.in)

GM – Materials  
HPCL – Visakh Refinery