

**NOTICE INVITING TENDER**

**FOR**

**SUPPLY OF ATF ELECTROSTATIC COALESCER**

**(GLOBAL COMPETITIVE BIDDING)**



**HINDUSTAN PETROLEUM CORPORATION LTD.  
VISAKH REFINERY**

**Tender No.: 2400017162-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 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 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.



HPCL - VR

## NOTICE INVITING TENDER

TENDER NO: 2400017162-HD-06600

SUPPLY OF ATF ELECTROSTATIC COALESCER

Sheet 2 of 15

**SUPPLY OF ATF ELECTROSTATIC COALESCER  
BIDDING DOCUMENT NO. 2400017162-HD-06600  
(GLOBAL COMPETITIVE BIDDING)  
E-TENDERING**

### **1.0 INTRODUCTION:**

- 1.1 The existing coalescer (19-W-01) is a single stage electrostatic coalescer and designed for removing acids in ATF for flowrate of 50 m<sup>3</sup>/hr. In ATF revamp project, the unit capacity is being increased to 60m<sup>3</sup>/hr. Existing coalescer vessel and internals are inadequate to handle the higher feed rate and increased acid content.
- 1.2 Hence Hindustan Petroleum Corporation Limited (HPCL) intends to replace the existing coalescer with a new vessel of higher capacity with internals to meet the desired acid content for the revised flow rate, at its Visakh Refinery.

### **2.0 BRIEF SCOPE OF SUPPLY:**

- 2.1 Job scope includes process & mechanical design, material selection, engineering, procurement of materials and bought out components, fabrication, assembly at shop, supply of all internals of coalescer like electrode assembly, transformers, insulators, inlet stream feed distributors, outlet collector headers, mixing valve along with their supporting arrangement, supply of all supported ancillaries such power units inclusive entrance bushing assemblies, local power unit indicating panel, supervision for installation of new internals/coalescer along with commissioning & PGTR. The payment for supervision charges will be paid separately.
- 2.2 The supply shall necessarily include but not be limited to inspection/testing (including TPI), packing & forwarding, delivery, all mandatory & commissioning spares, special tools & tackles. Site supervision for erection, Commissioning & Performance Guarantee Test Run (PGTR).
- 2.3 Please refer tender document for further details.

### **3.0 DELIVERY SCHEDULE:**


- 3.1 For Foreign Bidders

Entire package shall be supplied within 12 (Twelve) months from the date of Letter of Acceptance (LOA) or Purchase Order (PO) whichever is earlier. Date of bill of lading shall be considered as date of delivery.

- 3.2 For Indian Bidders

The complete single stage electrostatic coalescer along with internals, all accessories shall be delivered to HPCL-VR site within 14 (Fourteen) months from the date of issue of Letter of Acceptance (LOA) or Purchase Order (PO) whichever is earlier. Date of receipt of the entire package (or last consignment in case of partial shipment) at HPCL site shall be considered as the date of delivery.

- 3.3 Please refer tender document for further details.

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>
	<b>TENDER NO: 2400017162-HD-06600</b>
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>	
<b>Sheet 3 of 15</b>	

#### 4.0 **SALIENT FEATURES OF BIDDING DOCUMENT:**

i.	Tender Document No.	<b>2400017162-HD-06600</b>
ii.	Bidding Document on Website	<b>07-Nov-2024</b>
iii.	Earnest Money Deposit / Bid Security	<b>Rs. 25,00,000/- (For Indian bidders) USD 29,986/- (For Foreign bidders)</b>
iv.	Due date of Receipt of Bidder's Queries for Pre-bid Meeting	<b>15-Nov-2024 @ 15:00 Hrs (IST)</b>
v.	Pre-Bid Meeting & Site Visit	<b>19-Nov-2024 @ 11:00 Hrs (IST)</b>
vi.	Last Date and time of Online submission of Bids (Bid Due Date)	<b>28-Nov-2024 @ 15:00 Hrs (IST)</b>
vii.	Opening of EMD in physical form	<b>28-Nov-2024 @ 15:00 Hrs (IST)</b>
viii.	Opening of Pre-qualification Bids (Part-I) in eProc site	<b>28-Nov-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 supply 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 visit the site location for better understating of the job scope & existing conditions in refinery before submitting the bid.

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



HPCL - VR

## NOTICE INVITING TENDER

TENDER NO: 2400017162-HD-06600

SUPPLY OF ATF ELECTROSTATIC COALESCER

Sheet 4 of 15

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

Mr M. Satyanarayana; Senior Manager – Minor Projects  
Mr. Prathipati Gunaranjan; Chief. Manager – Minor Projects  
Tel: 0-891 / 2894813 / 4839  
E-mail: [msatyanarayana@hpcl.in](mailto:msatyanarayana@hpcl.in) & [gprathipati@hpcl.in](mailto:gprathipati@hpcl.in)

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

Mr. Mateti Sudhakar; General Manager – Project. Materials  
Mr. Kunal Parmar; Manager- Project. Materials  
Tel: 0-891 / 2894302 / 4334  
E-Mail: [Msudhakar@hpcl.in](mailto:Msudhakar@hpcl.in) & [kunal.parmar@hpcl.in](mailto:kunal.parmar@hpcl.in)

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

The bidder shall meet the following prequalification criteria (both Financial & Technical) and submit supporting documents along with the offer.

### 5.1 **FINANCIAL CRITERIA:**

- 5.1.1 The average annual financial turnover of the Bidder during the immediate preceding 3 (three) financial years as per the audited financial results should be at least **Rs. 3,06,00,000/- (for Indian Bidders) or USD 3,67,038/- (for Foreign Bidders)**.

**Note:** In case of companies, standalone financial statement shall be considered.

### 5.2 **TECHNICAL CRITERIA:**

- 5.2.1 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 applications are invited, which experience should be any one of the following:

i) One similar completed work costing not less than **Rs. 4,80,00,000/- (for Indian Bidders) or USD 575,746/- (for Foreign Bidders)**

OR

ii) Two similar completed works each costing not less than **Rs.3,00,00,000/- (for Indian Bidders) or USD 359,841/- (for Foreign Bidders)**


OR

iii) Three similar completed works each costing not less than **Rs. 2,40,00,000/- (for Indian Bidders) or USD 287,873/- (for Foreign Bidders)**

- 5.2.2 “Similar Work” is defined as “The bidder shall have designed and supplied Electrostatic Coalescer/precipitator to any hydrocarbon refinery/petrochemical industry.”

### **Note:**

- i) Electrostatic coalescers/precipitators used for solid particles separation in flue gas or process gas shall not be considered.  
ii) The above indicated amounts (financial & technical) are basic values. Bidder needs to submit documents accordingly.

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 5 of 15</b>

- iii) 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.

### 5.3 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.

### 5.4 DOCUMENTS REQUIRED FOR FULFILLING QUALIFICATION CRITERIA:

5.4.1 Documents for Financial Criteria: Bidder shall submit the complete Balance sheet or Audited Financial Statements including Profit and Loss Account, necessary undertaking etc. along with Auditor's Report including all Schedules for the immediate three preceding financial years, for evaluation and his qualification with respect to financial criteria.

- i) In case, the financial year closing date is within 9 months of bid due date and audited annual report of immediate preceding financial year is not available, bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year. Otherwise, it is compulsory to submit the financial details of the immediate three preceding financial years.
- ii) 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.
- iii) In case a bidder (a Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
- iv) Further, in case a bidder is a subsidiary company and separate annual report of the bidder is not prepared & audited, but only a consolidated annual report of the Parent Company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of bidder is not prepared and audited.

5.4.2 Requirement of above certification shall not be applicable to published audited annual financial statements in English, if audited annual financial statements in English are uploaded by the bidder and its original booklets are submitted.

5.4.3 Documents for Technical Criteria:

- i) Copies of work order(s)/ Purchase order(s) (PO) (indicating the breakup of value of work) AND
- ii) Copies of Completion certificate(s). Date on this completion certificate shall comply with the 7 years criteria mentioned above.

5.4.4 The vendor shall also provide the telephone, fax numbers and e-mail address of the contact person of other Indian refineries along with PO copies, to whom the vendor has supplied the system. In case, vendor has not supplied to any Indian Refineries, then Purchase order



HPCL - VR

## NOTICE INVITING TENDER


TENDER NO: 2400017162-HD-06600

**SUPPLY OF ATF ELECTROSTATIC COALESCER**

**Sheet 6 of 15**

copies of foreign refineries (translated in English Language) with contact telephone, fax and e-mail ID etc. of the contact persons shall be necessarily provided.

- 5.4.5 In the event the value of the qualifying work(s) cannot be ascertained from the Work Order/Completion Certificate submitted by Bidder, Copy of Schedule of Rates (SOR) as per Contract, relevant pages of Contracts, copy of relevant pages of Final Bill certified by Owner for establishing requirement of PQC or written letter from their Client(s) specifying the nature of work with quantities and values can be submitted for qualification.
- 5.4.6 In case a foreign bidder submits any of the Bidder's Qualification support documents in any language other than English, then it will be the responsibility of such foreign bidder to also provide the English translation copy duly authenticated by any one of the following:
- Local chamber of commerce,
  - Indian embassy in bidder's country,
  - Any government approved translator/agency,
  - Notary Public / Apostille in bidder's country
- 5.4.7 For Indian Bidders, Order value(s) in multiple currencies shall be converted to equivalent INR at the exchange rate of SBI TT selling rate as on the date of award of such proposed qualifying work(s). Similarly, for Foreign Bidder, Order value(s), in multiple currencies shall be converted at the exchange rate of SBI TT selling rate to equivalent USD as on date of award of such proposed qualifying work(s).
- 5.4.8 All documents furnished by the bidder in support of PQC shall be:  
Either  
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  
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  
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 as per enclosed annexure in this NIT. This option shall not be applicable to Proprietorship / Partnership firms.
- 5.4.9 Submission of authentic documents is the prime responsibility of the Bidder. However, HPCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall provide all necessary assistance in this regard.
- 5.4.10 HPCL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise. Basis such evaluations & findings, HPCL reserves right to reject a Bidder's offer without assigning any further reason whatsoever.
- 5.4.11 Failure to meet the above Qualification Criteria will render the Bid to be summarily rejected. Therefore, the Bidder shall in their own interest furnish complete documentary evidence in the first instance itself along with their bids, in support of their fulfilling the Qualification Criteria as given above.

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>
	<b>TENDER NO: 2400017162-HD-06600</b>
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>	
<b>Sheet 7 of 15</b>	

## **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:

- i) controls either directly or indirectly a Party, or
- ii) which is controlled directly or indirectly by a Party; or
- iii) 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:

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

- i) The bidder (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each qualification criteria (PQC).
- ii) 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.
- iii) 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.

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

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 8 of 15</b>

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:**

- i) All eligible bidders meeting the eligibility criteria as defined in Notice Inviting Tender (NIT) 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:


**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.
- 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



 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 9 of 15</b>

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.

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 10 of 15</b>

- 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 (as per enclosed annexure in this NIT) 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:**

9.1 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.**

9.2 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.

9.3 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.

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 11 of 15</b>

**10.0 INSTRUCTIONS REGARDING SUBMISSION OF BIDS:**

10.1 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)

10.2 **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 : SUPPLY OF ATF EELCTROSTATIC COALESCER</b>
<b>TENDER NO. : 2400017162-HD-06600</b>
<b>TENDER DUE DATE :</b>

**EMD 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 / 4334  
E-mail: [Msudhakar@hpcl.in](mailto:Msudhakar@hpcl.in) / [Kunal.parmar@hpcl.in](mailto:Kunal.parmar@hpcl.in)

**NOTE:**

- a) **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 & time.
- b) Please note that **non-receipt of EMD on or before due date / extended due date & time 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.



HPCL - VR

## NOTICE INVITING TENDER

TENDER NO: 2400017162-HD-06600

SUPPLY OF ATF ELECTROSTATIC COALESCER

Sheet 12 of 15

c) **Tenders received after the stipulated date and time for receipt of the tenders, due to any reasons whatsoever shall be rejected.**

- 10.3 Confidential Technical Data / Documents: In case 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.
- 10.4 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.
- 10.5 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.

### **11.0 SEQUENCE OF BID OPENING:**

- 11.1 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.
- 11.2 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.

### **12.0 ORIGINAL DOCUMENTS:**

- 12.1 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.
- Supporting documents pertaining to 'PQC' duly authenticated as mentioned in clause 5.0 above.
  - Power of Attorney

### **13.0 GENERAL:**

- 13.1 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.
- 13.2 Subsequent to the submission of bid, bidders are not allowed to change the price.
- 13.3 Bidder shall have single point responsibility for project management and execution of complete scope covered in the tender.
- 13.4 Please note that mere conformity to the Pre-Qualification criteria does not imply that the bidder is qualified for the price bid opening. Bidder qualification/ credentials shall be subject to detailed scrutiny of the bid submitted and other reviews, if required. In case of any



HPCL - VR

## NOTICE INVITING TENDER


TENDER NO: 2400017162-HD-06600

**SUPPLY OF ATF ELECTROSTATIC COALESCER**

**Sheet 13 of 15**

ambiguity in the documentary evidence submitted by the bidder, HPCL reserves the right to ask for submission of additional documents / clarification as required, and bidder needs to comply to that.

- 13.5 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.
- 13.6 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)
- 13.7 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.
- 13.8 Bids received after stipulated last date and time, due to any reasons what-so-ever, including postal delays, will not be considered.
- 13.9 HPCL reserve the right to reject any or all Bids received without assigning any reason.
- 13.10 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)
- 13.11 Clarifications if any, can be obtained through e-mail: [msudhakar@hpcl.in](mailto:msudhakar@hpcl.in) / [Kunal.parmar@hpcl.in](mailto:Kunal.parmar@hpcl.in)

 <b>HPCL - VR</b>	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 14 of 15</b>

### **SELF-CERTIFICATION**

I, \_\_\_\_\_ S/o/D/o of \_\_\_\_\_, working as CEO/CFO/Company Secretary (indicate, as applicable) of the Company \_\_\_\_\_ having its registered office at \_\_\_\_\_ certify that all the details including documents pertaining to Bidder Qualification Criteria signed by undersigned vide our offer reference \_\_\_\_\_ against your Enquiry document \_\_\_\_\_, are true, authentic, genuine and exact copy of its original.

It is certified that none of the documents are false/forged or fabricated. All the documents submitted has been made having full knowledge of (i) the provisions of the Indian laws in respect of offences including, but not limited to those pertaining to criminal breach of trust, cheating and fraud and (ii) provisions of bidding conditions which entitle the HPCL to initiate action in the event of such declaration turning out to be a misrepresentation or false representation.

I further certify that further documents, if any, required to be submitted by our company, shall be submitted under my knowledge and those documents shall also be true, authentic, genuine, exact copy of its original and shall not be false/forged or fabricated.


### **DECLARATION**

I, \_\_\_\_\_ S/o/D/o of \_\_\_\_\_, working as CEO/CFO/Company Secretary (indicate, as applicable) of the Company \_\_\_\_\_ having its registered office at \_\_\_\_\_ with reference to our bid \_\_\_\_\_ against your Enquiry document \_\_\_\_\_, declare that in case, at a later date, any of the document submitted in our bid referred above is found to be false/forged or fabricated, I, shall be held responsible for the same and HPCL has every right to take action against me and my company, as deemed fit as per provisions of the Bidding right to put our company on Holiday/Black list for future business with HPCL.

Specimen Signature of authorized representative

Signature

Name & Designation (CEO or CFO or Company Secretary)

 HPCL - VR	<b>NOTICE INVITING TENDER</b>	
	<b>TENDER NO: 2400017162-HD-06600</b>	
<b>SUPPLY OF ATF ELECTROSTATIC COALESCER</b>		<b>Sheet 15 of 15</b>

**BID SECURITY DECLARATION (IN LIEU OF EARNEST MONEY DEPOSIT)**

On Bidder's Letterhead

We, \_\_\_\_\_ (Name of the company)  
hereby declare that:

- a) We will display our commitment to abide by our bid during the tender evaluation process and will not withdraw or modify our bid during its validity period.
- b) We will comply with all formalities of signing of the contract/agreement/purchase order and submit performance security before the deadline defined in the request for bids / request for proposals document.
- c) We understand that on our failure to ensure (a) and (b) above, we will be suspended for a period of one year from being eligible to submit Bids / Proposals for contracts with HPCL.

The executant and signatory of this Declaration is authorized by the bidder and the bidder undertakes to comply and abide by the above declaration.

Signature

Name & Company Stamp