


NOTICE INVITING TENDER
FOR
SERVICE CONTRACT FOR OPERATION AND MAINTENANCE OF
SUB-STATIONS AT VISAKH REFINERY
(INDIAN COMPETITIVE BIDDING)



HINDUSTAN PETROLEUM CORPORATION LTD.
VISAKH REFINERY

Tender no.: 21000391-HD-46002

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 III) shall be mandatory. For already existing vendors, in case you are logging in for the first time please ensure to upload your Digital certificate. The process for same is listed in the Help link after logging in. PLEASE LOGIN WITH YOUR EIGHT DIGIT JDE VENDOR CODE AND CORRESPONDING BILL TRACKING SYSTEM (BTS) PASSWORD TO BID FOR THE TENDER. New bidders will have to temporarily register to be able to quote for this tender in eProc system. In case of any difficulty in logging or in case you do not have the BTS password, please contact Eproc helpdesk at: 022- 41146666 on any day between 10.00 AM to 6.00PM except on Sundays/Public holidays. Please refer to help link after logging in, in case you are new to e-Tender.

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NOTICE INVITING TENDER (NIT) FOR SERVICE CONTRACT FOR OPERATION AND MAINTENANCE OF SUB-STATIONS AT VISAKH REFINERY

1.0 INTRODUCTION

HPCL Visakh Refinery is situated at Malkapuram, Visakhapatnam. This tender is meant for taking up service contract for operation and maintenance of sub-stations at Visakh refinery.

2.0 BRIEF SCOPE OF WORK:


Operation & Maintenance (O & M) of Sub stations SS-60, 61, 62, 63, 64, 65, 66, 67, 68 and monitoring of 132KV GIS, SS-11A, SS-12A, SS-40, SS-50, SS-3A, SS-18, SS-6B & SS-29. Further detailed as tender documents and attachments.

3.0 JOB TO COMMENCE:

Job should commence for all line items from date of LOA/PO or 29.09.2021 whichever is later.

4.0 SALIENT FEATURES OF BIDDING DOCUMENT:

a)	Tender Document No.	:	21000391-HD-46002
b)	Bidding Document on Website	:	19-July-2021
c)	Earnest Money Deposit/ Bid Security	:	Vendor to submit Bid Security declaration as per attachments
d)	Pre-Bid Meeting & Site Visit	:	28-July-2021
e)	Due date of Receipt of Bidder's Queries for Pre-bid Meeting	:	26-July-2021
f)	Last Date and time of Online submission of Bids (Bid Due Date)	:	09-Aug-2021 @ 15:00 Hrs (IST)
g)	Opening / Verification of EMD in eProc site	:	09-Aug-2021 @ 15:00 Hrs (IST)
h)	Opening of Pre-qualification Bids (Part-I) in eProc site	:	09-Aug-2021 @ 15:00 Hrs (IST)

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i)	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)
j)	Opening of Priced Bids (Part-III)	:	Shall be opened online in e-Proc site after review of Techno-Commercial Bids (Part-II)

4.1 **PRE-BID MEETING**

Pre-bid meeting will be conducted at HPCL – Visakh Refinery on the date mentioned in the above table. Bidders or their authorized representatives are requested to attend the Pre-Bid Meeting so that their queries, if any, related to the Bidding document and Scope of Work can be addressed during the meeting. The bidders are requested to send queries/clarifications, if any, by e-mail to HPCL at least four days before the pre-bid meeting. The clarifications shall be provided during the pre-bid meeting.

Bidder shall consider in his priced bid, all the prebid discussions and subsequent corrigendum's 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.

EMD (Part-I of bid) / PQC Documents shall be submitted to:

DGM – Materials (P)
 Project Materials Department
 PO Box: 15, Hindustan Petroleum Corporation Limited
 Malkapuram, Visakhapatnam – 530 011
 Andhra Pradesh, India.

Telephone Nos.: 0891-289 4302 / 4334
 E-mail: Msudhakar@hpcl.in / kunal.parmar@hpcl.in

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

Tenderers intending to participate this tender shall fulfil **BOTH** the qualification criteria, stipulated at 5.1 and 5.2 below.

5.1 **Experience Criteria**

Bidders shall have experience of having successfully carried out and completed similar work during the last 7 years ending 30-Apr-2021, which experience should be any one of the following:

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5.1.1 Three similar completed works, each costing not less than the amount of Rs.1,07,80,000/- (Rs.91,63,000/- for MSE registered vendors)

OR

5.1.2 Two similar completed works, each costing not less than the amount of Rs.1,34,75,000/- (Rs.1,14,53,750/- for MSE registered vendors)

OR

5.1.3 One completed similar work, costing not less than the amount of Rs.2,15,60,000/- (Rs.1,83,26,000/- for MSE registered vendors)

"Similar work" as referred above means work involving Operation & Maintenance of Electrical substations in any of the existing Hydro Carbon / Petrochemical, Power plants. In case of a composite work involving other jobs, values pertaining only to Operation & Maintenance of substation shall be considered for evaluation under this tender.

5.2 Financial Criteria:

5.2.1 Average Annual Financial Turnover during the last 3 years, ending 31-Mar-2021 (i.e., for the financial years Apr 2018 - Mar 2019; Apr 2019 — Mar 2020 and Apr 2020 — Mar 2021), should be at least Rs.80,85,000/- (Rs.68,72,250/- for MSE registered vendors).

Note-A: Both the above criteria (Financial and Technical qualification criteria) shall be met for qualification of applicants. Applicant shall furnish notarized documentary evidence to substantiate their claims on the above requirements.


Note-B: The above indicated amounts in PQC are exclusive of taxes. Only basic PO values/amounts shall be considered.

5.3 DOCUMENTS REQUIRED FOR FULFILLING QUALIFICATION CRITERIA

5.3.1 Documents for experience criteria.

- a. Copy of purchase orders
- b. Completion certificates from Clients

The PO date and completion date (as mentioned in the completion certificates) shall comply with the 7 years' criteria mentioned in Cl. 5.1.

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Completion Certificates shall be issued by the owner or by the authorized person of owner and shall clearly indicate the value of work completed against each Purchase order.

5.3.2 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.

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

Either

Duly certified by Statutory Auditors of the bidder or practicing Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company) where audited accounts are not mandatory as per law.

Or

Duly notarized by any Notary Public in the Bidder's Country or certified true copies duly signed, dated and stamped by an official authorized for this purpose in Indian Embassy/High Commission in Bidder's country

Or


Bidder shall submit self-certified documents in original from any one out of CEO or CFO or Company Secretary of the bidder (Limited company only) along with self-certification as per enclosed Annexure-A. This option shall not be applicable to Proprietorship / Partnership firms.

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

BIDS HAVING INCOMPLETE DOCUMENTS OR UN-NOTARIZED DOCUMENTS WILL BE LIABLE FOR REJECTION.

5.5 The failure to meet any of the above Pre-Qualification Criteria will render the Bid to be rejected.

Therefore, the bidder shall in his own interest furnish complete documentary evidence by way of copies of work orders, completion certificates from Clients/Consultants, Self-certification for liquidation/court receiving or similar proceedings and balance sheet including Profit and Loss Accounts, Solvency certificates etc. along with the PQC bid, in support of their fulfilling the Pre-Qualification Criteria as given above. The vendor shall produce all the above documents in original before HPCL.

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5.6 ELIGIBILITY OF BIDDERS:

Parties who are affiliates of one another can decide which Affiliate will make a bid. Only one affiliate may submit a bid. Two or more affiliates are not permitted to make separate bids directly or indirectly. If 2 or more affiliates submit a bid, then any one or all of them are liable for disqualification. However upto 3 affiliates may make a joint bid as a consortium, and in which case the conditions applicable to a consortium shall apply to them. "Affiliate" of a Party shall mean any company or legal entity which:


- (a) Controls either directly or indirectly a Party, or
- (b) Which is controlled directly or indirectly by a Party; or
- (c) Is directly or indirectly controlled by a company, legal entity or partnership which directly or indirectly controls a Party. "Control" means actual control or ownership of at least a 50% voting or other controlling interest that gives the power to direct, or cause the direction of, the management and material business decisions of the controlled entity.

Bids may be submitted by:

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


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

- a) The sole bidder (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each eligibility criteria.
- b) In case the bidder is a newly formed and incorporated joint venture and which has not completed three financial years from the date of commencement of business, then either the said JV shall fulfil each eligibility criteria or any one constituent member / promoter of such a JV shall fulfil each eligibility criteria. If the bid is received with the proposal that one constituent member / promoter fulfils each eligibility criteria, then this member / promoter shall be clearly identified and he/it shall assume all obligations under the contract and provide such comfort letter / guarantees as may be required by Owner. The guarantees shall cover inter alia the commitment of the member / promoter to complete the entire work in all respects and in a timely fashion, being bound by all the obligations under the contract, an undertaking to provide all necessary technical and financial support to the JV to ensure completion of the contract when

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awarded, an undertaking not to withdraw from the JV till completion of the work, etc.

- c) In case of bidder(s) is / are a consortium (including an unincorporated JV), then the following conditions, as applicable, shall apply:
- 1) Each member in a consortium may only be a legal entity and not an individual person;
 - 2) The bidder shall specifically identify and describe each member of the consortium;
 - 3) The consortium member descriptions shall indicate what type of legal entity the member is and its jurisdiction of incorporation (or of establishment as a legal entity other than as a corporation) and provide evidence by a copy of the articles of incorporation (or equivalent documents);
 - 4) One participant member of the consortium shall be identified as the "Prime member" and contracting entity for the consortium;
 - 5) This prime member shall be solely responsible for all aspects of the Bid/Proposal including the execution of all tasks and performance of all consortium obligations;
 - 6) The prime member shall fulfil each eligibility criteria;
 - 7) A declaration shall be given from each of the consortium member in the form of a letter signed by a duly authorized officer clearly identifying the role of the member in the Bid and the member's commitment to perform all relevant tasks and obligations in support of the prime / lead member of the consortium and a commitment not to withdraw from the consortium;
 - 8) No change shall be permitted in the number, nature or share holding pattern of the Consortium members after pre-qualifications, without the prior written permission of the owner.
 - 9) No change in project plans, time tables or pricing will be permitted as a consequence of any withdrawal of failure to perform by a consortium member;
 - 10) No consortium member shall hold less than 25% stake in a consortium;
 - 11) Entities are affiliates of one another are allowed to bid either as a sole bidder or as a consortium only;
 - 12) Any person or entity can bid either singly or as a member of only one consortium.
- d) In case the bidder is an Indian arm (Subsidiary, authorized agent, branch office or affiliate) of a foreign bidder, then the foreign bidder shall have to fulfil each eligibility criteria. If such foreign company desires that the contract be entered into with the Indian arm, then proper back to continuing (parent company) guarantee shall be provided by the foreign company clearly stating that in case of any failure of any supply or performance of the equipment, machinery, material or plant or completion of work in all respects and as per the warranties/ guarantees that may have been given, then the foreign company shall assume all obligations under the contract. Towards this purpose, it shall provide such comfort letter/ guarantees as may be required by

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Owner. The guarantees shall cover inter alia the commitment of the foreign company to complete the entire work in all respects and in a timely fashion, being bound by all the obligations under the contract, an under taking to provide all necessary technical and financial support to the contract when awarded, an undertaking not to withdraw from the contract till completion of the work, etc.”

6.0 **SUBMISSION OF BIDS & VALIDITY**

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

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


Vendor shall submit Bid Security Declaration as per the attached format in lieu of EMD

Tenders received without the Bid Security Declaration will be rejected.

8.0 **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 long 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 ALONG WITH THE BID, DULY SIGNED, SHALL LEAD TO OUTRIGHT REJECTION OF SUCH BID.

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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.


- 9.0. 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.

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. If a bidder has been banned by any government or quasi government agencies or PSU, 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 (BID SECURITY DECLARATION TO BE UPLOADED IN E-PROC SYSTEM ALONG WITH PQC BID)
 - 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. 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.
- 11.3. 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.
- 11.4. 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.

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12.0 SEQUENCE OF BID OPENING:

First, EMD shall be verified in the e-proc site. After verification and establishing correctness of the documents, 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.

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 at the address mentioned under clause no. 4.1

- 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 .

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>)

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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 / kunal.parmar@hpcl.in.

DGM-Project Materials
HPCL-Visakh Refinery