

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-04-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	06-04-2026 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Petroleum And Natural Gas
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Hindustan Petroleum Corporation Ltd
कार्यालय का नाम/Office Name	Petroleum House
वस्तु श्रेणी /Item Category	Custom Bid for Services - LS job for TCOLT line , Custom Bid for Services - SoR Line Items
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> • Repair, Maintenance and Installation of Plant/ Systems/Equipments • Repair, Maintenance and Installation of Plant/ Systems/Equipments
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

HPCL
PO Box 15, Hindustan Petroleum Corporation Limited, Visakh Refinery, Malkapuram, Visakhapatnam, Andhra Pradesh - 530011

(Hindustan Petroleum Corporation Limited)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%	15

1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
 - v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

SoR Line Items - [1774326353.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Pre Qualification Criteria (PQC) etc if any required:[1774326385.pdf](#)

Scope of Work:[1774326467.pdf](#)

Payment Terms:[1774326474.pdf](#)

GEM Availability Report (GAR):[1774326492.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1774326501.pdf](#)

Custom Bid For Services - LS Job For TCOLT Line (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	LS job for TCOLT line
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Shweta Pradhan	530011,HPCL, Visakh Refinery, PB No. 15, Malkapuram, Visakhapatnam-530011	Project / Lumpsum Based	N/A

Custom Bid For Services - SoR Line Items (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	SoR Line Items

विवरण/ Specification	मूल्य/ Values
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Shweta Pradhan	530011,HPCL, Visakh Refinery, PB No. 15, Malkapuram, Visakhapatnam-530011	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

2. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

3. Buyer Added Bid Specific SLA

File Attachment [Click here to view the file.](#)

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

A. SPECIAL NOTES & HOW TO QUOTE:

1.0 This is a RATE CONTRACT and NOT A FIRM COMMITMENT. The financial limit specified in tend

er is purely tentative and HPCL does not guarantee utilization of any minimum financial limit nor any minimum quantities of any of the tender / PO line items. HPCL reserves the right to operate / not to operate / not to fully operate any of the schedule or items.

2.0 How to Quote:

For Line No. 1 (Lumpsum Scope):

- 2.1 Bidder shall quote Lumpsum price, which shall be inclusive of all the overheads, charges, any other duties and including applicable taxes (GST).

For Line No. 2 (SoR Line Items):

- 2.2 Please refer the excel uploaded for Financial Priced Bid and quote accordingly.
- 2.3 HPCL's **Basic Financial Limit for this tender is Rs. 20,00,000/-** which is provided in the attached excel sheet. However, the total basic financial limit of the tender shall be arrived basis vendor's quoted rate, Reverse Auction & Negotiations, if any.
- 2.4 **Bidder has to quote in minus (-) percentage or plus (+) percentage or zero (0) in the cell E7. The percentage entered in cell E7 shall be applicable uniformly on all the line items mentioned in the excel sheet.**
- 2.5 **Please quote the automatically calculated total delivered price in the cell H7 of the excel sheet in the GeM Priced Bid (Online).**
- 2.6 **Do not upload this excel with the technical bid. Offers from vendors uploading this excel sheet or any other document indicating prices along with technical bid shall be rejected without any further correspondence.**
- 2.7 If there is a mismatch between the rates quoted in Excel Sheet & the Rates quoted in GeM Priced Bid (online), then the rates in the GeM Priced Bid (online) shall be considered for evaluation. The percentage over SoR shall be back calculated.
- 2.8 In case of reverse auction, the final rates arrived post successful reverse auction shall be back calculated for arriving final at percentage over SoR.
- 2.9 For any clarification, bidders to contact the person for commercial queries before quoting.
- 2.10 **Tender shall be evaluated on overall lowest basis.**

3.0 Declaration:

During bid submission, vendor shall mandatorily upload following declarations:

- i) Not Banned / Holiday Listing declaration.
- ii) Land Border Form - I.
- iii) PP-LC Declaration.
- iv) Additional documents (like NSIC / ISO Certificate / any other relevant documents others than previous POs/IRN) to substantiate claim towards manufacturer / service provider of the tendered items.

B. JOB SCOPE & NOTES TO BIDDERS:

1.0 Vendor's Scope:

- 1.1 To carry out Fabrication, welding, erection & HT of new 10" TCOLT loop of Tk 120-T-212 as per MOC VA1-3178-120-445-L-0 mentioned in Attachment-I (LS job scope for Tk 212 TCOLT line).
Payments for items not covered under the lump sum scope or for quantities exceeding lump sum scope will be made as per applicable SOR item.
Note: Minimum mobilization of manpower and equipment is mentioned in Attachment-III and deductions will be made as specified in case of insufficient mobilization.

- 1.2 Special Note on Check Shots for Radiography:
It is mandatory to take check shots for 10% of the radiography done for ensuring correct weld joint identification. Selection of weld joints for check shots shall be done by HPCL Inspection engineer.
- 1.3 Note on Local Spark Confinement and Area Preparation:
All hot jobs being done in field needs to be carried out with local spark confinement. Spark confinement is to be done using fire-proof blankets/fire-proof tarpaulins as per specifications mentioned in Attachment-- "Specification for fire retardant blankets". Spark confinement and area preparation is to be done to the satisfaction of HPCL Job engineer.
NO ADDITIONAL PAYMENTS WILL BE MADE FOR LOCAL SPARK CONFINEMENT FOR ANY HOT WORK CARRIED OUT UNDER LUMP SUM SCOPE OR SOR ITEM RATES.

2.0 Tender Specific Notes to The Agency:

- 2.1 HPCL "General Terms & Conditions of Works Contracts" & "Safety Regulations for Contractors" form an integral part of this order.
- 2.2 Agency shall read the conditions mentioned in this scope in conjunction with the General conditions of Contract (GCC). If any portion of GCC is found to be at variance with any provisions or conditions mentioned in this scope, the provisions / conditions herein shall override the provisions of GCC, only to the extent of such variance.
- 2.3 Job acquaintance & scheme of Execution: Agency shall acquaint itself thoroughly with the job scope before submitting the tender. All clarifications regarding job scope and conditions of contract shall be obtained before submitting the quotation. The interpretation of the job scope and conditions of contract by HPCL shall be final and binding on the agency.
- 2.4 The agency shall have one radio set intrinsically safe for use in refinery, at site to have communication among the personnel working inside and the concerned HPCL personnel.
- 2.5 Agency shall deploy min 3nos safety control engineers/supervisors duly certified by HPCL F&S and well versed with Refinery Safety Procedures and Practices during the course of work to ensure the jobs being carried out are in compliance with Refinery safety requirement. HPCL imposes penalty as follows to defaulted vendor in terms of work permit deviations:
- a) 1st time deviation: Rs 1000/-
 - b) 2nd time deviation: Rs 5000/-
 - c) 3rd time deviation: Rs 10000/-
 - d) 4th time deviation: Rs 20000/-
 - e) 5th time deviation: Rs 20000/- + letter from HPCL suggesting an action.
 - f) All Workmen, supervisor, Safety supervisor are required to wear Boiler suit during the course of work to ensure the jobs being carried out are in compliance with Refinery safety requirement. HPCL imposes fine for Non-compliance for Boiler suit by field worker, Field supervisor or safety supervisor: 1000/- Per person per day.
- 2.6 Housekeeping must be strictly adhered to and agency shall carry out good housekeeping on daily basis.
- 2.7 HPCL reserves the right to split / off-load the job, if progress of work is found not satisfactory at any stage and assign the same to any other agency as deemed fit and all the consequential expenses in this regard shall be borne by the agency. In case the agency stops the work abruptly during the contract period; HPCL reserves the right to employ another agency. In such cases, any claim made by the second agency, shall be charged to the account of first agency.
- 2.8 The agency shall provide all their personnel with the requisite personal protective equipment like safety shoes, protective clothing, safety helmet, safety belts, gloves, safety goggles, adequate lighting in the work area as part of scope. Failing to comply with this may result in imposition of fine as deemed fit.
- 2.9 Agency shall use only those lifting tools and tackles (in their scope of supply) which are certified for intended usage by relevant statutory authority and the same are to be submitted to Maintenance department, prior to job commencement. At any particular point of time, agency shall furnish test reports to that regard.
- 2.10 Agency shall carry out the jobs at any elevation. The agency shall provide required scaffolding for comfortable working and completion of the job. The scaffolding shall be provided strictly as per HPCL approved procedure and standards as per tender attachment.
- 2.11 Agency shall strictly comply with electrical compliance requirement regarding equipment and human sa

- fety.
- 2.12 If any job which is not covered under the item rates needs to be done, the same shall be carried out under man power rates with prior permission of MNT-offsite division head.
 - 2.13 Agency to get the Challans certified by the job engineer within 7 days of completion of job.
 - 2.14 Workmen shown against this order should be engaged for the concerned job only. They should not be utilized on any other service orders/jobs unless otherwise prior information is given by company supervisor, failing which the passes of the workmen will be cancelled without notice.
 - 2.15 Agency shall be prepared to work on round the clock basis. Generally, Hot work permit will be given till daylight hours only. However, depending on the site conditions, permit may be extended till night hours also and agency should be prepared for the same.
 - 2.16 No idling charges are payable for any idling of agency's manpower or equipment due to non-availability of inspection / work permits due to operational constraints, non-availability of materials required for the job.
 - 2.17 Payment shall be made on pro-rata basis by quantity adjustment in case of variations from PO item specifications, where explicitly advised by HPCL.
 - 2.18 In case the agency fails to carry out jobs as per the instructions of the concerned job engineer within the scheduled time, HPCL reserves the right to get the job done by any other agency of its choice and recover the differential expenditure and overhead costs from the agency.
 - 2.19 Pre-Medical Verification: Compulsory screening to ensure general health of all the working personnel shall be conducted by the agency at their own cost.
 - 2.20 Antecedent Verification: Compulsory antecedent verification of all employees of the agency has to be submitted by the agency. The necessary police verification and character certification has to be submitted prior to start of the job for issue of photo passes.
 - 2.21 Statutory rules and regulations: Agency to strictly adhere to the following provisions laid down in the Factories Act - 1948 and The Contract Labor Act - 1970 while carrying out jobs inside the Refinery premises:
 - i. Labor license for the personnel working.
 - ii. Safety of personnel
 - iii. Minimum wages as per legislation.
 - iv. Coverage of employees under PF and ESI as per law.
 - v. Payments of wages for the leave period as specified under the Acts.
 - vi. Maintenance of workbooks registers indicating the work force deployed daily
 - 2.22 Photo passes: Agency shall prepare photo passes for all personnel they wish to engage for executing the job. Temporary pass for workers is strictly not permitted. For obtaining Photo passes for working inside the refinery six photographs and a family photograph of the person shall be submitted apart from satisfying the requirements for Labor license and ESI/PF.
 - 2.23 Gate Entries:
 - i. Agency shall enter all the material (including consumables), tools & tackles and manpower entering the Refinery every day at the security gate duly certified by the CISF personnel. Agency to inform HPCL three days in advance about their list of equipment tools & tackles for F&S safety check as per SWP06 (copy attached).
 - ii. On completion of work and clearance by HPCL all such declared items shall be taken out including surplus consumables on a valid Corporation Gate Pass, authorized by Engineer-in-charge.
 - iii. Entry/ exit for man power and material shall be through Refinery South Gate for inside refinery works.
 - iv. Official e-mail ID to be written in vendor's confirmation form.

3.0 Safety, Health & Environment:

- 3.1 Agency to comply with the following safe work practices followed in the refinery (attached with tender)
 - i. Contractor Safety Regulations

- ii. SWP 01: Specification of PPE
- iii. SWP 02: Requirement of minimum PPE for various activities
- iv. SWP 03: Examination of Eyesight
- v. SWP 06: Contractor job equipment safety assurance.
- vi. Duly approved JHA to be prepared and displayed along with permit.
- vii. Agency to abide by the Refinery's safety rules and regulations.

4.0 Mobilisation Period:

The agency shall mobilize all equipment / resources within 15 days from the date of LOA / Purchase order, whichever is earlier.

5.0 Job To Commence / Complete:

The entire job shall be divided into 2 phases, Phase-1 & Phase-2 as illustrated below:

- 5.1 Phase-1: Jobs related to line identification from MOC drawing, isometric preparation, scaffolding erection, shot blasting, primer application and pre-fabrication of lines mentioned under LS scope shall be completed within 50 days from date of advise for commencing jobs in Phase-1. Job advice shall be given after completion of initial mobilization period of 15 days (as mentioned earlier).

Job start date: Date of issue of MIT of at least 50% of material.

Job end date: Completion of all jobs as per LS job scope mentioned in attachment - I.

- 5.2 Phase-2: All field jobs shall include field erection, welding, NDTs, Valve fixing, HT etc mentioned under LS scope shall be completed within 30 days from job start date.

Job start date: As advised by HPCL job engineer

Job end date: Completion of all activities mentioned as per LS job scope in attachment - I.

6.0 Agency's Scope:

- 6.1 Man power details: The Agency to deploy adequate manpower with Site supervisors, safety supervisors, helpers, Electrician (with certificate), welder, grinder, etc., required for completion of the job (round the clock if required).

- 6.2 Equipment/Tools and Tackles/Materials: Agency to arrange

- a. Electric welding sets, welding consumables, electrodes, gas.
- b. Sound proof diesel generators (with grinding points and accessories), diesel dewatering pump, a ll hot work apparatus. Agency to note that POWER SUPPLY FOR REPAIR WORKS IS IN AGENCY SC OPE.
- c. Diesel, blasting equipment with all consumables
- d. Non sparking tools and torque wrench of all sizes.
- e. NDT equipment with testing accessories, holiday tester
- f. Mechanical equipment for rigging, tools & tackles, transportation for shifting of material / debris / earth, Chain pulley blocks, Wire ropes, D Shackles, etc.
- g. JCB - Specifically for Road excavation.
- h. P2 wrapping, Coating material, paints, Rustolene, graphite tins & PTFE tapes.
- i. System (Cup-lock) scaffolding materials.
- j. Hydro test pump, portable diesel driven pump, air compressor for testing, pipe bending equipment.
- k. Sand, cement, blue metal stones, aggregate, reinforcement steel, shuttering material for civil works
- l. Testing equipment like Elcometer
- m. Finger saver Safety Hand Tool while using Slogging/locking spanner (As per attachment)
- n. Whip-Check arrangement for Pneumatic hoses (As per attachment)
- o. The supply of mobile crane up to 16T capacity for all the jobs mentioned above is in the agency's scope.

USAGE OF HYDRA IS BANNED INSIDE REFINERY. MOBILE CRANE WITH FRONT DRIVER CABIN (HAVING CLEAR VISIBILITY OF THE ROAD/JOB DURING MOVEMENT- HYDRAS OF ESCORT F15 AND ACE SFX150 OR ANY SIMILAR MODEL) ARE ONLY ACCEPTABLE.

- 6.3 Agency to arrange Supervision, supply of labor, all required for safety compliance, all required for electrical compliance, any other material / services / equipment required to complete the job in its entirety but are not mentioned explicitly in HPCL scope of supply.
- 6.4 The entire job shall be subject to inspection at every stage and agency shall coordinate with Inspection department and obtain stage wise clearance.
- 6.5 Materials under HPCL's scope of supply shall be issued from any of the stores / storage points within the Refinery premises (including ATP). Transportation of required materials from any designated location inside the Refinery, ATP to work site and vice versa as per the instructions of the job engineer is part of the scope.
- 6.6 Transportation of scrap generated from the work site, weighment (if required) and dumping at designated location inside ATP/Refinery as instructed by the job engineer is part of the scope.
- 6.7 Material supplied under agency's scope shall be brought inside Refinery through valid gate pass. Balance material after completion of the job shall be permitted outside the premises after checking and material reconciliation.
- 6.8 Agency shall make a rough sketch/isometric of the jobs allotted & submit the list of material (HPCL Supply) required to execute the job to Engineer-In-Charge/Planning as part of the job scope. Agency shall submit drawings/isometrics of the completed jobs along with the challans/bills at no extra cost to HPCL.
- 6.9 Makeup of flanges with new gaskets and tightening of bolts to be done using torque wrench. The procedure for torque wrench usage and the torque values are to be taken from Technical Advisory TSD/INSP/GEN/06 Rev 0 dated 04/02/2014. For all the flanges which are torqued, agency shall install a metallic tag with following details: Flange size & rating, actual Torque value, applied torque value, applied date, applied by. Agency shall provide manpower for pulling flange leaks, if any, while putting the line back into service and/or carry out air - soap solution leak test at flange locations after making up of flanges (supply of air & soap solution in agency's scope). In case leaks occur during hydro test, subsequent repairs shall be carried out as per HPCL recommendation and hydro tested subsequently. In case it is seen that the line leaks from any weld joint which has been repaired by the agency, No ADDITIONAL payment/time will be given for repair and re-hydro test of the line.
- 6.10 Providing Hook-ups/Tie-in/Additional piping forms a part of the scope. Cutting & dismantling of the existing sections, material handling & erection at all elevations, scaffolding, etc. also form a part of the scope. The above scope of welding of pipes encompasses welding of pipes, pipe fittings, stubs, etc. Removal of insulation on the section to be replaced is part of the scope.
- 6.11 Pipe sleeves (casing) of suitable size have to be provided for lines crossing dykes, running underground, in culverts etc., and doughnuts to be provided, between carrier pipe and casing pipe at both sides of the casing pipe.
- 6.12 Agency shall be prepared to cut corroded bolts of the flanged joints and replace with new/serviced bolts during arresting flange leaks, blinding, de-blinding, etc. at no extra cost to HPCL.
- 6.13 Agency shall be prepared to cut gaskets from sheets in case of non-availability of gaskets at no extra cost to HPCL.
- 6.14 Servicing and storage of removed bolts and nuts are part of the job. Molykote to be applied for all bolts while fixing.
- 6.15 HPCL inspection qualified welders shall be deployed. Necessary arrangements for qualification tests shall be in agency's cost and HPCL shall witness the test & certify the qualification of each welder.
- 6.16 Electrodes used for the job shall be from that of any of the approved manufacturers: as per TSD/INSP/GEN/24 (attached) and any other manufacturer as approved by HPCL inspection for specific electrodes.
- 6.17 All non- destructive examination (NDT) of piping shall be as per EIL Standard specification 3655-6-44-16.
- 6.18 Agency to arrange Sound-proof Diesel welding sets.
- 6.19 Arrangements for temporary connection for water/ air/ power supply from source to work location (~100-meter-long) is in agency's scope.
- 6.20 Agency shall possess telephone facility for communication. Such telephone number shall be communicated to HPCL at the time of quoting.
- 6.21 Good housekeeping forms part of the scope and no extra payment will be made towards the same. Duly certified housekeeping completion certificate by operations & job Engineer to be submitted along with RA Bill.

7.0 HPCL Scope of Supply:

- 7.1 Pipes and Pipe fittings (flanges, elbows, reducers, couplings, caps, nipples, bosses etc.)
- 7.2 Valves, Nuts & Bolts, Gaskets, Gasket sheets, Cargo hoses for flushing.
- 7.3 Structural Material, Plates for making Blinds, Flanges, Clamp fabrication material, Copper Tubing material.
- 7.4 Water from nearest available points (Agency has to make necessary arrangements for connection & distribution).
- 7.5 Electrical power can only be provided in Fabrication yard subject to availability. Agency should be prepared to mobilize sufficient number of Diesel generator sets to carry out all repair activities in the field.
- 7.6 Crane shall be provided by HPCL (free of cost) for carrying out jobs which are not accessible using 16 Ton mobile crane under agency's scope. Same to be informed at least 2 days in advance.

8.0 Validity Of Order: One year from the date of LOA/PO, whichever is earlier.

9.0 Warranty / Guarantee / Defect Liability: As per GTCWC.

10.0 Payment Terms / Payment Schedule:

- 10.1 **For Lumpsum Scope:** Payment will be made as per milestones mentioned in Attachment for LS scope. Please refer the same.
- 10.2 **Payments for SOR line items:** Payment will be made against Running Accounts bills certified by the Owner's Engineer-in-Charge / Site-in-Charge within 15 days from the date of receipt of the certified bill by the Disbursement Section of the Owner.
- 10.3 Running Account Bills and the final bill shall be submitted by the Contractor together with the duly signed measurements sheet(s) to the Engineer-in-Charge / Site-in-Charge of the Owner in duplicate for certification. The Bills shall also be accompanied by quantity calculations in support of the quantities contained in the bill, actual/ theoretical, wherever applicable duly certified by the Engineer-in-Charge / Site-in-Charge of the Owner.
- 10.4 The final bill shall be submitted by the Contractor within one month of the date of completion of the work fully and completely in all respects. If the Contractor fails to submit the final bill accordingly Engineer-in-Charge/ Site-in-Charge may make the measurement and determine the total amount payable for the work carried out by the Contractor and such a certification shall be final and binding on the Contractor.
- 10.5 Payment of final bill shall be made within 30 days from the date of receipt of the certified bill by the Disbursement Section of the owner.

11.0 Security Deposit:

Agency should submit Security Deposit of 2% of the contract value, further detailed as per HPCL's GTCWC.

12.0 Liquidated Damages (LD):

- 12.1 Phase 1: LD shall be applicable at the rate of 0.5% per day of delay in phase I on LS scope for Tk 212 Tcolt.
- 12.2 Phase 2: LD shall be applicable at the rate of 0.5% per day of delay in phase II on LS scope for Tk 212 TCOLT line and SOR (total executed value). The LD shall be calculated for the delay subject to a maximum of 5% of the total executed value of the respective Tk 212 TCOLT line.
- 12.3 For SOR Items: LD shall be applicable at the rate of 1% per day of the total value of the specific job assigned to the agency. HPCL shall clearly define the scope of work under SOR items along with the number of days stipulated for completion.

- 12.4 Maximum LD Cap: The overall maximum cap for combined PRC (including Line-Item No. 1, and SOR items) shall be limited to 5%.

13.0 Hindrance Register:

- 13.1 AGENCY TO MAINTAIN HINDRANCE REGISTER AT WORK SITE AND SHOULD RECORD DAILY WORK PROGRESS ALONG WITH HINDRANCES FACED DURING EXECUTION. THE RECORD SHALL BE DUELY NOTED AND SIGNED OFF JOINTLY BY AGENCY SITE INCHARGE AND HPCL JOB ENGINEER ON DAILY BASIS. ANY HINDRANCE ATTRIBUTABLE TO A DELAY IN JOB EXECUTION FOR A PERIOD OF ONE DAY OR MORE SHALL BE ACCOUNTED FOR HINDRANCE DAY.
- 13.2 TIME FOR WHICH NO WORK PERMIT WAS GIVEN TO THE AGENCY, RAIN DELAY, OIL SPILL, ETC WILL NOT BE COUNTED IN JOB COMPLETION PERIOD. HOWEVER, ALL SUCH INSTANCES SHOULD BE RECORDED CLEARLY IN THE HINDRANCE REGISTER AND IN CASE OF ANY DISPUTE THE DECISION OF HPCL WILL BE CONSIDERED FINAL IN THIS REGARD.

14.0 CPBG / Composite Insurance Surety Bond (CISB):

- 14.1 As per HPCL's GTCWC, however the same shall be for 5% of the contract value.
- 14.2 Composite PBG or Composite Insurance Surety Bond (CISB) from Insurance Regulatory and Development Authority of India (IRDAI) regulated Insurance Company only in favour of HPCL, towards Security Deposit and Performance bank guarantee shall be accepted; which shall be valid up to a period of 3 months beyond the expiry of Defect liability period.
- 14.3 Vendors are required to submit Bank Guarantee from Nationalized Bank / Scheduled Bank (other than Co-operative 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?ld=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.**
- 14.4 BGs will not be accepted from Payments Bank and Small Finance Bank other than bank(s) specifically mentioned above.
- 14.5 In case of submission e-BG by vendor: In addition to regular format, following highlighted para also should be incorporated in appropriate place of e-BG:
- a) "We.....the bank hereby under-take that no amendment or changes, if any, to this Bank Guarantee shall be carried out except with the prior consent of HPCL in writing.
 - b) "Notwithstanding anything contained herein above:
 - i) Our liability under this guarantee shall not exceed Rs.
 - ii) This Bank Guarantee shall be valid upto and including (date); and
 - iii) We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand (including through NeSL portal or any other mode) on or before the expiry of 60 days from the date of expiry of this guarantee.
 - iv) This Guarantee may be invoked in parts and our liability shall remain for the entire value/balance value of the Guarantee till its expiry."

14.6 Please note the, following details also for issuance of e-BG:

Sl.	Description	HPCL Details	Mandatory / Optional
1	PAN / UIN*	AAACH1118B	Beneficiary- Yes Applicant- Yes
2	Name	Hindustan Petroleum Corporation Limited	Beneficiary- Yes Applicant- Yes
3	Date of Incorporation	15-07-1974	Beneficiary- Yes Applicant- Yes
4	Email ID	User E-Mail ID	Beneficiary- Yes Applicant- Yes
5	Contact number	User contact No	Beneficiary- Yes Applicant- Yes
6	Legal Constitution	Company	Beneficiary- Yes Applicant- Yes
7	Registered office address	Hindustan Petroleum corporation Limited, PB No 17, JAMSHEDJI TATA ROAD, Mumbai	Beneficiary- Yes Applicant- Yes
8	Registered office address Pin code	400020	Beneficiary- Yes Applicant- Yes
9	Communication address*	User Location address	Beneficiary- Yes Applicant- Yes
10	Communication address Pin code*	User Location pin code	Beneficiary- Yes Applicant- Yes
11	Business Unit Code*	User to provide basis PO	Mandatory for Applicant for e-BG to HPCL
12	Contract Reference Number*	SAP PO Number/ Tender No	Mandatory for Applicant for e-BG to HPCL
13	Vendor Code*	SAP Vendor code	Mandatory for Applicant for e-BG to HPCL
14	e-Portal ID*	Procurement Portal (GEM, CPPP etc)	Mandatory for Applicant for e-BG to HPCL

15.0 List of documents to be submitted along with bid:

15.1 Nil Deviation Declaration.

15.2 PQC Documents

15.3 Sub-contracting of any part of order is NOT allowed. Accordingly, the bidder shall submit the undertaking that they shall mobilize their own resources as required to execute the order if placed, and will not sub-contracting any part of the contract to any agency.

15.4 If the Agency is already having any valid/active Purchase contracts with HPCL-VR, the bidder shall submit the undertaking that they shall mobilize all manpower separately for this contract if order is placed.

- 15.5 Agency shall submit a declaration that certified and experienced manpower of minimum 3 years in refineries for valve servicing shall be deputed and certificates of experience shall submit at the time of applying gate pass.
- 15.6 Irrespective of local / outstation, agency is not allowed to transfer or make new gate passes for the contract workmen who are already part of an existing active AMC Contract as HPCL Visakh Refinery without the concurrence of HPCL – In-charge. A declaration letter to be submitted by agency for the same during time of submission of bid.
- 15.7 If the bidder is an Outstation agency (based at locations other than Visakhapatnam), they shall submit the undertaking that the agency shall make necessary arrangements to have required manpower stationed at Visakhapatnam and to have required all resources like safety PPE, etc. within the Refinery at the designated area so as to take up the assigned jobs on immediate basis throughout the contract validity period if order is placed.

16.0 Updating Bank Mandate:

Please login to Vendor Self Service Portal (<https://vss.hpcl.co.in/vss/login>) and confirm if your bank mandate is updated in the system. In case NOT UPDATED, to initiate the bank mandate update process, vendor needs to log in to the VSS Portal and navigate to the "My Profile" tab where the bank mandate option is available. Please upload the following documents:

- (i) Bank Mandate on Vendor's letter head in HPCL's format, duly signed by vendor's bankers and the authorized signatory of the vendor.
- (ii) Copy of Cancelled Cheque
- (iii) Copy of PAN Card
- (iv) Copy of Board Resolution / Necessary authorization of the signatory signing the bank mandate
- (v) In case of change in Bank Account details, reason for such change should be given on the letter head of the vendor (Applicable only for existing vendors)

NOTE:

- (a) Please refer enclosed manual for bank mandate update procedure.
- (b) Vendors will have to courier ORIGINAL Bank Mandate Form to HPCL.
- (c) In case of New Vendor, the above specified documents shall be submitted to Purchase Department.
- (d) In case of Existing Vendor, the above specified documents shall be submitted to User Department.
- (e) Upon receipt of the same in original, Bank details shall be updated in our records and One Rupee test payment will be processed.
- (f) Updating bank account details and providing original documents for updation of bank mandate is mandatory to ensure timely payment against Purchase Orders.

17.0 General Terms:

All other Terms and Conditions which are not specifically mentioned above, shall be as per attached HPCL's GENERAL TERMS & CONDITIONS OF WORKS CONTRACT (GTCWC).

C. CONTACT PERSONS:

1. For Technical Queries:

Mr. Karanam Varun Raj, Engineer - Maintenance

Mr. Rajak Manish, Manager - Maintenance

Tel: 0891 - 289 4822 / 4368

E-Mail: karanam.varunraj@hpcl.in / manish.rajak@hpcl.in

2. For Commercial Queries:

Mr. Praneeth Maxim Noronha, Senior Manager - Materials

Mr. Ramesh Dharmik, GM - Materials

Tel: 0891 - 289 4325 / 4302

Email: PraneethMaxim.Noronha@hpcl.in / rdharmik@hpcl.in

3. Vendor shall share their contact details like email address and phone numbers along with bid for post tender correspondence.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the

case may be.

15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---