

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-05-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-05-2026 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 - AMC FOR MECHANICAL JOBS IN IETP BLOCK
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Repair, Maintenance and Installation of Plant/ Systems/Equipments
अनुबंध अवधि /Contract Period	2 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 मेन् 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 लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details

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
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
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).	36

(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

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

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:

- If number of technically qualified bidders are only 2 or 3.
- 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 upload in GeM_AMC for Mechanical Jobs in IETP Block - [1778154300.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Instruction To Bidder:[1778154330.pdf](#)

Pre Qualification Criteria (PQC) etc if any required:[1778154341.pdf](#)

Scope of Work:[1778154353.pdf](#)

Payment Terms:[1778154365.pdf](#)

Any other Documents As per Specific Requirement of Buyer -1:[1778154384.pdf](#)

GEM Availability Report (GAR):[1778154389.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1778154394.pdf](#)

Custom Bid For Services - AMC FOR MECHANICAL JOBS IN IETP BLOCK (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	AMC FOR MECHANICAL JOBS IN IETP BLOCK
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.No.	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 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 tender 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 Financial Limit:

2.1 HPCL's **Basic Financial Limit for this tender is Rs. 1,80,00,000/-** 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.

2.2 The above financial limit includes Rs. 20,00,000/- for Travelling Allowance.

2.3 The **Total Financial Limit arrived post Reverse Auction / Negotiations (if any)**, which is proposed to be placed on single agency.

2.4 However, HPCL-VR reserves the right to allocate the Total Financial Limit to the lowest Vendor and/or in any other ratio.

2.5 REIMBURSEMENT OF TRAVELLING ALLOWANCE: Travelling allowance to contract workmen will be reimbursed by HPCL at actuals (presently @ Rs. 80 per Man Day). This disbursement to the Contract Workmen would be reimbursed to the contractor on their producing documentary evidence of having paid such travelling allowance to his workmen. View above, in case of Order, Agency has to submit the documentary evidence of having paid such travelling allowance on monthly basis along with wage register as per existing process for the contract workmen engaged by him. Based on the gate pass records for the contract workmen maintained at the gate, at the end of each month, the actual number of man-days deployed by the contractor vendor against the subject order will be calculated.

Please note that vendor should not include this travelling allowance in their quotation. This amount will not be considered for tender evaluation. A separate line shall be included in the ERP PO for reimbursement of travelling allowance. The Basic Financial Limit for this line is Rs. 20 Lakhs.

3.0 How to Quote:

3.1 Please refer the excel uploaded for Financial Priced Bid and quote accordingly.

3.2 **Bidder has to quote in minus (-) percentage or plus (+) percentage or zero (0) in the cell E7. The percentage**

ntage entered in cell E7 shall be applicable uniformly on all the line items mentioned in the excel sheet

- 3.3 **Please quote the automatically calculated total delivered price in the cell H7 of the excel sheet in the GeM Priced Bid (Online).**
- 3.4 **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.**
- 3.5 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.
- 3.6 In case of reverse auction, the final rates arrived post successful reverse auction shall be back calculated for arriving final at percentage over SoR.
- 3.7 For any clarification, bidders to contact the person for commercial queries before quoting.

4.0 Declaration:

During bid submission, vendor shall mandatorily upload following declarations:

- i) Not Banned / Holiday Listing declaration.
- ii) Relationship with other vendors.
- iii) Land Border Form - I.
- iv) Integrity Pact.
- v) PP-LC Declaration.
- vi) Any other declarations as per tender.

B. JOB SCOPE & NOTES TO BIDDERS:

1.0 Vendor's Scope:

- 1.1 The jobs are required to be carried out at VRMP- IETP block as per the IWLS, PETRP schedules and Operational Work list.
- 1.2 The agencies shall be ready to take up jobs at other locations in Refinery as per Job Engineer's advice.
- 1.3 All the required jobs are to be carried out throughout the validity of order on regular basis and on round the clock basis if advised by HPCL. Safety, Quality and Time are essence of the contract. As the mentioned jobs are to be commenced and completed within shortest time possible to meet plant operations, agency shall arrange to station their crew within the Visakhapatnam and deploy the total equipment and tools within the Visakh Refinery for quick and immediate commencement of job upon HPCL advice.
- 1.4 The detailed scope of job for each line item is specified in the Attachment: JOBSCOPE FOR SOR ITEMS and other attachments provided.
- 1.5 Agency shall comply with the minimum mobilization requirements specified in Attachment: MINIMUM MOBILIZATION
- 1.6 All bidders must ensure they have reviewed the contents of all the attachments thoroughly, as it outlines the specific requirements, specifications, and conditions applicable to the unit rate items.

2.0 HPCL Scope:

- 2.1 Pipes and Pipe fittings (flanges, elbows, reducers, couplings, caps, nipples, bosses etc.)
- 2.2 Valves, Nuts & Bolts, Gaskets, Gasket sheets.
- 2.3 Structural Material, Plates for making Blinds, Flanges, Clamp fabrication material, Copper Tubing material.
- 2.4 Water from nearest available points (Agency has to make necessary arrangements for connection & distribution).
- 2.5 Electrical power based on availability from the nearest available power source points (agency to make necessary arrangements for onward distribution to the work spot strictly as per our Electrical Department Rules and Regulations).
- 2.6 Crane shall be provided by HPCL for carrying out jobs which are not accessible using 16/23-ton mobile crane under Agency's scope.

3.0 Vendor Scope:

- 3.1 **MAN POWER DETAILS:** The Agency to deploy adequate manpower with Site supervisors, safety supervisors, helpers, Electrician (with valid wireman certificate from AP govt), welder, grinder, etc., required for completion of the job (round the clock if required).
- 3.2 Agency must provide distinguished coveralls with agency's name on both sides of it and shall ensure that all the w

- orking personnel at site wear the same.
- 3.3 Agency must arrange sufficient numbers of job supervisors and safety supervisors, based on the advice of job engineer.
 - 3.4 If the agency fails to mobilize/complete any assigned jobs, HPCL reserves the right to offload the job to other agency at agency's risk and cost and recover the cost at 1.5 times of the bill value of the other agency. In case of repeated incidents of failure in mobilization, HPCL reserves the right to foreclose the PO, without any further intimation to a agency.
 - 3.5 Equipment/Tools and Tackles/Materials: Agency to arrange
 - a. GRE Piping accessories- Grinding machine, Epoxy kit, Temperature gauge, Pipe shaver, Heating blanket, Humidity meter, Lever hoist, Wrench strap, hardened scissors, rollers, brushes, spatulas, abrasion and cutting discs, cleaner, solvent, resin, adhesives, lamination kits, etc.
 - b. Electric welding sets, welding consumables, electrodes, gas
 - c. Sound proof diesel generators (with grinding points and accessories), all hot work apparatus
 - d. Diesel, blasting equipment with all consumables.
 - e. Non sparking tools and torque wrench of all sizes.
 - f. NDT equipment with testing accessories, holiday tester
 - g. Mechanical equipment for rigging, tools & tackles, transportation for shifting of material / debris / earth, Chain pulley blocks, Wire ropes, D Shackles, etc
 - h. JCB - Specifically for Road excavation
 - i. Cement lining accessories, P2 wrapping, Coating material, paints, Rustolene, graphite tins (Molykote) & PTFE tapes
 - j. System (Cup-lock) scaffolding
 - k. Hydro test pump, portable diesel driven pump, air compressor for testing, pipe bending equipment.
 - l. Sand, cement, blue metal stones, aggregate, reinforcement steel, shuttering material for civil works
 - m. Testing equipment like Elcometer
 - n. Finger saver Safety Hand Tool while using Slogging/locking spanner (As per attachment).
 - o. Whip-Check arrangement for Pneumatic hoses (As per attachment)
 - p. Electrical equipment like Flame proof exhaust fan and 24V DC light set up for confined space.
 - q. Supply of mobile crane 16/23-ton capacity for all the jobs mentioned above is in the agency's scope.
 - r. USAGE OF HYDRAS 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
 - 3.6 Agency to arrange Supervision, supply of labour, 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.
 - 3.7 As part of minimum mobilization, Agency to comply the points mentioned in "MINIMUM MOBILIZATION" clause before starting the job under the contract.
 - 3.8 If the agency fails to mobilize the resources as per requirement of HPCL, HPCL reserves the right to offload the job to other parties at the risk and cost of the agency. Further, if HPCL finds agency's performance not up to the mark, HPCL reserves the right to foreclose the PO, as deemed fit.
 - 3.9 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.
 - 3.10 Transportation of scrap generated from the work site, weighing (if required) and dumping at designated location inside ATP/Refinery as instructed by the job engineer is part of the scope. Scrap disposal to be done as per Annexure- XIII.
 - 3.11 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.
 - 3.12 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.
 - 3.13 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 hyd

- ro test, such repairs on the same shall be carried out as per HPCL recommendation and hydro tested subsequently.
- 3.14 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.
 - 3.15 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.
 - 3.16 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.
 - 3.17 Servicing and storage of removed bolts and nuts are part of the job. Grease/Molykote to be applied for all bolts while fixing.
 - 3.18 Agency shall be prepared to cut gaskets from sheets in case of non-availability of gaskets at no extra cost to HPCL.
 - 3.19 The entire job shall be subject to inspection at every stage and agency shall coordinate with Inspection department and obtain stage wise clearance.
 - 3.20 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.
 - 3.21 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.
 - 3.22 All non- destructive examination (NDT) of piping shall be as per EIL Standard specification 3655-6-44-16.
 - 3.23 Agency to arrange Diesel generators / diesel welding sets with sound level not crossing threshold value of 85 decibels.
 - 3.24 Arrangements for temporary connection for water/ air/ power supply from source to work location (approx. 100 meter long) is in agency's scope.
 - 3.25 Agency shall possess telephone facility for communication. Such telephone number shall be communicated to HPCL at the time of quoting.
 - 3.26 Good housekeeping forms part of the scope. Duly certified housekeeping completion certificate by operations & job Engineer to be submitted along with RA Bill.
 - 3.27 SCAFFOLDING SAFETY: All scaffolding pipes used by the agency shall be free of rust, corrosion and painted in light colour for proper distinguishing. Scaffolding should be done as per the attached job scope, and no deviation is accepted from the scope. Agency to arrange ladders, proper working platform, toe guards, without which no payment shall be made for the scaffolding. Safety belts used by the agency, should carry valid tags approved by F&S. Annexure-II shall be followed while scaffolding.
 - 3.28 CONFINED SPACE JOBS: Agency to comply all the JHA/JSA requirements, and no deviation is accepted on any front. Agency to use 24V DC light set up only while working inside confined space. Exhaust fan/Air educator shall be arranged by the agency for maintaining ventilation inside the working space. Additional safety supervisor should be kept standby where confined space jobs are going on, with duly filled confined space entry register.
 - 3.29 SAFETY IN PIPING JOBS: Agency to check for any defects in the lifting tools and tackles while carrying out lifting jobs . All certificates should have valid test certificates and no deviation is accepted. Chain blocks should have latch and should be certified by F&S. Any partially cut lifting belts, must be discarded and not be used in jobs.
 - 3.30 EMERGENCY JOBS: In case new jobs are assigned to the agency after normal working hours or on holidays, payment shall be made at 1.3 times the rates specified in the PO line items. This item is intended to be used in case of emergencies for jobs which have the potential to impair plant functionality.
 - 3.31 A written advice would be issued to the agency by HPCL validating such a scenario under the heading - EMERGENCY JOB ADVICE. Necessary Price Reduction (Liquidated Damages) will be applicable in such cases. Prior written agreement for completion period shall be made between both Agency's site-in-charge and HPCL, prior to start of job.
 - 3.32 The challan of such jobs would be certified by Manager/ Sr. Manager Maintenance. Relevant documentation for manpower & equipment mobilization to be submitted along with the challans. Job Engineer shall certify the attendance sheet for manpower reported at site during holidays or outside normal working hours. The same attendance sheet to be enclosed along with the bill / challan.
 - 3.33 Agency is required to refer to Attachment-I: JOBSCOPE FOR SOR ITEMS for comprehensive and detailed description of the job scope for each line item mentioned in this tender.

4.0 Mobilisation Period:

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

5.0 Job To Commence: As advised by HPCL.

6.0 Job to Complete: As advised by HPCL.

7.0 Validity Of Order: 24 months from the date of LOA/PO, whichever is earlier.

8.0 Liquidated Damages (LD):

8.1 Liquidated Damages shall be applicable only for the jobs for which a prior agreement for delivery period is made between both Agency's site-in-charge and HPCL, prior to start of job. A letter to this time agreement is to be jointly signed by Agency's site-in-charge and HPCL Execution before the start of job. This letter shall be submitted to HPCL Planning team before start of the job.

8.2 Agency has to carry out the assigned jobs within the stipulated delivery period which is to be mutually agreed between HPCL Job Engineer and the Agency. In case of any delay in job completion in such cases, LD will be applicable at the rate of 0.5 percent of total assigned job value per day of the delay, subject to a maximum of 5 percent of total assigned job value.

9.0 Payment Terms: Applicable as per HPCL's GTCWC.

10.0 Warranty / Guarantee / Defect Liability: Applicable as per HPCL's GTCWC.

11.0 Security Deposit:

11.1 Successful vendor can submit security deposit by choosing one of the 2 methods below:

i) Furnish Security deposit of 2% of contract value

or

ii) Furnish CPBG/CISB of 5% of contract value (inclusive of security deposit and performance guarantee)

11.2 Further details as per HPCL's GTCWC.

12.0 CPBG / Composite Insurance Surety Bond (CISB):

12.1 As per HPCL's GTCWC, however the same shall be for 5% of the contract value.

12.2 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.

12.3 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

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.**

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

12.5 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."

12.6 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

13.0 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.

14.0 Documents to be Submitted along with Bid:

- a) Documents pertaining to PQC technical and financial criteria.

- b) For bidders based out of Visakhapatnam, a signed and stamped declaration needs to be provided in the technical bid wherein bidder will confirm that in the event of tender being awarded to them, they will set up an Office facility in Visakhapatnam to ensure immediate response within 2-3 hours as per job requirement in refinery.

15.0 DETAILS OF ANNEXURES:

- 15.1 Attachment-I: JOBSCOPE FOR SOR ITEMS
- 15.2 Attachment-II: Approved welding electrodes (TSD/INSP/GEN/26)
- 15.3 Attachment-III: Technical Advisory on tightening of the flange joints using Torque Wrenches
- 15.4 Attachment-IV: Fire Retardant Cloth Spec
- 15.5 Attachment-V: Radiography Rules
- 15.6 Attachment-VI: Annexure on Welding electrodes and DP kits
- 15.7 Attachment-VII: Advisory on procedure for Inlay patching on Equipment and piping
- 15.8 Attachment-VIII: Advisory on procedure for Overlay patching on pressure vessel and piping
- 15.9 Attachment-IX: PWHT cycle and NDT Requirements
- 15.10 Attachment-X: Painting specification
- 15.11 Attachment-XI: Finger Savers & Whip-Check arrangement for Pneumatic hoses
- 15.12 Attachment-XII: Procedure for joining and repairs of cement lined pipes (TSD/INSP/02)
- 15.13 Attachment-XIII: Guidelines for scrap disposal
- 15.14 Attachment-XIV: Safety Regulations for Contractors
- 15.15 Attachment-XV: ANNEXURE A Specifications for System Scaffolding
- 15.16 Attachment-XVI: ANNEXURE B Work Procedure for Scaffolding Erection (MWP/SAFETY/01)
- 15.17 Attachment-XVII- Procedure for joining of GRE Pipes
- 15.18 Attachment-XVIII- Procedure for repair of GRE Pipes
- 15.19 Attachment-XIX- Minimum Mobilization

16.0 General Notes to Agency:

- 16.1 HPCL "General Terms & Conditions of Works Contracts" & "Safety Regulations for Contractors" form an integral part of this order.
- 16.2 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.
- 16.3 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.
- 16.4 It is recommended to the agency to employ minimum nos. (as specified in Minimum Mobilization) of 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.
- 16.5 The Safety Supervisor proposed by the agency shall be interviewed and approved by the HPCL Maintenance – Offsite team prior to deployment. Deployment shall be permitted only upon satisfactory assessment during the interview. Accordingly, the agency must provide an experienced and competent Safety Supervisor under this contract.
- 16.6 HPCL imposes PENALTY as follows to defaulted vendor in terms of work permit deviations, safety deviations, poor housekeeping, poor mobilization, non-com, non-responsiveness by agency:
 - 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
- 16.7 Agency must provide distinguished coveralls with agency's name on both sides of it and shall ensure that all the working personnel at site wear the same. Penalty for non-compliance is Rs. 1000 per working personnel per day.
- 16.8 Agency shall carry out proper housekeeping after the completion of its job, and clear any unwarranted materials out of the job location. Housekeeping shall be certified by both operation and maintenance and agency shall submit a duly certified housekeeping certificate with every challan, during its bill submission. Agency shall take part in housekeeping drives time to time.

- 16.9 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, at the risk and cost of the original agency.
- 16.10 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.
- 16.11 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.
- 16.12 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 as per the standard procedure.
- 16.13 Agency shall strictly comply with electrical compliance requirement regarding equipment and human safety.
- 16.14 If any job which is not covered under the item rates needs to be done, the same shall be carried out under manpower rates with prior permission of offsite division head. In case any supply item is executed, agency shall get it approved on daily basis as per the format specified by the Job Engineer. It is at the sole discretion of HPCL as to operate which line item, and the decision of HPCL is final in this regard.
- 16.15 Agency shall submit a report on pending jobs and available financial limit, to the job engineer in the first week of every month.
- 16.16 Agency to get the Challans certified by the job engineer within 7 days of completion of job.
- 16.17 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.
- 16.18 Agency shall make job schedule for each activity in the form of a bar chart. Such bar chart has to be approved by Engineer-In-Charge. Approved time frame shall be binding on the agency.
- 16.19 Agency shall maintain proper documentation of the material issued to them and shall submit "Material reconciliation statement" along with each RA bill.
- 16.20 Normal working hours for jobs shall be between 8.00 to 17.00 hours. In the case of emergencies, work will be continued on round the clock basis irrespective of Sunday and intervening holidays.
- 16.21 Extra payment for manpower working overtime above 8 hours / Holidays as per HPCL & Sunday shall be done on pro-rata basis at twice the PO rates. This is applicable for the jobs undertaken on manpower basis.
- 16.22 For emergency unplanned jobs assigned to the agency after 3 PM on any day, additional payment of 30% will be made over the existing PO Rates. However, this will require prior written approval of HPCL Offsite Maintenance division head and this is not applicable for jobs executed under manpower rates.
- 16.23 As this is an order to meet regular as well as emergency maintenance requirements of the refinery operations, agency shall be ready for carrying out assigned jobs on round the clock basis. Agency shall mobilize the necessary material in sufficient quantities, manpower, tools, equipment etc.
- 16.24 Any damage done while doing the job has to be corrected by the vendor or HPCL will get the same done at vendor's risk and cost.
- 16.25 In case contractor's mobile cranes /tractor trailers or any other resources are not ready /mobilized to execute the job, applicable penalty shall be imposed and HPCL reserves the right to get the job done through another agency. In such a scenario a deduction of 1.5 times the amount paid to the other agency shall be made from the bills/security deposit/retention money of the agency not executing the job.
- 16.26 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.
- 16.27 Payment shall be made on pro-rata basis by quantity adjustment in case of variations from PO item specifications, where explicitly advised by HPCL.
- 16.28 Agency shall cut required gaskets from the gasket sheets supplied by HPCL.
- 16.29 PRE-MEDICAL VERIFICATION: Compulsory screening to ensure general health of all the working personnel shall be conducted by the agency at their own cost.
- 16.30 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.
- 16.31 Statutory rules and regulations: Agency to strictly adhere to the following provisions laid down in the Factories Act - 1948 and The Contract Labour Act - 1970 while carrying out jobs inside the Refinery premises:
- a. Labour license for the personnel working.
 - b. Safety of personnel

- c. Minimum wages as per legislation.
 - d. Coverage of employees under PF and ESI as per law.
 - e. Payments of wages for the leave period as specified under the Acts.
 - f. Maintenance of workbooks registers indicating the work force deployed daily
- 16.32 STORAGE OF PRESSURIZED GAS CYLINDERS: Necessary approvals from competent authority are to be taken for storage of gas cylinders as applicable.
- 16.33 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 Labour license and ESI/PF.
- 16.34 GATE ENTRIES: 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.
- 16.35 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.
- 16.36 Entry/ exit for man power and material shall be through Refinery South Gate for inside refinery works.
- 16.37 Agency shall follow with CISF & HR officials for gate pass related formalities and ensure timely renewal of gate passes.
- 16.38 The agency shall have at least one intrinsically safe radio set or intrinsically safe phone inside refinery, at site to have communication among the personnel working inside and the concerned HPCL personnel.
- 16.39 Official e-mail ID to be written in vendor's confirmation form.
- 16.40 SAFETY, HEALTH & ENVIRONMENT: Agency to comply with the following safe work practices followed in the refinery (attached with tender)
- a. Contractor Safety Regulations
 - b. SWP 01: Specification of PPE
 - c. SWP 02: Requirement of minimum PPE for various activities
 - d. SWP 03: Examination of Eyesight
 - e. SWP 06: Contractor job equipment safety assurance
 - f. Duly approved JHA to be prepared and displayed along with permit.
- 16.41 Agency to abide by the Refinery's safety rules and regulations.
- 16.42 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:

Ms. Shweta Pradhan, Engineer - Maintenance

Mr. Manish Rajak, Manager - Maintenance

Tel: 0891 - 289 4218 / 4368

E-Mail: shweta.pradhan@hpcl.in / manish.rajak@hpcl.in

2. For Commercial Queries:

Mr. Praneeth Maxim Noronha, Senior Manager - Procurement (Refinery)

Mr. Bharat Pandharinath Barve, DGM - Category Management (Refineries)

Tel: 022-22038394 / 8733

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

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

4. **Buyer Added Bid Specific ATC**

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

5. **Buyer Added Bid Specific SLA**

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

अस्वीकरण/**Disclaimer**

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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---