

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण/Bid Details   |  |
|---|--|
| बिड बंद होने की तारीख/समय /Bid End Date/Time  | 03-03-2026 15:00:00  |
| बिड खुलने की तारीख/समय /Bid Opening Date/Time   | 03-03-2026 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 - SC FOR CALIBRATION OF ELECTRICAL INSTRUMENTS   |
| समान श्रेणी/Similar Category  | <ul style="list-style-type: none"> <li>• Operation and Maintenance Of Electrical Systems/Electrical Installations</li> <li>• Repair, Maintenance and Installation of Plant/ Systems/Equipments</li> <li>• Calibration Services</li> </ul>  |
| 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,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC)<br>*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। / <b>Minimum number of bids required to disable automatic bid extension</b> | 3                           |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>                       | 5                           |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>   | 2                           |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled   | No                          |
| 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 / <b>Financial Document Indicating Price Breakup Required</b>                              | Yes                         |
| मध्यस्थता खंड/Arbitration Clause   | No                          |
| सुलह खंड/Mediation Clause  | No                          |

#### ईएमडी विवरण/EMD Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

#### 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). | 15    |

(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 :

Engineer - Maintenance  
Petroleum House, NA, Hindustan Petroleum Corporation Ltd, Ministry of Petroleum and Natural Gas  
(Sneha Sri Dulam)

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

#### 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.

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

Price bid - [1771582694.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1771406635.pdf](#)

GEM Availability Report ( GAR):[1771406689.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1771406694.pdf](#)

Payment Terms:[1771406749.pdf](#)

**Custom Bid For Services - SC FOR CALIBRATION OF ELECTRICAL INSTRUMENTS ( 1 )**

तकनीकी विशिष्टियाँ /Technical Specifications

| विवरण/ Specification | मूल्य/ Values |
|----------------------|---------------|
| कोर / Core           |               |

| विवरण/ Specification   | मूल्य/ Values                                |
|--|--|
| Description /Nomenclature of Service Proposed for procurement using custom bid functionality | SC FOR CALIBRATION OF ELECTRICAL INSTRUMENTS |
| 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 |
|--|----|

**अतिरिक्त विशिष्टि दस्तावेज /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              | Banothu Sunil Kumar                                     | 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**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 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 25 percent. Bidders are bound to accept the revised quantity or duration

**2. Buyer Added Bid Specific ATC**

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

**3. Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The vendor shall necessarily quote for services with specifications exactly as stated in the specifications, WITHOUT ANY DEVIATIONS WHATSOEVER

**1.0. PRE-QUALIFICATION CRITERIA:**

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Tenderers intending to participate this tender shall fulfill both the qualification criteria, stipulated at 1.1, 1.2, 1.3 & 1.4 below.

**1.1. FINANCIAL CRITERIA:** Average Annual Financial Turnover during the last 3 years, ending 31st March 2025, should be at least **Rs. 1,21,422/-**. In case of companies, standalone financial statement may be considered.

**Note:** Average turnover shall be determined by summing up the annual turnover of each financial year and dividing the sum by three. In the event a bidder does not have any turnover in any one or two of the years of the stated financial years, the turnover for that/those years shall be taken as zero and the average turnover shall be calculated to determine the conformity to the turnover criteria. While Computing Turnover, other income shall not be considered.

**1.2. TECHNICAL CRITERIA:** Bidder shall have experience of having successfully carried out and completed similar work during the last 7 years ending last day of the month previous to the one in which applications are invited, which experience should be any one of the following:

- One similar completed works, each costing not less than the amount of **Rs. 1,61,896/-**.

Definition of Similar Nature of Work:

“Similar nature of work” is defined as “Testing/calibration of electrical instruments from a NABL-accredited laboratory, with prior experience in carrying out comparable calibration jobs.”

Note: For arriving at cost of similar work, the value of work executed shall be brought to current costing level by enhancing the actual value of work at simple rate of seven percent (7%) per annum, calculated from the date of completion to the date of bid opening.

- Note:**
- a. Both the above criteria (Financial and Technical) to be met for qualification of bidders. Even if any one of the pre-qualification criteria is not full-filled by the agency, the bid will be rejected.
  - b. The above indicated amounts in PQC are **inclusive** of all Taxes/extras/duties.
  - c. **Relaxation to MSEs:** Criteria for prior experience and prior turnover (PQC) is relaxed by 15% for Micro and Small Enterprises in India subject to meeting the prescribed quality and technical specification of the tendered items.

d. **Relaxation to startups**: Not applicable.

### **1.3. DOCUMENTS REQUIRED FOR FULFILLING PRE-QUALIFICATION CRITERIA**

**The Bidders should submit all the Documents in support of meeting the Financial & Technical criteria of PQC in the first instance itself** (i.e., in the Technical/ Pre-Qualification Bid). HPCL reserves right to complete the evaluation based on the details furnished along with the Bid, without seeking any additional information.

The bidder shall upload the scanned copies of the following documentary evidence in support of the above Financial and Technical Criteria for Pre-Qualification:

#### **1.3.1. Bidder shall submit the following documents in support of their claim for meeting Financial Pre-Qualification Criteria:**

- a. Bidder shall submit the complete audited balance sheets and profit and loss account for the immediate three preceding financial years, for evaluation and qualification with respect to financial criteria.
- b. If a Bidder is not required to get its accounts audited under Section 44AD of The Income Tax Act, 1961, a certificate from a Practising Chartered Accountant towards the turnover of the Bidder along with copy of its Income Tax Return (not acknowledgement) should be submitted.
- c. In case a bidder (a Parent Company) is having wholly owned subsidiaries but only a single consolidated annual report is prepared and audited which includes the financial details of their wholly owned subsidiaries, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the bidder certifying that separate annual report of bidder (without the financial data of subsidiaries) is not prepared and audited.
- d. Further, in case a bidder is a subsidiary company and separate annual report of the bidder is not prepared & audited, but only a consolidated annual report of the Parent Company is available, consolidated audited annual report shall be considered for establishing the financial criteria subject to statutory auditor of the parent company certifying that separate annual report of bidder is not prepared and audited.
- e. In case the financial year closing date is within 6 months of original bid due date and audited annual report of immediately preceding financial year is not available, Bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year.
- f. In case the financial year closing date is within 6 – 9 months of original bid due date and audited annual report of immediately preceding financial year is not available, Bidder has the option to submit the financial details of the three previous years immediately prior to the last financial year provided Bidder submits a letter from CA stating the reasons of non-preparation/furnishing of the latest year's Audited Financial Statements.
- g. In case the financial year closing date is beyond 9 months of original bid due date, it is compulsory to submit the financial details of the imm

- mediate three preceding financial years.
- h. Example, in case, audited annual report of immediately preceding financial year (year ending 31st March) is not available and where bid closing date is up to 31st December, the financial details of the three previous years immediately prior to the last financial year may be submitted. However, in case the bid closing date is after 31st December, it is compulsory to submit the financial details of the immediate three preceding financial years only.
  - i. If Audited Financial Report is in currency other than INR, the respective/ desired figure for calculation of above details shall be converted into equivalent INR considering the conversion factor indicated in Bidder's Audited Financial Report. In case the same is not indicated, the conversion rate of INR as on last date of Bidder's financial year shall be considered, based on TT selling exchange rate published by State Bank of India (SBI).
  - j. Bidder shall ensure that any certificate/ reports issued/ attested by a practicing - chartered accountant in India and submitted in the bid shall mandatorily include stamp, signature and UDIN number. Certificate / reports issued/ attested without UDIN number of practicing chartered accountant in India shall not be considered for evaluation.

**1.3.2. Bidder shall submit the following documents in support of their claim for meeting Technical Pre-Qualification Criteria:**

- a. Copies of work order(s)/ Purchase order(s) (PO)/ Letter of Acceptance (LoA) clearly indicating the similar work defined above. Copy of invoice / Copy of Completion Certificate/s issued / Delivery Receipts / Client Acknowledgements / Payment Receipts / Client Endorsement by mail or letters/ acknowledged final report or any other document, to support/prove the successful completion of similar works to the satisfaction of HPCL. Date on this completion certificate shall comply with the 7 years' criteria mentioned above (indicating the breakup of value of work).
- b. In case jobs is subcontracted, the completion certificates issued by the principal owner to main contractor shall be accompanied by the completion certificate issued by main contractor to the subcontractor. Additionally, Client approval/acknowledgement for engaging bidder as a subcontractor for this job shall be provided.  
  
For subcontracted jobs, bidder shall also provide proof of payment like bills/invoices, payment receipt, bank statement/GST receipt etc. establishing the fact that payment has been made against the same PO/WO/ Contract by the main Contractor to the bidder.c. All credentials submitted in support of PQC shall mandatorily be in the name of entity bidding for this tender. Bids from Representatives or Intermediaries will not be accepted.
- c. All credentials submitted in support of PQC shall mandatorily be in the name of entity bidding for this tender. Bids from Representatives or Intermediaries will not be accepted.
- d. In case the bidder has completed the similar nature of work as a JV with another Contractor, bidder shall upload attested copy of the legal agreement for JV.

- e. The vendor shall provide (in the Form – X attached) details of PO / Work Order, Completion Certificates, the telephone and e-mail address of the contact person of clients, etc as per the form. Vendor shall confirm that such documentation is enclosed in the bid. However, HPCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority.
- f. In case Bidder has executed composite works/supplies which includes any of the qualifying work(s) stated above, then value of such qualifying work(s) out of the total value of composite works shall be considered for the purpose of qualification.
- g. For composite works, in the event the value of the qualifying work(s) cannot be ascertained from the work order/ completion certificate submitted by bidder, Copy of Schedule of Rates (SOR), relevant pages of Contracts, copy of relevant pages of final bill certified by OWNER for establishing requirement of PQC or written letter from Owner specifying the nature of work with quantities and values can be submitted for qualification.
- h. For the purpose of evaluation, if tax value is not mentioned separately/ explicitly in the experience documents / completion certificate submitted by the bidder, the value of work mentioned in the document shall be considered as qualifying value and the same shall be considered for evaluation without seeking further clarification whether or not the value is including or excluding taxes and duties.
- i. In case if the Vendor provided PO copy of HPCL for similar works in the last Seven years and does not have Completion Certificate, HPCL reserves the right to use their in-house information for assessment of Bidder's capabilities. Basis such evaluations & findings, HPCL reserves the right to reject a Bidder's offer without assigning any further reason whatsoever. HPCL reserves the right to complete the evaluation based on the details furnished (without seeking any additional information) and / or in-house data, survey or otherwise. HPCL reserves the right to reject the bids if supporting documents to qualify PQC are not submitted along with the bid.
- j. For Indian Bidders, Order value(s) in multiple currencies shall be converted to equivalent INR at SBI TT selling exchange rate as on the date of award of such proposed qualifying work(s). Similarly, for Foreign Bidder, Order value(s), in multiple currencies shall be converted at the SBI TT selling exchange rate to equivalent USD as on date of award of such proposed qualifying work(s).
- k. In case a foreign bidder submits any of the Bidder's Qualification support documents in any language other than English, then it will be the responsibility of such foreign bidder to also provide the English translation copy duly authenticated by any one of the following:
  - a) Local chamber of commerce,
  - b) Indian embassy in bidder's country,
  - c) Any government approved translator/agency,
  - d) Notary Public / Apostille in bidder's country

### **1.3.3. AUTHENTICATION OF DOCUMENTS:**

**1. All documents furnished by the bidder in support of meeting the Experience and Financial criteria of PQC shall be authenticated in the following manner:**

Either

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

Or

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

Or

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

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

**2. In case due to internal / local regulation, bidder is unable to submit audited balance sheet, the following shall apply:**

i) In such case CEO / CFO's certificate in original from the company or from the parent company (in case bidder is a subsidiary) stating the Turnover and Net worth of the bidding entity along with a declaration that the bidding company is not in a position to submit its financial statement as per the local / internal regulation (clearly specifying the applicable regulation) with an endorsement by Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the bidder(s) company / firm) shall be accepted.

ii) Wherever Chartered Accountant / Statutory Auditor / Certified Public Accountant (not being an employee or a Director or not having any interest in the bidder(s) company / firm) is not in a position to endorse such CEO / CFO's certificate due to local regulations, CEO / CFO's certificate in original without endorsement may be accepted provided a reference of the local regulation restricting this endorsement is given in the CEO / CFO certificate.

**1.3.4. Failure to meet any of the above Pre-Qualification Criteria will render the Bid liable for rejection.**

Therefore, the bidder shall in his own interest furnish complete documentary evidence by way of copies of work orders, completion certificates from Clients/Consultants, Self-certification for liquidation/court receiving or similar proceedings and balance sheet including Profit and Loss Accounts, Solvency certificates etc. along with the PQC bid, in support of their fulfillment

ng the Pre-Qualification Criteria as given above. The vendor shall produce all the above documents in original before HPCL, in case it is necessary. Any additional documents, if deemed necessary to establish the qualifying requirements may be submitted by the Bidder.

- 1.3.5. **Submission of authentic documents is the prime responsibility of the Bidder.** However, HPCL reserves the right of getting the document cross verified, at their discretion from the document issuing authority. Bidder shall provide all necessary assistance in this regard. Notwithstanding the above, HPCL reserves the right to verify the original document before placement of order.

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#### 1.4. **ELIGIBILITY OF BIDDERS:**

- 1.4.1. Parties who are affiliates of one another can decide which affiliate will make a bid. Only one affiliate may submit a bid. Two or more affiliates are not permitted to make separate bids directly or indirectly. If 2 or more affiliates submit a bid, then any one or all of them are liable for disqualification.

“Affiliate” of a Party shall mean any company or legal entity which:

- (a) controls either directly or indirectly a Party, or
- (b) which is controlled directly or indirectly by a Party; or

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

- 1.4.2. Bids may be submitted by:

- a) Sole bidder: a single person (Sole Proprietorship) or entity;
- b) A newly formed incorporated joint venture (JV) which has not completed 3 financial years from the date of commencement of business;
- c) Subsidiaries / Affiliates of Indian or foreign companies

- 1.4.3. Fulfilment of Eligibility criteria and certain additional conditions in respect of each of the above types of bidders are stated below:

- a) The bidder (including an incorporated JV which has completed 3 financial years after date of commencement of business) shall fulfil each qualification criteria (PQC).
- b) In case the bidder is a newly formed and incorporated joint venture and which has not completed three financial years from the date of commencement of business, then either the said JV shall fulfil each qualification criteria (PQC) or any one constituent member/ promoter of such a JV shall fulfil each qualification criteria (PQC). If the bid is received with the proposal that one constituent member/ promoter fulfils each qualification criteria (PQC), then this member/promoter shall be clearly identified and he/it shall assume all obligations under the contract and provide such comfort letter/guarantees as may be required by the Corporation. The guarantees shall cover inter alia the commitment of the member/ promoter to complete the entire work in all respects and in a timely fashion, being bound by all the obligations under the contract, an undertaking to provide all necessary technical and financial support to the JV to ensure completion of the contract when awarded, an undertaking not to withdraw from the JV till completion of the work, etc. See Annexure “PROMOTER MEMBER GUARANTEE” attached with this tender.
- c) Subsidiaries / Affiliates of Indian or foreign companies which are registered in India and having manufacturing facilities or establishment towards providing services in India are allowed to pa

participate in this tender, subject to meeting the local content provisions as per the MII clause enclosed with the tender. Such entities can participate either on the basis of their credentials (Technical or Financial) or on the basis of the credentials (Technical or Financial) of their parent/ affiliate company, as per the PQC requirements applicable for this tender. If credentials of parent/ affiliate are sought to be relied upon, then the Indian subsidiary must meet the other PQC, either Technical or Financial. Moreover, the parent/affiliate will also provide suitable Guarantees to ensure completion of the work in all respects. See Annexure "PARENT COMPANY GUARANTEES" attached with this tender.

- d) In case the parent / affiliate company is from a country which shares a land border with India, then the subsidiary / affiliate company will be eligible to bid in this tender only if the parent / affiliate company is registered with the Competent Authority constituted by the Department for Promotion of Industry and Internal Trade (DPIIT), India.

#### **1.5. General Eligibility and Qualification conditions:**

- i. All eligible bidders meeting the eligibility criteria as defined in Instruction to Bidders (ITB) / Notice Inviting Tender (NIT) can participate in the tender.
- ii. A firm determined non-performing by the Corporation shall not be eligible to bid during the period so determined.
- iii. Even if a bidder meets the eligibility criteria and PQC, he shall be subject to disqualification if he or any of the constituent partners is found to have:
  - a. made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/ or;

records of poor performance during the last five years, as on the date of application, such as abandoning the work, rescission of the contract for reasons which are attributable to non-performance of the contractor, inordinate delays in completion, consistent history of litigation resulting in awards against the contractor or any of the constituents, or financial failure due to bankruptcy, (The rescission of a contract of venture JV on account of reasons other than non-performance, such as the most experienced partner (major partner) of JV pulling out) and so on..

**2.0. SCOPE OF JOB:** The vendor shall depute technically competent and experienced personnel for carrying out testing and calibration of electrical and measuring instruments at HPCL-Visakh Refinery, in compliance with NABL accreditation requirements.

#### **3.0. HPCL's SCOPE OF JOB:**

3.1. Work permits and access to site, provision of dedicated Air- conditioned area for testing/ calibration jobs at HPCL site.

3.2. Provision of power supply nearest to testing area.

3.3. Vehicle for transportation of testing kit within Refinery is HPCL scope.

#### **4.0. AGENCY's SCOPE OF JOB:**

4.1. The vendor shall depute technically competent and experienced personnel for testing jobs in accordance with NABL standards.

4.2. The vendor shall either mobilize the required testing equipment and carry out the calibration/testing at HPCL Electrical Workshop, or, if testing is to be performed at the vendor's laboratory, the agency shall shift the instruments from HPCL premises only after submission of the Bank Guarantee.

4.3. If in case vendor planned to shift all HPCL testing tools to vendor testing laboratory, vendor shall arrange proper transport (4-wheeler) and all electrical tools shall be Packed properly to avoid damage during transport.

4.4. Testing shall be performed as per IEC 17025 or other applicable standards.

4.5. All testing equipment shall be calibrated with minimum 5-point calibration across the full operating range.

4.6. Calibration certificate shall clearly mention measurement uncertainty and shall be within acceptable limits for the intended application.

4.7. Vendor has to submit valid calibration report in line with NABL requirement and testing report.

4.8. Lodging and boarding of test engineers deployed to site if in case testing to be conducted at site.

**5.0. VALIDITY OF JOB:** Order will be valid for one year from the date of LOA/ PO, whichever is earlier.

**6.0. JOB TO COMMENCE:** As advised by HPCL.

**7.0. MOBILISATION PERIOD:** Vendor shall mobilise resources within 7 working days from the date of intimation from HPCL job engineer for calibration of electrical tools.

**8.0. JOB TO COMPLETE:** Job to be completed within 27 days from date of job intimation.

**9.0. PRICE REDUCTION CLAUSE:**

9.1. If agency fails to mobilize manpower & unable to complete the job within 27 days from the date of advice, 0.5% of the RPO value be deducted per day with a maximum 5%.

9.2. If agency fails to submit the test certificate/NABL accreditation certificate within 10 days from the date of completion of testing, test performed by agency will not be considered and an amount Rs.250 per equipment to be deducted on

the bill.

**10.0. PENALTY CLAUSE:** Not Applicable.

**11.0. PAYMENT TERMS:** 100% payment shall be released within 15 days from the date of submission of bills, subject to submission of valid calibration certificates and testing reports for the instruments successfully calibrated.

**12.0. DEFECT LIABILITY PERIOD:** The agency shall guarantee the quality of work performed under the contract for a period of 12 months from the date of performance.

**13.0. SECURITY DEPOSIT:** Applicable at rate of 2% as per HPCL's GTCWC.

**14.0. RETENTION:** Applicable at rate of 5% as per HPCL's GTCWC.

**15.0. SPECIAL CONDITIONS:**

15.1. Vendor shall note the details of the instruments to be tested and shall ensure that facility for testing/plan is available.

15.2. HPCL does not guarantee any minimum quantity for execution and payment shall be made on actuals only.

15.3. Testing shall be carried out at HPCL Visakh Refinery. In the event that any instrument cannot be tested at site, the same may be shifted to the vendor's laboratory, subject to submission of the Bank Guarantee. In such cases, packing, safe handling, transportation to and from the vendor's works, and re-delivery to HPCL shall be entirely within the scope of the agency. All activities shall be carried out with due care to prevent any damage to the instruments. Any loss or damage occurring during handling, transit, testing, or return shall be to the vendor's account and shall be recovered accordingly.

15.4. If the vendor plans to shift equipment to the laboratory, they must first verify the physical condition of each electrical tool. Any tool that is non-functional or unresponsive should be declared as non-operational and excluded from transport. The vendor will be held liable for any damages or performance issues detected in the equipment after testing, with back charges applied equivalent to the value of the equipment affected.

15.5. Other than mobilization & demonization charges, no other payment shall be done. All the charges like Master testing equipment, manpower, calibrator/master testing equipment to & fro transport or mobile calibration van or unit for job execution and all associated resources, food & stay, local conveyance, packing/transportation of measuring equipment etc., are in the scope of vendor only.

15.6. Vendor shall depute sufficient manpower and tools for carrying out testing jobs within job completion period.

15.7. Any abnormality found during testing, same shall be brought to the notice of HPCL engineer in-charge.

15.8. Payment shall be made strictly on actuals and only for those instruments that have been successfully tested and calibrated. No payment shall be made for instruments found defective, non-functional, or unsuitable for calibration during testing.

**16.0.** All other terms and conditions as per HPCL's GTCWC.

## **17.0. LIST OF DOCUMENTS TO BE SUBMITTED**

### **a. ALONG WITH BID**

- i. Letter head containing contact details (Phone no & Email ID) for expediting the tender evaluation***
- ii. Declaration regarding compliance of Custom / BOQ Bid Specifications
- iii. Authorization Certificate from OEM (in case an authorized dealer is quoting)
- iv. NIL Deviation
- v. PQC related documents and form-X
- vi. Vendor declaration and Land Border declaration
- vii. The vendor must provide a valid NABL accreditation certificate. If the vendor is quoting on behalf of a testing agency, they are required to submit the NABL accreditation certificate of the third party along with a declaration letter or agreement confirming authorization to perform testing services for electrical equipment.
- viii. Vendor must submit data sheet & valid calibration certification of testing kit which will be used for job scope
- ix. Agency must submit resume/details of service engineer meeting requirement as per vendor scope.
- x. Agency shall furnish the testing plan along with technical offer i.e., instruments which will be calibrated at site / Laboratory.

Failure to submit above documents will result in rejection of bid without intimation.

## **18.0. CONTACT PERSONS**

### **a. For Technical Queries**

Ms. Sneha Sri Dulam; Engineer - Maintenance

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Phone: 0891-289 4375

Email: [sneha.dulam@hpcl.in](mailto:sneha.dulam@hpcl.in)

Mr. Alokesh Ghosh; Senior Manager - Maintenance

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Phone: 0891-289 4246

Email: [alokesh.ghosh@hpcl.in](mailto:alokesh.ghosh@hpcl.in)

b. For Commercial Queries

Ms. Sreeram Nagalakshmi Manasa; Engineer – Materials;

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Tel: 0891-289 4343

Email: [sreeram.manasa@hpcl.in](mailto:sreeram.manasa@hpcl.in)

Ms. Anita Konchada; Chief Manager-Materials;

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Tel: [0891-289 4327](tel:0891-2894327)

Email: [anitakonchanda@hpcl.in](mailto:anitakonchanda@hpcl.in)

Please contact only the above person for instructions regarding Commencement of Job and all post order correspondence.

## 19.0. MODE OF BIDDING

- a. The Vendor(s) should quote **single lump sum value (Inclusive of GST and any other taxes)** considering all items against the given quantities in line basis the technical specifications and tender terms and conditions as per excel.
- b. Please refer the excel uploaded for Financial Priced Bid and quote accordingly.
- c. Please quote the automatically calculated total delivered price in the cell **K1** of the excel sheet in the GeM Priced Bid (Online).
- d. 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.
- e. 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.
- f. Vendor(s) are allowed to quote only in INR and order shall not be placed on foreign vendor(s). Any such bids wherein request is made to place order on overseas vendors shall be rejected.

g. Basis of evaluation: **Overall Lowest**

h. Please note that prices shall be mentioned only in the page exclusive of Price updation. Offers where prices are mentioned at any other place other than the Priced Bid shall be summarily REJECTED.

## 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---**