



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5610902  
Dated/दिनांक : 14-11-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	25-11-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	25-11-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Petroleum And Natural Gas
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Hindustan Petroleum Corporation Ltd
Office Name/कार्यालय का नाम	Petroleum House
Item Category/मद केटेगरी	Custom Bid for Services - SUPPLY INSTALLATION PORTA CABIN 40FT X 10FT , Custom Bid for Services - SUPPLY INSTLN PORTA CABIN 6FT X 4FT , Custom Bid for Services - SUPPLY INSTALLATION PORTA CABIN18FT X 11 FT
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>• Repair, Maintenance, and Installation of Plant/ Systems/Equipments (Version 2)</li><li>• Repair, Maintenance, and Installation of Plant/ Systems/Equipments (Version 2)</li><li>• Repair, Maintenance, and Installation of Plant/ Systems/Equipments (Version 2)</li></ul>
Contract Period/अनुबंध अवधि	2 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	7 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	1 Year (s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	Experience Criteria, Bidder Turnover *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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	6

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

**Beneficiary/लाभार्थी :**

MANAGER HSE  
Petroleum House, NA, Hindustan Petroleum Corporation Ltd, Ministry of Petroleum and Natural Gas  
(Atul Kumar)

**MII Compliance/एमआईआई अनुपालन**

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

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. 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.
4. 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.
5. 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.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1731606178.pdf](#)

**Payment Terms:**[1731606187.pdf](#)

**GEM Availability Report ( GAR):**[1731606199.pdf](#)

**Buyer's Competent Authority Approval:**[1731606207.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1731606215.pdf](#)

**Custom Bid For Services - SUPPLY INSTALLATION PORTA CABIN 40FT X 10FT ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	SUPPLY INSTALLATION PORTA CABIN 40FT X 10FT
Regulatory/ Statutory Compliance of Service	YES

Specification	Values
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Vivek Kumar Meena	400033,HINDUSTAN PETROLEUM CORPORATION LIMITED, MAZGAON LUBE TERMINAL, HAY BUNDER, MUMBAI 400033	1	N/A

**Custom Bid For Services - SUPPLY INSTLN PORTA CABIN 6FT X 4FT ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	SUPPLY INSTLN PORTA CABIN 6FT X 4FT
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Vivek Kumar Meena	400033,HINDUSTAN PETROLEUM CORPORATION LIMITED, MAZGAON LUBE TERMINAL, HAY BUNDER, MUMBAI 400033	1	N/A

### Custom Bid For Services - SUPPLY INSTALLATION PORTA CABIN18FT X 11 FT ( 1 )

#### Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	SUPPLY INSTALLATION PORTA CABIN18FT X 11 FT
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Vivek Kumar Meena	400033,HINDUSTAN PETROLEUM CORPORATION LIMITED, MAZGAON LUBE TERMINAL, HAY BUNDER, MUMBAI 400033	1	N/A

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

## 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. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

## **SPECIAL TERMS AND CONDITIONS**

THIS TENDER IS BEING FLOATED FOR SUPPLY & INSTALLATION OF PORTA CABIN FOR DRIVER REST ROOM, SECURITY CABIN AND BULK OFFICER ROOM AT HPCL MAZGAON LUBE PLANT AS PER ATTACHED TERMS AND CONDITIONS.

### **SCOPE OF JOB**

Competitive Offers are invited from Indian bidders with sound technical and financial capabilities fulfilling the qualifying requirements stated in this tender for Supply & Installation of Container (Porta Cabin) as per technical specification and schedule of quantity for Mazgaon Lube Plant.

### **DELIVERY PERIOD**

The equipment shall be door delivered within 2 (Two) Months from the date of the Purchase Order/LOI whichever is earlier.

### **ADDRESS OF LOCATION FOR DELIVERY:**

HINDUSTAN PETROLUM CORPORATION LIMITED  
MAZGAON LUBE PLANT, HAYBUNDER ROAD,  
MUMBAI 400 033  
TEL. NO. 7400015143, 7400015142

### **EVALUATION CRITERIA**

The evaluation of this tender will be Location-wise L1 basis.

### **DEFECTS LIABILITY PERIOD**

Manufacturer Test Certificate: Original shall be submitted at site. Manufacturer Guarantee Certificate: Original shall be submitted at site Performance Bank Guarantee for 10% of Total Basic Order value: Original PBG shall be submitted at Hindustan Bhavan and copy at site. In the absence of submission of PBG, 10% of order value of supply items will be kept as retention money with free of interest for a period of one year from the date of delivery of material at site.

### **PERFORMANCE BANK GUARANTEE:**

Vendors to submit Performance Bank Guarantee (PBG) as per GTC for all su

Supplies appended to the bid document

**DELIVERY, PACKING & FORWARDING**

Materials to be delivered at site on Door - Delivery basis at the address mentioned in the tender. All supplies shall be covered by adequately strong wooden / metal/ plastic closures. All fragile and delicate components shall be packed separately, individually with proper marking. Item number shall be painted prominently on the unit wherever possible.

**PRICE REDUCTION CLAUSE**

Price reduction clause is applicable for delayed delivery as per GTC for all supplies. Price reduction clause as per GTC will also be applicable for any delay in carrying out erection and commissioning beyond 7 days of intimation. There shall be separate visits for installation and commissioning and price reduction clause will be applicable for failure to adhere to intimation for installation (erection) and intimation for commissioning.

**TRANSIT RISK**

The Vendor shall cover the Transit Risk Insurance for goods supplied against this tender and the quoted rates shall include the cost of Transit Insurance.

**VENDOR DOCUMENTATION**

Vendor shall submit drawings/ QAP for approval by HPCL within 7 days from the date of PO/LOI. HPCL will suggest modifications as per requirement and clear the drawing within 3 days from the date of receipt or put-up query, if any. HPCL may come for shop inspection before material dispatch and material will be thoroughly checked for quality/ specifications before releasing bill. Hence, Material shall be dispatched from the site only after clearance from the HPCL Engineer In charge.

**The vendor shall submit following documents/drawings along with the offer:**

- General arrangement drawings with outline dimensions of porta cabin.
- Technical brochures / other details.
- Data sheet given in the tender to be duly filled by vendor, without the same vendor tender can be rejected

**PREBID MEETING:**

- Vendor to attend the pre-bid meeting as per the details of meeting provided and ensure understanding the conditions of the site before starting execution of the job
- In addition to pre-bid meeting after receipt of LOI/PO Vendor to visit the site and understand the site conditions and accordingly submit the drawing for approval of HPCL. All the deviations /changes in the dimensions to be brought to the notice of EIC and approval for the same to be taken if any. EIC decision in this case shall be final and binding to be executed.
- Pre-bid meeting shall be carried out on date 18.11.2024 @ 1200 Hr

s thru VC with below mentioned Zoom Link.

<https://us04web.zoom.us/j/71593166341?pwd=pGBIAF4eCchVeGdsRwhVfarpkOZFcD.1>

Meeting ID: 715 9316 6341

Passcode: 642f0z

**Validity of order:-**

The validity of PO has to be 12 months from date the date of PO.

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**4. Buyer Added Bid Specific ATC**

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

**5. Buyer Added Bid Specific Scope Of Work(SOW)**

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

**Disclaimer/अस्वीकरण**

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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

**---Thank You/धन्यवाद---**