बिड संख्या/Bid Number: GEM/2026/B/7895543
दिनांक /Dated: 09-08-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-08-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-08-2026 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
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :erp.gem.proc@hpcl.in Buyer Email id: sreeram.manasa@hpcl.in
वस्तु श्रेणी /Item Category	Facility Management Services - LumpSum Based - Industrial; Housekeeping; Consumables to be provided by service provider (inclusive in contract cost)
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,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/**Bid Details**	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / **Minimum number of bids required to disable automatic bid extension**	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / **Number of days for which Bid would be auto-extended**	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / **Number of Auto Extension count**	3
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 **15** 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

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 :

Manager - Maintenance
Hindustan Petroleum Corporation Ltd, Ministry of Petroleum and Natural Gas
(Hemanth Bandaru)

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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider 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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.

iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Details of the premise:1786207787.pdf

Scope of work:1786207811.pdf

Facility Management Services - LumpSum Based - Industrial; Housekeeping; Consumables To Be Provided By Service Provider (inclusive In Contract Cost) (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Type of Premises	Industrial
Type of services required	Housekeeping
Cost for Consumables/ Materials	Consumables to be provided by service provider (inclusive in contract cost)
Service component	Lump Sum - VRMP S/S Janitorial Services
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 दस्तावेज़ /Additional Specification Documents

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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	Bandaru Hemanth	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 50% : 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, the contract

quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.
For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. **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 in this tender shall fulfil the qualification crite ria stipulated at 1.1, 1.2, 1.3 and 1.4 below.

1.1. FINANCIAL CRITERIA:

Average Annual Financial Turnover during the last 3 years, ending 31st March 2 026, should be at least **₹ 13.30 Lakhs.** In case of companies, standalone finan cial statement may be considered.

Note: Average turnover shall be determined by summing up the annual t urnover 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 confor mity to the turnover criteria. While Computing Turnover, other income sh all not be considered.

1.2.TECHNICAL CRITERIA:

Bidder shall have experience of having successfully carried out and completed s imilar 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 th e following:

One similar completed work costing not less than the amount of **₹ 17.73 Lakhs .**

Definition of Similar Nature of Work:

"Similar nature of work" Definition is defined as "include miscellaneous civil works, housekeepi ng services, Janitorial services, Vegetation cutting & removal, Gardening Services, Desilting / pipe tracks cleaning etc., misc mechanical jobs, manpower supply for miscellaneous works etc. in any o f the existing Hydrocarbon refinery, Oil & Gas Industries, Petrochemical plants, Allied Terminal Loc ations & Hydrocarbon Pipelines Pumping Stations."

For arriving at cost of similar work, the value of work executed shall be br ought to current costing level by enhancing the actual value of work at si mple rate of seven percent (7%) per annum, calculated from the date of c ompletion to the date of bid opening.

Note: a. Both the above criteria (Financial and Technical) to be met for q ualification 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 Practicing Chartered Accountant towards the turnover of the Bidder along with copy of its Income Tax Return (not acknowledgement) should be submitted.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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 immediate three preceding financial years.

i. 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.

j. 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 RBI reserve price

k. 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 supply of similar items 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. TENDER SPECIFIC REQUIREMENT: NIL

d. 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.

e. 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.

f. 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.

g. 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.

   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 deemed to be excluding taxes 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 certifica te 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 fulfilling 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 s hall fulfil each qualification criteria (PQC) or any one constituent member/ promoter of such a J V shall fulfil each qualification criteria (PQC). If the bid is received with the proposal that one c onstituent member/ promoter fulfils each qualification criteria (PQC), then this member/promo ter shall be clearly identified and he/it shall assume all obligations under the contract and pro vide such comfort letter/guarantees as may be required by the Corporation. The guarantees s hall 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 compl etion of the contract when awarded, an undertaking not to withdraw from the JV till completio n 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 rticipate in this tender, subject to meeting the local content provisions as per the MII clause en closed with the tender. Such entities can participate either on the basis of their credentials (Te chnical or Financial) or on the basis of the credentials (Technical or Financial) of their parent/ a ffiliate company, as per the PQC requirements applicable for this tender. If credentials of pare nt/ 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 Guarante es to ensure completion of the work in all respects. See Annexure “PARENT COMPANY GUARA NTEE” 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 / a ffiliate 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) / Noti ce 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 per iod so determined.

iii. Even if a bidder meets the eligibility criteria and PQC, he shall be subject to disqualification if h e or any of the constituent partners is found to have:

a. made misleading or false representations in the forms, statements, affidavits and attach ments submitted in proof of the qualification requirements; and/ or;

b. 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 n on-performance of the contractor, inordinate delays in completion, consistent history of li tigation 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 reaso ns other than non- performance, such as the most experienced partner (major partner) o f JV pulling out) and so on.

2.0. SCOPE OF JOB:

The brief scope of job to be carried out against the PO is given below:

a. Agency shall maintain cleanliness in the areas as per Attachment III at all times. Please note that office buildings surrounding areas and terrace areas are also to be maintained similarly.

b. Agency shall carry out regular disposal of waste/Trash generated in the premises to outside Refinery. A gency to ensure no overflowing of garbage from the bins and tidiness of the bins and surrounding area.

c. Agency shall mobilize necessary machinery and supply requisite chemicals as per Attachment III in requ isite quantities to maintain hygienic conditions in the unit buildings & contractor facilities, at no extra cost.

d. All statutory requirements such as Travel Allowance payments, ESI, PF, Minimum wages etc. shall be taken care of by the contractor

3.0. HPCL’s SCOPE OF JOB:

a. WATER SUPPLY: Water will be supplied, free of cost, from the nearest available source at one point, within 100 Mtrs. However, Agency has to make his own arrangements for tapping and distribution at his own cost.

b. POWER SUPPLY: Power will be supplied free of cost from the nearest available source, within 100 Mtrs. However, Agency has to make his own arrangements for tapping and distribution at his own cost with necessary ELCB etc

4.0. AGENCY’s SCOPE OF JOB:

4.1. Agency to provide necessary skilled Manpower, Materials (Consumables as well as non- Consumables), necessary scaffolding as required and any other material not explicitly mentioned but required to complete the assigned job in entirety.

4.2. Safety Protective Gears like Hand Gloves, Safety / Rubber Shoes, Helmets, Safety Goggles, Safety Belts, etc. for all Workmen / Supervisors working at Site.

4.3. Transportation arrangements for movement of all materials, Equipment, Tools and disposal of Debris/scrap generated at Worksites.

4.4. Any other item as specified or as may be required to complete the job in its entirety and for timely completion of job in all respects, as mentioned in the scope and / or as per instructions of Engineer-in-Charge, except for the items specifically stated under HPCL scope of supply.

4.5. Everything required to complete the job in all respects as per Attachment-III f. Agency to make all arrangements for tapping and distribution of water with hoses /sprays / sprinklers as required

5.0. VALIDITY OF JOB: Order will be valid for one year from dt.01.12.2026 or from date of GeM service start date or LOA or PO, whichever is later

6.0. JOB TO COMMENCE: As advised by HPCL.

7.0. MOBILISATION PERIOD: TEN DAYS from dt.01.12.2026 or from date of GeM service start date or LOA or PO, whichever is later

8.0. JOB TO COMPLETE: As advised by HPCL.

9.0. PRICE REDUCTION CLAUSE(PRC) / LD: Not applicable

10.0. PAYMENT TERMS:

10.1. Payments will be made against Monthly Running Accounts bills certified by the Engineer-in- Charge within 15 working days of the submission of the bill. Monthly bill of the previous month to be submitted before 10th of the next month

10.2 Running Account Bills and the final bill to be submitted by the Contractor together with the duly signed measurements sheet(s) to the Engineer-in-Charge for certification.

10.3 All running account payments shall be regarded as on account payment(s) to be finally adjusted against the final bill payment. Payment of Running Account Bill(s) shall not determine or affect in any way the rights of the corporation under this Contract to make the final adjustments of the quantities of material, measurements of work and adjustments of amounts etc. in the final bill. 10.4. The final bill shall be submitted by the Contractor within one month of the date of completion of the work fully and completely in all respects. If the Contractor fails to submit the final bill, accordingly Engineer-in-Charge may make the measurement and determine the total amount payable for the work carried out by the Contractor and such a certification shall be final and binding on the Contractor. The Engineerin-Charge may take the assistance of an outside party for taking the measurement, the expenses of which shall be payable by the Contractor.

10.5. Payment of final bill shall be made within ONE month from the date of receipt of the certified bill by the Disbursement Section.

11.0. DEFECT LIABLITY PERIOD: Applicable as per HPCL’s GTCWC.

12.0. SECURITY DEPOSIT: Applicable at rate of 2% as per HPCL’s GTCWC.

13.0. RETENTION: Applicable at the rate of 5% as per HPCL’s GTCWC.

13.1. COMPOSITE PERFORMANCE BANK GUARANTEE(CPBG): Vendor can submit either 5% CPBG against SD and retention (or) 2% SD and 5% retention as per HPCL’s GTCWC.

14.0. All other terms and conditions as per HPCL’s GTCWC.

15.0. 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 Report (In case of any deviations, vendor has to indicate in a separate sheet duly signed and stamped)

v. Vendor declaration and Land Border declaration

vi. All the supporting documents as per PQC of the tender to be submitted.

vii. Form-X

15.2. LIST OF ATTACHMENTS WITH DESCRIPTION ENCLOSED WITH THE TENDER:

a. Attachment - I: GENERAL NOTES TO CONTRACTOR
b. Attachment - II: SAFETY REGULATIONS FOR CONTRACTORS
c. Attachment - III: GENERAL SCOPE OF HOUSEKEEPING IN VRMP SUBSTATIONS
d. Attachment – IV: BUILDING DETAILS
e. Attachment – V: DEDUCTIONS FOR NON-PERFORMANCE/NON-MOBILIZATION

16.0. NOTES TO VENDOR:

16.1. DEDUCTIONS TOWARDS NON – PERFORMANCE: If any of the various activities not taken up as per Attachment – III or as directed by Engineer – In – C harge, suitable deductions will be made for non – performance as given in Attac hment – III

16.2. DEDUCTIONS TOWARDS UNSATISFACTORY PERFORMANCE: In case the ag ency fails to carry out the job as per the scope outlined and/or fails to complete the job within the stipulated time frame then the corporation is at liberty to ter minate the contract with a notice of 10 days and get the job completed by an al ternate agency at the cost and risk of the agency

and/or deduct an amount equivalent to the expenditure incurred from payment s pending to the agency. The decision of the respective HPCL In-charge, in this r egard, shall be final and binding on the agency.

16.3. For better understanding of the scope of the job to be carried out, it is ad vised that agencies visit the site, make an assessment of the job and related iss ues, before quoting.

16.4 Agencies please be informed that the corporation guarantees neither to a ny amount of quantity utilization nor to any amount of financial limit utilization against this order and the agencies are advised to make a note of this before su bmitting their offer.

16.5. Agency to ensure Travel Allowance payment to workers as per statutory n orms and record of disbursement of the same to workers to be submitted along with monthly RA Bill

17.0. CONTACT PERSONS

a. For Technical Queries

Mr. Bandaru Hemanth; Manager - Maintenance

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Phone: 0891-289 4361

Email: hemanth.bandaru@hpcl.in

Mr. Bogi Venkata Bhaskar; Chief Manager - Maintenance

HPCL-Visakh refinery;

Malkapuram-530011; Visakhapatnam;

Phone: 0891-289 4224

Email: bogivbhaskar@hpcl.in

b. For Commercial Queries

Ms. Sreeram Nagalakshmi Manasa; Officer - Procurement (Refinery)/
Ms. Indu; Chief Manager - Category Management (Refineries)
Hindustan Petroleum Corporation Limited,
Central Procurement Organization, HQO,
Mumbai – 400074,
e-mail: sreeram.manasa@hpcl.in/ indu@hpcl.in

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

18.0. MODE OF BIDDING

a. The Vendor(s) should quote a single lumpsum rate including GST for carrying out job as per the scope and tender terms and conditions as per clause no.15.

b. 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.

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

d. Basis of evaluation: Overall Lowest

S.No	Item Description	Format of Quoting
1	Lump Sum - VRMP S/S Janitorial Services	Agency to quote a Single Lumpsum Rate including GST (**for 12 Month**) for carrying out job as per the scope outlined. Payment will be made on month basis

Note:

Vendors are hereby informed that a facility has been enabled on HPCL Corporate Portal to display tenders published on GeM (Government e-Marketplace) Portal in addition to tenders published on HPCL e-Procurement Portal.

A dedicated link has been provided on HPCL Corporate Portal through which vendors can search and access GeM tenders floated by HPCL using Tender Title, Tender ID, and other relevant search parameters.

Path: https://www.hindustanpetroleum.com/ ----> Quick Access Procurement Public Tender GeM Tender details Select Organization name as “Hindustan Petroleum Corporation Limited”.

Vendors are advised to regularly visit the HPCL Corporate Portal and utilize this facility to stay updated on all procurement opportunities available through both the HPCL e-Procurement Portal and the GeM Portal.

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3. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document 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---