बिड संख्या/Bid Number: GEM/2026/B/8236575
दिनांक /Dated: 03-11-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-11-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	15-11-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (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: shuham.gupta@hpcl.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - CAMC of HVAC-1 for more detail refer scope of job,boq, tender document , Custom Bid for Services - CAMC of HVAC-2 for more detail refer scope of job,boq, tender document , Custom Bid for Services - S&I-HVAC ODU Compressor for HVAC-2 for more detail refer scope of job,boq, tender document
समान श्रेणी/Similar Category	• Operation And Maintenance Of HVAC System (Heating, Ventilation And Air Conditioning System) • Operation And Maintenance Of HVAC System (Heating, Ventilation And Air Conditioning System) • Operation And Maintenance Of HVAC System (Heating, Ventilation And Air Conditioning System)
अनुबंध अवधि /Contract Period	2 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
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	1
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
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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाईजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	22700

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).	27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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.

(c).ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

HPCL
TENDER BOX at CPO-NZ, 6TH FLOOR, SCOPE MINAR, CORE-II, NORTH TOWER, LAXMI NAGAR, DELHI-110092
(Hindustan Petroleum Corporation Limited)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

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. 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.
2. **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.
3. 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.
4. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Pre Qualification Criteria (PQC) etc if any required:1793726147.pdf

Scope of Work:1793726151.pdf

Payment Terms:1793726157.pdf

Quantifiable Specification / Standards of The Service/ BOQ:1793726164.pdf

GEM Availability Report (GAR):1793726178.pdf

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:1793726185.pdf

Custom Bid For Services - CAMC Of HVAC-1 For More Detail Refer Scope Of Job,boq, Tender Document (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CAMC of HVAC-1 for more detail refer scope of job,boq, tender document
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 दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Aditya Som	151301,RAMANMANDI DISPATCH STATION GGSRL,TALWANDI SABOO TALUKA BATHINDA - 151301	Project / Lumpsum Based	N/A

Custom Bid For Services - CAMC Of HVAC-2 For More Detail Refer Scope Of Job,boq, Tender Document (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	CAMC of HVAC-2 for more detail refer scope of job,boq, tender document
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 दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Aditya Som	151301,RAMANMANDI DISPATCH STATION GGSRL,TALWANDI SABOO TALUKA BATHINDA - 151301	Project / Lumpsum Based	N/A

Custom Bid For Services - S&I-HVAC ODU Compressor For HVAC-2 For More Detail Refer Scope Of Job,boq, Tender Document (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	S&I-HVAC ODU Compressor for HVAC-2 for more detail refer scope of job,boq, tender document
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 दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Aditya Som	151301,RAMANMANDI DISPATCH STATION GGSRL,TALWANDI SABOO TALUKA BATHINDA - 151301	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. **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. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1) NOTE TO BIDDER :-

a) Vendor has to quote the entire amount including all taxes (GST and extras) against each items c onsidering all services/supply as detailed in scope of job and tender terms and conditions of bid.

b) While generating invoice in GeM portal, the seller must upload scanned copy of GST invoice and the screenshot of GST portal confirming payment of GST.

c) Supplier shall ensure that the Invoice is raised in the name of Consignee with GSTIN of Consign ee only.

d) Bidders are advised to carefully review the BOQ, item specifications, Scope of Work, PQC, SLA, payment terms, and all other documents attached to the bid before participating in the tender.

e) Order validity: The order will be valid for 24 months from the date of LOI/PO/GeM Contract whic h ever is earlier.

f) To avail benefits offered to MSE bidders like EMD exemption, PQC relaxation etc. bidder must h ave valid UDYAM registration valid as on bid due date. All other MSE certificates like UDYOG, NSIC, EM-II or UAM registration etc. are no longer acceptable.

Bidder to ref. the security deposit clause/Performance Security for tender as mentioned below only:-

g) SD/CPBG/Performance Gaurntee/security :

• Successful vendors will be required to furnish Security Deposit of 2% of total contract value in th e form of epayment/Bank Guarantee in favour of Hindustan Petroleum Corp Ltd, within 15 days fr om the date of intimation of acceptance of their tender, failing which HPCL shall:- (a) if the bidder has commenced the work/supplies, deduct the same from the first and subsequent Running Accou nt Bill(s) of the Bidder/ Contractor and (b) if the bidder does not commence the work/supplies, can

cel the Contract and forfeit the EMD. Security deposit shall be refunded upon completion of the wo rks in all respects. The same shall not carry any interest.

• Additionally, Performance Guarantee/Security – 5% of contract value

• Alternatively, Composite Performance Bank Guarantee (CPBG) for 5% of PO value will be accept ed in lieu of Security Deposit and Performance Guarantee/security; such CPBG shall be valid up to a period of 3 months beyond the expiry of defect liability period.

• Original Bank Guarantee towards CPBG is required to be submitted to respective consignee of th eir respective schedule

• A vendor who wishes to submit a bank guarantee (BG) towards Security Deposit (SD)/Composite Performance Bank Guarantee (CPBG)/Advances/ towards any other requirement of the tender, is r equired to ensure that

(i) The issuing bank is on SFMS platform

(ii) BG contains following details:

a. Beneficiary's bank Name: ICICI Bank

b. ISFC Code: ICIC0000393.

c. HPCL's Customer ID: HPCL508902133NO

(iii) Attach a copy of SFMS Delivery Report showing HPCL customer ID in row/field number 7037 of SFMS D elivery Report. FIELD NO. 7037 OF 760COV TO BE UPDATED WITH HPCL508902133NO

h) Vendor shall submit either security deposit as 2% and Performance Guarantee /Performance se curity as 5% OR CPBG of 5% towards Performance Guarantee inclusive of Security Deposit shall be accepted.

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EMD SUBMISSION:

1.1 Bidder shall furnish as part of its bid, a Bid Security(#), in original form and, in the amount and currency specified above or requisite document for exemption from Bid Security, as applicabl e. Any bid not accompanied with a requisite Bid security or the Bid Security not being for the required amount or Bids without requisite Bid security exemption document, shall be summarily re jected by HPCL. Format of Bank Guarantee for Bid Security is provided in Bidding Forms.

EMD can be submitted in the form of:

1) BG

Bidders to note that EMD through Bank Guarantee (BG in HPCL format only) is accepta ble. However, EMD through cash,Fixed deposit,Demand Draft (DD)) is not acceptable.

1.2 Bids must be accompanied with the Bid security(#) as mentioned above in the form of non-rev ocable Bank Guarantee from any Indian Scheduled Bank (other than Co-operative Bank) included i n the attached list of banks acceptable to HPCL, in favour of "Hindustan Petroleum Corporation Li mited" **payable at Mumbai** (as per the format attached in the tender).

In case above EMD bank guarantee (in case of global tenders) is issued by foreign bank (should al so be from the list attached with this NIT), the same will be confirmed by any Indian Scheduled Ba nk (other than Co-operative Bank) included in the bank list attached with this NIT.

Bidders are advised to instruct their banks not to post Bid Security directly to HPCL as the same ha s to be deposited as explained below.

The place of encashment of BG shall be Mumbai.

Banking details for BG issuance is:

Beneficiary Bank Name : ICICI Bank LIMITED

Branch Address : 163 BACKBAY RECLAMATION, MUMBAI 400020

IFSC Code : ICIC0000393

Telephone Number : 022 - 67574314 / 4322

Email ID : tradekcm@icicibank.com

Beneficiary : HINDUSTAN PETROLEUM CORPORATION LIMITED

HPCL Customer ID : 508902133

Issuing bank should sent SFMS confirmation to ICICI Bank Limited with IFSC Code ICIC0000393.

The concerned bidder is advised to take a print-out of SFMS Delivery Report from the B G Issuing Bank Branch and attach copy of the same along with the hard copy of BG whil e submitting the same to HPCL

Note: Beneficiary & Bank details provided above are only for submission of Bank Guarantee. This account should not be used for submission of EMD amount via any form of e-payment. In case a b idder makes e-payment to above bank account, the bid will be considered without EMD and thus will be rejected.

As per GeM GTC, Bid Security (#) in the form of BG as scanned copy shall be uploaded by bidder i n the online bid and**, in original**, must be deposited on or before bid due date, in the tender box p rovided at following address:

Tender Box

HPCL

6th Floor, Core 2,

Scope Minar,

Laxmi Nagar, Delhi 110092

“Bid Security/EMD exemption document uploaded at GeM shall be acceptable in lieu of EMD exemption subject to verification of authenticity of the same”.

1.3 In case of an incorporated JV, the Bid Security shall be submitted by the incorporated JV in original form and, “in the amount and currency” specified above.

1.4 HPCL shall not pay any interest on Bid Security furnished. Further, in case bank guarantee submitted is found to be fake, bid of such bidder shall be rejected and may initiate action as deemed necessary as per HPCL prevailing policy.

1.5 The bid security shall be valid for six (6) months beyond the original due date for submission of bids, or beyond any period of extension if requested under Clause 17.2 of ITB.

1.6 Bid securities of the unsuccessful bidders should be returned at the earliest after opening of the price bids and approval of L1 bid and in any case, latest by the 30th day after the award of the contract. Bid security should be refunded to the successful bidder on receipt of a performance security. However, in case of two packet or two stage bidding, Bid securities of unsuccessful bidders during first stage i.e. technical evaluation etc. should be returned within 30 days of declaration of result of first stage i.e. technical evaluation etc. However, in case HPCL decides to cancel / annul the Enquiry / bidding document at any stage during the bidding process but before the award of work/ items (as applicable), EMD of the bidders shall be returned at the earliest from the date of such decision

1.7 Bid Security received late due to any reasons shall not be accepted and the bid will be rejected.

1.8 In case bidder quotes for more than one schedule, the requirement of bid security amount shall be on cumulative basis if applicable. In case of short fall in submitted bid security, complete offer shall be liable for rejection.

Earnest Money Deposit (EMD):

Tenders received without Earnest Money Deposit will be rejected.

Exceptions:

The following categories of tenderers are exempted from EMD (Bid Security):

a. Public Sector Enterprises

b. Vendors registered as Micro / Small Enterprises (MSEs)

c. Start-ups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)

d. Categories as per GeM GTC.

For this purpose, in the event of the tendering company being a Public Sector Enterprise, a declaration to that effect and in the case of Vendors registered as MSEs, a copy of the relevant registration certificate or other such document specified by Government of India (currently Udyam Registration Certificate) to be submitted.

In cases of EMD exemption, Bidders shall sign a Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids/ request for proposals document, they will be suspended for a period of one year from being eligible to submit Bids/ Proposals for contracts with the Procurement Authority. If Bid declaration is not given, such bids shall be rejected.

The EMD shall be paid in the form of Bank Guarantee in the prescribed proforma issued by a Scheduled Bank in India (other than co-operative banks). EMD should be valid for 45 days beyond the bid validity. GeM GTC/procedures shall be applicable for collection/refund of EMD. GeM GTC/procedures shall be applicable for collection/refund of EMD.

Original EMD in a sealed cover, clearly superscribed with Tender No., Due date and time on the envelope, should reach to the following address before the due date and time specified in the tender/ addendums thereto otherwise bid will be rejected

Address: TENDER BOX at CPO-NZ, 6TH FLOOR, SCOPE MINAR, CORE-II , NORTH TOWER, LAXMI NAGAR, DELHI-110092

3. EMD FORFEITURE:

The bid security shall be forfeited:

a) if a bidder withdraws its bid during the period of bid validity, or any extension thereto provided by the bidder; or submits multiple bids in accordance on his own modifies his bid during the period of bid validity; or

b) If the Information/ documents forming basis of evaluation submitted by the bidder in the bid is found to be false/ forged in accordance with relevant provisions provided in Bidding Document.

c) Any other provision specifically mentioned in the Bidding Document .

DISCLAIMER: - Besides above, Owner reserves the right to forfeit the EMD of bidder (in case EMD is applicable) and take further action as per corporation's (HPCL's) policy in case bidder deviates from his submitted offer / adopt unfair practices.

Usage of TReDS Platform by MSE Vendors

The Government has introduced Trade Receivable e-Discounting System (TReDS) which is a platform approved by the Reserve Bank of India specially for Micro, Small and Medium Enterprises (MSMEs) to ease and facilitate constraints faced by them in obtaining adequate working capital finance, particularly in terms of their ability to convert their trade receivables into liquid funds.

To facilitate the same, HPCL has been registered as Buyer with all four RBI recognized TReDS platform provider as below:

- Invoice Mart (A.TREDS Ltd)
- M1 Exchange (Mynd Solutions)
- RXIL (Receivables Exchange of India Ltd)
- C2Treds
- DTX (KredX Platform private Limited)

All MSME vendors with UDYAM REGISTRATION CERTIFICATE must mandatorily get themselves registered with any one or all of the aforesaid TReDS platforms to avail benefit of TReDS bill discounting facility. HPCL has also enabled TReDS discounting option in its Bill Tracking System (BTS) for ease of process during payments post PO placement.

l) All bidders were requested to submit all the declaration to be duly filled and signed as a part of Technical Evaluation. All the declarations are attached under BUYER UPLOADED ATC DOCUMENTS

K) STC for Inclusion of Insurance Surety Bond (ISB)

Insurance Surety Bond issued from Insurance Regulatory and Development Authority of India (IRDAI) regulated Insurance Company only can be submitted towards EMD (B id Security).

Insurance Surety Bond issued from Insurance Surety Bond from Insurance Regulatory and Development Authority of India (IRDAI) regulated Insurance Company only can b e submitted against Performance Security or Composite Performance Security in lieu

of Security Deposit and deduction of retention money. Bidders who wish to submit In surance Surety Bond towards EMD, Performance Security or Composite Performance Security in lieu of Security Deposit and deduction of retention money, are required to send original copy of ISB in prescribe format along with following details:

i. The issuing Insurance Co, with Branch detail

ii. Relationship manager of Insurance Company

iii. Contact details along with email ID for verification

Insurance Surety Bond should be issued in Prescribed format only. Insurance Surety Bond submitted otherwise in Prescribed Format is liable to be rejected.

“Unless otherwise specified, in case of conflict, HPCL’s General Terms and Condition (HPCL GT C) shall take precedence over GEM’s General Terms and Conditions (GeM GTC)”

Additional Clauses in BG:Bidders are required to submit the EMD Bank Guarantee / ISBG / e-BG strictly in the specified HPCL standard format (given in Tender document) only. Any deviation, addition, or deletion in the clauses of the standard format shall not be accepted and shall ren der the bid liable for rejection

PENALTIES FOR NON-COMPLIANCE OF SAFETY PARAMETERS

1. The contractor has to take precautions to implement all provisions of Safety requirements of HPCL. In cas e of non-compliance of procedure, HPCL shall impose the following penalties on the contractor and such pe nalties imposed will be deducted from their running/final bill. EIC or any other authorized personnel of HPC L are authorized for imposition of penalties.

2. Safety violations resulting in any reportable physical injury as per Factories Act, a penalty of 0.5 0% of contract value (Minimum Rs. 1,00,000/- (Rs. One lakh only) and Maximum of Rs. 2,00,000/ - (Rs. Two lakhs only)) per injury shall be levied. In addition to the above, penalty for safety violat ion as given below shall be levied by HPCL.

3. Safety violations resulting in a Fatal Accident, a penalty of 1.0% of contract value (Minimum Rs. 2,00,000 (Rs. Two lakhs only) and Maximum of Rs. 10,00,000/- (Rs. Ten lakhs only)) per fatality s hall be levied.

The rate of above penalty shall be double in case of violation of above acts more than once during the con tract period. In addition, HPCL reserves the right to cancel the Purchase Order and put Contractor on holid ay list on above violations depending on the severity of the act/ incident even on first occurrence.

Pre-Qualification Criteria:

Bidders with sound technical and financial capabilities fulfilling the qualifyingrequirements stated herein may participate in this tender.

1) The following are the **Financial** and **Technical Pre-Qualification Criteria**:

a) Financial:

i. The Average Annual Financial Turnover during the last three (3) years ending on 31.03.2026 shall be minimum as per following. While computing the annual turnover, other income shall not be considered.

Schedule	**Status of Bidders (MSE/Non-MSE)**	**Average Annual financial turnover during the last 3 years, ending 31st March 2026, should be at least INR (in Lakh)**
SCHEDULE 1	For Non MSE Bidders	3.41
	For MSE Bidders	2.90

ii. Average turnover for the period of last 3 years 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 turnover in any one or two of the years within the last 3 years, the turnover for that/ those years shall be taken as Nil and the average turnover will be calculated by considering the denominator as 3 years to determine the conformity to the turnover criteria.

iii. The bidder has to submit Audited Financial Statements for the last 3 immediately completed financial year's viz. 2023-24, 2024-25 & 2025-26.

iv. All audited financial documents, certificate towards turnover / net worth / working capital etc issued by CA should mandatorily **.**

v. The turnover sheet of respective financial year certified by CA which should mandatorily carry UDIN number as per government norms otherwise financial turnover of respective financial year will be considered zero.

vi. Based on his turnover, if the bidder is not required to get their financ

ial statements audited, bidder is required to submit certificate (with UDIN) from C hartered Accountant (CA) specifically mentioning that the bidder is not required to get its accounts audited under section 44 AB of the Income tax act 1961. The certificate from CA should mention net worth / turnover / working capital along with IT returns. All documents to be duly stamped and signed by the bidder

*In case where the audited result for the last financialyear,i.e.**31st March 2026** as on date of submission of the tender is not available, the audited r esults of three consecutive financial years preceding the last financial yea r shall be considered for evaluation the financial parameters subject to su bmission of a Certificate signed by CEO/CFO/Partner/Proprietor of the Bidd er stating that the financial results of the last financial year of the Compa ny/Firm are under audit as on the due date of submission of the bid.*

b) Technical:

i. Bidder should have successfully carried out and completed similar work during the last 7 years ending 31/10/2026, which experience sho uld be any one of the following:

Type of Bidder	One similar (*) completed work each costing not less than the following amount (In Rs. Lakhs)
Non-MSE	4.55
MSE	3.87

Similar work mentioned in clause 1.b.i. shall mean

*Similar works Requirement: Definition of “Similar Completed work” means carrying out any of the following works in PSUs, Govt. sector, or Public Limited Companies (Li sted in the NSE/BSE).

a. “Maintenance of HVAC”

OR

b. “Supply & installation/commissioning of HVAC”.

OR

c. “Refurbishment/Revamping of HVAC”

OR

d. “Supply of spares for HVAC”

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 per annum, calculated from the date of co mpletion to the date of bid opening.

NOTES:

A. Bidder shall furnish documentary evidence i.e. copies of work orders/ relevant pages of contract, completion certificate, annu al reports containing audited balance sheets and profit & loss a ccounts statement, in the first instance itself, in support of the ir fulfilling the qualification criteria. HPCL reserve the right to c omplete the evaluation based on the details furnished without seeking any additional information.

B. Bidders are required to meet both the above criteria viz., Financial 1(a) Technical 1(b) as applicable for respective schedules to be met for qualification of bidders for the schedule/ schedules. Bids not meeting an y of the above criteria shall be rejected.

C. Only completed Work/Purchase orders will be considered.

D. Submission of the Purchase Order / Work Order is mandatory and it should clearly mention the details of work executed/supplies made by th e vendor so as to enable us to identify whether the vendor meets the te chnical criteria stipulated above or not.

E. The Completion Certificate for completed works should be certified by the owner/client (for whom the work order has been executed) in su pport of meeting the technical criteria as stipulated above. If consultant s are issuing certificates, then bidders shall provide documentary evide nce of appointment of consultant by the Owner/client failing to which th e offer shall be rejected. This clause shall be read in conjunction with Cl ause “K” below. Completion certificate from end user shall have details of PO Number / Contract Agreement No, date of commencement, date of completion, Value of PO, Value of Job completed and brief description of Job executed in support of meeting the technical criteria as stipulated above. In case of Certified invoices in ii) above, submitted in lieu of Co mpletion certificates, the same shall have the references of Work order

/Contract agreement else they will not be considered for evaluation. Bid der shall submit documentary evidence for all the points mentioned ab ove.

F. Successfully carried out & Completed Work referred in this PQC wo uld be scrutinized as follows:

a. Only successfully completed works shall be considered.

b. Value of similar work executed during the last 7 years endi ng last day of month previous to the one in which applications a re invited would only be considered.

G. Works of Maintenance and Works carried out under Sub-Contract wi thout consent from Owner, will not be considered as Similar Completed Work.

H. For the purpose of determining the period, the work order/call up o rder date shall be considered. That is, work orders offered towards PQC – Technical should be dated within a period of last 7 years as per the P QC Clause.

I. All work orders offered towards PQC – Technical should be suppor ted by Completion Certificate or Certified bills with Proof of Payment.

J. Relaxation to Startups is not applicable for this tender .

K. For the purpose of PQC, Separate work orders against a single ten der meeting the criteria will also be considered as single similar work fo r bid evaluation.

L. Bidders are allowed to bid for a single or multiple Schedules. In cas e bidder bids for a single Schedule, PQC Financial Criteria and Technical Criteria as specified for that Schedule need to be complied with. In case bidder bids for multiple Schedules, bidder needs to meet PQC Financial and Technical Criteria for all such Schedules on additive basis.

M. Criteria for prior experience and prior turnover (PQC) shall be relaxe d by 15% for Micro and Small Enterprises subject to meeting the prescri bed quality and technical specification of the tendered items/ services. MSE certificate issued by authority mentioned in Public procurement po licy of MSEs – 2012 to be submitted by Micro and Small Enterprises

2) Parties who are affiliates of one another can decide which Affiliate will make a bid. Only one affiliate may submit a bid. Tw o or more affiliates are not permitted to make separate bids dire

ctly or indirectly. If 2 or more affiliates submit a bid, then any on e or all of them are liable for disqualification.

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

i) Controls either directly or indirectly a Party, or

ii) Which is controlled directly or indirectly by a Party; or

iii) Is directly or indirectly controlled by a company, legal entity or partnership which directly or indirectly controls a Party. "Cont rol" means actual control or ownership of at least a 50% voting o r other controlling interest that gives the power to direct, or cau se of direction of the management and material business decisi ons of the controlled entity.

3) Bids may be submitted by:

i) A single person/ entity (called sole bidder);

ii) A newly formed incorporated joint venture (JV) which has n ot completed 3 financial years from the date of commencement of business.

iii) Subsidiaries / Affiliates of Indian of foreign companies.

4) Fulfillment of Eligibility criteria and certain additional condi tions in respect of each of the above types of bidders are stated below, respectively**:**

i) The bidders (including an incorporated JV which has compl eted 3 financial years after date of commencement of business) shall fulfil each eligibility criteria on individual / combined basis.

ii) 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 eligibility criteria or any one constituent member/ promoter of such a JV shall fulfil each eligibility criteria. If the bid is received with the proposal that one constituent member/ pro moter fulfils each eligibility criteria, then this member/promoter shall be clearly identified and he/it shall assume all obligations u nder the contract and provide such comfort letter/guarantees as may be required by Owner. The guarantees shall cover inter alia the commitment of the member/ promoter to complete the entir

e 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 co mpletion of the contract when awarded, an undertaking not to withdraw from the JV till completion of the work, etc.

iii) Subsidiaries / Affiliates of Indian of foreign companies which are registered in India and having manufacturing facilities or est ablishment towards providing services in India are allowed to pa rticipate in this tender, subject to meeting the local content prov isions as per the **MII** clause enclosed with this tender. Such enti ties can participate either on the basis of their credentials (Tech nical & Financial) or on the basis of the credentials (Technical or Financial) of their parent/ affiliate company, as per the Qualifica tion Criteria requirements applicable for this tender. However, t he Indian subsidiary/ affiliate must meet at least one of the Qual ification Criteria, either Technical or Financial.

In case the parent/ affiliate company is from a country which shares a land bo rder with India, then the subsidiary/ affiliate company will be eligible to bid in t his tender only if the parent/ affiliate company is registered with the Compete nt Authority constituted by the Department for Promotion of Industry and Inte rnal Trade (DPIIT).

5) Procedure of Tender Finalisation :

i. Tender shall be finalized on Overall Delivered Cost

6) Information/Documents required along with the Bid Doc ument:

The Bidders have to submit the following documents in support of the Pre-qualification requirement:

a) Documents in respect of Financial PQC:

i. Audited Balance Sheet – (self-certified)

ii. Audited Profit and Loss account (self-certified)

iii. Audited Profit and Loss account/Balance sheet shall h ave the UDIN number of CA mentioned on statement itsel f.

The bidder has to submit Audited Financial Statements for the last 3 immediately completed financial year’s viz. 2023-24, 2024-25 & 2025 -26.

In case where the audited result for the last financialyear,i.e.31st Mar ch 2026 as on date of submission of the tender is not available, the aud ited results of three consecutive financial years preceding the last fina

ncial year shall be considered for evaluation the financial parameters s ubject to submission of a Certificate signed by CEO/CFO/Partner/Propri etor of the Bidder stating that the financial results of the last financial year of the Company/Firm are under audit as on the due date of submi ssion of the bid.

b) Documents in respect of Technical Experience & specific criteria:

i. Mandatory Document #: Purchase Order or Work O rder and

ii. Any One of the below mentioned documents:

a. Certificate of Completion of Work order $$ OR

b. Certified bills $$ with Proof of payment $$

iii. In case, the Purchase/work Order / certified bills cont ain other items / works outside the bid qualification cr iteria of this bid document then, the bidder shall sepa rate the relevant items and submit a statement accor dingly.

 # - Submission of the Purchase Order /Work Order is mandatory and it should clearly mention the details of jobs carried out by t he
vendor so as to enable us to identify whether the vendor meets t he technical criteria stipulated above or not.

$$ -The Completion Certificate, Certified bills with Proof of Paym ent and any other document submitted in lieu of the documents sought at Sr. No. 2 above should be certified by the owner/clien t (for whom the job has been executed) specifically having ment ion of the jobs carried out in support of meeting the technical cri teria as stipulated above. If consultants are issuing certificates, t hen bidders shall provide documentary evidence of appointment of consultant by the client failing which the offer shall be rejecte d.

c) Other Documents:

a. GST registration certificate

b. MSME/NSIC certificate if applicable.

c. Permanent Account Number (PAN) Card

d) Supporting Documents pertaining to Pre-Qualificati on Criteria namely PQC–Technical & PQC–Financial have to be u

ploaded as per the provisions made in the GeM portal.

e) Bidder shall furnish documentary evidence (separa tely for each work order in support of their fulfilling the qualifyin g requirements.

f) Bidders are required to submit the details pertainin g to Financial & Technical Criteria along with the supporting doc uments.

g) The Bidder shall be in a position to furnish the origi nal documents corresponding to the Copies submitted in respect of Pre-Qualification Criteria (Technical) and Pre-Qualification Crit eria (Financial).

h) HPCL reserves the right to seek original documents or any additional information from bidders, in addition to details furnished in original bid to complete the evaluation.

i) Post submission of Bids, Bidder shall not be allowed to furnish any new experience details not includ ed in experience list furnished in their Bid. Bidders are r equested to submit all qualification details along with re levant supporting authenticated documents at the first i nstance itself. No additional document pertaining to tech nical/financial PQC shall be accepted post due date of th e tender. However, HPCL also reserves the right to seek clarification/document with reference to originally submi tted document for completing evaluation, if so required.

Note:

· Bids received without the above required certificates/ documents are liable for rejection. All these certificates/documents shall be duly s elf attested.

General Eligibility and Qualification conditions

i) All eligible bidders meeting the eligibility criteria as defined tender document can participate in the tender.

ii) A firm determined non-performing by the Corporation shall not be eligible to bid d uring the period so determined.

iii) Even if a bidder meets the eligibility criteria and PQC, he shall be subject to disqu alification 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;

b. records of poor performance during the last five years, as on the date of applicati on, such as abandoning the work, rescission of the contract for reasons which are att ributable to non-performance of the contractor, inordinate delays in completion, con sistent history of litigation resulting in awards against the contractor or any of the co nstituents, or financial failure due to bankruptcy, (The rescission of a contract of ven ture JV on account of reasons other than non- performance, such as the most experi enced partner (major partner) of JV pulling out) and so on:

.

5. **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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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---