

NOTICE TO ALL BIDDERS

1. Interested parties may download the tender from BPCL website (<http://www.bharatpetroleum.in>) or the CPP portal (<http://eprocure.gov.in>) or from the e-tendering website (<https://bpclproc.in>) and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender available on the BPCL website and the CPP portal can be downloaded for reading purpose only. For participation in the tender, please fill up the tender online on the e tender system available on <https://bpclproc.in>.. 2. Vendors are required to complete the entire process online on or before the due date/time of closing of the tender: 3. Directions for submitting online offers, electronically, against e-procurement tenders directly through internet:
2. Vendors are advised to log on to the website (<https://bpclproc.in>) and arrange to register themselves at the earliest.
3. The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
- 4.. Vendors are advised in their own interest to ensure that their bids are submitted in eProcurement system well before the closing date and time of bid. If the vendor intends to change/revise the bid already submitted, they shall have to withdraw their bid already submitted, change / revise the bid and submit once again. However, if the vendor is not able to complete the submission of the changed/revise bid within due date & time, the system would consider it as no bid has been received from the vendor against the tender and consequently the vendor will be out of contention. 4. The process of change / revise may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids. 5. Once the entire process of submission of online bid is complete, they will get an auto mail from the system stating you have successfully submitted your bid in the following tender with tender details. 6. Bids / Offers shall not be permitted in e-procurement system after the due date / time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed. 7. No manual bids/offers along with electronic bids/offers shall be permitted.
- 5.. No responsibility will be taken by BPCL and/or the e-procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date /time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non availability of viewing before due date and time is true for e-tendering service provider as well as BPCL officials.
- 6.. Corrigendum/amendment, if any, shall be notified on the site <https://bpclproc.in>. In case any corrigendum/amendment is issued after the submission of the bid, then such vendors who have submitted their bids, shall be intimated about the corrigendum/ amendment by a system-generated email. It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time

7. BPCL and/or the e-procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.
8. In case of any clarification pertaining to e-procurement process, the vendor may contact the following agencies / personnel:
9. For system related issues : a. M/s. E-Procurement Technologies Ltd at contact no. Tel: +91 79 4001 6816 | 6848 | 6844 | 6868 followed with a e-mail to support@bpceleproc.in b. M/s. E-Procurement Technologies Ltd at Chennai Helpdesk Support +91 - 44 - 26142669 chennai.support@abcprocure.com c. Procurement . Manager of M/s. BPCL at contact no.+91- 44- 26142027 followed with an email to aleemabibi@bharatpetroleum.in
10. For tender related queries: a. Mrs aleema bibi of BPCL at contact no. +91-44-26142027 followed with an email to ID aleemabibi@bharatpetroleum.in

INSTRUCTIONS TO BIDDER

ACCEPTANCE/EVALUATION OF BIDS BY THE CORPORATION

I) Price Bid FORM

1. Online fill in the quotes in the price bid form. Price Bids have to be submitted online. Incomplete bids are liable to be rejected. No further correspondence/enquiries raised on this issue by the bidder shall be entertained. Any terms and conditions stated by the Bidder in his bid will not be binding on the Corporation.
2. Bidders should **NOT** mention any price anywhere else in the bidding forms
3. Through this tender, BPCL seeks to surface the lowest price vendor. Hence, **price bid evaluation will be done on overall lowest Quote offer basis by adding all parts of price bid by taking into account the following:**
 - ✓ (GST to be loaded by vendor in the price Bid).
 - ✓ Vendor has to fill the SAC/HSN CODES

Based on the Total Cash Outflow calculated as above, BPCL shall place orders.

4. Unsolicited / conditional discounts if offered by any party will not be considered and offers of parties offering such unsolicited discounts are liable to be rejected.

II) IN TENDERS WHERE GST RATE IS QUOTED BY THE BIDDER:

GST, as quoted by the bidder, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quotes the GST rates). In case a bidder enters “zero” GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the quoted GST rate. No request for change in GST will be entertained after submission of bids.

- i. In cases where the bidder quotes a wrong GST rate, for releasing the final order, the following methodology will be followed:
 - In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic rates. The final cash outflow will reduce to the extent of the revised GST.
 - In case the actual GST rate applicable for the state is more than the quoted GST rate, the basic rates quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount.

Based on the Total Cash Outflow calculated as above, BPCL shall place orders.

- v. The Corporation reserves the right to reject any and /or every tender without assigning any reason whatsoever and/or place order on one or more bidders and/ or carry out negotiations with bidder in the manner considered appropriate by the Corporation.

5. LIQUIDATED DAMAGES FOR DELAY:

GST is applicable on LD amount (liquidated damages as per clause 22 of GCC), and that the same will be collected in addition to LD amount.

6. NEW STATUTORY LEVIES:

The taxes, duties, rates, and Cess quoted shall be final. New tax, if any, introduced later shall be on BPCL account from the date of bid submission (or extended date, if any) up to contract period. During contractual period, any variation in existing taxes, duties, rates and cess shall be borne by BPCL. Any upward statutory variation in taxes, duties rates and cess (including any new tax) beyond contractual completion date shall be borne by the bidder. However, in case of downward variation, the same shall be passed on to BPCL.

7. GST details:

Type of GST namely IGST/CGST-SGST will be determined based upon the billing address provided by the bidder in the tender & the state in which works are being executed.

Bidders are requested to enter SAC codes (Service Accounting Codes)/HSN codes as applicable in the relevant column of the price bid.

2. The Corporation reserves the right to reject any and/or every tender without assigning any reason whatsoever and/or place order on one or more bidders and/ or carry out negotiations with any bidder in the manner considered appropriate by the Corporation.
3. Corporation reserves its right to allow Public Sector Enterprises (Central/ State), purchase preference as admissible/applicable from time to time under the existing Govt. policy. Purchase preference to a PSE shall be decided based on the price quoted by PSE as compared to L1 Vendor at the time of evaluation of the price bid.
4. Corporation also reserves its right to allow Micro and Small Enterprises (MSEs) and MSEs owned by Scheduled Caste (SC) or the Scheduled tribe (ST) entrepreneurs, purchase preference as admissible/applicable from time to time under the existing Govt. policy. Purchase preference to a MSE and a MSE owned by SC/ST entrepreneurs shall be decided based on the price quoted by the said MSEs as compared to L1 Vendor at the time of evaluation of the pricebid.
5. Bidders claiming purchase preference as MSE need to submit Notarized copy of all the pages of the EM- II certificate, Udyog Aadhaar Memorandum (UAM) issued by the authorities mentioned in the Public procurement policy of MSEs- 2012.
6. It shall be understood that every endeavor has been made to avoid errors which can materially affect the basis of the tender and the successful bidder shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.
7. Courts in the city of Mumbai alone shall have jurisdiction to entertain any application or other proceedings

in respect of anything arising under this tender either before or after or during finalization of the tender.

8. The bid shall be required to be digitally signed with a class IIB or above digital signature by the authorized signatory.
9. Online submission of the tender under the digital signature of the authorized signatory shall be considered as token of having read, understood and totally accepted all the terms and conditions. Bidder's digital signature on the documents shall be considered as total acceptance of the terms & conditions

8. VALIDITY OF QUOTE:

The quote shall be valid for 120 days (for Limited tenders) and 180 days (for Open tenders) from the opening date of the tender. This condition supersedes GCC condition.

10.

II) POLICY ON HOLIDAY LISTING

The guidelines and procedures for Holiday Listing are available separately in BPCL website and shall be applicable in the context of all tenders floated and consequently all orders/ contracts / purchase orders. It can be accessed using the following link:

<https://bharatpetroleum.in/pdf/holidaylistingpolicyfinal.pdf>

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BHARAT PETROLEUM CORPORATION LTD.
(A GOVT. OF INDIA ENTERPRISE)
SOUTHERN REGION