

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	03-06-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	03-06-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Petroleum And Natural Gas
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Hindustan Petroleum Corporation Ltd
Office Name/कार्यालय का नाम	Petroleum House
Total Quantity/कुल मात्रा	1
Item Category/मद केटेगरी	Sofas (V2) (Q3)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Purchase Preference/एमआईआई खरीद वरीयता

MII Purchase Preference/एमआईआई खरीद वरीयता	No
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the manufacturer of the offered product in case of bid for supply of goods. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service. 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 Seller shall be given opportunity to match L-1 price and contract will be awarded for 25%(selected by Buyer) percentage of total QUANTITY. The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023

[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.

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.

Sofas (V2) (1 pieces)

Technical Specifications/तकनीकी विशिष्टियाँ

* As per GeM Category Specification/जेम कैटेगरी विशिष्टि के अनुसार

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
GENERIC	Total Number of Seats in the Sofa Set	3
	Number of Single Seater Units (Nos)	No Single Seater Unit
	Number of Two Seater Units (Nos)	No Two Seater Unit
	Number of Three Seater Units (Nos)	1
	Number of Four Seater Units (Nos)	No Four Seater Unit
	Frame Covering	Fully Upholstered
	Sofa Set is Foldable to use as bed	No
	Backrest Cushion Material	Foam
	Density of Cushion of Backrest Material (Kg/Cubic M)	28
	Covering Material for Seat and Backrest	Leatherite
MATERIAL	Frame Structure Material and size (± 1 mm)	18 mm thick Teak Plywood
	Seat Cushion Material	Foam
	Density of Cushion of Seat Material ± 3 (Kg/Cubic M)	35
	Type of Spring in the Base / Seating	Zig Zag spring
DIMENSION	Length of Single Seater Units in mm (± 5 mm)	N.A
	Length of Two Seater Units in mm (± 10 mm)	N.A
	Length of Three Seater Units in mm (± 10 mm)	1850
	Length of Four Seater Units in mm (± 10 mm)	N.A
	Depth of Sofa Units in mm (± 10 mm)	800
	Sofa Height (Without Back Cushion) ± 5 (mm)	470.0 (millimeter)

Specification	Specification Name/विशिष्टि का नाम	Bid Requirement/बिड के लिए आवश्यक (Allowed Values)/अनुमत मूल्य
	Sofa Height (With Back Cushion) ± 5 mm	970.0 (millimeter)
	Seat Cushion Length ± 5 (mm)	640
	Seat Cushion Width ± 5 (mm)	495
	Seat Cushion Thickness ± 3 (mm)	65
	Backrest Cushion Length ± 5 (mm)	1050
	Backrest Cushion Width ± 5 (mm)	460
WARRANTY	Warranty	1 - Year

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी and/ तथा Quantity/मात्रा

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity/मात्रा	Delivery Days/डिलीवरी के दिन
1	Radha Krishnan	636807,Hindustan Petroleum Corporation Limited, VDPL - Dharmapuri Terminal, Paganahalli Post, Sivadi Village, Dharmapuri District - 636807 - TAMIL NADU	1	45

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

1. Generic

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity by up to 25% of the contracted quantity during the currency of the contract at the contracted rates. Bidders are bound to accept the orders accordingly.

2. Generic

Bidders are advised to check applicable GST on their own before quoting. Buyer will not take any responsibility in this regards. GST reimbursement will be as per actuals or as per applicable rates

(whichever is lower), subject to the maximum of quoted GST %.

3. **Generic**

Bidder shall submit the following documents along with their bid for Vendor Code Creation:

- a. Copy of PAN Card.
- b. Copy of GSTIN.
- c. Copy of Cancelled Cheque.
- d. Copy of EFT Mandate duly certified by Bank.

4. **Generic**

Consortium: In case of Contracts, wherein the seller alone does not have necessary expertise, the seller can form consortium with other sellers for submission of the bid, with one of the consortium company as leader. However, each and every member of the consortium shall be equally responsible for the complete execution of the project contract. An undertaking to this effect is to be uploaded with bid.

5. **Generic**

Products supplied shall be nontoxic and harmless to health. In the case of toxic materials, Material Safety Data Sheet may be furnished along with the material.

6. **Generic**

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

7. **Generic**

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.

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

Annexure I:

SCOPE OF JOB:

Supply of 1 No sofa set as per specifications given in the attachment on Technical Specifications and to the address given below.

SPECIAL TERMS AND CONDITIONS

1. **Delivery:** The material needs to be delivered to the addresses mentioned at point No.3.
2. **Job Completion Period.:** The job shall be completed within **6 weeks** from the date of LOI/PO. Contractor should arrange for door-delivery at VDPL DRS.
3. **Delivery Location:** - The material have to be delivered to the following locations:

S No.	Location	Address	Quantity to be delivered	Contact Person
1	HPCL VDPL Dharmapuri Receiving Station(DRS)	VDPL - Dharmapuri Receiving Station(DRS), Sivadi Village, Paghalli post, Nallampalli Taluk, Dharmapuri, Tamil Nadu - 636807	1	Radha Krishnan Mob - 9847625470 Email - radhakrishnan@hpcl.in

4. LD (Liquidation Damage): As per GTC

5. PAYMENT TERMS: As per GTC

6. **GUARANTEE/DEFECT LIABILITY:** All material shall carry a warranty for a period of **12 months** from the date of supply against any manufacturing defects/inferior quality etc. During this period the vendor shall arrange to replace the defective material free of cost.
7. **Contact Details:** All the correspondence regarding technical matters shall be addressed to:
Radha Krishnan
Mob - 9847625470
Email - radhakrishnan@hpcl.in

Annexure II:

Schedule of Quantity and Technical Specifications

GEM Product ID:- 5116877-36621638815

Schedule of Quantity

S. No	Material Description	Technical Specification	Quantity (Nos)
1	3 Seater Sofa Set	Technical Specifications given below	1 No.

Technical Specifications

The technical specification for 1 No. 3 SEATER SOFA With Leatherite Cover (GEM Product ID:- 5116877-36621638815) is as follows:

Specifications	
Total Number of Seats in the Sofa Set	3
Number of Three Seater Units (Nos)	1
Frame Covering	Fully Upholstered
Sofa Set is Foldable to use as bed	No
Backrest Cushion Material	Foam
Density of Cushion of Backrest Material (Kg/Cubic M)	28
Covering Material for Seat and Backrest	Leatherite
Frame Structure Material and size (± 1 mm)	18 mm thick Teak Plywood
Seat Cushion Material	Foam
Density of Cushion of Seat Material ± 3 (Kg/Cubic M)	35
Type of Spring in the Base / Seating	Zig Zag spring
Length of Three Seater Units in mm (± 10 mm)	1850
Depth of Sofa Units in mm (± 10 mm)	800
Sofa Height (Without Back Cushion) ± 5 (mm)	470 millimeter
Sofa Height (With Back Cushion) ± 5 m m	970 millimeter
Seat Cushion Length ± 5 (mm)	640
Seat Cushion Width ± 5 (mm)	495
Seat Cushion Thickness ± 3 (mm)	65
Backrest Cushion Length ± 5 (mm)	1050
Backrest Cushion Width ± 5 (mm)	460
Warranty	1 - Year

GENERIC		
Total Number of Seats in the Sofa Set	3	
Type of Sofa and Backrest	Seat and Backrest are permanently fixed with the frame Structure	
Number of Three Seater Units (Nos)	1	
Frame Covering	Fully Upholstered	
Sofa Set is Foldable to use as bed	No	
Backrest Cushion Material	Foam	
Density of Cushion of Backrest Material (Kg/Cubic M)	28	
Covering Material for Seat and Backrest	Leatherite	
MATERIAL		
Frame Structure Material and size (±1 mm)	18 mm thick Teak Plywood	
Seat Cushion Material	Foam	
Density of Cushion of Seat Material ±3 (Kg/Cubic M)	35	
Type of Spring in the Base / Seating	Zig Zag spring	
DIMENSION		
Length of Three Seater Units in mm (±10 mm)	1850	
Depth of Sofa Units in mm (±10 mm)	800	
Sofa Height (Without Back Cushion) ±5 (mm)	470 millimeter	
Sofa Height (With Back Cushion) ±5 mm	970 millimeter	
Arm Width ±5 (mm)	200 millimeter	
Arm Height ±5 (mm)	620 millimeter	
Seat Height (With Seat Cushion) ±5 (mm)	470 millimeter	
Sofa Leg Height ±2(mm)	50 millimeter	
Sofa Leg Width / Diameter ±2 (mm)	100 millimeter	
Seat Cushion Length ±5 (mm)	640	
Seat Cushion Width ±5 (mm)	495	
Seat Cushion Thickness ±3 (mm)	65	
Backrest Cushion Length ±5 (mm)	1050	
Backrest Cushion Width ±5 (mm)	460	
Backrest Cushion Thickness ±3 (mm)	80	
Thickness of Foam/Rubber in arms ±2 (mm)	N.A	

Thickness of Foam/Rubber in back ±2 (mm)		75	
Thickness of Foam/Rubber in front ±2 (mm)		15	
Thickness of Foam/Rubber in sides ±2 (mm)		10	
COLOUR AND FINISH			
Colour of Polish on exposed Wood frame		Natural brown	
Colour of Covering Material		Black	
WARRANTY			
Warranty		1 - Year	

Annexure III:

PRE QUALIFICATION CRITERIA (PQC)

SCOPE OF WORK: Supply of 1 No. 3 seater Sofa Set as per specifications given in the attachment on Technical Specifications to HPCL VDPL DRS.

1.0 FINANCIAL CRITERIA

As per bidder's audited financial statements, bidder should have an average financial turnover of at least Rs. **24000/-** during the last 3 financial years ending 31-03-2023. Bidder should submit audited financial Statements with UDIN number for every financial year (or Certificate from a Practicing Chartered Accountant specifically mentioning that the Bidder is not required to get its accounts audited under Section 44AB of The Income Tax Act, 1961 along with copies of Income Tax Returns if the Bidder is not required to get its accounts audited under Section 44AB of The Income Tax Act, 1961) towards average annual turnover of the Bidder. Documents should be signed and stamped by Chartered Accountant and bidder, along with UDIN number of CA wherever applicable.

2.0 TECHNICAL CRITERIA

Bidders shall have experience of having successfully carried out and completed similar work during the last 7 years ending last day of 30.04.2024 to the one in which applications are invited, which experience shall be as below -

One similar completed work, each costing not less than the amount=**Rs 32000/-**

Definition of similar work: Similar Work shall mean **"Supply of Sofa Sets" with Public Sector undertaking including Oil and gas sector, Central/State Governments of India undertaking/Body/units, Public Limited company etc**

Bidder shall submit both work order/purchase order & corresponding work completion certificate as proof of work completion.

Criteria for prior experience and prior turnover (BQC) will be relaxed by **15%** for Micro and Small Enterprises subject to meeting the prescribed quality and technical specification of the tendered items/services

Start-up exemption not applicable for this Tender.

Note:

- 1.** Both the above criteria Technical and Financial shall be met for qualification of bidder.
- 2.** In case the bidder fails to submit the documentary proof pertaining to the criteria mentioned above, the bid will be rejected. In regard to submission of documents as a proof for qualifying in BQC, no queries shall be raised seeking new documents and only documents submitted along with the unpriced bid shall be taken into account. However, clarification on already submitted documents can be sought through queries if required.
- 3.** Bidder shall submit the following additional documents along with their unpriced bid.
 - a.** Fully filled and duly signed; stamped copies of all applicable annexures attached with the tender.
 - b.** Copy of Vendor GST Registration certificate.
 - c.** Copy of Vendor PAN card
 - d.** Copy of EPF and ESIC registration certificate
 - e.** Copy of UDYAM Certificate

9. Buyer Added Bid Specific ATC

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

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

[This Bid is also governed by the General Terms and Conditions/ यह बिड सामान्य शर्तों के अंतर्गत भी शासित है](#)

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---