



Tender No.: HOGPL/2022-23/C&P/017



**HPOIL GAS PRIVATE LIMITED**  
**(A Joint Venture of HPCL & OIL)**

**TENDER FOR UNDERWRITING INSURANCE POLICIES FOR HOGPL**  
**COMMERCIAL VOLUME**

**TENDER NO : HOGPL/2022-23/C&P/017**

**Date : 14.09.2022**



**Tender No.: HOGPL/2022-23/C&P/017**

**SECTION - I**  
**INVITATION FOR BIDS (IFB)**



## 1.0 INTRODUCTION

HPOIL GAS Private Limited. (Joint venture of HPCL & OIL India Ltd.) has received the authorization from PNGRB vide letter PNGRB/CGD/BID/8/2018/GA/Ambala-Kurukshetra District dated 22/02/2018 & PNGRB vide letter PNGRB/CGD/BID/8/2017/BEC/GA-Kolhapur dated 06/03/2018 to Lay, Build and Operate City Gas Distribution networks in Ambala, Kurukshetra & Kolhapur Districts. HPOIL GAS Private Limited (hereinafter referred as HOGPL), is supplying Piped Natural Gas (PNG) to domestic, commercial, and Industrial consumers and Compressed Natural Gas (CNG) to automobiles in Ambala-Kurukshetra & Kolhapur District. HPOIL GAS Private Limited intends to provide the network to cover areas of Ambala-Kurukshetra & Kolhapur to supply Natural gas to Domestic, Commercial consumers through MDPE network and to new CNG stations through steel pipeline network.

## 2.0 BRIEF DESCRIPTION OF PROJECT

The present project is for expansion of CGD network in Ambala-Kurukshetra, Haryana and Kolhapur, Maharashtra for Supplying Piped Natural Gas (PNG) to Domestic, Commercial and Industrial consumers and Compressed Natural Gas (CNG) to automobiles consumer. It is proposed to hire agency for Underwriting insurance policies for HOGPL.

## 3.0 BRIEF SCOPE OF WORK

This tender deals in appointment of General Insurance Company to underwrite following required insurance policies for HOGPL-

1. **Erection All Risks Insurance** for laying and expansion of pipeline network and other allied assets in Ambala-Kurukshetra, Haryana and Kolhapur, Maharashtra for Supplying Piped Natural Gas (PNG) to Domestic, Commercial and Industrial consumers and Compressed Natural Gas (CNG) to automobiles consumer including any other works executed by the insured/ their assigns as a part of their business scope of work. (Refer Annexure 1)
2. **Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy** for CNG Stations for assets in Kolhapur GA and Ambala-Kurukshetra GA (including but not limited to compressors, stationary cascades, dispensers, electrical distribution panels, UPS systems and any other assets where the insured has insurable interest). (Refer Annexure 2)
3. **Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy** for.
  - a) **LMC works** (including but not limited to Isolation valve, Appliance valve, Regulator, TF, GI pipe from TF to Regulator, GI Riser from regulator to isolation valve PNG connection in project area work, PNG connection in O&M area, powder coated GI pipe, Copper pipe, associated civil works, Field Regulating station, RCC valve chambers in Kolhapur GA and Ambala-Kurukshetra GA and any other assets where insured has insurable interest) (Refer Annexure 3)
  - b) **MDPE Pipeline network** (including but not limited to Saddle Tap, 20/32/63/125 mm MDPE, Equal Tee, Coupler, Red Kit, MDPE Elbow, Reducer MDPE, End Cape, MDPE Ball Valve, TR Fitting PE to SS, TR Fitting PE to GI, Service Regulator, DRS and any other assets where insured has insurable interest) in Kolhapur GA and Ambala-Kurukshetra GA (Refer Annexure 3)
  - c) **Steel Pipeline** in Kolhapur GA and Ambala-Kurukshetra GA including any other assets where insured has insurable interest (Refer Annexure 3)
4. **Office Package Policy** – Coverage for Bharat Sookshma Udyam Suraksha, Machinery Breakdown, Burglary, Electronic Equipment Insurance, Portable Electronic Equipment Insurance for Head Office, Ambala-Kurukshetra Geographical Area and Kolhapur



Geographical Area (Refer Annexure 4)

5. **Money Policy** for Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area (Refer Annexure 5)
6. **All Risks Policy** for Mobile CNG Cascades mounted on rental vehicles of Bidders for CNG distribution in Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area. (Refer Annexure 6)
7. **Public Liability Policy**

#### 4.0 Risk and Coverage (Including Add-on covers) details

1. **Erection All Risks Policy** for Design, Engineering, Supply, Erection, Testing and Commissioning of CGD network in Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area

All the policy terms and conditions should be as per standard EAR policy. Policy deductibles shall be as per EAR tariff without any voluntary deductibles. Warranties & Exclusions (if any) shall be clearly mentioned along with the submission) **[From 30.09.2022 to 29.09.2023]**

##### Sum Insured

- a) Kolhapur Geographical Area : INR 1,90,38,00,873
  - b) Ambala-Kurukshetra Area : INR 2,04,38,66,113
2. **Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy for CNG Stations** for assets in Kolhapur GA and Ambala-Kurukshetra GA (including but not limited to compressors, stationary cascades, dispensers, electrical distribution panels, UPS systems and any other assets where the insured has insurable interest). ( Refer Annexure 2 ) **[From 30.09.2022 to 29.09.2023]**

**Sum Insured.** INR 52,96,66,600 (including Gas stocks at all the CNG station locations)

All the policy terms & coverages shall be as per the coverages filed by the insurer as per the regulatory guidelines on Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy. Any warranties to be clearly highlighted in the submitted quotations

Also it is to be noted that any additional CNG station which has become operational during the course of policy period will be intimated and the same shall be added to this policy on prorate basis for the remaining policy period.

3. **Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy for LMC** ( including but not limited to Isolation valve, Appliance valve, Regulator, TF , GI pipe from TF to Regulator , GI Riser from regulator to isolation valve PNG connection in project area work , PNG connection in O&M area, powder coated GI pipe, Copper pipe, associated civil works, Field Regulating station, RCC valve chambers and any other assets where insured has insurable interest) **MDPE Pipeline** ( including but not limited to Saddle Tap, 20/32/63/125 mm MDPE , Equal Tee, Coupler, Red Kit, MDPE Elbow, Reducer MDPE, End Cape, MDPE Ball Valve, TR Fitting PE to SS, TR Fitting PE to GI, Service Regulator, DRS and any other assets where insured has insurable interest ) **and Steel Pipelines** ( including all related accessories and attachments) in Kolhapur GA and Ambala-Kurukshetra GA (Refer Annexure 3) **[From 30.09.2022 to 29.09.2023]**

**Sum Insured:**



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- a. LMC Work: INR 4,32,46,999
- b. MDPE Pipeline: INR 26,31,84,522
- c. Steel Pipeline: INR 16,03,42,439

All the policy terms & coverages shall be as maximum number of coverages filed by the insurer as per the regulatory guidelines on Bharat Sookshma Udyam Suraksha /Bharat Laghu Udyam Suraksha Policy. Any warranties to be clearly highlighted in the submitted quotations

Also it is to be noted that any additional LMC/MDPE pipeline/Steel pipeline which has become operational during the course of policy period will be intimated and the same shall be added to this policy on prorated basis for the remaining policy period

4. **Office Package Policy** – Coverage for Bharat Sookshma Udyam Suraksha, Machinery Breakdown, Burglary, Electronic Equipment Insurance, Portable Electronic Equipment Insurance for Head Office, Ambala-Kurukshetra Geographical Area and Kolhapur Geographical Area ( Refer Annexure 4 ) **[From 30.09.2022 to 29.09.2023]**
5. **Money Policy** for Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area ( Refer Annexure 5 ) **[From 30.09.2022 to 29.09.2023]**

Add-on covers

- Both intercity & intra-city transit to be covered
- Infidelity of cash carrying employees
- Cash to be carried by On-roll or Contractual employees
- Mode of transit can be both private/ public vehicle.
- Per Sending Limit: Rs 1 lacs

6. **All Risks Policy for Mobile CNG Cascades** mounted on rental vehicles of Contractors for CNG distribution in Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area. ( Refer Annexure 6 ) **[From 30.09.2022 to 29.09.2023]**

Following risks to be covered and clauses to be included –

- Risks – including but not limited to SFSP, Earthquake, Storm Tempest Flood Inundation, Burglary, Theft, Electrical & Machinery breakdown
- All Risks shall be covered.
- Cover for Mobile CNG Cascades mounted on rental vehicles of Contractor for CNG distribution in Kolhapur Geographical Area and Ambala-Kurukshetra Geographical Area & adjoining areas

No. of Mobile Cascades to be covered = 23 nos.

Sum insured = (details are as under) Rs. 84872415

- Reinstatement value clause, Local Authorities clause, Designation of property clause, Agreed bank clause, Asset Register Clause, On Account Payment to be considered while quoting the rates.

Also it is to be noted that any additional Mobile Cascades which has been added during the course of policy period will be intimated and the same shall be added to this policy on prorated basis for the remaining policy period.



**7. Public Liability Policy [From 30.09.2022 to 29.09.2023]**

All the terms and coverages shall be as per the standard Public Liability Act Policy

- a. Indemnity ( AOA: AOY ) : INR 50000000 : INR 15,00,00,000 ( 1: 3 )
- b. Paid Up Capital : INR 145,00,00,000
- c. Estimated Annual Turnover : INR 10,00,00,000

\* Quoted rates should include premium, ERF and applicable taxes.

List of activities to be covered under Public Liability Insurance are as under:

- Supply / transportation / distribution of Compressed Natural Gas (CNG) to all types of vehicles and Piped Natural Gas (PNG) to Domestic, Commercial & Industrial Consumers.
- Transportation / distribution and supply of CNG through cascades and other modes from Mother Station to Daughter Booster Station and vice a versa.
- Sale and Supply of CNG / PNG through its infrastructure including outlets owned / maintained by Oil Marketing Companies and / or outlets set up at PMPML Depots / other consumers
- Operation and Maintenance of CNG / PNG infrastructure
- Laying of Pipelines / HDPE Ducts and installation of District Regulating Stations (DRS), Meter Regulating Stations (MRS) and CNG Stations including all construction activities.
- Any risk / claim arising from any work locations i.e. Office &/or Warehouse &/or CNG Stations &/or any site
- All present and Future area where HOGPL operates including all incidental and ancillary activities
- Special coverage w.r.t. Pollution Liability, Transportation Liability and Acts of God perils shall be covered as add-on.

**M/s Marsh India Insurance Brokers Pvt Ltd has been appointed as sole & exclusive brokers for HOGPL and are eligible for full brokerage as per IRDAI, to be paid by the successful bidder**

**Excess:**

- **Erection All Risks:** Deductibles shall be as per tariff without any voluntary excess. Any such deductibles shall be clearly highlighted at the time of bidding. All the deductibles applicable for various perils should be
- **For Standard Fire & Special Perils / Bharat Laghu Udyam Suraksha / Bharat Sookshma Udyam Suraksha:** The rates quoted should be with minimum excess as stipulated in the tariffs. The details w.r.t. the quantum of the minimum excess should be mentioned in the quotation.
- **Burglary:** 5% of the claim amount subject to minimum of INR 5,000/- for each and every claim.
- **Money:** 5% of the claim amount subject to minimum of INR 5,000/- for each and every claim.
- **All Risk Insurance:** 5% of the claim amount subject to minimum of 5,000/-
- **Public Liability:** Minimum as per Public Liability Act

**Evaluation:**

You are requested to give your proposal in terms of rate and the detailed calculation of the premium. Any applicable discounts should also be specifically mentioned and included in the calculations. Any inclusions and exclusions are also to be specified. The offers will be evaluated



considering the quoted rates and discounts on overall basis separately for each of the policy mentioned in the scope above.

In case more than one bidder quotes same rates and emerge as L-1 bidder for the entire scope of work, insurance shall be underwritten from the bidder having highest turnover in the preceding 3 audited financial years.

**Certification:**

The proposal should be sent along with a certification that the quotations sent by them are as per the Tariff (or prevailing underwriting guidelines for insurance companies) and there is no violation of the tariff provisions (or prevailing underwriting guidelines for insurance companies) what so ever. In case of any violation by the insurance company in the above proposal, HOGPL shall not be liable / responsible for any differential premium. Also policy/claims servicing will not be prejudiced to the interest of HOGPL in any manner for the premium quoted by you irrespective of application of rating and/or occupancy considered and/or add-on cover premium etc However, in case there is any downward movement of the tariff provisions which are applicable to HOGPL, the insurance company would ensure that the same is passed on to HOGPL, at the earliest. Deviation to this is liable for the rejection of the bids.

All bidders are requested to share an email id where we can share the queries/seek clarification (if any) with regards to their bid submission.

**5.0 CONTRACT PERIOD & COMPLETION SCHEDULE**

The period of Contract shall be One (01) Years which may be extendable at sole discretion of HOGPL for another One (01) Year on the same terms and conditions. The effective date of order will be as per the first notification of award.

**6.0 BID VALIDITY**

Bid should be valid for 120 days from the date of schedule submission.

**7.0 BIDDING PROCEDURE**

Bidding will be conducted through Open Domestic Competitive bidding basis. Single stage two bid system is adopted for this tender.

**8.0 DETAILS OF BID DOCUMENTS**

Sl. No.	Description	Details
7.1	Tender Document Number	HOGPL/2022-23/C&P/017 dated 14.09.2022
7.2	Tender Document available for Download on Sale	14.09.2022 to 28.09.2022 till 1200 HRS IST
7.4	Pre bid meeting date and venue	Online Pre-Bid Meeting shall be held on 19/09/2022 at 1500 Hrs. through video conferencing hosted by HOGPL. Bidders interested to participate in the online pre-bid meeting through video conferencing are requested to communicate the same through their official e-mail IDs to HOGPL





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		e-mail IDs latest by 18/09/2022 till 1100 Hrs. Details for video conferencing (meeting ID, password, link etc.) will be intimated through email. Bidders are requested to forward their pre-bid queries through email also latest by 1800 Hrs on 19/09/2022.
7.5	Bid Submission date and time	28.09.2022 till 14:30 HRS IST
7.6	Un-Priced bid opening date and Time	28.09.2022 at 15:00 HRS IST
7.7	Price bid opening date and time	Shall be Intimated later
7.8	Place of Bid Submission	Bids shall be submitted through E-mails in view of ongoing pandemic. Bidder shall submit <b>Unpriced bids and Priced bids</b> on following Email ID. <a href="mailto:candp@hpoilgas.in">candp@hpoilgas.in</a> / <a href="mailto:candp1@hpoilgas.in">candp1@hpoilgas.in</a> / <a href="mailto:biveksingh@hpoilgas.in">biveksingh@hpoilgas.in</a>

#### DOWNLOADING OF TENDER DOCUMENT

The entire document has also been web hosted at HOGPL's website [www.hpoilgas.in](http://www.hpoilgas.in) for view/ participation of the eligible bidders. Bidders meeting the bid evaluation criteria and intend to submit their bid may download the tender for submission by the bid due date and time.

The bid will be submitted in two parts as below:

#### **PART- I (UN-PRICED BID)**

Un-priced bid must be completed with all technical details along with all other required documents including price schedule WITH PRICE BLANKED OUT etc. as per clause no. 22.0 of ITB.

**Note: - Bids with prices in Un-Priced bid will be summarily rejected.**

#### **PART-II (PRICED BID)**

Priced bid shall contain only the prices without any conditions as per clause no. 22.0 of ITB.

#### **9.0 BIDDER QUALIFICATION CRITERIA (BQC)**

- The Bidder should have been in operations in general insurance business for more than five years on the date of opening of bids and should be registered with IRDA having valid certificate of renewal.
- The bidder should have Gross Written Premium of not less than Rs. 2000 crore for 2021-22.
- The Bidder should have a Minimum Net worth of Rs.10 crore as on 31.03.2022.
- The Bidder should have given insurance cover of sum insured of at least Rs. 1000 crore each to a minimum of three Private/PSU companies in each year during 2020-2021 & 2021-22.





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- Bidder must have the minimum claim settlement ratio of 80%
- Bidder is to quote for all the policies. Bids with partial quotes i.e. not quoting for all the policies will be summarily rejected.
- Bidder should upload copy of Power of Attorney/authorization by appropriate Competent Authority of the Company authorizing signing of the Bid document by the authorized signatory.
- Bidder should furnish a covering letter in prescribed format (F-2) for acceptance of all terms & conditions of tender document, Pre-contract Integrity Pact etc.

Bidder must submit relevant documents to substantiate their qualification under the Bidder Qualification Criteria (BQC)

## **10.0 PRE-BID MEETING**

The bidder(s) or their designated representatives, who have downloaded the bid document, or to whom tender document has been issued and who intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Purchaser at least one day prior to Prebid meeting date. The pre bid meeting shall be organized through video conferencing.

HOGPL will not entertain any queries received after 1800 HRS post one (1) day of pre-bid meeting.

Non-attendance of the pre-bid meeting will not be a cause for disqualification of the bidder.

## **11.0 GENERAL**

HOGPL reserves the right to split the works among the bidders or place the order for part quantity or delete item from bidder's scope of work.

The bids received after bid due time/ date shall be rejected.

HOGPL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.

Bid document is non-transferable. Bid received from the bidders in whose name bid document fee has been submitted shall only be considered.

Bidder must submit the bid document fee in their name. Bid document fee shall be submitted. Contact details are given below.

### **HPOIL Gas Private Limited C&P Department**

13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

Tel: 022-41207522

Email: [candp@hpoilgas.in](mailto:candp@hpoilgas.in)/[candp1@hpoilgas.in](mailto:candp1@hpoilgas.in)/[biveksingh@hpoilgas.in](mailto:biveksingh@hpoilgas.in)



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**SECTION – II**  
**INSTRUCTIONS TO BIDDERS (ITB)**



## **A. INTRODUCTION**

### **1.0 INTRODUCTION**

The HOGPL/ Purchaser invites sealed bids for the Underwriting of insurance policies as mentioned in the Section I of tender documents.

All terms, conditions and specifications of the bidding document shall be construed as applicable in general, unless specifically indicated to the contrary.

Bidders shall quote in the manner as specified in the bidding document. HOGPL reserves the right to evaluate and accept bids at their sole discretion.

### **2.0 ELIGIBILITY OF BIDDERS**

Bidders shall as part of their bid, submit a written Power of Attorney authorizing the signatory of the bid to bind the bidder.

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the HOGPL to provide consultancy services for the preparation of the design, specifications, and other documents to be used for carrying out the Works under this Invitation for Bids.

The Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the HOGPL/ Consultant in accordance with ITB.

The bidder should not be on holiday or blacklisted by Purchaser or any Government Department/ Public Sector/ Joint Venture CGD company of PSU. If the documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/award.

### **3.0 ONE BID PER BIDDER**

Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified. If bid of companies which is managed & controlled by same group of individuals (common HOGPLs/ proprietor, common partner/ common directors), the participation in a particular tender by more than one such bidder will not be allowed, and bids will be disqualified.

Also, if this fact is known at a later stage during bid evaluation or even after finalization of contract, the award will be made null and void and appropriate action including forfeiting of security deposit in any form and putting the firms on holiday list will be taken.

Alternative bids are not acceptable.

### **4.0 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser/Consultant will in no case be responsible or liable for those costs,



regardless of the conduct or outcome of the bidding process.

## 5.0 NON-TRANSFERABILITY OF THE BID DOCUMENTS

Bid document is non-transferable. Bid received from the bidders in whose name bid document fee has been submitted shall only be considered. Bidder must submit the bid document fee in their name. Bid document fee shall be submitted by the bidder as defined in tender document.

## B. THE BID DOCUMENTS

### 6.0 CONTENT OF BID DOCUMENTS

The Bid Documents are those stated below and should be read in conjunction with any corrigendum issued in accordance with clause "AMENDMENT OF BID DOCUMENTS" of Instruction to bidders (ITB).

**Tender document** consisting of:

- Section – I : Invitation for Bids (IFB)
- Section – II : Instructions to Bidders (ITB)
- Section – III : General Conditions of Contracts (GCC)
- Section – IV : Special Conditions of Contracts (SCC)
- Section – V : Forms and Formats
- Section – VI : Schedule of Rates (SOR)

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bid documents. Failure to furnish all information required by the bid documents or to submit a bid not substantially responsive to the bid documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

### 7.0 CLARIFICATION ON BID DOCUMENTS

A prospective Bidder requiring any clarification of the bid documents may notify the Purchaser and / or the Consultant as the case may be, in writing or by email address indicated in the tender. The HOGPL / Consultant will respond in writing to any request for clarification of the bid documents which it receives after issue of the bid documents but prior to at least two (02) working days before the pre-bid meeting date. Written copies of the HOGPL's/ Consultant's response will be sent to bidder from whom query is received. All such clarifications issued shall deem to form a part of the Bid documents.

Any query/ clarification from the bidder shall be considered before 7 days from bid submission date.

### 8.0 AMENDMENT OF BID DOCUMENTS

At any time prior to the deadline for submission of bids, the Purchaser / Consultant, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendment.



Any addendum /corrigendum/ clarifications to bidders query thus issued shall be part of the bidding documents pursuant to ITB Clause “CONTENT OF BID DOCUMENTS” and shall be hosted on the HOGPL website before bid due date. All the prospective bidders who have attended the Pre-Bid meeting/ submitted bid document fee, shall be informed by email/ post about the addendum/ corrigendum/ clarifications to bidder’s query for their reference. Bidders desirous to submit its bid have to take into consideration of all the addendum(s)/ corrigendum (s)/ clarifications to bidder’s query hosted on the above websites before submitting the bid.

In order to allow prospective bidders reasonable time to take care of the addendum/ corrigendum into account in preparing their bids, the Purchaser/ Consultant, at its discretion, may extend the deadline for the submission of bids.

Bidders are advised to visit HOGPL websites time to time to get updated information/ documents.

## **C. PREPARATION OF BIDS**

### **10.0 LANGUAGE OF BID**

The bid prepared and submitted by the Bidder, as well as, all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser / Consultant, shall be in English.

In the event of submission of any document/ certificate by the bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of bidder’s country shall be submitted by the bidder along with the bid.

### **11.0 DOCUMENTS CONSTITUTING THE BID**

The bid prepared by the Bidder shall comprise the following components:

- a. Un-priced Techno-commercial bid along with the Bid Forms completed in accordance with the tender documents.
- b. Price Bid having Price Schedule/SOR filled up in accordance with tender documents in a separate envelope.
- c. Bid security furnished in accordance with Performa given in this bid documents.

### **12.0 BID FORM**

The Bidder shall complete all the Bid Forms attached in Section-V “FORM & FORMAT” of bid document and submit the same as a part of “Techno-Commercial Un-priced bid “as per clause “PREPARATION OF BIDS” of ITB.

### **13.0 BID PRICES**

The Bidder shall indicate in the appropriate “Schedule of Rates” (SOR) the unit prices and total premium of all the insurance policies it proposes to underwrite as a part of this RFP.

### **14.0 PRICE BASIS**

Prices quoted by the bidder shall be considered as firm and fixed during the entire execution of the contract and not subject to variation on any account (except statutory in taxes & duties for Indian bidders).



## 15.0 CURRENCIES OF BID

Prices shall be quoted in **Indian Rupees (INR)** only.

## 16.0 DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION

Pursuant to IFB, the Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

- That the Bidder has the financial, technical, and production capability necessary to perform the contract.
- That the Bidder meets the Qualification Criteria stipulated in the Tender

## 17.0 PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for the period specified in the IFB after the date of bid submission as prescribed by the Purchaser. Purchaser may reject the bid having shorter validity period as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidder for an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security provided under ITB shall also be suitably extended. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request for extension of its bid validity will not be required nor permitted to modify its bid.

### a. FORMAT AND SIGNING OF BID

The Bidder shall prepare one original of the document comprising the bid as per ITB clause "SEALING AND MARKING OF BIDS" marked "ORIGINAL". In addition, the bidder shall submit one copy of the original bid marked "COPY". In the event of any discrepancy between the original & the copy, the one marked as original shall govern.

The original and the copy of the bid shall be typed or written in indelible ink. Each page of bid offer shall be stamped and signed by the Bidder or a person or persons duly authorized by competent authority in order to bind the bidder to the contract.

Any interlineations, erasures, or corrections shall be valid only if the person or persons signing the bid initial them. Overwriting will not be treated as correction and may lead to rejection of bid. A correction shall be considered if a part of text or figures or dates needing corrections are deleted and a separate text or figure or date, as the case may be, is written separately having proper link to the place of correction.

### b. DEVIATIONS

Purchaser/ Consultant will appreciate submission of offer based on the terms and conditions in the enclosed GCC, SCC, ITB, Scope of Work, Technical Specification etc. in order to avoid delay in seeking clarifications on technical/ commercial aspect of the offer.

Deviations if any have to be listed only in the Form F-7 of the bid submitted by the bidder. Deviations listed anywhere else will not be considered and in case of award of the job to the bidder, the job has to be completed in accordance with the tender terms and conditions without any commercial implications to the Purchaser.



Notwithstanding to the above, bids with the deviation(s) to the bid conditions shall be summarily rejected without any post bid reference to the bidder. However, Purchaser reserves the right to take the final decision in this regard, without assigning any reason.

#### D. PREPARATION AND SUBMISSION OF BIDS

##### 18.0 PREPARATION OF BIDS

**Part – I “Techno-commercial/ Un-priced Bid” shall contain duly signed and stamped the following:**

- i) Covering Letter with Index
- ii) Bidder’s General Information Form F-1
- iii) Bid security/EMD as per Form F-2
- iv) Power of Attorney as per Form F-3
- v) Financial Details as per Form F-4A & Form F-4B
- vi) Certificate from Bank if bidder’s working Capital is inadequate as per Form F-5
- vii) Check List for agreed terms and conditions as per Form F-6
- viii) No deviation confirmation / Deviation Form as per Form F-7
- ix) Confirmation that bidder is not banned by any Indian Government organization/Government Undertaking from quoting as per Form F-8
- x) Letter of authority in favor of any one or two of Bidder’s executives having authority to attend the un-priced and price bid opening as per Form F-9.
- xi) Information regarding any current litigation in which the bidder is involved in Form F10.
- xii) Certificates as per Form- 11, 12
- xiii) Declaration on tender document purchased / downloaded (on Bidder’s letter head) as per Form F-13
- xiv) Un-priced Schedule of Rates (SOR) / In Price column should be mentioned as “QUOTED”.
- xv) Copy of GST & PAN, ESIC and EPF Registration Certificates
- xvi) Other documents as per Technical Volume of bid document

**Note:**

- a. The Un-priced bid and Priced Bids is to be submitted only via email (scanned copies) to HOGPL on following **E-mail ID ([candp@hpoilgas.in](mailto:candp@hpoilgas.in), [candp1@hpoilgas.in](mailto:candp1@hpoilgas.in), [biveksingh@hpoilgas.in](mailto:biveksingh@hpoilgas.in))**; complete in all respect with technical details along with confirmation that all the terms and conditions of the tender are acceptable to the bidder except deviations if any.
- b. All pages of the bid offer to be signed and stamped by an authorized representative (as described in bid document) of the bidder.

##### **Part II “Price Bid”**

The bidders shall submit the Price Bids in **PDF** format as per the SOR along with Un-Priced Bids. Price bid pdf shall be encrypted with password. **Password shall be 09 (Nine) alphanumeric characters long. The price bid of any bidder who submits pdf without password encryption shall be summarily rejected.**

Passwords shall be emailed separately by bidders to HOGPL as per the following instructions:





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a.	<b>First 3 characters</b> of the password shall be emailed to CEO	<b><u>ceo@hpoilgas.in</u></b>
b.	<b>Middle 3 characters</b> of the password shall be emailed to CFO	<b><u>cfo@hpoilgas.in</u></b>
c.	<b>Last 3 characters</b> of the password shall be emailed to HOD-C&P	<b><u>candp@hpoilgas.in</u></b>

#### E. DEADLINE FOR SUBMISSION OF BIDS

Bids must be received by the Purchaser/ Consultant at the address specified under ITB, not later than the time and date specified in the tender documents.

The Purchaser/Consultant may, at its discretion, extend this deadline for the submission of bids by amending the bid documents in accordance with ITB, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

#### 19.0 LATE BIDS

Any bid received by the Purchaser/Consultant after the deadline for submission of bids prescribed by the Purchaser/Consultant will be rejected and returned unopened to the Bidder.

#### 20.0 MODIFICATION AND WITHDRAWAL OF BIDS

The Bidder may modify or withdraw its bid after the bid's submission (but before the deadline for submission of bids), provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser/Consultant prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITB. A withdrawal notice may also be sent by electronic mail, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of bids.

No bid shall be modified after the deadline for submission of bids.

No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.

#### F. OPENING AND EVALUATION OF BIDS

#### 21.0 OPENING OF BIDS BY THE PURCHASER/ CONSULTANT

The Purchaser/Consultant will open all bids in the presence of Bidders' representatives who choose to attend, at the time, on the date (as specified in IFB).

Bidder who has submitted their bids within stipulated date and time, shall be asked to join the Un-Priced Bid opening through Video Conference (Preferably Zoom/ Skype/ Google



Meet/WebEx). Meeting ID shall be communicated.

The Bidders' representatives, who are wish to be present shall submit an authorization letter along their techno-commercial offer of the representative duly signed and stamped on letter head as registering evidencing of their attendance.

The Bidders' names bid modifications or withdrawals, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be later returned unopened to the concerned Bidder.

Bids (and modifications) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Bidder's specific attention is drawn to this stipulation to enable the representative of the Bidder at the bid opening time to bring out to the attention for the Purchaser / Consultant any documents pertaining to its bid is not being acknowledged and relevant portions read out.

The Purchaser/Consultant will prepare a bid opening statement to be signed by all representatives present during bid opening.

## **22.0 CLARIFICATION OF BIDS**

During evaluation of the bids, the Purchaser / Consultant may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification (shall be sent to e-mail ID provided in Form F-1) and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

## **G. PRELIMINARY EXAMINATION**

**23.0** The Purchaser/Consultant will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

**24.0** The Purchaser/Consultant may waive any minor informality, non-conformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

**25.0** Prior to the detailed evaluation, pursuant to ITB, the Purchaser/Consultant will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid Documents without deviations.

**26.0** If a bid is not substantially responsive, it will be rejected by the Purchaser/Consultant and shall not subsequently be made responsive by correction of the nonconformity by the Bidder.

## **27.0 REJECTION CRITERIA**

Minor unconformities may be neglected and/or bidders may be required to rectify such minor unconformities.

Any deviation/unconformity on following conditions will result in summarily rejection of the bid:

- Price change on account of technical/ commercial clarification and/ or validity extension.



- Resolution of Dispute/ Arbitration clause.
- Price not quoted as per SOR.
- Applicable Law
- Scope of Work
- Any other condition specifically mentioned in the tender documents elsewhere that non-compliance of the clause lead to rejection of the bid.

## 28.0 OPENING OF BID

The Bidders whose bids are found substantially responsive shall be invited to attend the opening of bid may be conducted through Zoom/ Skype/ Google Meet/Webex). Meeting ID shall be communicated.

Such bidders may be required to attend the bid opening at a short notice. The Bidder's representatives who are present shall submit undertaking evidencing their attendance.

The bid prices and discounts, if any stated in the price schedules will be announced during price bid opening.

The price bids will be checked for arithmetical errors and such errors if any, will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
- If there is a discrepancy between words and figures, the amount in words will prevail;
- In cases where a different summary price schedule and separate individual price schedules are provided to be filled in and if there is a discrepancy between the amount in the summary schedule and the summation arrived at by adding the individual schedules the higher of the two will be taken for the purposes of bid evaluation, while the lower of the two will be taken for the award if selected. If the Bidder does not accept the provisions of this clause, its bid will be rejected, and its bid security shall be forfeited.

## H. EVALUATION AND COMPARISON OF BIDS

The Purchaser/ Consultant will evaluate and compare the bids which have been determined to be substantially responsive.

### 29.0 Evaluation

The HOGPL will evaluate and compare the bids previously determined to be substantially responsive. In evaluating bids, the HOGPL will determine for each bid the evaluated bid Price by adjusting the bid Price as follows:

- Arithmetical errors will be rectified on the following basis:
- If there is discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected.
- If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount will be corrected.
- In case it is observed that any bidder has not quoted for any item in Schedule of Rates



(such unquoted item not being at large), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by remaining bidder for such items. If after evaluation such bidder is found to be lowest evaluated bidder, the rates of missing items should be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of bidder's quoted price, the above provisions shall not be applicable and such bid shall be rejected.

### **30.0 Other Conditions Related to Bid Evaluation**

- Canvassing in any form will make the bid liable for rejection.
- Unsolicited clarifications to the offer and/or change in prices during its validity period would render the bid liable for outright rejection.
- Bidders are advised to ensure that their bids are complete in all respects and conform to our terms, conditions and Bid Evaluation criteria of bid. Bids not complying with HOGPL's requirement may be rejected without seeking any clarifications.
- Bidders will not be allowed to revise their price/bid for any subsequent clarification, compliance to bid conditions after submission of bid.
- Bid should be complete covering the individual item wise total scope of work indicated in the Bid documents.
- Price bid will be evaluated as per applicable GST and other taxes & duties as on date of Priced bid opening.

### **31.0 Comparison of Prices**

- The Purchaser/ Consultant will evaluate and compare the bids which have been determined to be substantially responsive.
- Bidder must quote for full quantity of quoted SOR item. Bids with part quantity shall be liable for rejection.
- Prices shall be evaluated on overall basis to arrive at the lowest evaluated cost to HOGPL.

The evaluated price of bidders shall include the following:

- i) Unit Rate quoted by the bidder.
- ii) GST (CGST&SGST/UTGST or IGST) on Unit Rate.

**Note:**

- (i) In case the bidder is covered under Composition Scheme under GST laws, then bidder should quote the price inclusive of the GST (CGST&SGST/UTGST or IGST). Further, such bidder should mention "Cover under composition system" in column for GST (CGST&SGST/UTGST or IGST) of price schedule.
- (ii) In case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.
- (iii) In case any Cess on GST is applicable, same shall also be considered in evaluation.

### **33.0 CONTACTING THE PURCHASER/ CONSULTANT**



- i) From the time of bid opening to the time of contract award, if any Bidder wishes to contact the Purchaser/ Consultant on any matter related to the bid, it should do so in writing.
- ii) Any effort by a Bidder to influence the Purchaser/ Consultant in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

## I. AWARD OF CONTRACT

### 34.0 POST-QUALIFICATION

In the absence of pre-qualification, the Purchaser/ Consultant will determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB.

The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, as well as such other information as the Purchaser/Consultant deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

### 35.0 AWARD CRITERIA

The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive.

Prices shall be evaluated on overall basis to arrive at the lowest evaluated cost to HOGPL and work shall be awarded to at lowest cost arrived after evaluation.

### 36.0 SPLIT OF AWARD

HOGPL reserves the right to split the total share of insurance policy to more than one insurer basis the insurer's qualification to the technical and financial bids. Insurers must highlight their total capacity of participation along with their bids

### 37.0 PURCHASER'S RIGHT TO VARY INSURABLE VALUES AT TIME OF AWARD

The Purchaser reserves the right at the time of contract award to increase or decrease the Sum Insured values originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.

### 38.0 PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

The Purchaser reserves the right to accept or reject any bid in full or part, to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders. Purchaser also reserves the right not to accept lowest rates quoted by the bidder basis the overall evaluation of the bidders and their claim settlement

### 39.0 NOTIFICATION OF AWARD



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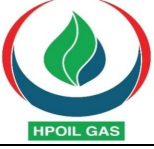
Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by Fax of Intent (FOI by Email) or registered letter to be confirmed in writing by registered letter, that its bid has been accepted.

The date of fax of intent for notification of award will constitute effective date.

The bidder shall promptly, but not later than Seven (7) days of notification of award shall furnish its acceptance of award.

The Purchaser will discharge the bid security of unsuccessful Bidders as early as possible.

Fax of Acceptance read in conjunction with bid documents shall be binding Contract.



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**SECTION – III**  
**GENERAL CONDITIONS OF CONTRACT (GCC)**





1. The tender Documents are not an offer by the Company to Tenderers but constitute an invitation to submit an offer to the Company. The issuance of these tender Documents will not create an obligation on the part of the Company to accept the lowest value quote or any quote submitted.
2. Tenderer shall immediately upon receipt of the tender Documents, acknowledge receipt of the tender Documents and advise HOGPL and HOGPL's mandated Insurance Brokers of the e-mail address and person to which correspondence, addenda and clarifications in connection with the TENDER shall be sent. The TENDER Documents shall be promptly returned if Tenderer does not wish to submit a Quote. HOGPL and/or Insurance Brokers will take no responsibility if the Tenderers fails to advise of the above and later claims that some data was not received by them.
3. All queries concerning the TENDER Documents are to be raised by Tenderers via email to concerns HOGPL. This includes, without limitation, enquiries about discrepancies, interpretation, exceptions and all requests for further information. All enquiries of a Tenderer necessitating a response shall be answered either by an Addendum, where amendments to the TENDER Documents are required, or by a clarification where no amendments are required.
4. With respect to the TENDER / TENDER Documents, Tenderer is required to:
  - a. Carefully study them;
  - b. Notify HOGPL/ Insurance Brokers promptly of all errors, discrepancies and ambiguities found;
  - c. Ascertain and satisfy itself as to the meaning and extent of all obligations, responsibilities and conditions therein.
  - d. Satisfy itself in respect of the terms and conditions, appropriateness and sufficiency of the TENDER Documents;
  - e. Investigate and take fully into account the form and nature of the location of the Work, the regulatory and legal regime applicable, the full extent and character of the Work, the means of access to the survey location and any physical or natural impediments, anticipated or otherwise, which may exist at or around the Permits' location; and
  - f. Obtain all necessary information as to risks, contingencies and other circumstances, which may influence or affect the Quote.
5. After accepting the submitted Quote, HOGPL will not entertain claims by any Tenderer, whether successful or not that the Tenderer did not understand or have knowledge of such/any obligations, responsibilities and conditions.
6. Tenderers shall, in the preparation and submission of the Quote, strictly comply with these instructions and the provisions of the tender Documents. Tenderers must furnish all the required information as per the instructions given in various sections of the tender document and Letter inviting Tender, failing which tender is liable to be rejected
7. HOGPL may amend the tender Documents after they have been issued to Tenderers by issuing ADDENDA prior to the Bid Closing Date all Tenderers will be notified of the amendments. Tenderer shall acknowledge receipt of Addenda by return e-mail. Tenderer shall take into consideration the contents of such Addenda in the TENDER.

Where answers by HOGPL to enquiries do not result in Addenda, they shall be considered to be CLARIFICATIONS.
8. HOGPL does not undertake to accept the lowest or any Quote, nor to provide reasons for the rejection of any Quote, nor does HOGPL accept any responsibility for any loss or expense



incurred or suffered by any Tenderer in connection therewith. HOGPL reserves the right to accept or reject Quotes in whole or in part. If HOGPL does accept a Quote, a contract shall be executed between HOGPL. While HOGPL may invite Tenderer to discuss and/or clarify the Quote, no such invitation or discussion shall in any way be construed as a commitment to award a contract.

9. All costs, charges or expenses incurred by Tenderer in preparing and submitting the Quote, shall be borne by Tenderer. No claim or offset whatsoever shall be entertained by HOGPL in respect of any such costs, charges or expenses.
10. The tenders received after the Due Date and time of Submission are liable to be rejected.
11. The bidder must quote as per SOR format attached
12. Tenders shall be opened at the time and date as specified in the tender notice in the presence of such of those Tenderers or their authorized representatives who may choose to be present.
13. No subsequent increase in premium rates will be allowed under any circumstances.
14. Secrecy of HOGPL information/documents to be ensured at all times.
15. Guideline issued by IRDAI/TAC from time to time with regard to Tenderer's responsibility & liability towards insured shall be automatically applicable to this Insurance contract to the extent they improve upon the stipulation of this tender from HOGPL's view.
16. Unsolicited bids shall not be entertained.
17. In case two provisions of the submitted bid are considered to be contradictory, HOGPL's decision in this respect will be final.
18. The offer of the Tenderer shall have to be kept valid for a period of 3 (three) months from the last date of submission of tender.
19. The tenderer will not change the dealing office/ Close its branch office without prior approval of HOGPL.
20. In addition to other requisite documents, the following will also be submitted by the successful bidder.
  - a. Sets of claim forms.
  - b. Sets of documents needed for Final settlement of Claim
  - c. Details of Bank account to receive premium payment and ECS mandate.
  - d. Maximum Turnaround Time for:
    - i) Policy Issuance from the date of premium payment
    - ii) Issue of Endorsement for any policy terms, conditions, coverages etc.
    - iii) Surveyor Deputation from the date of claim intimation
    - iv) Number of days for Claim Payment from the date of final documents submission
22. **FORMATION OF CONTRACT:** All the documents issued by HOGPL as well as accepted by it up to the stage of premium payment will form part of the contract. Some of the examples are: Tender Document, Technical/ Price Bid, MOU, etc
23. Tenderer shall immediately provide the HELD COVER letter within 24 hours of receipt of insurance premium to HOGPL India confirming the inception of the insurance cover.



Tenderer shall submit Insurance Policy document to Manager (F&A) HOGPL within 14 days of receipt of the premium payment failing which HOGPL reserves the right to recover interest @ 18% p.a on the premium paid, as submission of insurance policy is a pre-requisite of the payment by the Insured. After approval by HOGPL. Tenderer shall provide as many as additional copies of Insurance Policy as required within ten days of such requirement of HOGPL. These endorsements and any subsequent endorsements will be provided at no extra cost to HOGPL by the Tenderer.

24. Post award of the business by HOGPL, in case the Tenderer is required to re-organize or merge with a similar company, such newly formed company shall be automatically bound to honor all the claims under the policy as would have been done by the original company.
25. Additional endorsement to the Policy as and when necessary shall be made within 3 days of the payment of premium. The premium for the additional sum insured shall be paid at same rate on prorated basis for the unexpired policy period.
26. If the Tenderer gives wrong information in his tender, HOGPL reserves the right to reject such tender at any stage or to cancel the contract, if awarded. The MOU which will be signed by the Insured and Tenderer (Leader) will be handed over by successful bidder within 3 days of LOI.
27. Canvassing in any form in connection with the tender is strictly prohibited and the tenders submitted by the tenderer who resorts to canvassing are liable to be rejected. When a claim is lodged by HOGPL, surveyor has to be compulsorily appointed by the Tenderer within 72 hours of claim intimation by HOGPL.
28. In case of partial damage to an equipment, the decision of Engineers /Officials of HOGPL as to whether to repair the same or to get the equipment replaced shall be final. The surveyor may only examine the documents and assess the loss.
29. The commercial aspect of the policy conditions should only be considered by the insured and the Tenderer. Therefore, the tenderer should enlighten the insured as regards the likely loopholes in the policy proposed to be taken for the present Project and confirm completeness so that no claim gets prejudiced.
30. Surveyors shall be paid directly by the Tenderer. Surveyor shall also give a copy of Survey Report directly to HOGPL within a fortnight of completion of Survey.
31. List of documents to be furnished for each type of claim settlement may please be clearly indicated. From our experience, it has been seen that the Surveyors or the Tenderer tend to ask certain odd documents which in the opinion of the insured may not be relevant.
32. Incidental charges provided in the sum insured shall be paid along with each claim without asking for any documentation and demur.
33. While lodging claims on Transporters or other parties, HOGPL shall send the claim letter by Registered post. However, Acknowledgement Due Card may not be made available in many cases. The tenderer shall have to accept the Certificates from HOGPL quoting the Registration Number and Date.
34. In the case of theft, pilferage or burglary, HOGPL will register FIR with the Police authorities. However, it may not be possible for HOGPL to get the final report from the Police. In such an event the insurer should either arrange to get the Final Report or settle the claim immediately after expiry of 90 days. No claim arising out of theft, pilferage and burglary under the scope of insurance policy should be prejudiced on account of inventory loss.
35. In no case, claim should be kept pending for more than three months. In order to expedite the settlement of claim, the tenderer shall arrange to depute one of its officials every week to HOGPL office for updating the records and collection of various documents. One official shall be earmarked by the tenderer for this purpose. This official shall furnish a monthly status report of all claims indicating specifically the documents required and other reasons for non-



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settlement. Insurance claims should be settled within the time frame given in the policies. In case of inordinate delay in settlement of claims beyond three months from the date of submission of all documents, for no fault on the part of HOGPL, the insurer shall be liable to pay simple interest @ SBI PLR +2%.

36. Immediately on receipt of Survey Report, an on account payment of 75% of recommended amount shall be paid by the Tenderer. It is to be confirmed that self-survey limit shall be Rs.50,000/-. For Claims below self-survey limit shall be settled within 15 days on receipt of HOGPL Officials Certificate and claim bill. No other documents shall be insisted upon.
37. It is agreed that any loss or damage discovered on opening cases and/or packages and/or bales (even after risk has ceased hereunder) shall be deemed to have occurred during the transit insured hereunder (and irrespective of attachment of the Assureds' interest) and shall be paid for accordingly unless proof conclusive to the contrary be established.
38. In the event of any incident leading to a claim, the Tenderer must depute loss assessor/surveyor of repute with the clear instruction that they should intimate the company their requirements including documentation required for settlement of claim in one go. Request for additional documentation in installments must be avoided at any cost.
39. In case HOGPL India is unable to produce any of the documents requested by the Surveyor, the Tenderer shall settle the claim on "Non-Standard basis" based on available documents for 90% (ninety percent) of the claim amount.

#### **RIGHTS OF HOGPL:**

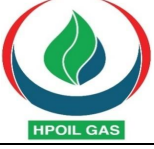
1. HOGPL will have all the rights of the Insured and in particular reserves to itself the rights in respect of this proposal/contract without entitling the Tenderer to any compensation.
2. If the services of the division /branch of the Insurance Company selected are found to be deficient, HOGPL reserves the right to change the division/branch of insurance company during the cover period.

#### **ARBITRATION:**

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration ACT 1996 and its subsequent alterations. The jurisdiction will be Dibrugarh district.

\*Company = HOGPL.

\*Tenderer / Insurer = INSURANCE COMPANY for respective policy



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**SECTION-IV**  
**SPECIAL CONDITIONS OF CONTRACT (SCC)**



## SPECIAL CONDITIONS OF THE CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of the Contract. The corresponding clause number of the GCC is indicated in parentheses.

### 1.0 GENERAL

The Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Schedule of Rates and any other documents forming part of contract, wherever the context so requires.

Where any clause, sub-clause, etc. of the General Conditions of Contract is repugnant to or at variance with any provision(s) of the Special Conditions of Contract, unless a different intention appears, the provisions of the Special Conditions of Contract shall be deemed to override the provisions of the General Conditions of Contract and shall, to the extent of such repugnancy, or variations, prevail.

Wherever, it is mentioned in the specifications that the BIDDER shall perform certain WORK or provide certain facilities, it is understood that the BIDDER shall do so at his cost and the VALUE OF CONTRACT shall be deemed to have included cost of such performance and provisions, so mentioned.

### 2.0 DEFINITIONS

2.1 GCC 1.1(a): The HOGPL is: **HPOIL GAS Private Limited (HOGPL)** as (1301, 13th Floor, Meridian Business Centre, Plot No 27, Sector 30, Near Sanpada Railway Station, Vashi, Navi Mumbai - 400705)

2.2 "**BIDDER**" means any General Insurance company having a valid certificate of registration with IRDAI in India to whom the contract is awarded for Underwriting of various Insurance policies as highlighted in Section I of this tender

### 3.0 INTERPRETATIONS

Where any portion of the GCC is repugnant to or at variance with any provisions of the SCC then, unless a different intention appears, the provisions of the SCC shall be deemed to govern the provisions of the GCC and SCC provisions shall prevail to the extent of such repugnancy, or variations exist.

In Contract Documents unless otherwise stated specifically, the singular shall include the plural and vice versa wherever the context so requires.

Notwithstanding the sub-division of the Contract Documents into separate sections and volumes every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the Agreement so far as it may be practicable to do so.

All headings, subtitles and marginal notes to the clauses of the GCC, SCC or to the Specifications or to any other part of Bid Document are solely for the purpose of giving a concise indication and not a summary of the contents thereof, and they shall never be deemed to be part thereof or be used in the interpretation or construction thereof.

The terms fully capitalized and/or initial capitalized shall be interchangeable and shall have the meaning as assigned to fully capitalized term or initial capitalized term.



#### 4.0 STATUTORY VARIATIONS IN TAXES

The entire work covered under this contract shall be treated as works contract services. Bidder shall be required to quote their unit rates for all the SOR items inclusive of all applicable taxes viz. GST freight, Insurance including Transit Insurance as defined in the tender document. Any statutory variation in the GST during the scheduled completion period only shall be considered by the HOGPL against documentary evidence.

#### 5.0 ESCALATION /DE-ESCALATION:

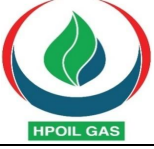
Rates quoted are firm and will remain unchanged during currency of the Contract. However, , when required the company may intimate an increase in the Sum Insured under any of the insurance policies and the same shall be covered on payment of prorate premium for the balance of the policy period.**(Bidder to mention applicable premium rate along with discounts(if any) in unpriced SOR)**

#### 6.0 CORRESPONDING ADDRESS

##### A. HPOIL GAS Private Limited

C&P Department  
HPOIL Gas Private Limited  
13th Floor, Meridian Business Centre, Plot No 27, Sector 30,  
Near Sanpada Railway Station Vashi, Navi Mumbai – 400705  
Tel: 022-49794272/4120 7522  
Email: [candp@hpoilgas.in](mailto:candp@hpoilgas.in)/[candp1@hpoilgas.in](mailto:candp1@hpoilgas.in)





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**SECTION-V**  
**FORMS & FORMATS**



Tender No.: HOGPL/2022-23/C&P/017

FORM F-1

BIDDER'S GENERAL INFORMATION

1.1	Bidder Name	
1.2	Numbers of Years in Operation	
1.3	Address of Registered Office	
1.4	Operation Address (If different from above)	
1.5	Telephone Number	
1.6	Mobile Numbers, if any	
1.7	E-mail address	
1.8	Website	
1.9	Fax Number	
1.10	ISO Certifications, if any (If yes, please furnish details)	
1.11	Bid Currency	
1.13	Whether Supplier / Manufacture / Dealer / Trader / Service provider	
1.15	Nature of firm Partnership firm/Prop firm / LLP/ Private limited /Public Ltd/Others	
1.16	If others please specify	
1.17	Details of Directors/ Proprietors / Partners	(Kindly attach separate sheets giving details for name of directors / proprietors and their stakes along with the supporting documents)
1.17a	Please specify, if director is woman with atleast 51% share	
1.17b	Please specify, if director is SC/ST with atleast 51% share	
1.18	Bankers' Name	
1.19	Branch	
1.20	Branch Code	
1.21	Bank account numbers	
1.22	PAN No.	
1.23	TIN No.	
1.24	Whether SSI Registrant or not	
1.25	GSTN Registration no	
		(SEAL AND SIGNATURE OF BIDDER)



Tender No.: HOGPL/2022-23/C&P/017

**FORM F-3**

**POWER OF ATTORNEY**

(To be submitted on the letter-head of company)

Tender No.: \_\_\_\_\_

Tender Description: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

“The undersigned \_\_\_\_\_(Name of LEGAL PERSON\*) is lawfully authorized to represent and act on behalf of the company M/s \_\_\_\_\_(Name of bidder) whose registered address is \_\_\_\_\_and does hereby appoint Mr./Ms \_\_\_\_\_[name of authorized person/(s)] \_\_\_\_\_(Designation) of M/s \_\_\_\_\_(Name of bidder) whose signature appears below to be the true and lawful attorney/(s) and authorize him/her to sign the bid (both digitally and manually)and all subsequent communications, agreements, documents etc., in the name and on behalf of the company in connection with the tender no. \_\_\_\_\_ for \_\_\_\_\_(Name of work).

The Signature of the authorized person/(s) herein constitutes unconditional obligations of M/s \_\_\_\_\_(Name of bidder)

This Power of Attorney shall remain valid and in full force and effect before we withdrawal it in writing (by fax, or mail or post). All the documents signed (within the period of validity of the Power of Attorney) by the authorized person/(s) herein shall not be invalid because of such withdrawal.

**SIGNATURE OF THE LEGAL PERSON**

(Name of person with Company seal)

**SIGNATURE OF THE AUTHORIZED PERSON/(S)**

(Name of person)

E-mail id: .....

(\* In case of a Single Bidder, Power of Attorney issued by the Board of Directors/ CEO / MD / Company Secretary of the Bidder/ all partners in case of Partnership firm/Proprietor (for Proprietorship firm) in favour of the authorized employee(s) of the Bidder, in respect of the particular tender for signing the Bid and all subsequent communications, agreements, documents etc. pertaining to the tender and to act and take any and all decision on behalf of the Bidder, is to be submitted.



Tender No.: HOGPL/2022-23/C&P/017

**FORM F – 4 A  
ANNUAL TURNOVER**

**Bidder must fill in this form**

Annual Turnover data for the last 3 financial years:

<b>Year</b>	<b>Financial Year</b>	<b>Amount (in INR)</b>
Year 1:	2019-20	
Year 2:	2020-21	
Year 3:	2021-22	

1. The information supplied should be the Annual Turnover of the bidder
2. A brief note should be appended describing thereby details of turnover as per audited results.

**SEAL AND SIGNATURE OF THE BIDDER**



Tender No.: HOGPL/2022-23/C&P/017

**FORM F – 4 B  
FINANCIAL STATUS**

Bidder must fill this form

**FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR**

Description	For the year of .....
	Amount (in INR)
1. Current assets	
2. Current Liabilities	
3. Working Capital (Current Assets-Current liabilities)	
4. Net Worth Owners funds (Paid up share capital and Free Reserves & Surplus) (NW)	

- Attached are copies of the audited balance sheets, including all related notes and income statement for the last Audited Financial year, indicated above, complying with the following conditions;
- All such documents reflect the financial situation of the bidder
- Historic financial statements must be audited by a certified accountant.
- Historic financial statements must be complete, including all notes to the financial statements.
- Historic financial statements must correspond to accounting periods already completed and audited (no statement for partial periods shall be requested or accepted)

**SEAL AND SIGNATURE OF BIDDER**



Tender No.: HOGPL/2022-23/C&P/017

**FORM F – 5**  
**FORMAT FOR CERTIFICATE FROM BANK**  
**IF BIDDER'S WORKING CAPITAL IS INADEQUATE**

(To be provided on Bank's Letter Head)

To,

HPOIL Gas Private Limited  
13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

Dear Sir,

This is to certify that M/s..... (Name of the bidder with address) (hereinafter referred to as Customer) is an existing customer of our Bank.

The Customer has informed that they wish to bid for HOGPL's RFQ/Tender no.\_\_\_\_\_ dated\_\_\_\_\_ for\_\_\_\_\_(Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly, M/s\_\_\_\_\_(name of the Bank with address) confirms availability of line of credit to M/s\_\_\_\_\_(name of the bidder) for at least an amount of Rs.\_\_\_\_\_.

It is also confirmed that the net worth of the Bank is more than Rs. 100 Crores (or Equivalent USD) and the undersigned is authorized to issue this certificate.

Yours truly

for .....

(Name & address of Bank)

(Authorized signatory)

Name of the signatory :

Designation :

Stamp



Tender No.: HOGPL/2022-23/C&P/017

**FORM F - 6**  
**CHECK LIST FOR AGREED TERMS AND CONDITIONS**

S. NO.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Price Basis	
2	Firm & Fixed Prices	
3	Compliance with the scope defined in the Tender documents	
4	All Taxes, duties, levies, etc. included in price	
5	Validity of Contract period (As per Tender document)	
7	Validity of bid & bid security	
9	Price Quoted as per SOR.	
10	Deviation / exception Form 7	
11	General & Special Conditions of Contract & Technical terms and conditions of the Tender	

Name of the Bidder : M/s  
Signature :  
Name :  
Designation :





Tender No.: HOGPL/2022-23/C&P/017

**FORM F-7  
DEVIATION FORM (On Bidder's letter head)**

To,  
HPOIL Gas Private Limited

13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

**Notes**

- 1) BIDDER may give here a consolidated list of deviations / clarifications / comments for all sections of the bid documents which for an appropriate offer are considered unavoidable
- 2) Deviations / clarifications mentioned elsewhere in the offer shall not be binding on the HOGPL and any such deviations if indicated elsewhere other than this form will render the offer non-responsive and shall liable to be rejected.
- 3) BIDDER shall state the reason for the deviations in the remark column.
- 4) Only the deviations listed herein, in conjunction with the original Tender shall constitute the contract document for the award of the job of the BIDDER.

Sec No. / Clause. No.	Page No.	Requirements as per tender	Deviation by Bidder	Clarification / Comments by Bidder	Remarks

The bidder confirms that all clauses of the tender document, which are not listed above are fully complied by the bidder.

(Signature of the bidder)



Tender No.: HOGPL/2022-23/C&P/017

**FORM F – 8**

**DECLARATION (on Bidder's letter head)**

HPOIL Gas Private Limited  
13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

We confirm that we are not under any liquidation, court receivership or similar proceedings.

We also confirm that we have not been banned or delisted by any Indian Government organization or its undertaking from quoting.

SEAL AND SIGNATURE OF BIDDER



Tender No.: HOGPL/2022-23/C&P/017

**FORM F- 9**  
**PROFORMA FOR LETTER OF AUTHORITY**

Ref. No.

Date:

HPOIL Gas Private Limited  
13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

Sub: Bidding Document for

We \_\_\_\_\_ hereby authorise following  
representative (s) to attend the Un-priced Bid opening and Priced Bid opening against above Bidding  
Document:

1. Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_
2. Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all and whatsoever our representative(s) shall commit.

Yours faithfully,

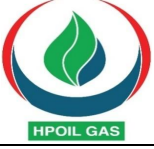
Signature

Name & Designation

For and on behalf of

Note: This letter of authority should be on the letterhead of the bidder and should be signed by a person  
competent and having the power of attorney to bind the bidder.

**SEAL OF THE COMPANY**



Tender No.: HOGPL/2022-23/C&P/017

**FORM F-10**

**DETAILS OF LITIGATION (ON BIDDER'S LETTER HEAD)**

Bidder shall furnish details of litigation cases of the bidder during the last 5 years if any, in this Form.



Tender No.: HOGPL/2022-23/C&P/017

**FORM F - 11**  
**(CERTIFICATE FROM CHARTERED ACCOUNTANT)**

To,

Date:

Subject: Certificate regarding.....

Dear Sir,

We.....(name of the Statutory Auditor/Chartered Accountant) are the Statutory Auditor/Chartered Accountant of M/s.....(name of the bidder).

We hereby confirm that we have issued following certificate:

- 1.
- 2.
- 3.

Thanking You,

**Place:**

**(Signature)**

**Date:**

**Name of Authorised Signatory**

**Membership No.**

**Encl.: As above**

**Note:**

**Submission of this form is Mandatory for all the bidders.**



Tender No.: HOGPL/2022-23/C&P/017

FORM F- 12

FORMAT FOR STATUTORY AUDITOR'S/ CHARTERED ACCOUNTANT

CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER

(For supply of Goods/Works/Services)

We have verified the Annual Accounts and other relevant records of M/s ..... (Name of the bidder) and certify the following

A. ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount
Year 1: .....	
Year 2: .....	
Year 3: .....	

B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR:

Description	Year: .....
	Amount (Currency)
1. Currency Assets	
2. Current liabilities	
3. Working capital (Current assets-current liabilities)	
4. Net worth (Paid up share capital and free reserves & surplus)	

Name of Audit Firm:

[Signature of Authorized signatory]

Chartered Accountant

Name:

Date:

Designation:

Seal:

Membership no.

Instructions:

- The financial year would be the same as one normally followed by the bidder for its Annual Report.
- The bidder shall provide the audited annual financial statements as required for this Tender Document. Failure to do so would result in the personnel being considered as non-responsive.
- For the purpose of this Tender document (i) Annual Turnover shall be "Sale value/Operating Income" (ii) Working capital shall be "Current Assets less Current Liabilities" and (iii) Net Worth shall be "Paid up share capital and Free reserves & Surplus"



Tender No.: HOGPL/2022-23/C&P/017

**FORM F-13**

**DECLARATION ON TENDER DOCUMENT PURCHASED / DOWNLOADED (on Bidder's letter head)**

Ref. No.

Date:

HPOIL Gas Private Limited  
13th Floor, Meridian Business Centre,  
Plot No 27, Sector 30,  
Near Sanpada Railway Station,  
Vashi, Navi Mumbai - 400705.

Sub: - Bid Document no. .... for Supply of..... its  
, Corrigendum & reply to bidder's queries etc.

Sir,

We hereby confirm that we have read each page of the subject tender document along with Corrigendum & Reply to bidder's queries thoroughly and understood the complete Scope of Work and other terms & conditions. We hereby also confirm that tender terms & conditions are acceptable to us and any deviation other than mentioned in deviation form is not to be taken into account.

Yours faithfully,

Signature

Name & Designation

For and on behalf of



Tender No.: HOGPL/2022-23/C&P/017

**SECTION – VI**  
**SCHEDULE OF RATES (SOR)**

(Attached as separate sheet)





Tender No.: HOGPL/2022-23/C&P/017