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	<i>SOLAR POWER SYSTEM AT HPCL COMCOs, GUJARAT</i>	

5. In next screen enter invoice number, Invoice date, Invoice amount, Material/ service receipt location and select Disbursement location i.e. Central Procurement Org (10157).
6. Then enter number of pages including the transmittal sheet.
7. Enter challan number and remarks.
8. Then click on submit.
9. Now, Bar Coded Transmittal sheet will get generated on the screen along with BTS Number (ID).
10. Print this Bar Coded Transmittal sheet and attach invoice (**Original for Buyer Invoice for payment**) and send to Central procurement Organization (10157) at the address given above.
11. Now enter the BTS number in the duplicate for transporter copy of invoice and send to location/ user. One set of documents to be forwarded to the location of supply.

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PRICE BID

To be filled on line in the e procurement site <http://eproc.hpcl.co.in>

End of Document

**Annexures for uploading**

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Particulars of Bidders and Organisation Data		None	Mandatory
2	Declaration regarding Blacklisting / Ban/Holiday Listing		None	Mandatory
3	Undertaking regarding correctness of Information		None	Mandatory
4	Declaration regarding PAN Number		None	Mandatory
5	Declaration regarding Directors		None	Mandatory
6	Details of HSN code ,GST rate and GSTIN		None	Mandatory
7	Declaration on GST		None	Mandatory
8	Bid Security Declaration		None	Mandatory
9	Declaration for Solar Capacity		-	Mandatory
10	Annexures for uploading	Annexures for Uploading.pdf	-	No
11	Declaration for Solar Capacity format	Declaration for Solar Capacity.pdf	-	No

Annexure 1

<u>Bidder & Organization Details</u>		
Name of Bidder		
Vendor Code		
Type of Organisation & Entity Details	Status (Prop/HUF/Partnership/Ltd Co)	
	NAME OF Proprietor/Partners/Directors)	
	Office Address with Pin Code & Telephone Number	
	Factory Address with Pin Code & Telephone Number	
	E Mail ID and address	
	Name of Contact Person & Contact Number (Landline/Mobile)	
PAN NUMBER (copy to be uploaded)		
Whether registered under NSIC/MSME (certificates to be uploaded)	If NSIC - Certificate No. & validity	
	If MSE - Certificate No. & validity	
	Whether SC/ST under MSME (Certificate attached Yes/No)	
	MSE Owned by Women (Certificate attached Yes/No)	
	GSTIN number/numbers	
GST Details	Whether Composition dealer under GST Act or not. If NO , provide following details: i,ii.	
	i. Month for which latest GSTR 1 has been filed. Attach acknowledgement thereof.	
	ii. Month for which latest GSTR 3B has been filed. Attach acknowledgement thereof	

Annexure 2

*(The following declarations should be typed **on the letter head** of the tenderer and should be duly signed by an authorized signatory clearly stating the name and designation of the signatory)*

**DECLARATION NON BLACKLISTED / NON BANNED/NON
HOLIDAY LISTED PARTY**

WE CONFIRM THAT WE HAVE NOT BEEN BANNED OR BLACK LISTED OR DELISTED OR HOLIDAY LISTED BY ANY GOVERNMENT OR QUASI GOVERNMENT AGENCIES OR PUBLIC SECTOR UNDERTAKINGS.

Date : _____

Name of Tenderer: _____

Place : _____

Signature & Seal
Of Tenderer : _____

Note: If a bidder has been banned by any Government or Quasi Government Agencies or Public Sector Undertakings, this fact must be clearly stated with details. If this declaration is not given along with the UNPRICED Bid, the tender will be rejected as non-responsive.

Annexure 3

ON LETTER HEAD

Undertaking by the bidder

I/we hereby undertake that the entire information furnished/given to you in our bid and attachments are true to the best of our knowledge and belief and nothing therein is false.

I/We further undertake, that if it is found during the tender stage (before accepting our bid/placement of Purchase Order by HPCL) that any information or document furnished/submitted by us is false or incorrect, then we agree that HPCL shall be free to reject our tender/ bid. If the same is found to be false or incorrect during any stage after accepting of our bid/ placement of Purchase Order, then HPCL shall have the right to summarily cancel our tender and procure the balance quantity from any alternate source. HPCL shall have the right to recover the differential amount between the rates of our contract and the rates at which HPCL is compelled to procure from the alternate source, if the latter rate is higher. To this effect, the recovery can be made by HPCL by encashing any bank guarantee that we may have submitted or from any pending bills under this contract or any other contract with HPCL. Further HPCL shall be at liberty to take any appropriate action as deemed fit in such an eventuality.

I/we further undertake as and when called upon by Hindustan Petroleum Corporation Limited, to produce, for its inspection, original(s) of the document(s) of which copies have been annexed hereto

Date: _____

Name of Bidder _____

Place: _____

Signature & Seal of Bidder _____

ON LETTER HEAD

Declaration regarding PAN Number

I/We hereby declare that my/our PAN No. is _____ and is falling under the jurisdiction of Commissioner of Income Tax _____.

It is hereby declared that the said PAN No. is correctly stated.

Name of Bidder _____

Signature & Seal of Bidder _____

Annexure 5

The Tenderer is required to state whether he/ she is a relative of any Director of the HPC or the tenderer is a firm in which Director of HPC or his relative is a partner or is any other partner of such a firm or alternatively the Tenderer is a private company in which Director of HPC is member or Director, (the list of relative(s) for this purpose is given below)

N.B: Strike off whichever is not applicable. If the tenderer employs any person subsequent to signing the above declaration and the employee so appointed happens to be relative of the Officer of the HPC/ Central/ State Government, the tenderer should submit another declaration furnishing the names of such employees who is/are related to the Officer/s of the HPC/ Central/State Government.

Date: _____

Name: _____

Place: _____

Designation: _____

LIST OF RELATIVES

A person shall be deemed to be a relative of another, if any and only if,

- i) He / She / They are members of Hindu Undivided family or
- ii) He / She / They are Husband & Wife or
- iii) The one is related to the other in the manner indicated below.

- | | |
|---------------------------------------|--------------------------------------|
| 1. Father | 12. Son's Daughter |
| 2. Mother (including Step Mother) | 13. Son's Daughter's Husband |
| 3. Son (including Step Son) | 14. Daughter's Husband |
| 4. Son's Wife | 15. Daughter's Son |
| 5. Daughter (including Step Daughter) | 16. Daughter's Son's Wife |
| 6. Father's Father | 17. Daughter's Daughter |
| 7. Father's Mother | 18. Daughter's Daughter's Husband |
| 8. Mother's Mother | 19. Brother (including Step Brother) |
| 9. Mother's Father | 20. Brother's Wife |
| 10. Son's Son | 21. Sister (including Step Sister) |
| 11. Son's Son's Wife | 22. Sister's Husband |

Annexure 6

Declaration of HSN No., GST rate GST Status & GSTIN of supply location

Please fill in details in the below given format and upload.

Tender No 20001060-HB-10157											
		GST Rate			GST Status				Supply from location's		
S N	Schedule Name	HSN code	CGST	SGST	IGST	Regis tered	Unregis tered	Compo site	Registered Reverse charge	Name	GSTN No

In case of non-submission of above details, bid will be liable for rejection.

Date: _____

Name of Tenderer: _____

Place: _____

Signature & Seal
of Tenderer : _____

Annexure 7

(The following declarations should be typed on the letter head of the tenderer and should be duly signed by an authorized signatory clearly stating the name and designation of the signatory)

DECLARATION ON GST

Payment of GST and filing of GST Returns to enable Hindustan Petroleum Corporation Limited to avail Input Tax Credit (ITC) correctly

With reference to Payment of GST & filing GST Returns for availing Input Tax Credit (ITC) by HPCL as per GST provisions for the Invoices raised by us, we hereby declare as follows:

- (1) We have disclosed all the facts relating to our Firm / Company to M/s Hindustan Petroleum Corporation Limited.
- (2) We hereby declare that we have agreed to pay GST to the respective GST Authorities. In this connection, we hereby agree to furnish to you proof of payment of GST.
- (3) We hereby declare that we will file GST Returns as per GST provisions. In this connection, we hereby agree and undertake to furnish you proof of electronically filed GST Returns.
- (4) We hereby agree as under:-
 - i. We will be fully responsible for complying with the GST provisions to enable HPCL to take Input Tax Credit. In case, HPCL is not able to take Input Tax Credit due to any noncompliance/default/negligence of the seller of goods/service provider, the same shall be recovered from the pending bills/dues (including security deposit, BG etc.)
 - ii. In case of rejection of ITC by the concerned Tax Authority, for non filing of GST or non-payment of GST amount by us or for any other reasons attributable to us, we hereby agree to indemnify Hindustan Petroleum Corporation Limited in full against all the loss including consequences, liabilities of any kind whatsoever, directly arising from denial of ITC including interest and penalty.

We hereby agree and confirm that –

any breach of the above declaration shall be construed as breach of the terms and conditions

w.r.t. GST and Hindustan Petroleum Corporation Limited shall be at liberty to take necessary action like Holiday listing (banning of Business dealings) and/or recovering of amounts mentioned in para 4 (ii) above, from:

- a) any of our Bank Guarantee executed in your favour, if any,
- b) Retention / Security Deposit paid for any of your work, if any or
- c) Other unpaid invoices, if any raised by us on Hindustan Petroleum Corporation Limited.

Place :

Signature

Name :

Date :

Designation :

Seal.