

20.	JSC VTB Bank
21.	Sberbank
22.	United Overseas Bank Ltd
23.	FirstRand Bank Ltd
24.	Shinhan Bank
25.	Woori Bank
26.	KEB Hana Bank
27.	Industrial Bank of Korea
28.	Kookmin Bank
29.	Bank of Ceylon
30.	Credit Suisse A.G
31.	CTBC Bank Co., Ltd.
32.	Krung Thai Bank Public Co. Ltd.
33.	Abu Dhabi Commercial Bank Ltd.
34.	Mashreq Bank PSC
35.	First Abu Dhabi Bank PJSC
36.	Emirates Bank NBD
37.	Barclays Bank Plc.
38.	Standard Chartered Bank
39.	NatWest Markets Plc
40.	American Express Banking Corporation
41.	Bank of America
42.	Citibank N.A.
43.	J.P. Morgan Chase Bank N.A.
44.	SBM Bank (India) Limited*
45.	DBS Bank India Limited*
46.	Bank of China Ltd.
[* Note: SBM Bank (India) Limited (Subsidiary of SBM Group) and DBS Bank India Limited (Subsidiary of DBS Bank Ltd.) have been issued licence on December 06, 2017 and October 04, 2018 respectively for carrying on banking business in India through Wholly Owned Subsidiary (WOS) mode. They have commenced operations as WOS with effect from December 01, 2018 and March 01, 2019.]	

Additional Payment Terms

All bidders to note that

“As per Rule 48(4) of CGST Rules, notified class of registered persons have to prepare invoice by uploading specified particulars of invoice (in FORM GST INV-01) on Invoice Registration Portal (IRP) and obtain an Invoice Reference Number (IRN).

Effective 01st April 2021, E – Invoicing is extended to Vendors having turnover for more than Rs. 50 Crores.

For ease of payment, Vendors are encouraged to issue E Invoice though their turnover may be less than Rs. 50 Crores.

IRP-generated QR Code on B2B & Export Invoices, Credit & Debit Notes:

As per Rule 48(4) of CGST Rules (inserted vide [Notification No. 68/2019 – Central Tax Dated 13-12-2019](#) and read with other notifications), notified registered persons, **in case of B2B & Export supplies**, have to prepare invoice by uploading specified particulars in FORM GST INV-01 on Invoice Registration Portal (IRP) and upon obtaining Invoice Reference Number (IRN). The Portal will also return a QR Code which contains key particulars of the invoice including IRN.

While the 64-character IRN need not be printed on the invoice, the **QR code generated by IRP** shall be printed on the invoice issued to the buyer. (It was also clarified that printing of QR code on separate paper is not allowed. While the printed QR code shall be clear enough to be readable by a QR Code reader, the size and its placing on invoice is upto the preference of the businesses.)

	Notification No. 68/2019 – Central Tax Dated 13-12-2019, 13/2020-Central Tax dated 21st March, 2020 & 61/2020 Dt. 30-7-2020 , Notification No. 05/2021 – Central Tax New Delhi, the 8 th March, 2021	
1	Type of transaction covered	Supplies made by a class of registered persons to other registered persons and exports
2	Applicable to whom?	Registered persons (GST taxpayers) having an aggregate turnover above Rs. 50 crore in a financial year.
3	Notification highlights	Notified registered persons, in case of B2B & Export supplies, have to prepare invoice by uploading specified particulars in FORM GST INV-01 on Invoice Registration Portal (IRP) and upon obtaining Invoice Reference Number (IRN). On upload of e-invoice particulars on the Invoice Registration Portal (<i>IRP</i>), the portal would return a QR Code also which will contain key details of the invoice like the IRN, sellers’ and buyers’ GSTIN, taxable value and tax amount, IRN, digital signature and dominant HSN of the invoice etc.
4	QR code to be generated by	Generated by the IRP and returned against the e-invoice details reported to IRP.

5	Purpose	To embed key particulars of reported invoice and to verify whether an invoice has actually been reported to IRP or not and whether digital signature is intact or tampered with.
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PURCHASE PREFERENCE (LINKED WITH LOCAL CONTENT) (PP - LC)

Manufacturers / Suppliers / Service providers (including EPC & Works Contracts) having the capability of meeting / exceeding the local content targets as mentioned in this document shall be eligible for 20% purchase preference, subject to their complying with the requirements / conditions defined herein and submitting documents required in support of the same.

Bidders can avail Purchase Preference under any of the extant GoI Policies : PP-LC / PPP for MSE 2012 / Domestically Manufactured Electronic Products (DMEP) / Domestically Manufactured Telecom Products (DMTP). Vendors are requested to declare their preference in their un-priced bids. Format of undertaking (Attachment – 1) for purchase preference being claimed under applicable policy is enclosed with this document. Purchase preference benefits shall be extended to the bidder based on the declared option, subject to the bidder meeting the requirements contained in that purchase preference policy. The option once exercised cannot be modified subsequently.

Vide Notification No. 18-10/2017-IP dated 29.08.2018, Ministry of Communications notified Preference to Domestically Manufactured Telecom Products, Services or Works (as per Table-A of the notification), in furtherance to Public Procurement Policy (Preference to Make in India), Order 2017. A copy of the Notification is available on the website of Ministry of Communication. Bidders shall refer Order no. P-45021/2/2017-B.E.-II dated 15.6.2017, amended by Order no. P-45021/2/2017-B.E.-II dated 28.05.2018 and P-45021/149/2019-BE-II dated 29.05.2019. Latest amendment issued to the policy in this regard shall be applicable. The policy is applicable for notified Telecom Products, Services or Works as mentioned in the Table-A of the afore said notification.

In case a MSE bidder opts for purchase preference based on PP-LC / DMEP / DMTP, the bidder shall not be entitled to claim purchase preference benefit available to MSE bidders under PPP-2012. However, the exemptions from furnishing Bid Document fee and Bid security/EMD shall continue to be available to MSE bidders.

Order of precedence for applying the purchase preference shall be :-

- (a) Public Procurement Policy for MSE 2012.
- (b) Purchase Preference linked with Local Content.

Definitions

Domestic products: Goods and/or service (including design and engineering) produced by companies investing and producing in India.

Local content: hereinafter abbreviated to LC means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported component in the item (including all custom duties) as a proportion of the total value, indicated in percentage.

Domestic Manufacturer: Business entity or individual having business activity established under Indian law and producing products domestically.

Supplier of goods and/or provider of service shall be a business entity having capability of providing goods and/or service in accordance with the business line and qualification thereof and classified as under:

'Class-I local supplier' means a supplier or service provider, whose goods, services or works offered for procurement has **local content equal to or more than 50%** as defined under this Policy.

'Class-II local supplier' means a supplier or service provider, whose goods, services or works offered for procurement has **local content more than 20% but less than 50%**, as defined under this Policy.

'Non local supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has **local content less than or equal to 20%**, as defined under this Policy.

Verification: Activity to verify the accomplishment of LC by domestic manufacturers and/or suppliers of goods and/or providers of service with the data obtained or collected from respective business activities.

Purchase Preference: Where the quoted price is within 20% of the lowest price, other things being equal, purchase preference may be granted to the bidders concerned, at the lowest valid price bid.

Local content (LC) in Goods: shall be the use of raw materials design and engineering towards manufacturing, fabrication and finishing of work carried out within the country.

Local content (LC) in Services: shall be the use of services up to the final delivery by utilizing manpower (including specialist), working appliance (including software) and supporting facilities carried out within the country.

Local content (LC) in EPC Contracts: shall be the use of materials, design and engineering comprising of manufacturing, fabrication, assembly and finishing as well as the user of services by utilizing manpower (including specialist), working appliance (including software) and supporting facilities carried out within the country.

Factory overhead cost: indirect costs of manpower, machine/working appliance/facility and the whole other fabrication costs needed to produce a unit of product with the cost not chargeable directly to the specified product.

Company overhead cost: Costs related to the marketing, administration and general affairs cost of the company.

Indian Company: means a company formed and registered under the Companies Act, 2013.

Foreign company: means any company or body corporate incorporated outside India which – (a) has a place of business in India whether by itself or through an agent physically or through electronic mode and (b) conducts any business activity in India in any other manner.

Procurement :

The prescribed local content mentioned in this document shall be applicable on the date of Notice Inviting Tender.

Margin of Purchase Preference : The margin of purchase preference shall be 20%.

Only Class-I local supplier and Class-II local supplier shall be eligible to bid in this tender. However, preference as per PP-LC will be given only to Class-I local supplier. Class-II local supplier will not get any purchase preference.

The producers of goods and / or providers of services shall be obliged to fulfil the requirements of quality and delivery time in accordance with the provisions of the respective contracts of goods and services.

Purchase Preference – Linked with Local Content (LC)

Wherever the goods/services are procured under this policy, eligible (techno-commercially qualified) Class - I Local Suppliers will be granted a purchase preference of 20%, i.e., where the quoted price is within 20% of the lowest price, other things being equal, purchase preference will be granted to the eligible (techno-commercially qualified) Class - I Local Suppliers concerned, at the lowest valid price bid.

Goods:

The contract for 50% of the procured quantity would be awarded to the lowest techno-commercially qualified Class - I Local Supplier, subject to matching the L1 price, if such bidders are available. The remaining quantity will be awarded to L1 bidder.

However, if L1 bidder happens to be Class - I Local Supplier, the entire procurement value shall be awarded to such bidder.

If L1 bidder is not Class - I Local Supplier, then the lowest eligible Class - I Local Supplier among the eligible Class - I Local Suppliers, whether L2, L3, L4 or higher, will be invited to match the L1 bid. In case first eligible Class - I Local Supplier fails to match L1 bid, the next Class - I Local Supplier will be invited to match L1 bid and so on.

Only the Class - I Local Suppliers whose bids are within 20% of the L1 bid would be allowed an opportunity to match the L1 bid.

If the tendered quantity cannot be divided in the prescribed ratio of 50:50, then the eligible Class I Local Supplier shall be awarded contract for quantity not less than 50%, as may be divisible, subject to matching the L1 price.

If the tendered item is non-divisible, the contract will be awarded to the eligible Class - I Local Supplier for the entire quantity, subject to matching the L1 price.

In case none of the eligible Class - I Local Suppliers match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value.

Services / EPC Contracts:

If L1 bidder happens to be Class - I Local Supplier, the bidder will be awarded full value of the order.

If L1 bidder is not Class - I Local Supplier, then the lowest eligible Class - I Local Supplier among the eligible Class - I Local Suppliers, whether L2, L3, L4 or higher, will be invited to match the L1 bid. In case first eligible Class - I Local Supplier fails to match L1 bid, the next Class - I Local Supplier will be invited to match L1 bid and so on.

Only the Class - I Local Suppliers whose bids are within 20% of the L1 bid would be allowed an opportunity to match the L1 bid.

In case none of the eligible Class - I Local Suppliers match the L1 bid, the actual bidder holding L1 bid will secure the order for full procurement value.

Determination of LC**LC of goods**

LC of goods shall be computed on the basis of the cost of domestic components in goods, compared to the whole cost of product. The whole cost of product shall be constituted of the cost spent for the production of goods, covering direct component (material) cost; direct manpower cost, factory overhead cost and shall exclude profit, company overhead cost and taxes for the delivery of goods.

The criteria for determination of the local content goods shall be as follows: -

- a. In the case of direct component (material), based on country of origin
- b. In the case of manpower, based on INR component

The calculation of LC of the combination of several kinds of goods shall be based on the ratio of the sum of the multiplication of LC of each of the goods with the acquisition price of each goods to the acquisition price of combination of goods.

LC of Service

LC of service shall be calculated on the basis of the ratio of service cost of domestic component in service to the total cost of service.

The total cost of service shall be constituted to the cost spent for rendering of service, covering :

- a. Cost of component (material) which is used;
- b. Manpower and consultant cost; cost of working equipment/facility; and
- c. General service cost, excluding profit, company overhead cost, taxes and duties.

The criteria for determination of the cost of local content in services shall be as follows: -

- a. In the case of material being used to help the provision of service, based on country of origin;
- b. In the case of manpower and consultant based on INR component of the services contract;
- c. In the case of working equipment/facility, based on country of origin; and
- d. In the case of general service cost, based on the criteria as mentioned in clauses a, b and c above

LC of EPC Contracts

LC of EPC contracts shall be the ratio of the whole cost of domestic components in the combination of goods and services to the whole combined cost of goods and services.

The whole combined cost of goods and services shall be the cost spent to produce the combination of goods and services, which is incurred on work site. LC of the combination of goods and services shall be counted in every activity of the combination work of goods and services.

The spent cost as mentioned above shall include production cost in the calculation of LC of goods and service cost in the calculation of LC of services respectively as mentioned above.

Calculation of LC and Reporting

LC shall be calculated on the basis of verifiable data. In the case of data used in the calculation of LC being not verifiable, the value of LC of the said component shall be treated as nil.

Certification and Verification

Class – I / Class – II suppliers are eligible to bid only if they meet the local content norms, therefore whether or not they are eligible to avail PP-LC benefit, it will be mandatory to provide adequate documentation as mentioned below in order to establish their status as Class- I or Class – II supplier.

At bidding Stage :

a. Local Content

The bidder shall provide the percentage of local content in the bid.

b. Undertaking by the bidder

- The bidder shall submit an undertaking {(self-assessment) certified by the Authorized signatory of the bidder having Power of Attorney} **(as shown in Attachment 1)** along with the bid stating that the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.
- **In case the procurement value is more than Rs. 10 Crores**, the undertaking submitted by the bidder shall be supported by a certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) giving the percentage of local content.

After Contract Award:

- a. The bidder shall submit an undertaking {(self-assessment) certified by the Authorized signatory of the bidder having Power of Attorney} along with the bid stating that the bidder meets the mandatory minimum LC requirement and such undertaking shall become a part of the contract.
- b. **In case the procurement value is more than Rs. 10 Crores**, the undertaking submitted by the bidder shall be supported by a certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) giving the percentage of local content.
- c. Each supplier shall provide the necessary local-content documentation to the statutory auditor

which shall review and determine that local content requirements have been met, and issue a local content certificate to that effect on behalf of procuring company, stating the percentage of local content in the good or service measured. The Auditor shall keep all necessary information obtained from suppliers for measurement of Local Content confidential.

- d. The Local Content certificate shall be submitted along with each invoice raised. However, the % of local content may vary with each invoice while maintaining the overall % of local content for the total work/ purchase of the pro-rata local content requirement. In case it is not satisfied cumulatively in the invoices raised up to that stage, the supplier shall indicate how the local content requirement would be met in the subsequent stages.
- e. As regards cases where currency quoted by the bidder is other than Indian Rupee, exchange rate prevailing on the date of notice inviting tender (NIT) shall be considered for the calculation of Local Content.
- f. HPCL shall also have the authority to audit as well as witness production processes to certify the achievement of the requisite local content.

Sanctions:

HPCL shall impose sanction on manufacturers / service providers not fulfilling LC of goods/services in accordance with the value mentioned in certificate of LC.

The sanctions may be in the form of written warning, financial penalty and holiday listing.

In the event that a manufacturer or supplier of goods and / or service provider does not fulfil their obligation after the specified period in such warning, HPCL can initiate action for holiday listing such manufacturer/supplier/ Service provider.

A manufacturer and/ or supplier of goods and / or provider of services who has been awarded the contract after availing Purchase Preference is found to have violated the LC provision in execution of the procurement contract of goods and / or services, shall be subject to financial penalty specified in the following clause :

“The financial penalty shall be over and above the PBG value prescribed in the contract and shall not be more than an amount equal to 10% of the contract Price”.

Attachment 1 (Undertaking) to be submitted on letter head, duly filled, stamped and signed (as applicable) by :

- a) **Authorized signatory of the bidder having Power of Attorney for tender value < Rs. 10 Crores.**
- b) **The undertaking submitted by the bidder shall be supported by a certificate from statutory auditor or cost auditor of the company (in case of companies) or from a practicing cost accountant or practicing chartered accountant (in respect of other than companies) for tender value > or = Rs. 10 Crores.**

UNDERTAKING

ATTACHMENT -1

Tender no. _____ dated _____

We, M/s _____ (***Name of Bidder***) hereby state and undertake that we meet all the requirements of the PP-LC / DMEP / DMTP (retain whichever is applicable and remove the balance options) Policy as set out in the tender document and hereby confirm that we are eligible for purchase preference under this policy.

In case our declaration is found to be incorrect at any point of time during the tender process or contract execution or thereafter, HPCL shall have the right to impose sanctions as stated in the subject PP - LC policy.

We hereby declare that the local content of Goods / Services / EPC / Works Contract (retain whichever is applicable and remove the balance options) as per the scope of job to be executed under this tender is %, at the time of bidding.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

(In case quoted value **exceeds Rs. 10 Crores**, the undertaking should be supported by a certificate from Statutory Auditor engaged by the bidder certifying that the bidder meets the mandatory local content requirement.)

Distribution of Order

Status of L1 Bidder	% Order Distribution	
Class – I Supplier	L1 Bidder : 100 %	
Class – II Supplier	Eligible Class – I Supplier : 100 %	In case of non-availability of eligible Class – I Supplier L1 Bidder : 100 %



Hindustan Petroleum Corporation Ltd

Information Systems Department
Sewree Mumbai

E-Procurement application

Reverse Auction Process Vendor Manual

Version 2.2

Version Release Date 7th February 2017



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Document Revision List

Project	E-Procurement
Document Name	Vendor Manual – Procedure for Reverse Auction

Document Created By	Manjusri Maddala	Date 30 th April 2015
Document Reviewed By	Anupam Das	Date 30 th April 2015
Document Approved By	Sanjay Dasgupta	Date 30 th April 2015

Revisions /Change Control

Date	Version	Author	Reason
30 th Apr 2015	1.0	Manjusri Maddala	Initial Version
28 th Feb 2016	1.1	Manjusri Maddala	Changes Included: <ul style="list-style-type: none">• Section on RA Extension Clause• Enhanced Additional E-mails• Application of loading factor• Label changes in RA screen
10 th May 2016	2.0	Manjusri Maddala	Changes Included: <ul style="list-style-type: none">• Removal of view server time• Removal of check updates button• Introduction of digital clock



28 th July 2016	2.1	Manjusri Maddala	Changes Included: Global Reverse Auction screens included
7 th Feb 2017	2.2	Manjusri Maddala	Changes Included: New procedure for participation in Reverse Auction included New RA link and screens

Abbreviations used

HPCL	Hindustan Petroleum Corporation Ltd
E-Proc	E-Procurement
RA	Reverse Auction
Non SOR	Tender not on Schedule of Rates
SOR	Schedule of Rates
Dev	Deviation
Rev.Auc.Document	Reverse Auction document



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1 Introduction

In E-Procurement application, Reverse Auction will be initiated by HPCL as soon as Technical and Commercial Evaluation is completed for the tender.

All the **eligible bidders** will be notified through e-mail which will contain the Tender number, Reverse Auction date and time. HPCL RA Process will have the following steps

- Notifying eligible bidders regarding RA event schedule
- Publish Reverse Auction in Portal informing event schedule date & time.
- Reverse auction event will automatically go live on scheduled date and time
- Conduct Reverse auction / Postpone or Cancel Reverse Auction
- Reverse Auction Closure
- Publishing RA Winner document

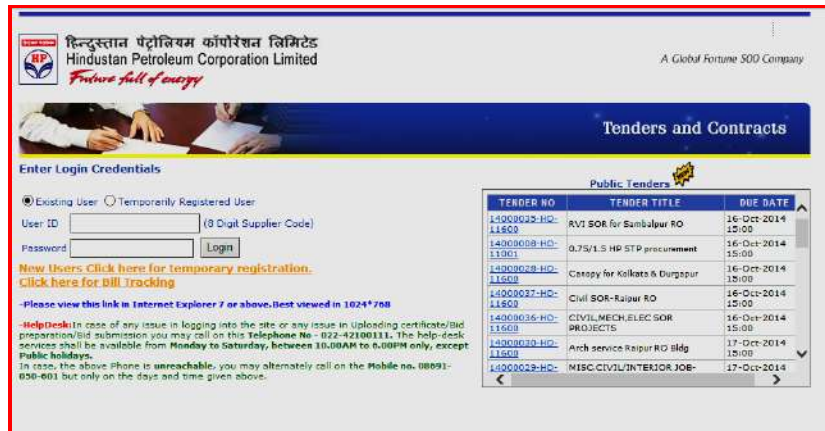
 Please note – If a bid is rejected in techno-commercial stage for any reason, email intimation will be sent to bidder, citing reason for rejection. Hence, in such a scenario the bidder will not get intimation to participate in the RA.

1.1 Login to Reverse Auction Portal

To participate in RA, Bidder should type the URL <https://etender.hpcl.co.in/> in the (Internet Explorer 7 or above) address bar and click “Enter”. Please note that application will not function properly in other browsers such as Chrome/Firefox/Safari etc.

Once the Login screen is scheduled, bidder can go to reverse Auction Portal in two methods.

1. Method 1: Existing Bidder should enter his 8 digit Vendor code in “User ID” field and password as issued for “Bill Tracking system” to login in the screen shown below. Temporary registered bidder shall enter his email Id in “Email Id” field and corresponding password.



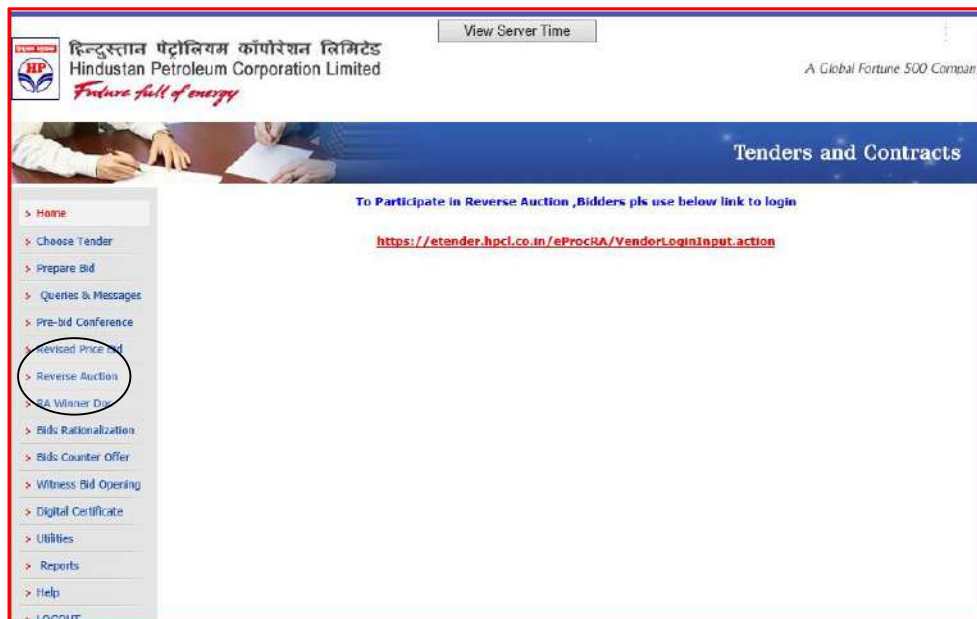
TENDER NO	TENDER TITLE	DUE DATE
14000032-HQ-11853	RVT SOR for Sambalpur RO	16-Oct-2014 15:00
14000038-HQ-11901	0.75/1.5 HP STP procurement	16-Oct-2014 15:00
14000028-HQ-11849	Canopy for Kolkata & Durgapur	16-Oct-2014 15:00
14000037-HQ-11853	Civil SOR-Rajpur RO	16-Oct-2014 15:00
14000036-HQ-11849	CIVIL/MECH/ELEC SOR PROJECTS	16-Oct-2014 15:00
14000030-HQ-11853	Arch service Rajpur RO Bldg	17-Oct-2014 15:00
14000023-HQ-	MISC CIVIL/INTERIOR JOB-	17-Oct-2014

In case of any issues in logging in to the portal, bidders are requested to contact the help desk. The help desk details are available on the login page of the portal.

After successful login, bidder is prompted to accept the “User Agreement” for accessing the portal. This is mandatory. Bidders will have option to download / read the User Agreement by clicking on the hyperlink before accepting.

After acceptance of User Agreement, the Bidder is taken to the Home Screen. The Home Screen has various menu options on the left side and reverse auction marquee “**Upcoming/ Ongoing Reverse Auctions**” on the right side. Link for reverse Auctions appears on right side.

Bidder to click on this link and again login into the system.



To Participate in Reverse Auction ,Bidders pls use below link to login

<https://etender.hpcl.co.in/eProcHA/VendorLoginInput.action>



The Reverse Auction marquee contains the list of tenders for which RA is scheduled. (Please see image below)

UP Coming /Ongoing Reverse Auction

TENDER NO	TENDER TITLE	DUE DATE
15000004-HD-10003	PACKED LPG TPT CHAKKAN PLANT	10-Feb-2017 12:00
15000004-HD-10003	PACKED LPG TPT BARAUNI	10-Feb-2017 15:00
150000123-HD-10003	HOT SLURRY BBL COIL PILOT PLANT	10-Feb-2017 15:00
150000023-HD-10003	SUPPLY OF OT PLUST SIGNAGE	13-Feb-2017 15:00
150000023-HD-10003	Hot reaping for Relour, Petna	13-Feb-2017 15:00
15000102-HD-10003	Architectural Serv Nagpur Off	13-Feb-2017 15:00
15000225-HD-10003	VTS for Bulk LPG Tts	14-Feb-2017 14:00

2. Method 2: Bidder to click on link “click here for Login to Participate in Reverse Auction’ below user ID and Password boxes. Reverse Auction portal login screen will be scheduled and bidder to put user ID and password to enter into Reverse Auction Portal.

Click here for Login to Participate in Reverse Auction

TENDER NO	TENDER TITLE	DUE DATE
15000004-HD-10003	PACKED LPG TPT CHAKKAN PLANT	10-Feb-2017 12:00
15000004-HD-10003	PACKED LPG TPT BARAUNI	10-Feb-2017 15:00
150000123-HD-10003	HOT SLURRY BBL COIL PILOT PLANT	10-Feb-2017 15:00
150000023-HD-10003	SUPPLY OF OT PLUST SIGNAGE	13-Feb-2017 15:00
150000023-HD-10003	Hot reaping for Relour, Petna	13-Feb-2017 15:00
15000102-HD-10003	Architectural Serv Nagpur Off	13-Feb-2017 15:00
15000225-HD-10003	VTS for Bulk LPG Tts	14-Feb-2017 14:00



Welcome User 24999998-Dummy Supplier for loading charges

Home
Reverse Auction
NA Window Deal
Help
Logout

Latest Query Responses

16000292-HB-46009 - In case if any other items are required to be supplied to complete the job it entirely in vendors scope. Vendor shall submit the makes of such items to HPCL for Approval. 30-Jan-2017
16000293-HB-46009 - To be backfilled with asphalt only. 30-Jan-2017
16000293-HB-46009 - STD Composites make will be included. 31-Jan-2017

Latest Corrigenda

16000037-HD-10129 - The bid queries submission date extension 25-Jan-2017
16000042-HB-12990 - Uploading pre bid queries reply and doc. 02-Feb-2017
16000032-HD-12000 - Extension of due date of tender. 08-Feb-2017
16000122-HD-10133 - Bid due date

UP Coming/Ongoing Reverse Auction

16000114-HB-10807 - Schedule C. 08-Feb-2017 16:40
16000026-HB-10807 - DUMMY E-CHARTERING. 08-Feb-2017 16:44

TIPS FOR SUCCESSFUL BID SUBMISSION, to download.
Please take note of the following points for a quick and hassle free bid preparation and submission:

1. If you are logging in for the first time, please upload your digital certificate (public key) through the link "Digital certificate" in the left side (The digital certificate should have "Non repudiation" attribute). The concerned Purchase officer will validate the same, after which the message in link shall read as "Existing Signing Digital Certificate Expires on". Only after this message you can submit bid successfully (This is a one time activity till certificate expiry).
2. Please see Latest vendor bidding guide dated 14th May, 2013 by clicking on Tender Bid Type [Thous Bid](#) [Ten Bid](#) [Single Bid](#) for guidance on the current bidding process.
3. For help on any specific topic like "how to raise query" etc, please click on the help link and select the appropriate topic for a step by step procedure on same.
4. Please note that, you can submit more than one bid against a tender. However, only the latest successful bid shall be considered for evaluation.
5. Please download and install the PDF signing utility (J SignPDF) from the "Utilities" link, which can be used to signing tender document prior to submission of same. Please note that your digital certificate should be uploaded/activating in your browser to enable Jsign pdf in signing documents.
6. Please ensure to use Internet Explorer 7 or above to open and work on this application.
7. Please download & install the program JDN 1.6 from the utilities link, if not already installed for this application to work properly.
8. Please note that opening of bids can be witnessed through the menu "Witness bid opening" after the on pre-registered bid opening date has passed.

2 Witnessing Loading factors

HPCL may apply the commercial loading, if any, on the basis of commercial terms and conditions, taxes quoted by the bidder, other commercial deviations etc. These loading factors are applied on basic price. The loading factors (if any) shall be displayed in the portal prior to the date scheduled for Reverse Auction Event. An E-Mail shall be triggered by the system to the bidders for information.

Before the bidder proceeds for participating in Reverse Auction, bidders can witness loading factors through "Witness bid opening" option in the menu.

3 Reverse Auction Participation Process

Bidder should click on 'Reverse Auction' option from the menu page.

Future full of energy

Enter Login Credentials

☒ Existing User ☐ Temporarily Registered User

User ID: (8 Digit Supplier Code)

Password:

Click here for Login To Participate in Reverse Auction
New Users Click here for temporary registration.
Click here for Bidder Registration

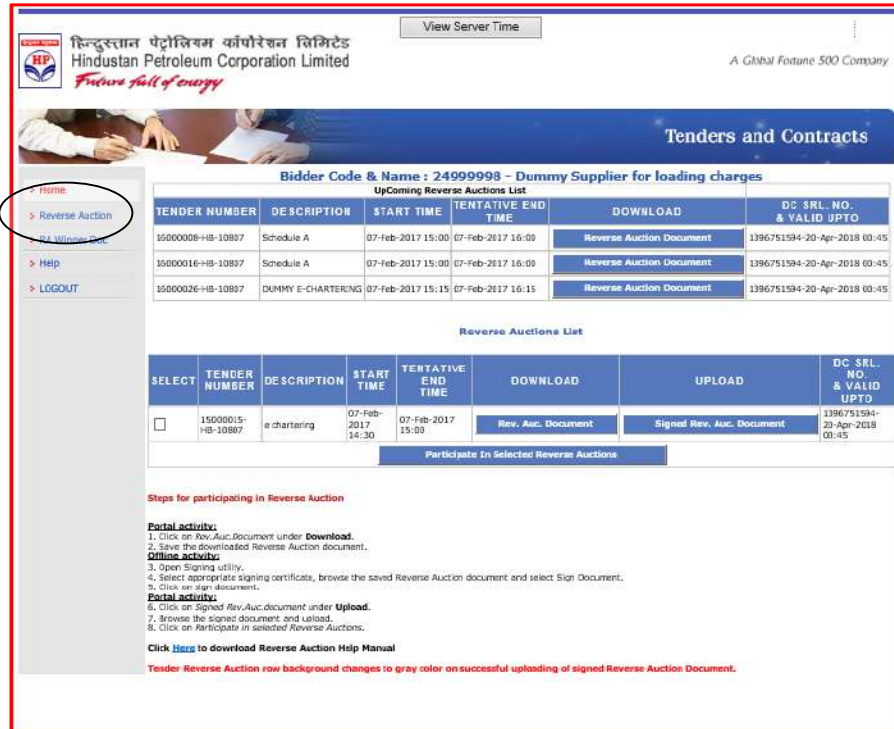
Contact us - For any technical queries related to operation of the portal please send mail to eprochelpdesk@mail.hpcl.co.in OR please call us at **022-41146666**. The helpdesk support is available 6 days a week from **8AM to 8 PM** (except public holidays).

Grievance - For any grievance related to Helpdesk support, please send mail to eprocnodalofficer@mail.hpcl.co.in. Response may be sent in the next 24-48 hours.

Public Tenders

TENDER NO	TENDER TITLE	DUE DATE
16000318-HD-10093	Cafeteria Arrangement-Mgt&R-Hg	08-Feb-2017 15:00
16000212-HD-10137	Proc of 450 KG LPG Cylinders	08-Feb-2017 15:00
16000035-HD-12000	PACKED LPG TPT PURNKA	09-Feb-2017 11:00
16000032-HD-12600	PKD. TDT. EX-SIP1, MUZAFFARPUR	09-Feb-2017 15:00
16000033-HD-12600	PACKED LPG TPT PATNA	10-Feb-2017 11:00
16000040-HD-12330	PACKED LPG TPT CHAKAN PLANT	10-Feb-2017 12:00
16000034-HD-	PACKED LPG TPT PURNKA	10-Feb-2017

Once the menu option is selected the following Screen is scheduled where bidder can see Upcoming RAs and Ongoing RAs.



Bidder Code & Name : 24999998 - Dummy Supplier for loading charges

Upcoming Reverse Auctions List

TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL. NO. & VALID UPTO
15000008-HB-10887	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Reverse Auction Document	1396751594-20-Apr-2018 00:45
15000016-HB-10887	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Reverse Auction Document	1396751594-20-Apr-2018 00:45
15000026-HB-10887	DUMMY E-CHARTERING	07-Feb-2017 15:15	07-Feb-2017 16:15	Reverse Auction Document	1396751594-20-Apr-2018 00:45

Reverse Auctions List

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input type="checkbox"/>	15000015-HB-10887	e chartering	07-Feb-2017 14:30	07-Feb-2017 15:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45

[Participate In Selected Reverse Auctions](#)

Steps for participating in Reverse Auction

Portal activity:

1. Click on Rev.Auc.Document under **Download**.
2. Save the downloaded Reverse Auction document.

Offline activity:

3. Open Signing utility.
4. Select appropriate signing certificate, browse the saved Reverse Auction document and select Sign Document.

Online activity:

5. Click on sign document.
6. Click on Signed Rev.Auc.document under **Upload**.
7. Browse the signed document and upload.
8. Click on Participate in selected Reverse Auctions.

[Click Here to download Reverse Auction Help Manual](#)

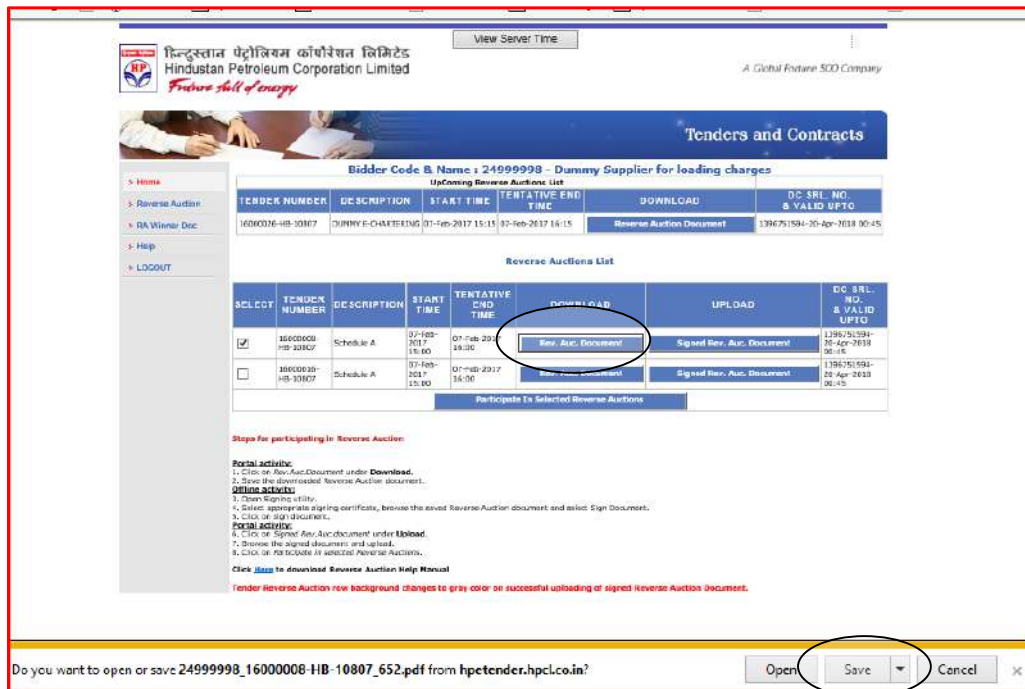
Tender Reverse Auction row background changes to gray color on successful uploading of signed Reverse Auction Document.

Bidders should select the tender number by checking in box and follow the steps given below for obtaining Reverse Auction password for the specific tender.

3.1 Steps for Participating in Reverse Auction

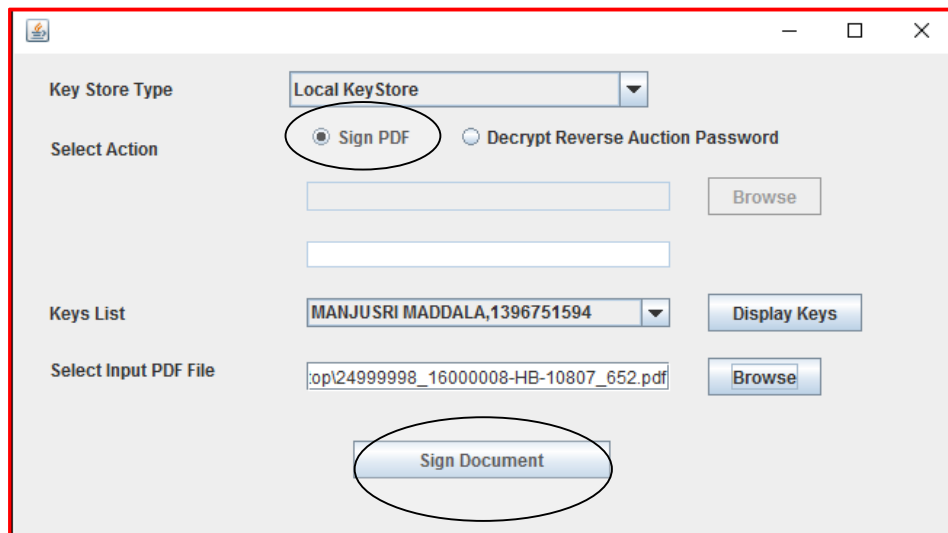
Portal activity:

1. Click on 'Rev.Auc.Document' (Reverse Auction Document)
2. Save the downloaded Reverse Auction document

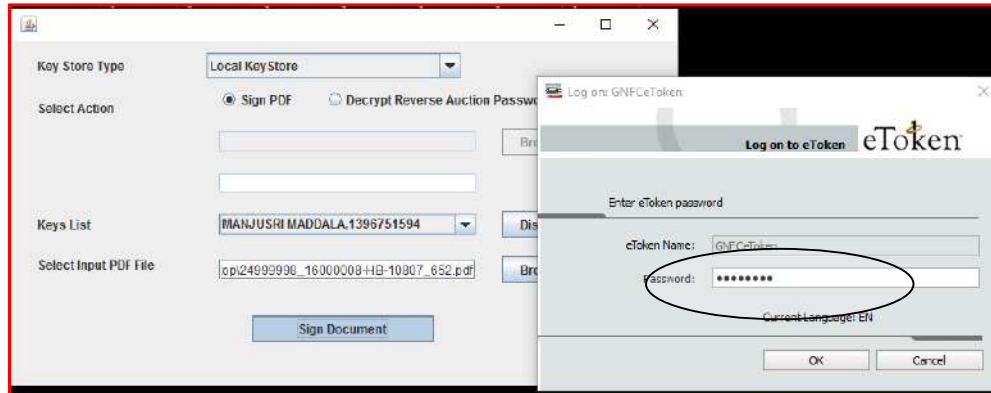


Offline activity

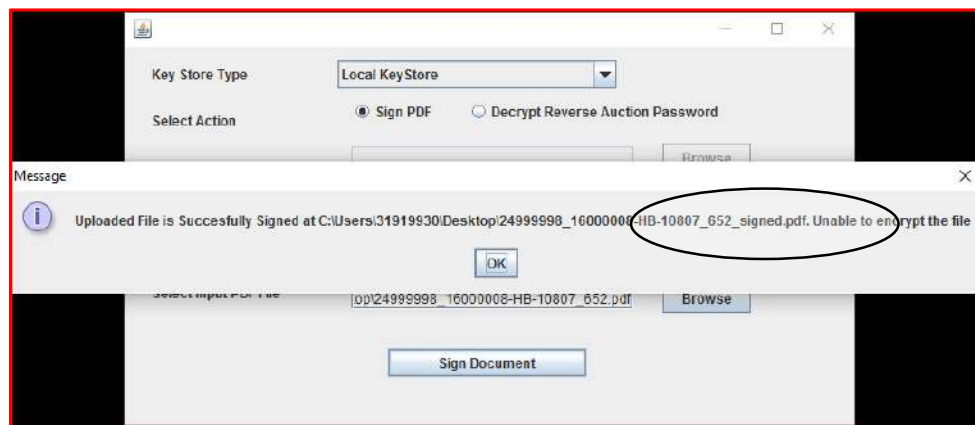
1. Open Signing utility
2. Select appropriate signing certificate and browse the saved Reverse Auction document
3. Click on sign document



Enter token password



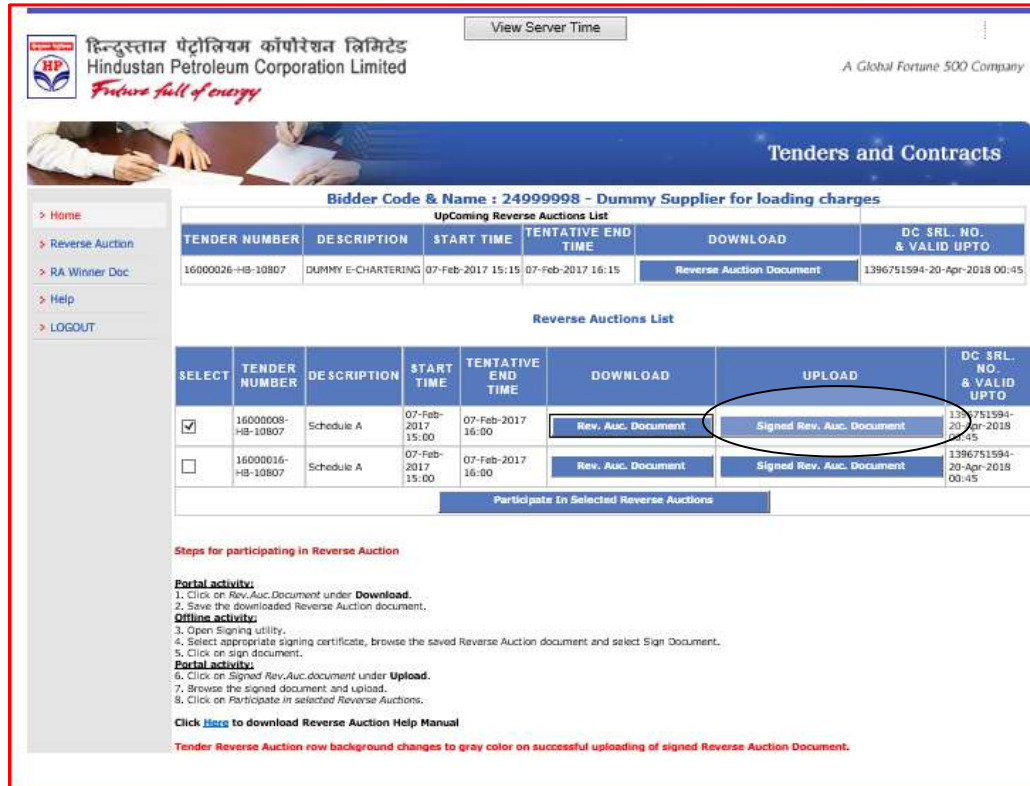
Signed document will be generated successfully



Click on 'OK'.

Portal activity:

4. Click on 'signed Rev.Auc.document' under 'upload'



Bidder Code & Name : 24999998 - Dummy Supplier for loading charges

TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL. NO. & VALID UPTO
16000026-HB-10807	DUMMY E-CHARTERING	07-Feb-2017 15:15	07-Feb-2017 16:15	Reverse Auction Document	1396751594-20-Apr-2018 00:45

Reverse Auctions List

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input checked="" type="checkbox"/>	16000008-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45
<input type="checkbox"/>	16000016-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45

[Participate in Selected Reverse Auctions](#)

Steps for participating in Reverse Auction

Portal activity:
1. Click on Rev.Auc.Document under Download.
2. Save the downloaded Reverse Auction document.

Offline activity:
3. Open Signing utility.
4. Select appropriate signing certificate, browse the saved Reverse Auction document and select Sign Document.
5. Click on sign document.

Portal activity:
6. Click on Signed Rev.Auc.document under Upload.
7. Browse the signed document and upload.
8. Click on Participate in selected Reverse Auctions.

Click [Here](#) to download Reverse Auction Help Manual

Tender Reverse Auction row background changes to gray color on successful uploading of signed Reverse Auction Document.

5. Browse the signed document and upload

16000008-HB-10807 - Schedule A

Upload Signed Reverse Auction Document: C:\Users\31919930\Desktop Browse...

[Upload Signed PDF](#)
[Close](#)

6. Tender reverse Auction row changes to gray colour on successful uploading of signed reverse Auction documents.
7. Click on 'Participate in selected Reverse Auctions'.