

Tender No. : 21000019-HB-11775



Tender Published On : 28-Aug-2021 14:57

Hindustan Petroleum Corporation Limited
Corporate Identification Number L23201MH1952G01008858

Basic Information Of Tender		
Title	Solar system commission & AMC	
Description	Solar system commissioning and AMC	
Tender Type	Limited	
Tender Scope	Domestic	
Bid Type	Two Bid	
Evaluation Criteria	Overall L1 for all items	
Tender Due Date & Time	13-Sep-2021 15:00	
Reverse Auction Applicable	No	
Pre Bid Conference Start Date & Time		
Pre Bid Conference End Date & Time		
Queries Start Date & Time	30-Aug-2021 10:00	
Queries End Date & Time	06-Sep-2021 15:00	
Un Priced Bid Open Date & Time	13-Sep-2021 16:00	
Purchase Deptt.	PURCHASE DEPARTMENT- DEVANAGONTHI	
TF/EMD Drop Box Address	HPCL Bengaluru Terminal	
Tender Description	This tender is floated to carryout commissioning of Solar system along with net metering and AMC of solar system.	
Notice Inviting Tender		
Currency Type	Tender Fee	EMD
INR	0	0

Delivery Terms - Free to Destination location unless specified otherwise. Validity of offer - 90 days from the initial or extended Due Date for submission of Tender whichever is later unless specified otherwise. Liquidated Damages/Price Reduction clause accepted unless specified otherwise.

In case bidder does not deviate from the standard offer validity in on line deviation form, bid's offer validity shall be considered as mentioned above.

In case a Revised priced bid is initiated for this tender, at a later date (eg Technical evaluation stage etc), it shall be incumbent upon the bidder to submit revised bids for the specified items/entire tender. In the absence of revised bids from the bidder within specified time period, the original bid submitted by the bidder shall not be considered for evaluation.

Organization reserves the right to reveal the contents of the bid documents submitted by the vendor during the witness bid opening process as per prevailing policy of the corporation.

Please quote all the taxes, if applicable, only in percentage terms and not in Per unit(Amount) basis. The Per unit option is provided only to quote for extras like Loading charges, packing charges, TPI charges etc. In case, it is found that you have quoted taxes in amount basis, your bid may be liable for rejection.

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Line Details Of Tender							
Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
Solar System comm and AMC				Mandatory: Yes			
1	INSTLN OF SOLAR SYSTEM	11775-BENGALURU TERMINAL	Each	1		29AAACH1118B1Z8	Yes
DESCRIPTION => INSTALLATION, TESTING AND COMMISSIONING OF SOLAR SYSTEMS UP TO 50 KWP ON BUILDING ROOF TOPS, CAR PARKING AREAS, STRUCTURES, BARREN LAND, ETC. SCOPE SHALL BE AS PER TECHNICAL SPECIFICATIONS.							
2	NET METERING OF SOLAR PLANT	11775-BENGALURU TERMINAL	Each	1	999113	29AAACH1118B1Z8	Yes
DESCRIPTION => THE JOB INCLUDES CO-ORDINATION WITH STATE ELECTRICITY BOARD FOR NET METERING, HANDLING PAPER WORK, GETTING THE NET METER COMMISSIONED.							
3	AMC SERVICES FOR SOLAR PROJECT	11775-BENGALURU TERMINAL	Each	36	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED.							
4	Remote monitoring facility	11775-BENGALURU TERMINAL	Each	1		29AAACH1118B1Z8	Yes



Tender document

Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Please confirm that you have not been banned or delisted by any Government or Quasi Government agencies or PSUs. If you have not been banned, then mention as YES in Bidders Confirmation column and also this fact must be clearly mentioned here.		-	No
2	"Technical A. Acceptance of technical specifications and scope of supply and Fixing as per tender enquiry. B. In case of deviation, confirm that the same has been highlighted separately. "		-	No
3	"Firm Prices Confirm quoted prices will remain FIRM and Fixed till complete execution of the order."		-	No
4	Taxes CGST or SGST or IGST shall be quoted separately and shall conform to the latest GST rates		-	No
5	"Completion Period Confirm acceptance of Completion period as indicated in the tender documents"		-	No
6	"Delayed Delivery or Liquidated Damages Confirm your acceptance for delayed delivery clause as per the attached Terms and Conditions. "		-	No
7	"Payment terms: Confirm acceptance of payment terms as specified in the attached terms and conditions. "		-	No
8	Retention Money Confirm acceptance of the Retention Money as per tender clause mentioned in the attached Terms and Conditions and that Performance Bank Guarantee will be furnished accordingly		-	No
9	"Validity Confirm that your offer is valid for 365 Days from due date or extended due date of the tender."		-	No
10	"Terms and condition Confirm acceptance of attached instructions to Bidders and Terms and conditions In case of deviations, confirm that clause wise comments have been indicated. "		-	No
11	Indicate whether you are a Govt. Of India undertaking.		-	Allowed
12	"Are you registered with NSIC and MSME copy of registration to be attached if applicable NSIC and MSME Registration Certificate is valid up to date"		-	Allowed
13	"If you are Micro or Small industry , kindly upload proof to substantiate the same like documents showing value of assets like plant and machinery."		-	Allowed
14	In case registered with NSIC and MSME , please confirm whether the quoted items included in the registration certificate. Please also provide the value limit given in NSIC and MSME certificate.		-	Allowed
15	"If you are a proprietary concern with valid MSME certificate , kindly mention if proprietor is SC or ST. if yes, upload proof of the same."		-	Allowed
16	In case of delay in Delivery due to reasons attributable to Bidder, please confirm that any new or additional taxes and duties imposed after contractual delivery dates shall be to Bidders account.		-	No
17	Confirm acceptance of HPCL Conciliation Rules		-	No
18	Please provide the address name and communication no and email ID		-	Mandatory
19	"Please provide PAN copy with a declaration stating the following: PAN No. of the Corporation is (enter corporation or entity name) falling under the jurisdiction of Commissioner of Income Tax (name of area) It is hereby declared that the said PAN No is correctly stated"		-	Mandatory
20	Please attach filled annexure documents		-	Mandatory
21	Please attach legally vetted declaration instead of EMD		-	Mandatory
22	Tips for bid submission	TipsBidsubmission.PDF	-	No
23	Vendor bidding manual	Vendor Bidding Manual.pdf	-	No
24	Annexures	Annexures.pdf	-	No
25	Instructions to bidders	Instructions to bidders New.pdf	-	No
26	Legally vetted declaration instead of EMD	Legally vetted declaration instead of EMD.pdf	-	No
27	BG format	Bank Guarantee Formats.pdf	-	No
28	HPCL Conciliation Rules	CONCILIATION CLAUSE.pdf	-	No
29	GTC contract labour	GTC Contract Labour Attachment I.pdf	-	No
30	GTC works	GTC Works GST2.pdf	-	No
31	GTC Supply	GTC Supply.pdf	-	No
32	HSE policy	HSE Policy.pdf	-	No
33	Technical specifications	Scope of job.pdf	-	No

Tips for successful bid submission in HPCL e-Procurement platform

THANK YOU, for your interest in bidding for HPCL tender in E-Procurement platform. It is designed to ensure security and confidentiality of bids till bid opening and provide transparency after bid opening. There have been few instances of vendors are not being able to submit their bids for various reasons. Based on our experience, we have compiled a list of all probable reasons due to which either vendors miss out on submitting their precious bid or end up submitting defective bids. Needless to mention, the most likely reason is attempting bid generation in the last hour.

Thus it is recommended to start the Bid Preparation process well in advance. We hope this set of handy tips will help you avoid the usual pitfalls at initial stage and submit a perfect bid smoothly in the platform

Tip 1:

❖ Ensure to keep System ready in advance

For 1st time users, ensure the below points are taken care

- ✓ Class IIIB digital certificate issued on organization.
- ✓ Download Signing Utility for Signing and encryption.
- ✓ Install latest JAVA in local machine.
- ✓ Install Drivers for e-token

Tip 2:

❖ Internet Explorer browser 9 or above

- ✓ Remember to work with only **Internet explorer 9** or above browser.
- ✓ DO NOT access site in Google Chrome/Mozilla Firefox/ Edge or Safari, to avoid issues.

Tip 3:

❖ Start the process in advance. Submit bids in advance, Rates can be revised later

- ✓ Upload the Digital Certificate and get it validated by HPCL in advance.
- ✓ DO NOT wait for DC validation, for initiating BID preparation. Generate Technical bid and priced bid file in advance.

- ✓ Keep the supporting documents ready in PDF format only.
- ✓ Bids can be submitted once DC validation is completed.

Tip 4:

❖ **EMD submission: EMD should reach to HPCL prior Tender due date.**

- ✓ Submit EMD well in advance through online (Net Banking) or by way of Demand draft/ Bank Guarantee.
- ✓ While uploading EMD Exemption Certificate (for MSME vendors etc), browse only signed pdf of Exemption certificate.
- ✓ Use online EMD payment option, for faster EMD submission and EMD refunds.

Tip 5:

❖ **Enter Taxes and Extras in proper format.**

- ✓ Enter Taxes ONLY in Percentage terms and never in 'Per Unit' basis.
- ✓ Define various tax elements in proper sequence for correct calculation of delivered cost
- ✓ Only Extras like Freight, third party Inspection etc., may be entered in Per unit basis
- ✓ Check total Derived cost on screen and in Priced Bid Pdf, before bid submission

Tip 6:

❖ **Simply generate the Technical bid pdf / Price bid pdf. Digitally sign & encrypt. Keep Signed file for records and "encrypted (final_signed)" file for submission.**

- ✓ DO NOT browse signed PDF while filling responses.
- ✓ It is NOT required to take a print of the Tender Document.
- ✓ It is NOT required to physically sign on all pages of the tender file.
- ✓ It is NOT required to scan the signed tender document and upload the same.
- ✓ DO NOT quote zero rate, in case you do not want to quote for optional items

Tip 7:

❖ **Save the work by working on Tab - "Work without attaching doc". Esp., in tenders having more than 50 items**

- ✓ Option for saving work is available only in "Work without attaching doc" tab.
- ✓ Enter all the necessary technical responses in the form provided and click on "Save work on local machine" button for saving the "XML" file.

- ✓ Browse the latest “XML” file only while working on “Update Values from local computer” option.
- ✓ Note: During this process any data entered does not get captured in the server.
- ✓ PB (Price Bid) Excel template shall be used for faster uploading of rates in the tender. Only latest file to be uploaded.

Tip 8:

❖ **Always keep “Latest bid” for records.**

- ✓ Technical bid pdf and Priced bid pdf can be generated any number of times. Bid may be submitted any number of times.
- ✓ Always remember System will allow Bid submission only for the latest generated document.
- ✓ If bid submitted for more than one time, only latest bid will be considered for evaluation purpose by the system.

Tip 9:

❖ **“REGRET” option for Bid withdrawal.**

- ✓ Option for Bid withdrawal is available till tender due date even when the bid is already submitted/ is in preparation stage.
- ✓ Though “Regret” is submitted, “SUBMIT BID” option is available till tender due date.
- ✓ Latest bid submission/ Regret will be considered by system for tender
- ✓ “Regret” will be considered as response submitted against the tender.

Tip 10:

❖ **Size of the bid must be as less as possible**

- ✓ Keeping bid size small will help in faster Bid submission.
- ✓ The current session out time is 20 minutes. Must Save work before 20 minutes.
- ✓ To keep the size of the bid document small,
 - Scan the documents in low resolution, preferably 150-200 dpi wherein the data should be legible.
 - Scan in grayscale and not in color to reduce file size.
 - For large drawings, scan files in jpeg format and later covert same to pdf format.

Tip 11:

❖ **Raise online “Query” for any technical clarification regarding Tender.**

- ✓ Every tender has query start date and query end date (specified in the first page of the tender document). Query can be raised within this range only.
- ✓ So starting bid preparation in advance will facilitate to raise query and get reply within time.

Tip 12:

❖ **Sign document in advance for Reverse auction event.**

- ✓ To participate in Reverse Auction event, work only on RA link, as below <https://etender.hpcl.co.in/eProcRA/VendorLoginInput.action>
- ✓ Follow the steps given on RA page for RA Participation.
- ✓ Download RA document and sign only with HPCL's "Signing Utility".
- ✓ Do not change DC after RA is published. In case of DC expiry or token lost, ensure to upload new DC and get it validated before RA Start date.

Tip 13:

❖ **HPCL E-Procurement Helpline No: 022 41146666/ 61548595**

- ✓ For any technical queries related to operation of the portal, send mail to eprochelpdesk@mail.hpcl.co.in OR call at **022-41146666/61548595**.
- ✓ The helpdesk support is available 6 days a week from 8 AM to 8 PM (except public holidays).
- ✓ Must seek help at least two to three days (min) in advance, to avoid last minute disappointment.
- ✓ NOTE: Put dummy rates while taking support from Helpdesk for understanding Bid generation process

Supplementary Section on Bid Submission

The two broad classification of tenders for generating bid document, be it "Pre-qualification bid" or "Technical/ Price bid are as follows:

1. Low value tender having 20-50 items and limited uploads/questions

For Low value tender, "No of items" where rate is to be entered is very limited and there are less no. of questions, vendors can directly work on Prepare tender >> Generate Technical and Priced bid >> Attach document and generate envelope.

Bid generation and submission

Go to Generate Technical and Price bid >> Attach Document and Generate envelope.

- a. Fill responses, upload documents (pdf only), give Prices and Taxes etc and click on “Generate technical bid”, followed by “Generate Priced bid”.
- b. Save Technical Bid Envelope and Price bid envelope in local machine.
- c. Check the bid documents for correctness. If found OK, digitally signed and encrypted the file using the “Signing cum encryption” utility.
- d. No provision will be available for saving the work in this option. So for Bid resubmission/any other modification, responses/forms/rates etc have to be entered for all items again.
- e. **Keep “signed” file for records and “encrypted” file for submission**

While this method is very fast for generation of bids, it requires full efforts in redoing same if need arises.

2. Moderate to high value tender having more than 50 items and other uploads

The session out time for application is 20 minutes, which means if “generate bid” button is not clicked within 20 minutes of landing in the page the work done will be lost. Thus for moderate to high value tenders (having more than 50 items), Pl use PB Excel template for uploading rates and “Save work” option for preparing Technical bid

The method for “**Saving work**” is as below:

- a. Click on Prepare tender >> Generate Technical and Priced bid >> “Work without attaching document”. Here enter the rates/ responses etc, except for uploading the documents. Once adequate entries are made click on the tab “Save work on local computer”, show the path and save the file in local machine.
- b. Now click on “Update Values from Local Computer” and show path of the saved file. The rates and responses will get populated till the previous work done.
- c. The saved values can be edited and Rates/response can be filled up for balance items/sections. Again save the work. **Work can be saved as many times as required.**
- d. Use PB Excel template for uploading/modifying rates etc
- e. While updating values from local computer, always browse only latest generated saved work file.

Bid generation and Submission

- a. Once all the rates/responses are finalized, click on the tab “Generate Technical and Priced bid envelope >> Attach doc and generate envelope.
- b. Click on the tab at the bottom of screen “Update value from local computer”.
Remember to upload only the latest generated files.
- c. On uploading “save work” file, all the item rates/ responses will be populated against appropriate section. Also in the same page, browse the documents (pdf only) to be uploaded if any.
- d. After checking entered rates/ response sheet and uploaded supporting documents, click on “Generate technical bid envelope” followed by “Generate Priced bid envelope”.
- e. Save the PDF files of technical and price bid envelope.
- f. Check the pdf document for correctness. If found OK, digitally signed and encrypted the file using the “Signing cum encryption” utility.

Keep “signed” file for records and “encrypted” file for submission.

Vendor Bidding Guide for Two Bid Tender

In case a limited tender is published, email intimation goes out to all vendors attached to the tender. The email also intimates the **login Id (eg Vendor No) with which you are supposed to log into the system.** In case of Public tender, you may access site with the registered JDE vendor No or through temporary registration credentials. The password shall be the “**Bill tracking system**” password which you may already have or you may call up on helpdesk(022-4210011)/Purchase officer to obtain the same.(The password is delivered through a system generated mail directly to your email inbox).

Please 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.**

TENDER NO	TENDER TITLE	END DATE
L2000188-HPCL-10002	Tenders buy Retail Gr.	31-Aug-2012 15:00
L2000118-HPCL-10001	JANITORIAL SERVICES-TERMINAL A	31-Dec-2022 15:00

On the above screen enter your 8 digit Vendor code and password as issued for “Bill Tracking system”. Alternately, click on “Temporary registered user”, enter your email Id and corresponding password as registered by you.

You can now see the Home screen with instruction and salient features of bidding module.

View Server Time

Hindustan Petroleum Corporation Limited
A Global Fortune 500 Company

Tenders and Contracts

THIS SITE IS FOR TESTING AND DEVELOPMENT ONLY, NO LIVE TRANSACTION/BIDDING SHALL BE DONE ON THIS SITE.

CHOOSE TENDER

Currently Selected Tender :

SELECT	TENDER NO.	TENDER DOCUMENT	TENDER TITLE	TENDER TYPE	TENDER SUB DATE	CURRENT ACTION
<input type="radio"/>	13000118-HB-10002	View ^{TC}	SANITATIONAL SERVICES- TERMINAL A	Public	21-Dec-2012 15:00	WORKING
<input type="radio"/>	13000186-HB-10002	View ^{TC}	Tender to buy Rest Sir	Public	21-Aug-2012 15:00	WORKING
<input type="radio"/>	13000117-HB-10002	View ^{TC}	Demo for users	Limited	29-Aug-2012 15:00	WORKING
<input type="radio"/>	13000135-HB-10002	View ^{TC}	Demo for users	Limited	31-Aug-2012 15:00	WORKING
	13000165-HB-10002	View	TEST TENDER	Limited	21-Aug-2012 15:00	<input type="button" value="BID"/> <input type="button" value="REGRET"/>
	13000171-HB-10002	View	TEST TENDER	Limited	30-Sep-2012 15:00	<input type="button" value="BID"/> <input type="button" value="REGRET"/>

NOTE - 1. ^{TC} represents latest corrigenda document for that tender
2. Total uploadable bids size is 40MB only.

Select Tender

Click on “Choose Tender” in the left hand pane. All tenders lying in the inbox will be visible. You may either click on “Bid” or “Regret” as the case may be. Please note that in case you click on “regret”, you will not be allowed to prepare bid or submit bid. However the “Bid” button will stay active and on clicking same you will be allowed to prepare and submit bid.

Click on the radio button to select one of the tenders (in this case two bid tender) for working and then click on “Select Tender”. At any point of time, only one tender can be worked upon.

View Server Time

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Tenders and Contracts

THIS SITE IS FOR TESTING AND DEVELOPMENT ONLY, NO LIVE TRANSACTION/BIDDING SHALL BE DONE ON THIS SITE.

TENDER NUMBER : 13000071-HB-10002

LIST OF FILES

FILE NAME	DOWNLOAD FILE	FILE PATH
CompleteTenderDocument Click Here		112778cb77283ea10947d9bb93d16

Click on “Prepare Bid” in the left hand side, followed by “Tender Document” in the upper tab. This will provide the complete tender document in PDF format with the option to download the tender in PDF.

View Server Time

हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
Hindustan Petroleum Corporation Limited
A Global Fortune 300 Company

Future full of energy

Tenders and Contracts

THIS SITE IS FOR TESTING AND DEVELOPMENT ONLY. NO LIVE TRANSACTION/BIDDING SHALL BE DONE ON THIS SITE.

TENDER NUMBER : 13000071-HB-10002

Register Tender Document Payment Generate Technical And Priced Bid Envelopes Submit Bid

Tender Number : 13000071-HB-10002 Vendor Code : 20007020 - TRILOK CORPORATION

*Choose type of payment to be made

Payment Details: Tender Fee EMD Details

Proceed

Tender Fee (Not Applicable)

Note: In case of EMD exemption, please upload relevant pdf document - digitally signed. DD and BG scanned copies need not be uploaded

Next click on the upper tab “Payment”. Select the appropriate radio button and click on “Proceed” for providing payment related information in the next screen.

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Tenders and Contracts

IN THIS SITE.

TENDER NUMBER : 13000071-HB-10002

Register Tender Document Payment Generate Technical And Priced Bid Envelopes Submit Bid

Tender Number : 13000071-HB-10002 Vendor Code : 20007020 - TRILOK CORPORATION

EMD BG/DD Details

Note: In case of EMD exemption, please upload relevant pdf document - digitally signed. DD and BG scanned copies need not be uploaded

EMD (Bank Guarantee/ Demand Draft/ Pay Order) Details

EMD/BG/DD Amount	<input type="text"/>	Remark	<input type="text"/>
EMD/BG/DD Date	<input type="text"/>	EMD/BG/DD Number	<input type="text"/>
EMD/BG/DD Expiry Date	<input type="text"/>	EMD/BG/DD Payable At	<input type="text"/>

- EMD (original instrument: Bank Guarantee/ demand draft/ pay order) should be kept in separate envelope (super scribed with tender number, job & due date) and should be deposited by tender due date and time, in the tender box at the address mentioned in tender document. In case the EMD (original instrument) is not deposited in the tender box (at the address mentioned in the tender document) by tender due date and time, the offer of bidder shall be rejected.
- The EMD (bank guarantee as well as demand draft/ pay order should be issued by any scheduled bank other than co-operative bank. EMD of amount up to Rs 50,000/- should be submitted through demand draft/ pay order only. The demand draft/ pay order should be payable at the place mentioned in the tender document.
- Public Sector Enterprises and Units registered with NSIC may also send the hard copy of EMD exemption document by post at the address mentioned in the tender document.
- HPCL or its consultant (consultant in case tender is hosted by HPCL, consultant on its behalf) shall not be responsible for any postal delays or non-receipt of EMD by tender due date and time, reasons whatsoever.
- While submitting the bid on-line, bidders would be required to upload the scanned copy of EMD exemption document (self declaration in case of Public Sector Enterprises OR copy of valid registration certificate in case of units registered with NSIC) at the place provided for the same.
- Offer received without requisite EMD as explained above shall be rejected.

Save Details

After entering all details click on “Save details”.

Next click on the upper tab “Generate Technical And Priced bid envelopes”



You will get two options:

- **Work without attaching docs**
(Here you shall be able to enter the responses and rates/taxes etc with an option to **save work** so that bid can be prepared in stages)
- **Attach docs & Generate Envelope**
(Here you will **not get the option to save work**, but you will be allowed to enter the responses, rates/taxes, **upload documents** and generate the bid directly)

Please select the appropriate option and enter all responses as required. *As a thumb rule, if the tender has only few items and few questions to respond, you can directly go to the tab “**Attach docs and Generate Envelope**” enter values and generate the bid for submission.*

*However if the tender has many items and a large questionnaire then it is better to work on the tab “**Work without attaching document**”, so that you can save part work and come back to continue from where you left. In this option you have first “**Save work on local computer**” and then click on the tab “**Attach docs and Generate Envelope**”.*

The brief steps to generate the Technical Bid and Price Bid envelope is as given below:

Click on “Prepare tender” >> “Generate Technical and Priced Bid Envelope” >> **“Work without attaching document”**. Here you must enter the rates and taxes, enter responses to question etc, except for uploading the documents.

You will see the screen below, when you click on “Work without attaching document”.

The screenshot displays the tender portal interface for Hindustan Petroleum Corporation Limited. The header includes the company logo and name, along with the tagline "Future full of energy". The main content area features a table for tender documents with the following data:

SRS. NO.	DESCRIPTION	NPCL FILE	BIDDER RESPONSE	UPLOAD FILE
1	Tender scope	scope/Scope.docx		
2	BCC	BCC.pdf		
3	Specs	Tech Specification.pdf		
4	Drawing	Drawing Diagram.pdf		
5	All evidence to be maintained & Deviation sheet only			
6	Rs confirm payment terms		<input type="text"/>	<input type="button" value="Browse"/>
7	Rs confirm LD clause		<input type="text"/>	
8	For additional document		<input type="text"/>	<input type="button" value="Browse"/>

Below the table, there are sections for "Deviation Form" and "Price Bid". At the bottom, there are two buttons: "Update Values from local computer" and "Save work to your local computer".

Enter the rates for the various items in the tender. Select the level where the taxes have to be applied i.e, “Header level taxes” or “Schedule level taxes” or “Line level taxes”. Click on the appropriate label and enter the taxes as shown below:

Procurement - Vendor Selection - Windows Internet Explorer

TAXES AND EXTRAS

Base: Total Taxes & Extras: Total Value:

My Taxes & Extras
 All Taxes & Extras Included

TAX ELEMENTS	% TAX	TAX FORMULA	CALCULATED TAX/EXTRA
Packing and Forwarding			
Loading Charges-Local			
Excise Duty-Non Modvatable			
CST	4.2	Base Value	0.042
Modvat	2	Base Value+CST	0.02084
Others 2			
Others 3			
Others 4			

Any Modvat related information shall be provided by the vendor in the Deviation form and same shall be accounted for by HPCL through Loading factor, for arriving

Select the appropriate tax elements and enter the applicable percentage. Click on tab after entering the percentage value and again tab after selecting the level (eg “Base value” or VAT or Service Tax etc). At the end click on “Apply Selected Values”. In case there are no taxes on the item please click on the radio button “All taxes & Extras Included” and click on “Apply selected Values” in the dialogue box for “Taxes and Extras”. Please note that the bid cannot be generated without populating the “Derived value”.

- **Once you have made adequate entries and nearing 20 minutes, please click on the tab “Save work on local computer”, show the path as “Desktop” or “My document” etc and save your work”. An xml file containing your data will get saved in your computer.**
- **Now click on “Upload values from local computer” and show path of saved document. The rates and responses will get filled up till the previous work done and you can fill up rates of balance items from that point. Save your work when you are approaching 20 minutes. You can do this as many times required. The main advantage is that your work is always saved and available for use.**

Now that you have entered the responses, rates, taxes etc after expanding all the sections you may click on the tab “Save work on local computer”. Thereafter click on “**Attach Docs & Generate Envelope**”

The screenshot displays the HPC Tenders and Contracts portal interface. At the top, there is a header with the HPC logo and the text "Hindustan Petroleum Corporation Limited" and "A Global Fortune 500 Company". Below the header, there is a navigation menu with options like "Home", "Create Tender", "Prepare Bid", "Queries & Messages", "Pre-bid Conference", "Revised Pre Bid", "Reverse Auction", "Bids Submission/Order", "Bids Counter Offer", "Witness Bid Opening", "Digital Certificate", "Uploads", "Reports", "HSR", and "LOGOUT". The main content area shows a "Tender document" table with the following data:

SRI NO.	DESCRIPTION	BQCL FILE	BIDDER RESPONSE	UPLOAD FILE
1	Tender scope	Access sheet.pdf		
2	SQC	SQC.pdf		
3	Spec	Tech Spec Form.pdf		
4	Drawing	Bidding Document.pdf		
5	All variations to be mentioned in Deviation sheet only			
6	Pls confirm payment terms		<input type="text"/>	<input type="button" value="Browse..."/>
7	Pls confirm LD clause		<input type="text"/>	<input type="button" value="Browse..."/>
8	Per additional document		<input type="text"/>	<input type="button" value="Browse..."/>

Below the table, there are three buttons: "Update Values from Local Computer", "Generate Technical Bid Envelope", and "Generate Priced Bid Envelope".

- Once you are through with all the rates and responses, you may click on the tab “Generate Technical and Priced bid envelope”>> “**Attach doc and generate envelope**”. Now click on the tab at the bottom of screen “Update value from local computer”. You will see that all the item rates and responses have got populated against appropriate section. Now you may show path of documents to be uploaded if any.
- Please remember to upload only the latest generated xml file.
- Once you find that all rates are entered, responses are filled up and documents are uploaded, you may click on “Generate Technical Bid envelope” followed by “Generate Priced bid envelope”. You will get an option to save document, which can be saved in “desktop” or “My documents”.
- Please note that in case you want to modify some value in your bid document simply click on “Update value from local computer” and show path of xml file. The values will be filled up on screen and will be available for editing. You may make necessary changes and then again “Generate technical bid envelope” followed by “Generate Priced bid envelope”.

PLEASE REMEMBER TO GENERATE BOTH THE PDF DOCUMENTS.

Now digitally sign both the bids (Technical Bid envelope.pdf and Price Bid envelop.pdf) with the provided utility “Jsign PDF”.

PLEASE REFER TO THE “PDF SIGNING MANUAL” TO UNDERSTAND THE DIGITAL SIGNING PROCESS FOR PDF DOCUMENTS.

After the documents has been signed, please encrypt it with the provided Encryption Utility. In case you are doing this for the first time click on “Utilities” on the left pane of screen.

(PLEASE NOTE THAT IN CASE THE TENDER HAS BEEN PUBLISHED BEFORE 15th OF MAY 2013, NO ENCRYPTION WILL BE REQUIRED WHILE SUBMITTING BIDS.)

View Server Time

HP हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
Hindustan Petroleum Corporation Limited
Fueling full of energy

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Tenders and Contracts

THIS SITE IS FOR TESTING AND DEVELOPMENT ONLY. NO LIVE TRANSACTION/BIDDING SHALL BE DONE ON THIS SITE.

- Home
- Choose Tender
- Prepare Bid
- Queries & Messages
- Pre-bid Conference
- Revised Price Bid
- Reverse Auction
- Bids Rationalization
- Bids Counter Offer
- Witness Bid Opening
- Digital Certificate
- Utilities**
- Reports

Click [JDK 1.6](#) to download and install JDK 1.6 on your machine. No need to install if the same is already existing on your machine.

Click [PDF Signer](#) to download and install PDF Signer on your machine. JDK 1.6 is to be necessarily installed for the working of PDF Signer.

Click [Bidder Manual](#) to see a simulation of the procedure to participate and bid in the tender. Please ensure to click on the HTML file to view the simulation in Internet Explorer 7 or above browser only. You have to enable Active X controls on browser to be able to see the manual. You may click on the "Doc" button to generate a step by step print of the user manual.

Click [Signing and Encryption Utility](#) for sign and encrypt PDF documents. Download and unzip the folder then click SigningUtility.jar file to sign and encrypt PDF documents. help file can also be found with in the unzipped folder.

Click [Utility to check File Hash before and after Signing](#) to download.

Click [Encryption Utility](#) for encrypting signed PDF documents. Download and unzip the folder then click EncryptionUtility.jar file to encrypt signed PDF documents.

Now click on link “**Encryption utility**” to download the same. Go to the saved location and right click with mouse on the file. Now click on Unzip or “Extract all” and extract the contents in a location. Now click on “Bid encryption utility.jar”.

Name	Date modified	Type	Size
lib	22-04-2013 20:18	File folder	
BidEncryptionUtility.jar	14-12-2012 13:11	Executable Jar File	15 KB
README.TXT	14-12-2012 09:50	Text Document	2 KB

You will see the screen below:



Simply show the path for the bid documents and click on “Encrypt uploaded Document”. You will find that encrypted documents have been created in the same location/folder.

Alternately, you may use another utility “Signing & encryption utility” which shall sign and encrypt the bid document simultaneously.

Please upload encrypted bid documents in the next tab “Submit Bid”.



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Tenders and Contracts

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TENDER NUMBER - 13000071-HB-10002

Revert
Tender Document
Payment
Generate Technical And Priced Bid Envelopes
Submit Bid

SERIAL NO.	ENVELOPE DESCRIPTION	UPLOAD SIGNED ENVELOPES	
1	Price Bid Envelope	<input type="button" value="Upload Signed Envelope"/>	<input type="button" value="Browse..."/>
2	Technical Bid Envelope	<input type="button" value="Upload Signed Envelope"/>	<input type="button" value="Browse..."/>

Submit To IS-CG

NOTE:

- In case you want to revise your bid, you can do so up to tender submission due date & time by submitting the whole bid again.
- Total uploadable bids size is 40MB only.
- Please upload the generated and further digitally signed and encrypted documents only. Refer "Latest vendor bidding guide dated 14th May, 2013" from Home Page.**

Please ensure that your digital certificate (Public Key) is uploaded and Validated in the server, prior clicking on “Submit To HPCL”

After successful submission of bid “File Hash” will be generated by the system which must be saved by you for future reference. The same shall also constitute as the proof of Bid Submission.

The screenshot displays the HPCL Tenders and Contracts portal. At the top, there is a navigation bar with the HPCL logo and the text "हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड" and "Hindustan Petroleum Corporation Limited". A "View Server Time" button is visible in the top right. Below the navigation bar, there is a banner for "Tenders and Contracts" with the text "TESTING AND DEVELOPMENT ONLY. NO LIVE TRANSACTION/BIDDING SHALL BE DONE ON THIS SITE." and "TENDER NUMBER : 13000071-HB-10002".

The main content area shows a confirmation message: "Your bid has been successfully submitted. Please keep this as confirmation of your submission. In case revised bid is submitted, the hash/receipt created at the time of final submission has to be kept as proof of submission, and shall be the primary reference in case of any dispute at later stage." Below this message is a table with the following data:

Tender No.: 13000071-HB-10002		Submitted Date: 14/08/2023 15:05	
SRL. NO.	CURRENCY SUBMITTED ENVELOPE DETAILS		
1	Price Bid Envelope : Hash Of The File Including Signing Certificate: 70715e3943ee5c250796832e4c26e829		
2	Technical Bid Envelope : Hash Of The File Including Signing Certificate: 2b7af16736c87f3760b26042e597199		

Below the table, there is a "Print Details" button. On the left side of the page, there is a sidebar menu with the following items: Home, Choose Tender, Prepare Bid, Quotes & Messages, Pre-bid Conference, Revised Price Bid, Reverse Auction, Bid Rationalization, Bid Counter Offer, Witness Bid Opening, Digital Certificate, Utilities, Reports, Help, and LOGOUT.

In case of any issue during bid preparation or bid submission, please feel free to call up helpdesk at **022-42100111**, between 10 AM to 6.00PM on all six weekdays.

Wishing a successful bidding!!

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

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 _____