

**DECLARATION FOR NON BLACK LISTING**

(To be submitted along with un-priced bid)

We, /M/s \_\_\_\_\_ hereby declare/clarify that we have not been banned by any Government or quasi Government agencies or Public sector Undertakings.

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

Signature of bidder & Seal



## **DECLARATION FOR RELATIVES**

The tenderer is required to state whether he/she is a relative of any director of HPCL or the tenderer is a firm in which director of HPCL or his relative is a partner of is any other partner of such firm or alternatively the tenderer is a private company in which director of HPCL is a 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 of the above declaration and the employee so appointed happens to be relative of the officer of HPCL/Central/State government, the tenderer should submit another declaration furnishing the names of such employees who is /are related to the officer/s of HPCL/Central/State Government.

Date:

Signature-----

Name of person signing

Tenderer's Name & address with seal

**List of Relatives:** A person shall be deemed to be a relative of another, if any and only if, He/She/They are members of Hindu undivided family or He/ she/ they are husband and wife or

**The one is related to the other in the manner indicated below:**

Father

Mother (including step mother)

Son (including step son)

Son's wife

Daughter (including step daughter)

Father's father

Mother's mother

Mother's mother

Mother's father

Son's son

Son's son's wife

Son's daughter

Son's daughter's husband

Daughter's husband

Daughter's son

Daughter's son's wife

Daughter's daughter

Daughter's daughter's husband

Brother (including step brother)



**(To be submitted on Letter head / emblem)**

**BID SECURITY DECLARATION (IN LEIU OF EARNEST MONEY DEPOSIT)**

Ref : Tender No

Date

Sub : Tender title \_\_\_\_\_

I, Shri \_\_\_\_\_ of M/s. \_\_\_\_\_, having its registered office at \_\_\_\_\_, in my capacity as \_\_\_\_\_ (*Role of the Bidder – Proprietor/Partner/Director etc.*) and being authorized for the purpose, declares on behalf of the Bidder as under:

- 1) That M/s.\_\_\_\_\_ are participating in the subject tender and have submitted our bid in response to the same.
- 2) That we understand that in compliance with the Ministry of Finance Office Memorandum bearing Reference F.9/4/2020-PPD dated 12.11.2020 and Office Memorandum bearing reference DPE/7/(4)/2017-Fin(Part-I) dated 19.11.2020 issued by Department of Public Enterprises, the Owner has decided not to ask for furnishing of Earnest Money Deposit (EMD) in the form of Bid Security till the operation of the said Office Memorandum.
- 3) That in lieu of not furnishing the EMD, we hereby declare that :
  - a) We will display our commitment to abide by our bid during the tender evaluation process and will not withdraw or modify it or impair or derogate from it in any respect during its validity period i.e. \_\_\_\_ number of days from the date of opening of the Unpriced Bid as sought in the Notice inviting Tender.
  - b) We will comply with all formalities of signing of the contract/agreement/purchase order and submit performance security within time stipulated in the tender document.
  - c) On our failure to ensure (a) and (b) above, HPCL being the Owner shall be entitled to put us under suspension for its future tenders or ban/blacklist us for a specified period as per its policy. The discretion and decision of HPCL in this regard will be final.
  - d) We will comply with all other formalities which HPCL will communicate to us during the bid validity period.

- 4) The executant and signatory of this Declaration is authorized by the bidder and the bidder undertakes to comply and abide by the above declaration.

Date

Signature \_\_\_\_\_

Place

Stamp / seal

## **DECLARATION BY BIDDERS FROM COUNTRY SHARING BORDER WITH INDIA**

Following confirmation is sought from all prospective bidders:

1. *Bidder from a country which shares a land border with India' shall include: (a) an entity incorporated, established or registered in such a country; (b) a subsidiary of one or more entities as per (a) above; (c) an entity substantially owned or controlled by one or more entities as per (a) above; (d) an entity whose beneficial owner is situated in such a country; (e) an Indian or other agent of such an entity; (f) a natural person who is a citizen of such a country; (g) a consortium or JV where any member thereof falls under any of the above. The term "substantially owned or controlled" shall mean, in the case of a Company/LLP or artificial juridical person, ownership/ entitlement whether directly or indirectly, of shares or capital or profits of 25% or more of the entity and in case of a firm or unincorporated JV, ownership/ entitlement whether directly or indirectly, of shares or capital or profits of 15% or more of such firm or unincorporated JV.*
2. *Notwithstanding the above, no bidder from a country which shares a land border with India will be eligible to bid unless the bidder is Registered with the Competent Authority in the Government of India, which is presently the Registration Committee constituted by the Department for the Promotion of Industry and Internal Trade. For the purposes of this clause, "bidder" shall mean any person, firm, company, member of a consortium/ JV, any other artificial juridical person and includes any agency, branch or office owned or controlled by such person/firm/company, etc.*
3. *If any question/ issue arises in respect of the above, the interpretation of Owner shall be final and binding on this issue and shall not be called in question by the Bidder. To the extent possible, the Owner shall be guided by any Orders/ Circulars/ Guidelines issued by the Govt. of India on the subject". Further that, "No bidder, if successful, shall be permitted to sub-contract any work to an entity, which is other prohibited from bidding or not eligible to bid on account of the above restrictions or on account of it being blacklisted/ holiday listed by the Owner/Govt. of India.*
4. *Any additional confirmation that is required to meet the requirements may also be sought during the process of tender until the placement of Order. Any bids that are not in conformity with this shall be liable for rejection. The bidders shall confirm acceptance to this.*
5. *Action against bidders in the event of false declarations shall be treated as per terms and conditions of tenders.*
6. *Write NA, if not applicable.*

***Signature of the Bidder***

**ANNEXURE-A**

**AGREEMENT  
(UNDER INTEGRITY PACT)**

**Date:**

**To:**

**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**Sub : Procurement of Bidding Documents**

**Ref. Tender No. - 21000252-HD-10157**

HPCL and the Bidder agree that the Notice Inviting Tender (NIT) is an offer made on the condition that the bidder will sign the Integrity Pact and the Bid would be kept open in its original form without variation or modification for a period of (state the number of days from the last date for the receipt of tenders stated in the NIT) ..... days and the making of the bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIT.

We confirm acceptance and compliance with the Integrity Pact in letter and spirit. We further agree that the contract consisting of the above conditions of NIT as the offer and the submission of Bid as the Acceptance shall be separate and distinct from the contract which will come into existence when bid is finally accepted by HPCL.

The consideration for this separate initial contract preceding the main contract is that HPCL is not agreeable to sell the NIT to the Bidder and to consider the bid to be made except on the condition that the bid shall be kept open for ..... days after the last date fixed for the receipt of the bids and the Bidder desires to make a bid on this condition and after entering into this separate initial contract with HPCL.

HPCL promises to consider the bid on this condition and the Bidder agrees to keep the bid open for the required period. These reciprocal promises form the consideration for this separate initial contract between the parties.

If Bidder fails to honor the above terms and conditions, HPCL shall have unqualified, absolute and unfettered right to encash / forfeit the bid security submitted in this behalf.

Yours faithfully,

(BIDDER)

Yours faithfully

Sd/-  
**Pallavi Jhingran**  
(PURCHASER)

#(This agreement should be “pre-signed” by the authorized representatives of the applicable Function/SBU on behalf of HPCL at the time of invitation of tender).

**ANNEXURE-B**

**INTEGRITY PACT**

**Between**

**Hindustan Petroleum Corporation Limited (HPCL) hereinafter referred to as "The Buyer",**

**and**

**.....hereinafter referred to as "The Bidder/ Seller/ Contractor"**

The Buyer intends to award, under laid down organizational procedures, contract for ..... The Buyer values full compliance with all relevant laws of the land, rules, regulations, economic use of resources and of fairness /transparency in its relations with its Bidder and / or Seller and / or Contractor.

In order to achieve these goals, the Buyer will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with this Integrity Pact.

In this Integrity Pact:-

- a) The term Bidder/ Seller/ Contractor shall mean the party submitting the bid (or, as the case maybe, who enters into a contract with Buyer);
- b) For the purposes of Section 5, the term "transgression" shall mean a wrong, violation or offence of the nature specified in Section 2 of this Pact.

**Section 1 – Commitments of the Buyer**

1. The Buyer commits itself to take all measures necessary to prevent corruption and observe the following principles: -
  - a) No employee of the Buyer, personally or through family members or intermediaries will, in connection with the tender or the execution of the contract, demand, take a promise for or accept, for self or any third person, any material or other benefit, which the person is not legally entitled to.
  - b) The Buyer will during the tender process treat all Bidder / Seller / Contractor with equality and reason. The Buyer will in particular, before and during the tender process provide to all Bidders / Sellers / Contractors the same information and will not provide to any Bidder / Seller / Contractor confidential / additional information through which any Bidder / Seller / Contractor could obtain an advantage in relation to the tender process or the contract execution.
  - c) The Buyer will exclude from the process all known prejudiced persons.

2. If the Buyer obtains information on the conduct of any of its employees, which is a criminal offense under the Indian Penal Code (IPC) or Prevention of Corruption Act (PC Act), or if there be a substantive suspicion in this regard, the Buyer will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

## **Section 2 – Commitments of the Bidder/Seller/Contractor**

1. The Bidder/Seller/Contractor commit themselves to take all measures necessary to prevent corruption. The Bidder/Seller/Contractor commit themselves to observe the following principles during participation in the tender process and during the contract execution.
  - a) The Bidder/Seller/Contractor will not directly or through any other person or firm, offer, promise or give to any of the Buyer's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange, any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b) The Bidder/Seller/Contractor will not enter into any undisclosed agreement or understanding with any other Bidders/Sellers/Contractors, whether formal or informal. This applies in particular to prices, specifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c) The Bidder/Seller/Contractor will not commit any offence under the relevant IPC/PC Act; further the Bidder/Seller/Contractor will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Buyer as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d) The Bidder/Seller/Contractor of foreign origin shall disclose the name and address of the agents /representatives in India, if any. Similarly, the Bidder/Seller/Contractor of Indian Nationality shall furnish the name and the address of the foreign owner/ holding company, if any. All payments made to Indian agents/ representatives have to be in Indian Rupees only. If Bidder/Seller/ Contractor is an Agent, then either the Agent or the Principal can bid, but not both. No Bidder/ Seller/ Contractor shall submit more than one bid. No Agent is permitted to represent more than one manufacturer either in this tender/subsequent/parallel tender for the same item.
  - e) The Bidder/Seller/Contractor will when presenting its bid, disclose any and all payments made or which is committed to or intended to be made to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f) Bidder /Seller / Contractor who have signed IP shall not approach the Courts while representing the matter before the IEMs and shall await the decision of the IEMs in the matter.
2. The Bidder/Seller/Contractor will not instigate any third person to commit offences outlined above or be an accessory to such offences.

### **Section 3 -Disqualification from tender process and exclusion from future contracts, etc.**

If the Bidder/Seller/Contractor, before award of contract or during its execution, has committed a transgression through a violation of Section 2, above or in any other form such as to put their reliability or credibility in question, the Buyer is entitled to take all or any one of the following actions: -

1. To disqualify the Bidder/ Seller/Contractor from the tender process. However, the tender process with other Bidders/Sellers/Contractors will continue.
2. To terminate the contract if already signed.
3. To debar the Bidder/Seller/Contractor from participating in other /future tenders of the buyer for an appropriate period of time as per Buyer's guidelines.
4. To inform its CVO in case of acts constituting corruption or take any other action.

### **Section 4 -Compensation for Damages**

1. If the Buyer has disqualified the Bidder/Seller/Contractor from the tender process prior to the award of contract according to Section 3, the Buyer is entitled to forfeit, demand and/or recover from Bidder/Seller/Contractor, damages equivalent to the Earnest Money Deposit/ Bid Security.
2. If the Buyer has terminated or is entitled to terminate the contract according to Section 3, the Buyer shall be entitled to demand and recover from the Bidder/Seller/Contractor liquidated damages equivalent to Performance Bank Guarantee, unless stipulated otherwise elsewhere in the Contract.

### **Section 5 – Previous transgression**

1. The Bidder / Seller / Contractor declares that no previous transgressions have occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India or Government of India, that could justify his exclusion from the tender process.
2. If a previous transgression has occurred or if the Bidder/ Seller/ Contractor makes any incorrect statement on this subject, he can be disqualified from the tender process or contract terminated and further action can be taken as per the procedure mentioned in "Guidelines for Holiday Listing (Banning of business dealing)". The link for the Guidelines is given in the tender documents.

### **Section 6 – Equal treatment of all Bidders / Sellers / Contractors**

1. In case of sub-contracting, the Bidder/ Seller/ Contractor shall take the responsibility of the adoption of the Integrity Pact by the sub-contractor.
2. The Buyer will enter into Integrity Pact with identical conditions as this one with all Bidders/Sellers/ Contractors.
3. The Buyer will disqualify from the tender process all Bidders / Sellers/ Contractors who do not sign this Pact or violate its provisions.

## **Section 7 – Independent External Monitor**

1. The Buyer has appointed competent and credible Independent External Monitors (IEMs) for this Pact after approval by Central Vigilance Commission. The task of the Monitors is to review independently and objectively, whether and to what extent the parties comply with the obligations under the Integrity Pact.
2. The Monitors are not subject to instructions by the representatives of the parties and perform their functions neutrally and independently. The Monitors shall have the right to access all contract documents whenever required. It will be obligatory for him/ her to treat the information and documents of the BIDDER/ SELLER/CONTRACTOR, as confidential.
3. The Bidder/ Seller/ Contractor accepts that the Monitors have the right to access without restriction to all project documentation of the Buyer including that provided by the Bidder/ Seller/ Contractor. The Bidder/ Seller/Contractor will also grant the Monitors, upon their request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The same is applicable to sub-contractors.
4. The Monitor is under contractual obligation to treat the information and documents of the Bidder(s)/ Sellers/ Contractor(s)/ Sub-contractor(s) with confidentiality. The Monitors shall have no Conflict of Interest while dealing with any case or with any party. If any conflict arises, then that Monitor shall inform the C&MD of Buyer and recuse himself from that case/ matter.
5. The Buyer will provide to Monitors sufficient information about all meetings related to any complaint of violation of Integrity Pact and arrange for necessary facilities for smooth conduct of the meetings of the Monitors.
6. As soon as the Monitor notices or believes to notice, a violation of this agreement, he/she will so inform the C&MD of the Buyer and request Management to discontinue or take corrective action, or take other relevant action. The Monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
7. The Monitor will submit a written report to the C&MD of Buyer within 8 weeks from the date of reference or information to him by the Buyer and should the occasion arise, submit proposals for correcting problematic situations.
8. If the Monitors have reported to the C&MD of Buyer a substantiated suspicion of an offence under relevant IPC/ PC Act, and the Buyer has not within a reasonable period of time taken action to proceed against such offence or report it to its CVO, the Monitor may also transmit this information directly to the Central Vigilance Commission.
9. The word 'Monitor' would include both singular and plural.

## **Section 8 – Pact Duration**

The Integrity Pact shall come into force and be valid from the date it is signed by the BIDDER/ SELLER/ CONTRACTOR and shall remain valid up to 12 months after the last payment to the contractor. In case any BIDDER / SELLER /CONTRACTOR is unsuccessful, the Integrity Pact for such Bidder/Seller/Contractor shall expire after 6 months following the date of placement of Contract/ PO on the successful Bidder/Seller/Contractor.

If any claim of violation of the Integrity Pact is made/ lodged during the validity period, the same shall be binding and continue to be valid, even after the period stipulated above, unless discharged/ determined by Buyer.

## **Section 9 – Other provisions**

1. The Integrity Pact is subject to Indian Law. The place of performance and jurisdiction of courts shall be in India. The Arbitration Clause in the main tender document/ contract shall not be applicable to any issue/ dispute arising out of or in relation to the Integrity Pact.
2. The actions stipulated in the Integrity Pact are without prejudice to any other legal action that may be taken in accordance with the provisions of the extant law in force relating to contracts or any civil or criminal proceedings.
3. If the BIDDER/SELLER/CONTRACTOR is a partnership/consortium, the Integrity Pact must be signed by all the partners or consortium members.
4. The signatories are duly authorized to sign and bind the Buyer/ Bidder/ Contractor/ Seller. Any amendment to the Integrity Pact will be made only by a written agreement between the Parties.
5. Issues like Warranty/ Guarantee etc. shall be outside the purview of the Independent External Monitors.
6. References to singular includes the plural and vice versa. References to “them” or “themselves” shall include a reference to “it” or “itself” and vice versa.
7. Should one or several provisions of this agreement turn out to be invalid, the remainder provisions of this agreement remains valid. In this case, the parties will strive to come to an agreement as to their original intentions. This Pact shall have precedence over the Tender/Contract document with regard to any of the provisions covered under this Pact.

Sd/-  
**Pallavi Jhingran**

For and on behalf of the Buyer

For and on behalf of the Bidder/  
Seller/Contractor  
Date:  
Name:  
Designation:  
Seal/ Stamp

## **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 1<sup>st</sup> 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](mailto: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.**



<b>Integrity Pact</b>				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Integrity Pact	integritypact.pdf	-	No

Integrity Pact is attached separately.

<b>AGREED TERMS CONDITIONS AND DOCUMENTS TO UPLOAD</b>				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	Please confirm that the person who had digitally signed and uploaded the Bid Documents in response to this tender inquiry is an authorised representative of your firm and duly authorised by your management to sign and upload documents on behalf of the firm.		-	No
2	BID QUALIFICATION FINANCIAL CRITERIA: Pls. upload notarised copy of Profit and Loss statements of preceding three years (i.e. 2018-19, 2019-20 and 2020-21) of audited annual reports.		-	Mandatory
3	BID QUALIFICATION FINANCIAL CRITERIA: Pls. upload notarized copy of Balance Sheets for the last three financial years (i.e. 2018-19, 2019-20 and 2020-21).		-	Mandatory
4	BID QUALIFICATION-TECHNICAL CRITERIA: Pls. upload Notarized copies of work order(s) and or contract(s) and or agreement(s) and work completion certificates as per Technical Bid Qualification Criteria.		-	Mandatory
5	Technical : A. Acceptance of technical specifications and scope of supply as per tender enquiry. B. In case of deviation, confirm that the same has been highlighted separately.		-	No
6	Firm Prices: Confirm quoted prices will remain FIRM and Fixed till complete execution of the order.		-	No
7	Delivery Period Confirm acceptance of delivery period as indicated in the tender documents		-	No
8	Delayed Delivery or Price Reduction: Confirm your acceptance for delayed delivery clause as per the attached Terms and Conditions.		-	No
9	PAYMENT TERMS: Confirm acceptance of tender payment terms		-	No
10	Validity: Confirm that your offer is valid for 120 Days from due date or extended due date of the tender.		-	No
11	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
12	Indicate whether you are a Govt. Of India undertaking.		-	No
13	Please mention whether the firm is registered as MSE (Micro and Small Industries) copy of Udyam registration to be uploaded.		-	Allowed
14	If you are a proprietary concern with valid MSE certificate , kindly mention if proprietor is SC or ST. if yes, upload proof of the same.		-	Allowed
15	In case registered with MSE, please confirm whether the MSE is owned by women entrepreneur.		-	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 Bidder's account.		-	No
17	Confirm acceptance of ARBITRATION clause.		-	No
18	Confirm acceptance of Scope of Job as per Tender document		-	No
19	Pls. upload Organisation Data as per format given in Tender		-	Mandatory
20	Pls. upload GST Declaration as per format given in Tender		-	Mandatory
21	Upload duly signed stamped INTEGRITY PACT as per the format given in tender. Document shall be duly signed by authorised person on all the pages.		-	Mandatory
22	For Payment purpose Confirm acceptance of e-payments. Fill & upload e-Mandate form accordingly.		-	Mandatory
23	Please upload copy of your PAN card .		-	Mandatory
24	Pls. mention GSTIN Number applicable for this tender and upload your GSTIN Registration Details		-	Mandatory
25	Upload duly filled Technical specifications sheet with your comments/confirmation		-	Mandatory
26	Upload duly filled , signed, stamped declaration regarding Relatives in HPCL in the format provided in Tender		-	Mandatory
27	Upload duly filled , signed, stamped declaration on non-Blacklisting by any govt/Semi govt/PSU in the format provided in Tender		-	Mandatory
28	Upload Bid Security Declaration as per format provided in Tender		-	Mandatory
29	Please confirm that you have read all the corrigenda issued upto final extended due date of Tender and quoted your rates considering all contents of all the published corrigenda		-	Allowed
30	Confirm willingness to participate in Reverse Auction for this tender. Bid submitted with Non acceptance for participation in Reverse Auction are liable for rejection.		-	No
31	Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with Competent Authority Constituted by the Department for Promotion of Industry and Internal Trade (DPIIT). Pls. confirm acceptance. Write NA, if not applicable and upload declaration.		-	Mandatory
32	Pls. upload declaration as per Attachment 1 in the format provided in tender. Pls. note that declaration of local content is mandatory as per tender terms.		-	Mandatory
33	Name of Contact Person		-	No
34	Contact No.		-	No
35	Any other documents		-	Allowed