

**Hindustan Aeronautics Limited,**  
**Accessories Division Lucknow**  
**DESIGN-IMM DEPARTMENT**

**Tender Enquiry (Single Bid)**  
**Request For Quotation (RFQ)**

**Tender No. PR13DSGN/74/1**

**Tender Submission & Closing Date : 24.12.2013 Time 14.00 Hrs**

**Tender opening Date : 24.12.2013 Time 14.30 Hrs**

**List of Document**

**Total Tender Pages = 33**

- Tender Enquiry : 03 Pages
- Instruction for E-Tender (Annexure-A) : 02 Pages
- Technical Specification (Annexure-B) : 03 Pages
- Conditions of Tender (Annexure-C) : 03 Pages
- Compliance of Commercial terms & Price Bid Format (Annexure-D) : 03 Pages
- Undertaking for CDEC (Annexure-E) : 01 Page
- Detailed Vendor Help Manual (Annexure-F) : 18 Pages

**Dear Sir/ Madam,**

Please submit your Quotation as per details given below. Bidder is required to submit his quotation as per Instruction to Bidder given in "**Instruction for E-Tender, Annexure A**".

Quotation must be submitted through E proc portal "**http://eproc.hal-india.com**" only. Quotation must be submitted on or before Tender Due and Time matched with eproc server date and time. Tender submission in any other mode is not acceptable and deemed to be invalid.

Please be noted that HAL E-proc server date is as per Indian Standard Timings (IST).

**Required items details are as follow:-**

<b>SI No</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit of Measurement</b>
1	Digital Load Indicator Type: Panel Mounting As per specification Annexure B	02	Nos
2	Remote Display Display Size: 100 mm LED As per specification Annexure B	02	Nos
3	Communication Cable	40	Meters
4	Solenoid Selector Valve With mounting bolts and Sealing kits As per specification Annexure B	04	Nos
5	Solenoid Coils As Spare Set As per specification Annexure B	04	Nos

1. Please be noted that In case any change in Unit price in Figure and Total price in words then Total price in words will be taken as Final price
2. For uploading the tender, please Refer **Annexure-A**
3. Enquiry is governed by Conditions of Tender Refer **Annexure-C**

4. You are requested to kindly provide the compliance of Commercial terms & Price Bid format in the **Annexure-D**

5. **Tender Evaluation:**

- Items are required on package basis
  - ✓ **First Package:** Item **SI No 1, 2 and 3.**
  - ✓ **Second Package:** Item **SI No 4 and 5.**

However Bidder to give price break up as per price bid format for individual items. **Partial offer for required items shall not be considered and deemed to be rejected.**

- **L-1 will be calculated based on Landed Cost of Package wise ( First and second Package) of Technically acceptable includes:**
  - i) Total Price of First Package (SI No 1 to 3) and Second Package ( SL no 4 to 5)
  - ii) Taxes and Duties on First and Second Package
  - iii) Other charges (if any)
  - iv) Taxes and duties on other charges (if applicable)
  - v) Loading factors if Bidder is not accepting HAL terms and conditions as per **Annexure C** especially for Pricing terms, Packing and forwarding, Freight and Insurance, Payment Term, warranty, Liquidated Damages Clause etc.

6. **For Both Packages**

**Followings will be applicable:-**

- a. **Delivery date of First and second package will be the date of supply of last item of First and second package respectively.**
- b. **Liquidated Damages will be applicable package wise on package value even if only one item is pending for supply.**
- c. **Payment will be made package wise after receiving all the items of Package.**

7. **Conditional tenders are liable to be rejected. The company does not bind itself to accept the lowest or any tender or give any reasons for not doing so.**

8. **Custom Duty Exemption Certificate**

HAL can provide custom duty exemption certificate for imported items (if any). Tenderers are requested to give their quote accordingly

**For availing custom duty exemption certificate following documents are required:-**

- a) Undertaking for CDEC (Format attached) (**Ref. Annexure-E**)
- b) Order placed by your firm on your principal
- c) Order acknowledgement/Performa Invoice by your principal

Please be noted that for third party CDEC, Price in Foreign currency of the imported item is required to be declared. Delay on account of providing CDEC will be on HAL account.

9. **For Foreign Bidder:** Please note that Foreign currency exchange rate as on the date of bid opening stipulated in RFQ shall be considered for comparative price statement.

10. The tenderer shall bear all the costs associated with the preparation and submission of his bid(s). HAL will in no case, be responsible or liable for any cost(s), regardless of the outcome of the bidding process
11. Please be noted that HAL prefers to deals directly with OEM. **The tender received from authorized dealer / distributor / channel partner, authorization letter along with offer is required.** In the absence of authorization letter, the bids submitted shall be considered an unsolicited
12. For **general correspondence** other than submission of quotations kindly make use of the (E-mail ID):**smimm-d.adlko@hal-india.com**

**For Hindustan Aeronautics Limited**

**Sd/-  
Mgr.(D-IMM)**

**Instruction for E-tender**

1. The Tender (bids) should be submitted through Hindustan Aeronautics Limited e-Procurement Portal (<http://eproc.hal-india.com> or link to e-procurement portal through [www.hal-india.com](http://www.hal-india.com)). Vendors need to get registered with HAL e-Procurement portal to submit their bids online. The tender documents can be downloaded free of cost from the e- Procurement Portal as well as from HAL website ([www.hal-india.com](http://www.hal-india.com)). Bidders should have Class III Digital Signature Certificate (DSC) and registration with HAL's e -procurement Portal for submission of Bids.

2. Class III Digital Signature Certificate (DSC) with organization name is a mandatory requirement for suppliers to participate in e-procurement activities. Class III DSC may be obtained from any of the Certifying Authority (CA's) mentioned below: (Visit <http://cca.gov.in> for further details)

- i) M/s TCS, ([www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in))
- ii) M/s e-Mudra, ([www.e-Mudhra.com](http://www.e-Mudhra.com))
- iii) M/s (n) Code solutions, ([www.ncodesolutions.com](http://www.ncodesolutions.com))
- iv) M/s Safescript(Sify) ([www.safescript.com](http://www.safescript.com))

Suppliers/ vendors have to obtain Class III DSC from any of the above CA's and then register in the HAL e-Procurement portal for participation in etender. In case any assistance is required, vendors may contact our e-procurement service provider at the following address:

**M/s Antares Systems Ltd.,**

#24 Sudha Complex  
3rd stage 4th block  
Basaveshwaranagar  
Bangalore 560079, India  
e-Mail: [idsdsc@antaressystems.com](mailto:idsdsc@antaressystems.com), [dscdigitakey@gmail.com](mailto:dscdigitakey@gmail.com)  
Ph.: + 91 80 40482000

## Contact Persons:

Mrs. Hema - + 91 80 40482000 ext 113  
Mr. Vinay B.P –Mob: + 91 9448224342  
Mr. Manohar Mob: + 91 9342106845.

Alternatively, you may also contact:

Senior Manager (IMM)-D  
Tel: +91-(0) 522-2340955, 2350127;  
Fax: +91-(522)-2340347  
Email: [smimm-d.adlko@hal-india.com](mailto:smimm-d.adlko@hal-india.com)

3. Bidders shall be required to arrange all resources including Digital Signature Certificate (DSC) and Internet connection at their own cost for participating in online tenders at <http://eproc.hal-india.com>.

4. HAL will not be responsible for the cost incurred in preparation & submission of bids including the cost towards obtaining digital certificate.

5. The tender (bids) should be submitted online at website <http://eproc.hal-india.com> only on or before the due date and time specified in the tender. The server date and time as appearing on the HAL e-procurement portal (<http://eproc.hal-india.com>) will only be considered for the cut off date and time for receipt of tenders. Offer sent through post, courier, fax and e-mail will not be considered.

6. HAL shall not be responsible for any delays in submitting offer (online), including connectivity issues.

7. Bidders are also requested to go through instructions/user manual hosted in HAL e-procurement portal for submission of bids.

8. All communication regarding the tender including technical queries, if any, shall be done only our e-mail id: [smimm-d.adlko@hal-india.com](mailto:smimm-d.adlko@hal-india.com). HAL, at its sole discretion, may not entertain the queries sent by post / fax/ other e-mail or through any other mode of communication.

9. Tenderers are requested to quote their rates and commercial terms and condition in prescribed bid format respectively at "**green color block**" only (**Please do not quote/mention rates anywhere else in the tender other than uploaded Priced bid format**). In case Tenderers quote the rate at any other places (other than Priced bid format) will not be considered. The rate quoted in online (Priced bid format) shall only be considered in evaluation.

10. Tenderers should upload scanned copy of relevant documents/mandatory documents in support to complete their eligibility for the bid.

**11. Conditional tenders are liable to be rejected.**

12. In case of inability to quote, please upload **Regret Letter** to us on online at website <http://eproc.hal-india.com>.

13. No modification is allowed in tender documents (i.e Document Name and Formats etc.)

14. Each document size (attachment size of document) for uploading in e-procurement portal is restricted to 5MB, If the size of the document is more than 5 MB, you are requested to Zip/split the file and submit as applicable.

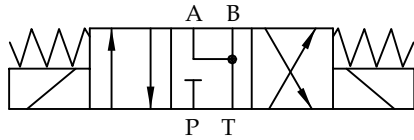
Contact Persons detail on Help Desk is detailed below:-

SI No	Particulars	Contact Person	Contact No	Location
1	HELP-DESK 1	Mr. David	080-25667000	Bangalore
		<b>Mr. Purushotham C</b>	<b>080-25667001, 9686196759</b>	
		Mr. Shivakumar	080-66561043, 09686196763	
		Mr. Shivashankar T S	080-66561045	
2	HELP-DESK 2	Email	ephelpdesk@hal-india.com	
		Mr. Sharanabasappa	080-66561032	

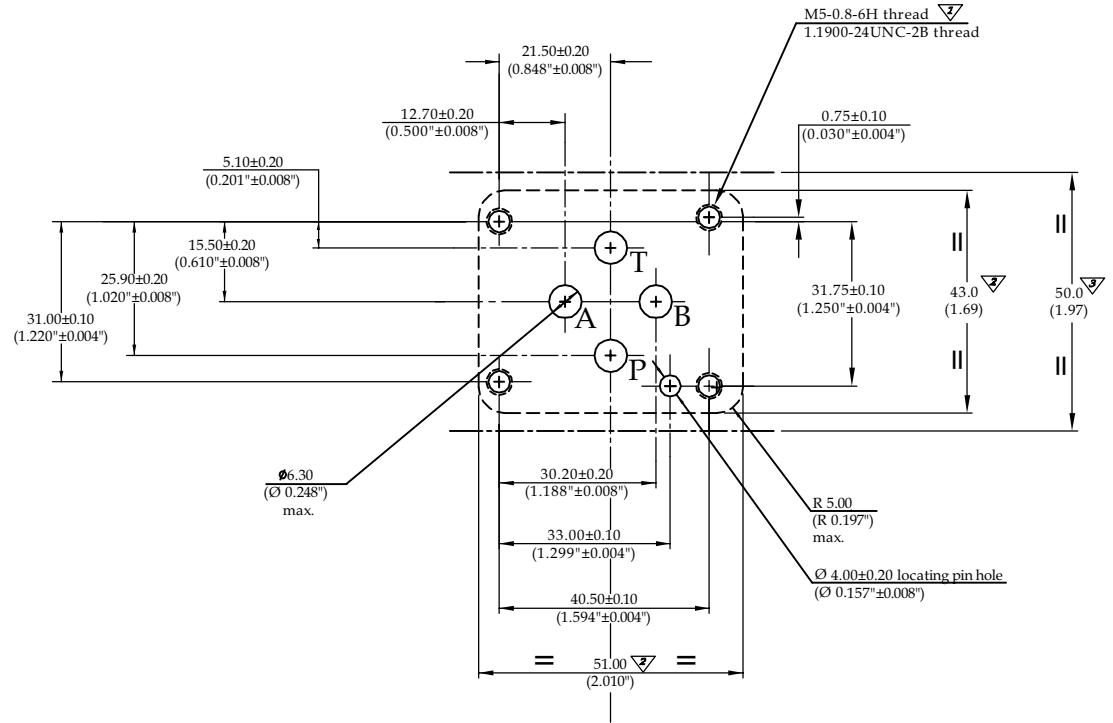
**Digital Indicator with Remote Display**

**Specification:**

1. **Power Supply** : 230 V, 50 Hz AC
2. **Type** : Portable
3. **Operating Temperature** : - 5°C to 50°C
4. **Input** : 40mV (max)
5. **Paired with Single Load Cell/Group of Load Cells**
  - Capacities** : 34.00 Ton for single Load Cell / 46.00 Ton  
(i.e. 11.50 Ton each for group of four Load Cells)
  - Out put** : 2.00mV/V
  - Input Resistance** : 350.0  $\Omega$
  - Output Resistance** : 350.0  $\Omega$
6. **Rated Excitation** : 10 V to 15V AC/DC
7. **Precision & Range of Display** : 5-digit, 7-segments (min), LED display
8. **Visibility Range** : At least 2 meters from display
9. **Remote Display distance** : 20 meters, (min)
10. **Programmable through keypad** : Yes
11. **Tare through keypad** : Yes
12. **System Reset through keypad** : Yes
13. **Calibration through keypad** : Yes
14. **Over all dimension** : Vendor to specify
15. **Mounting details** : Vendor to specify
16. **User Manual Required** : Programming procedure ,  
Trouble Shooting Chart  
Calibration Procedure  
Reference Table (Input mV vs. Current  
Output in mA)
17. **Warranty Period** : 01 Year (min)
18. **Calibration Certificate** : From any Government approved  
National Standards Certification Agency  
or COC form Vendor



**FIG : FLOW DIAGRAM - SOLENOID SELECTOR**



The minimum thread depth is 1.5 of bolt diameter. The recommended full thread depth is  $2xD+6\text{mm}$  to aid in the interchangeability of valves and to reduce the number of fixing bolt lengths.

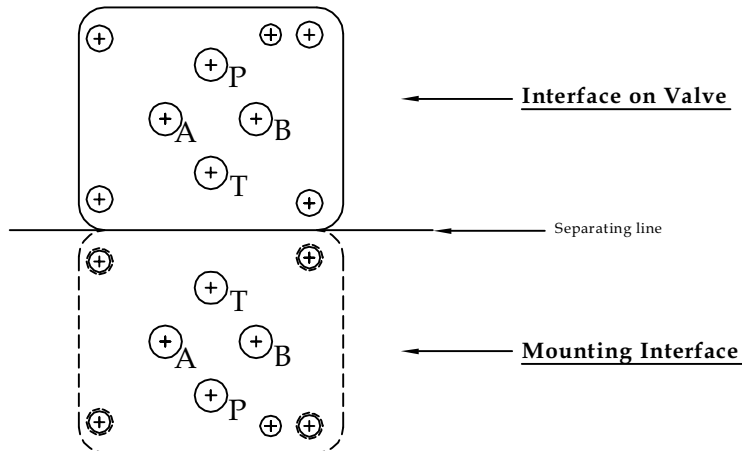


The dimensions specifying the area with in the dotted lines are the minimum dimensions for the mounting surface.



This dimension gives the minimum spacing distance between the valves and adjacent obstructions. The mounting surface must be flat within 0.013 mm (.0005") and smooth within 1.1 micrometer (0.045 micro-inch). Mounting bolts should be grade 12.9 (SAE grade 7) or better.

**FIG : MOUNTING INTERFACE DIMENSIONS**



**FIG : VALVE TO MOUNTING INTERFACE**

## Solenoid Selector Valves

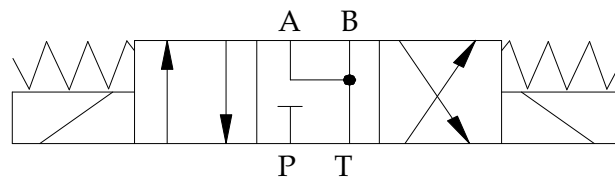
### Specification:

- |                                |   |   |
|--------------------------------|---|---|
| 1. Type                        | : | 4-Way, 3-Position, Double Solenoid, Spool Valve |
| 2. Power                       | : | 24 Volts DC                                     |
| 3. Max Flow Rate               | : | 15 LPM  |
| 4. Max System Pressure         | : | 5000 psi  |
| 5. Operating Temperature Range | : | -60°C to +200°C                                 |
| 6. Working Medium              | : | Hydraulic Fluid (MIL-H-5606 or DTD 585)         |
| 7. Contamination Class         | : | NAS Class-7                                     |
| 8. Water proofing              | : | Required for coils                              |
| 9. Flow Type                   | : | Refer Figure-1                                  |
| 10. Mounting block detail      | : | Refer Figure-2                                  |

### Along with:

1. Mounting bolts
2. Seal kit
3. Spare set of solenoid coils
4. User Manual with Trouble shooting
  - Water proof coils

### Figure-1: Flow Type





**Conditions of Tender**

Unless specifically stated to the contrary, the following conditions apply.

- 1. Specification:** Material should be offered strictly conforming to our specifications. The deviation in specification, if any should be clearly indicated by you in the quotation. The samples should also indicate make/type number of material offered and catalogues. Technical literature and samples, wherever necessary, should be enclosed with the quotation.

- 2. Price**

**Foreign Bidder:-**

- The bidder is required to indicate prices against individual items. Prices quoted should be in the currency of the country of supply or any other convertible foreign currency (to be specified by HAL in line with RBI / FEMA rules).
- HAL being manufacturers, bidders to indicate in the quotation manufacturers discount if any.
- Price confirmation:** Please confirm, (as applicable) in your quotation that:
  - o Kindly furnish the PO copy, if same item is procured by HAL other divisions (If available).
  - o The price quoted is your lowest export price and is the same as you would normally quote to Government Department & other favoured customers.
- Price Basis:** Price quoted should be net FOB / FCA, export packed / FAS Vessel with no extra charge whatsoever. If, for special reasons, you quote prices Ex-Works or F.O.B. plant, you must indicate charges for seaworthy wooden packing, inland transportation, Port dues and shipment charges up to F.O.B. vessel at port of shipment. Your quotation should indicate clearly the extent of such charges.
- Requested to include the Box Charges / Packing Charges / Phytosanitary regulation Charges in the unit quoted price if any. (otherwise indicate separately charges for each item)
- Preferences will be given to firm prices. But should quoted prices be subject to variation, bidder is requested to give the following information:
  - o The portion of the contract price which will be subject to such variation
  - o A breakdown of this variable figure into i) labour ii) materials
  - o An escalation formula should be given and escalation in price established with supporting documents. Price variation may be considered only if it occurs within the contractual delivery period.
  - o A further break down of materials giving the main classes of material involved i.e. steel, nonferrous metal etc.

**Indian Bidder:-**

The prices quoted should be in the currency of the country of supply. Quoted prices are firm & fixed without any escalation till the execution of order.

The bidder is required to indicate prices against individual items.

- Rate Contract:** In case Bidder has entered into Rate Contract with DGS&D, the Rate Contract Reference to be sent to HAL along with the quotation. Bidder is required to certify that prices quoted are the same as applicable to DGS&D and other Government Departments. DGS&D Rate Contract holders should state whether they are agreeable for supply at DGS&D Rate Contract Rates in the event of placement of order by us on HAL's own order form.
  - Price confirmation:** Please confirm, (as applicable) in your quotation that:
    - o Kindly furnish the PO copy, if same item is procured by HAL other divisions (If available).
    - o The price quoted is your lowest price and is the same as you would normally quote to Government Department & other favored customers.
  - Pricing Term:** Price quoted should be on F.O.R. Destination basis, for delivery at HAL Stores inclusive of all charges including transit insurance.
  - In case of imported item is quoted by bidder, the prices quoted should be in the currency of the country of supply. HAL reserves the right to avail Custom duty exemption on imported item. To avail the exemption, HAL will provide Custom duty exemption certificate (if applicable) to the Bidder. Bidder shall submit the invoice of foreign supplier prior to release of custom duty exemption certificate by HAL. Bidder is advised to quote both the rates (with custom duty exemption and without custom duty exemption). HAL reserves the right to select any of the option for commercial evaluation and ordering.
  - Tenderers should clearly mention whether the prices hold good when the full quantity of enquiry is not ordered but only a part of it. Unless otherwise mentioned, it would be assumed that the rates hold good even when lesser quantities than those enquired of are ordered. Any increase in prices at a later date for ordering lesser quantities will not be agreed to.
- 3. Taxes:**

**Foreign Bidder:-**

Bidders has to bear all taxes, duties and levies payable in their country and HAL will bear all statutory levies, other than withholding tax and service tax, payable in India.

**Indian Bidder:-**

Tenderer should clearly indicate whether Sales Tax, Excise Duty, Octroi, Entry, Custom duty, other Taxes, Duties & Levies etc. are included in the quoted price.

In case the same is included, confirmation is required to be given that any variation will be to Tenderer's A/c.

If variation is in HAL's A/c, present rates of Taxes & Duties included in the offer should be indicated clearly. If same is not indicated, variation will be to Tenderer's A/c.

In case Taxes/Duties are excluded, present applicable rate is to be indicated.

If required by HAL, supporting documents for claiming taxes duties, levies shall be furnished along with supplies.

Tenderer to confirm that they abide by all the statutory requirements by Govt of India/ State Govts/ any other authority, related to taxes & duties - as applicable from time to time.

HAL will issue Form C against Central Sales Tax.

- 4. Discount:** Being a renowned Defence organisation, please clearly indicate Spl. Discount / Trade Discount/any other Discount, if any in your price bid. Conditional discounts offered shall not be accepted.
- No price or condition and terms, notice of which has not been given against this enquiry by parties submitting quotations, will be considered by HAL, if put forward in subsequent correspondence, after acceptance of orders etc.
- 6. Quantity**
  - o Your quotation must be in the unit in which the quantity is indicated in the RFQ. If it is otherwise, conversion data must be furnished.
  - o Tenderers should clearly mention whether the prices hold good when the full quantity of enquiry is not ordered but only a part of it. Unless otherwise mentioned, it would be assumed that the rates hold good even when lesser quantities than those enquired of are ordered. Any increase in prices at a later date for ordering lesser quantities will not be agreed to.
- 7. Validity of Offer:** The quotation should be valid 180 days from the closing date of tender i.e. last date indicated for receipt of quotations and the materials of offered should be kept under provisional reservation for this quotation.
- 8. Delivery:** Please confirm period required for the delivery/despatch of items. **Manufacturer name and country of origin of the materials offered and Port of Despatch must be clearly specified.**

**For Foreign Bidder:-** Please note that the **delivery date will be date of House Air way bill.**

- 9. Supply of Alternative Item:** Applicable descriptive literature/catalogue if any may please be enclosed by the bidder with offer (at least two copies). In case bidder is quoting for an alternative part number it should be confirmed that the offered part is fully interchangeable with the required part.

- 10. Terms of Payment**

**Foreign Bidder:-**

- o As a matter of policy HAL arrange payments to the extent of 75%, through SIGHT DRAFT presented through our Bank, 25% after delivery and acceptance of items.
- o If under unavoidable situations payment has to be made through Letter of Credit, the same can be established for 75% of the order value before three months from the date of dispatch. All bank charges are to be borne by the Bidder. Balance 25% will be paid directly through bank after delivery and acceptance and fulfilment of all contract obligations

**Indian Bidder:-**

In the event of an order, 100% payment will be made within 30 days after inspection and acceptance at our Stores, by RTGS or any other latest Electronic Payment remittance mode

11. **Bank Charges:** All Bank Charges to Bidder account.
12. In accordance with our standard practice, payment against any order materializing out of your offer will be against presentation of documents through Punjab National Bank, HAL Township Branch, Lucknow - 226016, India.
13. **Shelf Life:** Where stores offered have a limited shelf-life, kindly indicate the life involved and confirm that in the event of an order from us, only newly manufactured stores with the maximum possible shelf-life at the time of dispatch will be offered for shipment. In respect of rubber items such as seals etc., having cure date, the item should not have been manufactured earlier than 6 months of dispatch.
14. **Liquidated Damages:** The time for and the date of delivery of the items is the essence of the Contract, if Tenderer fail to deliver the item or any consignment thereof within the period prescribed for such delivery, HAL shall be entitled to impose Liquidated Damages @ 0.5% per week of delayed portion subject to a maximum of 10% of order value, in case delay is beyond contractual schedule.
15. **Consequences on Breach of Contract**
  - o Risk Purchase: In case the Supplier fails to execute the order either in terms of quality or in quantity, HAL reserves the right to procure from elsewhere at the risk and cost of the Supplier and any extra expenditure incurred due to this purchase is payable by the Supplier.
  - OR
  - o To terminate the contract
16. **Warranty:** Minimum for a period of twelve months, after the goods have been taken over by HAL, the tenderer shall be responsible for any defects that may develop due to faulty materials, design or workmanship and shall remedy such defects at his own cost when called upon to do so by HAL who shall state in writing in what respect the portion is faulty. If it becomes necessary for the contractor to replace or renew any defective portion of the goods the contractor shall make such replacement or renewal without any extra cost to HAL.
17. **Post-warranty Service:** Arrangements for after sales service and maintenance (authorized service centre) in India on site during warranty & post warranty period should be clearly indicated providing with name, address, phone, fax, contact person, infrastructure along with spare parts inventory held by your Authorized Technical Service Center. The Bidder to indicate the validity period of authorization for the technical service center.
18. **Packing:** The contractor will be held responsible for the stores being sufficiently and properly packed for tropical storage and for transport by rail, road, sea or air so as to ensure their being free from loss or injury on arrival at their destination. The packing and marking of packages shall be done by and at the expense of the Contractor. Each package shall contain a Packing Note quoting Purchase Order number and date showing its contents in detail
19. Please indicate approximate net weight of each of the item and gross weight and dimension of the package to enable us to determine the mode of dispatch.
20. **Inspection, Consequences of Rejection:**

The goods on receipt in HAL will be subject to inspection and tests, if necessary and HAL inspector's decision as regards acceptance/rejection of goods shall be final and binding on the parties. If any stores are rejected, HAL shall be at liberty to:

  - o Allow the bidder to re-submit stores in replacement of those rejected within a time specified by HAL, the bidder bearing the cost of freight in such replacement without being entitled to any extra payment,
  - OR
  - o Buy the quantity of stores rejected or other of a similar nature elsewhere at the risk and cost of the contractor without effecting the contractor's liability as regards the supply of any further consignments due under the contract,
  - OR
  - o Terminate the contract and recover from the contractor the loss HAL may thereby incur. The contractor shall not be entitled to any gain on the repurchase
  - OR
  - o Any stores rejected by HAL's Inspector must be removed by the contractor within 14 days from the date of receipt of intimation of rejection and at his own cost, failing which the contractor shall be liable to pay storage charges at 1% for each day of delay on the invoice value of the stores. If the stores are not removed within a month from the date of intimation of rejection, the stores will be liable, to be sold by HAL at the contractor's risk and responsibility and the proceeds adjusted towards storage charges
21. HAL is not bound to accept the lowest or any quotation or assign any reason for non-acceptance and reserves the right of accepting the whole or any part of the quotation or part of the quantity offered and you must supply the same at the rate quoted.
22. Our conditions of contract will govern any resultant order arising out of the enquiry (copy on application) and your quotation will be subject to the said conditions.
23. When counter terms and conditions of business have been offered by a tenderer, HAL shall not be deemed to be governed by such terms and conditions unless specific written acceptance thereof has been given by HAL.
24. No price or condition and terms, notice of which has not been given against this enquiry by parties submitting quotations, will be considered by HAL, if put forward in subsequent correspondence, after acceptance of orders etc.
25. **Export License**
  - o Bidders should categorically confirm the availability of export license from their government for exporting the system.
  - o Please also indicate status of export permit based on the present rules/regulations of your country and normal time frame for obtaining such a export permission if an order is placed on you in near future and the same should be covered within the delivery schedule indicated.
26. **Literature/Catalogue:** Applicable descriptive literature/catalogue if any, may please be enclosed with your offer (at least two copies). In case you are quoting for an alternative part number it should be confirmed that the offered part is fully interchangeable with the required part.
27. In the case of airborne material, the same should be covered by a Airworthiness Certificate countersigned by person/s authorized by Government Airworthiness Certifying Authority or Notarized Airworthiness Affidavit/ Works/ Test Certificate etc, as applicable.
28. Please indicate in your tender, whether stores newly manufactured throughout are offered or whether tender includes in whole or in part reconditioned stores. Where newly manufactured stores are offered and on inspection it is found that reconditioned stores or parts have been used, such stores will be rejected at the contractor risk and expense.
29. **Involvement of any agents and Middlemen:** No involvement of Agents or Middlemen in India or abroad in any capacity what-so-ever is permitted at any stage in relation with this tender and the resultant contract. Bidders should specifically indicate if any of their office or contact exist in India or abroad providing the details and extent of the activities handled and provide the details of the employees, address of the office/location, phone and fax numbers. Offers and all correspondence/communications should be addressed directly to HAL. No agency commission in any form is payable to any Agent/Middlemen or any third party in India or abroad. Anything contribute to the above is noticed or made known to HAL. HAL has right to disqualify the offer or cancel the contract, forfeit all payments and take actions as deemed fit.
30. **Settlement of Disputes and Arbitration:** All disputes arising out of the contract shall be settled as per Laws of India/ Rules of Arbitration of Indian Council of Arbitration.
31. **Immunity to Government of India:** It is understood and agreed that the Government of India is not a party to this agreement and has no liabilities, obligations or rights hereunder. It is expressly understood and agreed that HAL is an independent legal entity with power and authority to enter into contracts solely in its own behalf under the applicable Laws of India and General Principles Contract Law. The Bidder shall agree, acknowledge and understand that HAL is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the contract. Accordingly, Bidder expressly waives releases and foregoes any and all actions or claims against the Government of India arising out of this contract, not to sue the Government of India as to any manner, claim, and cause of action or thing whatsoever arising out of or under this agreement
32. **Fall Clause**
  - o The price charged for the stores supplied under the contract shall be in no event exceed the lowest price at which the contractor sells the stores or offers to sell stores of identical description to any persons/organizations including the purchaser of any department of the Central Govt. or any Dept. of the State Govt. or any statutory undertaking of the Central or State Govt., as the case may be during the period till the performance of the supply order placed and during currency of the contract is completed.
  - o If at any time during the said period, the contractor reduces the sales price, sells or offers to sell such stores to any person/organization including the purchaser or any department of Central Govt. or any Dept. of State Govt., or any statutory undertaking of the Central or State Govt., as the case may be at a price lower than the price chargeable under the contract, he shall forthwith notify such reduction/sale or offer to sale to the Hindustan Aeronautics Limited and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer to sale shall stand correspondingly reduced.
33. Please send your REGRET REPLY, in case the subject item is not covered in your range of products.
34. Canvassing by tenderers in any form, including unsolicited letters on tenders submitted or post tender corrections shall render their tenders liable for summary rejection.
35. There will be no price negotiations if rates received for technically acceptable offers are considered reasonable.
36. Manufacturer's name and country of origin of the materials offered must be clearly specified. Complete details and illustrated literature must accompany all quotations.
37. **Appropriation:** Whenever under this contract any sum of money is recoverable from any payable by the contractor, HAL shall be entitled to recover such sum by appropriating in part or whole by deducting any sum then due or which at any time thereafter may become due to the contractor in this or any other contract entered by HAL as a whole its Divisions and Branch Offices etc., held by him alone or in partnership with others. Should this sum be not sufficient to cover the full amount recoverable, the contractor shall pay to HAL on demand the remaining balance due.
38. **Territory:** This contract shall be governed by and subject to and interpreted and construed in accordance with the Laws of Republic of India, as may be in force from time to time.

39. **Bribes and Gifts:** Any bribe, commission, gift or advantage given, promised or offered by or on behalf of the contractor or his parties, agent or servant or any one on his or their behalf to any officer, servant, representative or agent of HAL or any person on his or their behalf in relation to the obtaining or to the execution of this or any other contract with HAL shall in addition to any criminal liability which the contractor may incur, subject the contractor to the cancellation of this and all other contracts with HAL and also to payment of any loss or damage resulting from any such cancellation under clauses-8 and 10 thereof. Any question or dispute as to the commission of any offence under the present clause shall be settled by HAL in such manner and on such evidence or information as they may think fit and sufficient and their decision shall be final and conclusive.
40. **Arbitration:** All disputes or differences whatsoever arising between the parties out of or relating to the construction meaning and operating or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the rules of arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
41. **Jurisdiction:** The Court at Lucknow only shall have jurisdiction to deal with and to decide any legal matter whatsoever arising out of this contract.
42. Bidder shall not be entitled without HAL's consent to assign or transfer to a third party all or part of the benefits or obligations under this contract
43. When counter terms and conditions of business have been offered by a tenderer, HAL shall not be deemed to be governed by such terms and conditions unless specific written acceptance thereof has been given by HAL.
44. **Supply of Samples:** Samples submitted for any reasons shall be supplied without charge and freight paid and without any obligation on the Purchaser as regards safe custody. All samples submitted must be clearly labelled with the contractor's name and address and tender number. If the contractor submits the samples with his tender the same shall not govern the standard of supply except when it has been specifically stated in the Purchase Order that it is accepted instead of any sealed pattern. Should certified samples be lent to a contractor by HAL the contractor is responsible for the return in perfect order of all certified samples with the labels intact.
45. **Confidentiality:** The Supplier shall hold confidential technical data and information supplied by the Purchaser or on behalf of the Purchaser and shall not reproduce any such technical data or information or divulge the same to any third party without the prior written consent of the Purchaser. The Purchaser shall hold confidential technical data and information supplied by the Supplier or on behalf of the Supplier and shall not reproduce any such technical data or information or divulge the same to any third party without prior written consent of the Supplier except as far as may be necessary for either party to carry out its obligations under this Contract.
46. In case you can not quote, please send us your regret letters without fail.
47. Any order, resulting from the enquiry, shall be governed by the General Terms and Conditions of Contract of HAL and any party quoting against this enquiry shall be deemed to have read and understood these terms and conditions and to have quoted subject to these terms and conditions
48. There will be no price negotiations if rates received for technically acceptable offers are considered reasonable.
49. HAL prefers to deal directly with OEM.
50. Disregard of any instructions, may result in your offer being ignored.

Compliance of Commercial and Price Bid Format							Annexure-D		
Hindustan Aeronautics Limited									
Accessories Division, Lucknow-226016									
Tender No: PR13DSGN/74/1									
Note: Bidder is requested to fill it up & send the signed copy along with the Quotation.									
Beneficiary Name and Address									
<b>A) PRICE SHEET FORMAT</b>									
A1	Description	Refer Annexure	Qty	Unit Of Meas.	Currency	Unit Rate in Figure	Discount (If any)	Total Amount in words	Taxes and Duties
<b>First Package</b>									
A1.1	Digital Load Indicator Type: Panel Mounting	Annexure B	02	Nos					
A1.2	Remote Display Display Size: 100 mm LED	Annexure B	02	Nos					
A1.3	Communication Cable	Annexure B	40	Meters					
<b>Second Package</b>									
A1.4	Solenoid Selector Valve With mounting bolts and Sealing kits	Annexure B	04	Nos					
A1.5	Solenoid Coils As Spare Set	Annexure B	04	Nos					
A2	Other charges (if any)								
A2.1	Taxes and Duties on A2								
<ul style="list-style-type: none"> <li>• For Item SI No 1 to 3, items are to be procured on First Package basis.</li> <li>• For Item SI No 4 and 5, items are to be procured on Second Package basis.</li> </ul> <p>However Bidder to give price break up as per price bid format for individual items. Partial offer shall not be considered and deemed to be rejected.</p>									

**B) Others Commercial terms, as given below, are required to be complied.**

**Please mention "Acceptable" in remarks if Bidder is agreed to HAL Terms and Conditions**

Sl. No.	HAL Terms and Conditions	Reference	Bidder's Compliance / Remarks
1	User manual with trouble shooting chart is required for all items except item SI No 3 and 5.		
2	Programming and Calibration procedure with reference table (Input mV vs Current output in mA) is required for item SI No 1 and 2)		
3	For item SI No 1 and 2, Calibration Certificate from a Government approved National Certification agency or Original Equipment manufacturer certificate of conformance is required.		
4	Installation of all items at HAL Lucknow is to be done by vendor.		
5	Specification	Para 1, Annexure C	
6	Price	Para 2, Annexure C	
7	<b>For Foreign Bidder</b>		
	i) Price confirmation <b>(Please mention 'YES' or 'NO')</b>	Para 2(c), Annexure C	
	ii) Price Basis: FCA International Airport	Para 2(d), Annexure C	
	iii) Prices: <b>Firm and Fix Prices</b>	Para 2(f), Annexure C	
	iii) Para a, b, e and f	Para 2(a),2(b),2(e) 2(f), Annexure C	
	<b>For Indian Bidder</b>		
	i) <b>Rate Contract</b>	Para 2(i), Annexure C	
	ii) Price confirmation	Para 2(ii), Annexure C	
	iii) Pricing Term: F.O.R Destination, Firm and Fix Prices	Para 2(iii), Annexure C	
	iv) <b>Custom Duty Exemption Certificate:</b> HAL will provide custom duty exemption certificate. Requested to confirm that Quoted price is exclusive of Custom Duty For availing custom duty following certificates are required:-  I. Undertaking for CDEC (Format attached) (Ref. Annexure E) II. Order placed by your firm on your principal III. Order acknowledgement/Performa Invoice by your principal	Para 2(iv), Annexure C	
	v) Para v	Para 2(v), Annexure C	
8	Taxes	Para 3, Annexure C	
9	Discount	Para 4, Annexure C	
10	Quantity	Para 6, Annexure C	
11	<b>Validity of Offer:</b> 180 Days	Para 7, Annexure C	

12	<p><b>Delivery</b></p> <p>a. Delivery date of First and second package will be the date of supply of last item of First and second package respectively.</p> <p>b. Liquidated Damages will be applicable package wise on package value even if only one item is pending for supply.</p> <p>c. Payment will be made package wise after receiving all the items of Package.</p> <p>Please confirm period required for the delivery/despatch of items. Manufacturer name and country of origin of the materials offered and Port of Despatch must be clearly specified</p> <p><b>For Foreign Bidder:</b> Delivery date will be date of House Air way bill</p>	Para 8, Annexure C	
13	Supply of Alternative item	Para 9, Annexure C	
14	<p><b>Terms of Payment</b></p> <p><b>Payment will be made package wise after receiving all the items of Package</b></p> <p><b>For Foreign Bidder</b></p> <p>o As a matter of policy HAL arrange payments to the extent of 75%, through SIGHT DRAFT presented through our Bank, 25% after delivery and acceptance of items.</p> <p>If under unavoidable situations payment has to be made through Letter of Credit, the same can be established for 75% of the order value before three months from the date of dispatch. All bank charges are to be borne by the Bidder. Balance 25% will be paid directly through bank after delivery and acceptance and fulfilment of all contract obligations</p> <p><b>For Indian Bidder</b></p> <p>In the event of an order, 100% payment will be made within 30 days after inspection and acceptance at our Stores, by RTGS or any other latest Electronic Payment remittance mode</p>	Para 10, Annexure C	
15	Bank Charges	Para 11, Annexure C	
16	<p><b>Liquidated Damages: @ 0.5% per week subject to maximum of 10% of value of delayed item shall be applicable.</b></p> <p>Liquidated Damages will be applicable on complete package value even if only one item is pending for supply</p>	Para 14, Annexure C	
17	<b>Warranty:</b> Minimum for a period of twelve months from the date of acceptance of item	Para 16, Annexure C	
18	Export License	Para 25, Annexure C	
19	Involvement of any agents and Middlemen	Para 29, Annexure C	
20	Bribes and Gifts	Para 39, Annexure C	
21	<p>Please Upload the copy of following documents:-</p> <p>a) Company registration Certificate</p> <p>b) Sales Tax Certificate</p> <p>c) Quality Accreditation Certificate</p>		
<b>Authorized Signatory</b>			

Undertaking for CDEC

**YOUR COMPANY'S LETTER HEAD**

Place, date

TO WHOMSOEVER IT MAY CONCERN

“Custom Duty Exemption Certificate issued by HAL-Lucknow against said PO. No. \_\_\_\_\_ dtd \_\_\_\_\_ shall be utilized only for the import of items to fulfill the requirements of HAL, Lucknow PO. No \_\_\_\_\_ dtd \_\_\_\_\_”.

Name & Designation:  
Signature & Company's Stamp

# **DETAILED VENDOR HELP MANUAL**





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## Overview

eProcurement is an exclusive, most vibrant end to end solution for buying / selling of products and services through tendering process. It supports A - Z activities of tendering based on proactive work flow concept. Fine details of tendering like vendor registration, tender announcement and corrigendum, tender form processing, opening, negotiation and tender awarding are supported in a real time interactive environment. eProcurement creates a true dynamic market place for both buyers and vendors to interact with each other and transact business.

### Purpose

The objective of developing the eProcurement solution is to automate the departments of Governments. The key objectives of this exchange are Reduced Inventory, consistency in costs across all departments, consistent and sustainable Vendor Development, transactional effectiveness, procurement lead time reduction, transparency etc.,

### Audience

This product is extensively used by the Government officials and contractors to enhance the transparency in the day to day tendering activities of the Government offices as well as in contractor community.

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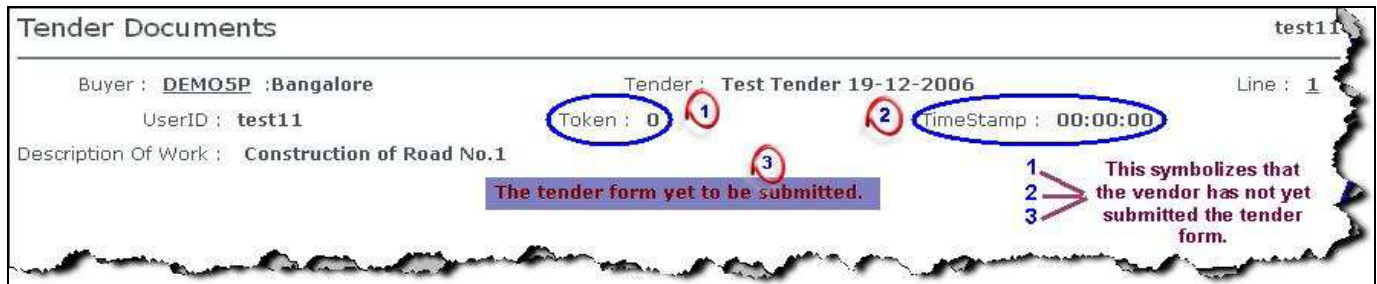
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## CAUTIONS / WARNINGS

1. **View & request** the tenders on time.
2. The tenders which are **due for request** can be viewed in **“UnApplied”** Status.
3. **Strictly attach** all the Document Library in the **“Tender Document”** screen which are uploaded in the website.
4. If the Token Number and Time Stamp are displayed as **ZERO** (as shown below), it means that the user is still not submitted the tender form:



5. Down load and save the “Price Bid” in the same name. **Do not change the name of “PRICE BID” any time.**
6. **Multiple Submission** can be done upto Tender Closing Date & Time.
7. If the contractor is **“DISQUALIFIED”** from the tender, then the details of that tender can be found in “Disqualified/Withdrawn” section.

## View tenders free of cost

To download the tender notifications and corrigendum free of cost from website, follow the steps given below:


Click “Tender Free View” under “Go to Tender” on the home page.

Provide all or any one of the options like “Department”, “Tender Number”, “Region”, “Estimated Cost”, “Request Dates (From and To)”, “Tender Submission date(From and To)” or “any key words from Tender Description”

Click “Submit” to view the results. A list of tenders shall appear on the screen.

Click  to View the Cost Free Documents.

Click  to Print the Detailed Tender Notice.

Click  to Print the Tender Notice.

## Prerequisites at User Side

**Note: Excel sheet with .xlsx, ie, Excel 2007 and above versions should not be uploaded in site.**

### A. System configuration (minimum):

Minimum P-III/P-IV Processor System, 40 GB HDD or above recommended, 512MB RAM and above.  
 Internet Connection - Minimum of 128 Kbps Broadband connection

## B. System Software's:


OS: Windows 2000/ XP and above.

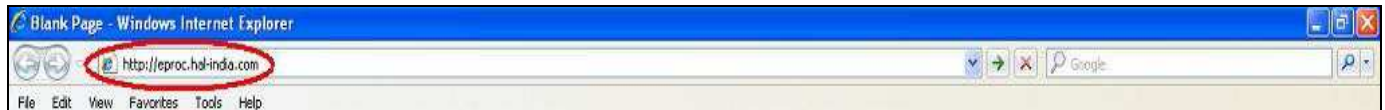
Browser: Microsoft Internet Explorer 6 to 8.

Microsoft Office 2000 and above with MS Word and MS Excel 97 to 2003.

Utilities: Java Runtime Environment Version Update 29 and above, Win-zip, Adobe Acrobat Reader, PKI Installation Driver for Digital Signature

### 1. Introduction to the browser

Click / Double Click  to open the Microsoft Internet Explorer (This icon can be located on the Desktop of the computer).



**FIGURE NO. 01**

### 2. Login screen

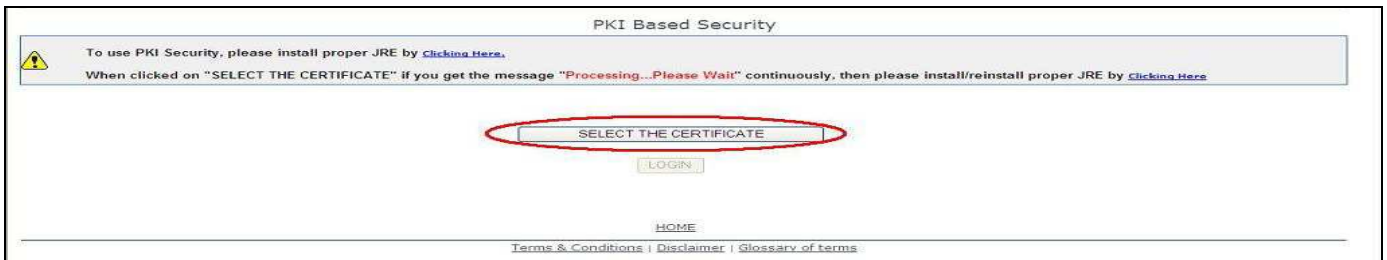
Type the website address <http://eproc.hal-india.com> in the address bar and click “Go” to access the Login Screen.



**FIGURE NO. 02**

### 3. Login procedure

Enter the “USER ID” & “PASSWORD” in the box provided. Click “Login”, the screen directs you to the PKI based login screen as shown in Figure No. 03.



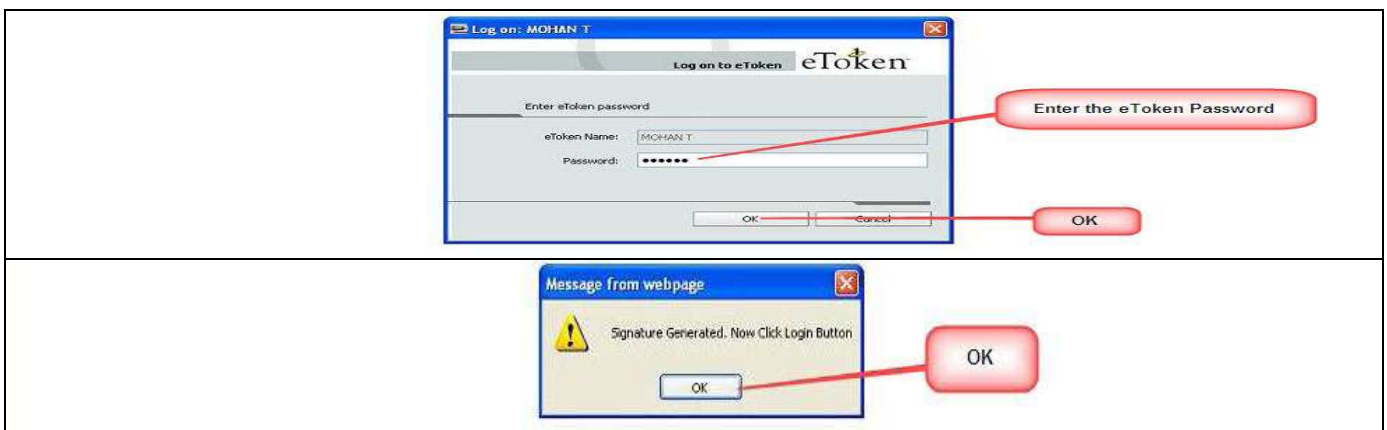
**FIGURE NO. 03**



**FIGURE NO. 04**

Click “SELECT THE CERTIFICATE”. Select your Digital Signature Certificate (DSC) from the window as shown in Figure No. 04 and click “Sign” to proceed.

Enter the DSC “PASSWORD” in the box provided. Click “OK”.



**FIGURE NO. 05**

Click "LOGIN".



PKI Based Security

To use PKI Security, please install proper JRE by [Clicking Here](#).  
When clicked on "SELECT THE CERTIFICATE" if you get the message "Processing...Please Wait" continuously, then please install/reinstall proper JRE by [Clicking Here](#)

SELECT THE CERTIFICATE

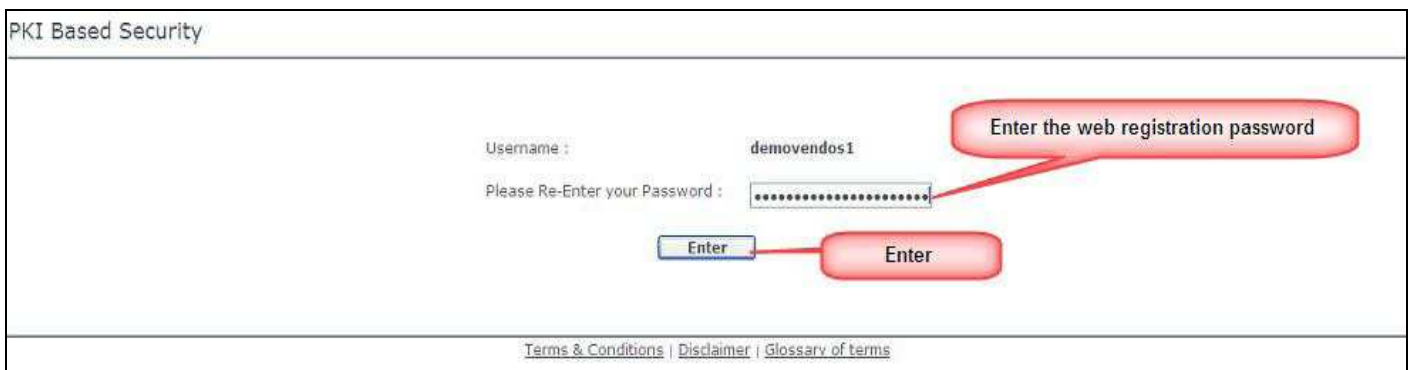
**LOGIN**

Click LOGIN to enter the site.

HOME

[Terms & Conditions](#) | [Disclaimer](#) | [Glossary of terms](#)

Once again the system will ask you to enter the password as shown below. Enter your password and click "Enter" to proceed.



PKI Based Security

Username : demoendos1

Please Re-Enter your Password : .....

**Enter**

Enter

[Terms & Conditions](#) | [Disclaimer](#) | [Glossary of terms](#)

**FIGURE NO. 06**

As a security purpose, the system automatically asks the user to change the password as shown in Figure No.7 during the first login. Enter the Old and New Password and then click "Submit" to update the new password. The user needs to login once again with the new password (note that User Id remains the same) which gives the user the authentication to the change of password.

#### 4. Modify password



**Modify Password**

User Id : tvend2

Enter Your Current Password :

Enter Your New Password :

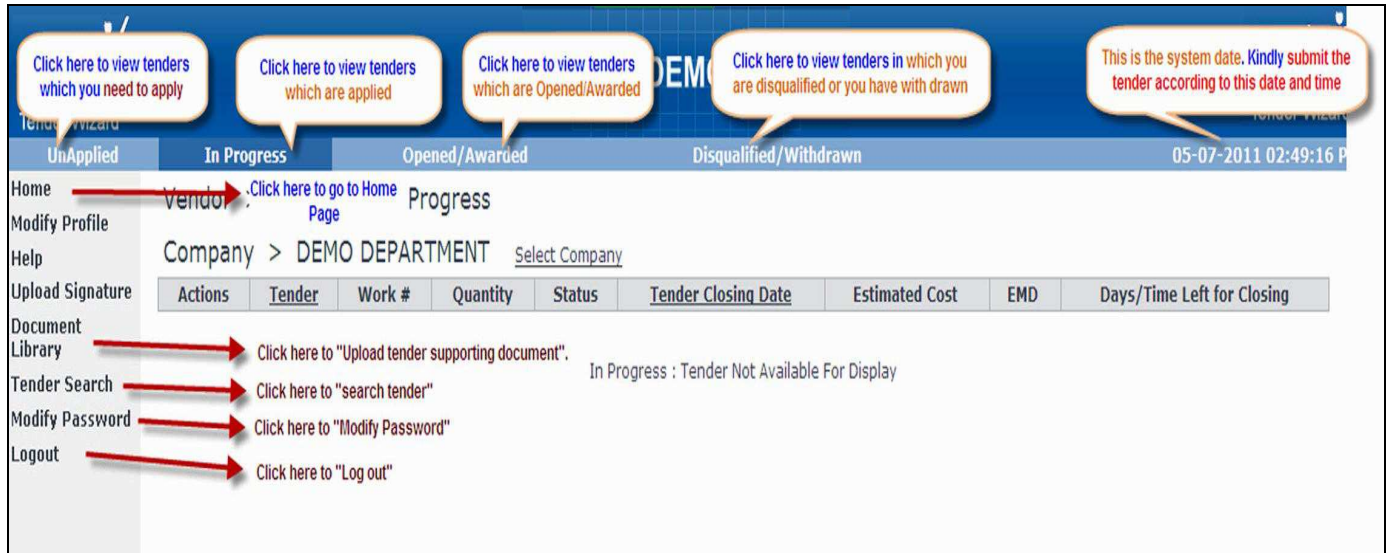
Confirm Your New Password :

**Submit**

**FIGURE NO. 07**

#### 5. A few annotations on various features

The following screen explains the user about all the modules which are displayed once the user, login into the system.



**FIGURE NO. 08**

## 6. Selection / Switching over department

After login, if user wishes to switch from one company to another, then click "Select Company" as displayed below (Figure No. 09), a list appears as displayed in the Figure No. 10, select the company and proceed.



**FIGURE NO. 09**



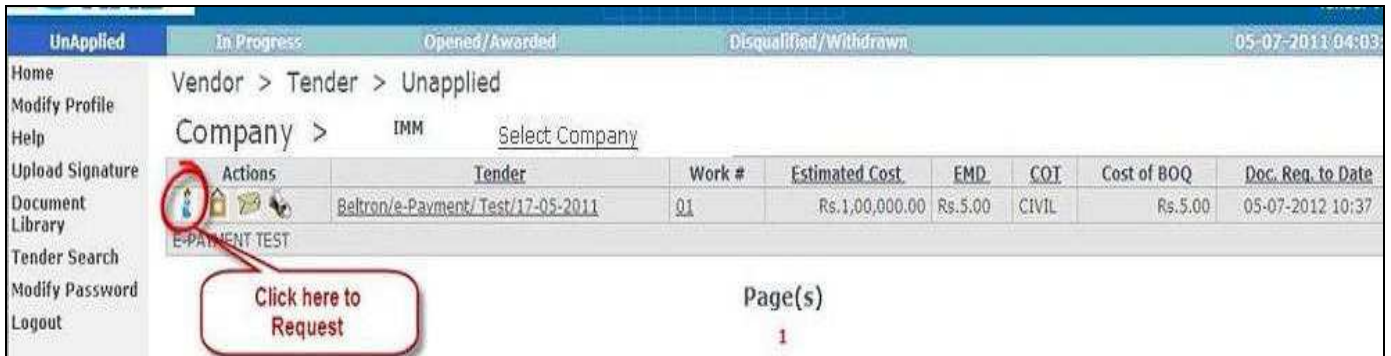
**FIGURE NO. 10**

## 7. Request for tender

Once the user logs in to the system, by default "In Progress" screen will be displayed where all the applied tenders are viewed.



**For Open tenders**, Click “UnApplied” to view the new tenders. If the tender is due for request, then a Blue colour icon will appear on the screen as displayed below:



**FIGURE NO. 11**

Once the user requested for the tender, he can access this tender through “In Progress” section and the status of the tender will be displayed as “Received”. The form fee has to be paid during submission of tender document.

**For Limited tenders**, no need to request, tender will be displayed in “In Progress” section and the status of tender document will be displayed as “Received”.


## 8. Uploading of supporting documents

Click “Document Library” (highlighted space in the below figure on the left side) to upload all the necessary supporting documents for the tender. This activity will reduce the user’s work, while submitting the tender. Click “Upload New File” whenever user need to upload the new attachments. These documents can be attached for any number of tenders applied by the user.



**FIGURE NO. 12**

## 9. Attach / Download documents and Submission procedure

Click  to view the tender documents which are received by the user as shown in Figure No.13.



**The tender form yet to be submitted.**

Attach Name	Follow these Steps	Status	Stage
<a href="#">NEFT FORMFEE CHALLAN</a>	<a href="#">Click here to Download AXIS NEFT FORM FEE Challan.</a>	View only	----
<a href="#">NIT</a>	<a href="#">Click here to Optionally Download the File(B).</a>	View only	Techno Commercial
<a href="#">TechnicalBid</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Techno Commercial
<a href="#">CostBid</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Cost Bid
<a href="#">PAN</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">REGISTRATION</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">EXPERIENCE</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">PB</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Cost Bid
EMD Details	<a href="#">Click here to enter EMD Details.</a> and Attach Scanned Copy of EMD.	EMD Updated	----
Form fee Details	<a href="#">Click here to enter Form Fee Details.</a>	Form Fee Updated	----
Log Details	<a href="#">Click here to View Log.</a>	View only	----
<a href="#">Click here to Attach the General Documents</a>	<b>Additional Documents can be Optionally Uploaded.</b>		

**The tender form yet to be submitted.**

(For Information about Document Name move Mouse Over the Document Name Column)

**Note :** Once the BOQ/PriceBid/ScheduleB is uploaded, you cannot view the rates quoted file, Although you can reupload the file if any changes in the usual manner. This feature is provided to safeguard confidentiality & security of the quoted file.

**FIGURE NO. 13**

To attach Mandatory files, first it should be attached in “Document Library” and then it should be attached by clicking on “Click here Attach Mandatory File”.


Ex: As shown in above figure, click on “Click here Attach Mandatory File” to attach REGISTRATION. Then Document Library screen will appear as shown in Figure No.14.

If required document is not found, Then please [Click here](#) to Upload new document to DocumentLibrary.

SI No.	Attachement Name	File Name	Upload Date
<input type="radio"/>	Gen 1	311220100240Gen1.doc	31-12-2010 14:20
<input type="radio"/>	Gen 2	311220100256Gen2.doc	31-12-2010 14:20
<input type="radio"/>	Gen 3	311220100249Gen3.doc	31-12-2010 14:24
<input type="radio"/>	testinggeneral	110120110450Book1.xls	11-01-2011 16:38
<input type="radio"/>	testingtesting	110120110416tvend55.html	11-01-2011 16:39
<input type="radio"/>	EMD	140120111039EMD.JPG	14-01-2011 10:35
<input type="radio"/>	FORM FEE	140120111003FormFee.JPG	14-01-2011 10:35
<input type="radio"/>	KEYPERSONEL	140120111029KEYPERSONEL.pdf	14-01-2011 10:36
<input type="radio"/>	LABOUR LICENCE	140120111053LABOUR LICENCE.pdf	14-01-2011 10:36
<input checked="" type="radio"/>	RESITRATION	140120111012RESITRATION.pdf	14-01-2011 10:36
<input type="radio"/>	PAN	140120111030PAN.pdf	14-01-2011 10:37

**FIGURE NO. 14**

In the above figure, select the check box required as shown and click on “Attach File”. So this file will be updated in Edit attachment as shown in Figure No.15 with Status “Updated”

 <b>Help Manual for eProcurement solution</b>			
Financial Sheet	Click here to Upload filled File. Click here to Download Empty Document.	To Upload filled document.	Cost Open
REGISTRATION	Click here to Attach Mandatory File. Click here to Download. Click here to Detach the Document.	Updated	Technical Open
PAN CARD	Click here Attach Mandatory File.	To Upload filled document	Technical Open

**FIGURE NO. 15**

Again if user tries to upload same file for other Mandatory link, the system will not allow, there will no radio button in Document Library screen as shown in Figure No.16.

<input type="button" value="Attach File"/> <input type="button" value="Back"/>				
If required document is not found,Then please <a href="#">Click</a> here to Upload new document to DocumentLibrary.				
SI No.	Attachment Name	File Name	Upload Date	
<input type="radio"/>	1	Gen 1	311220100240Gen1.doc	31-12-2010 14:20
<input type="radio"/>	2	Gen 2	311220100256Gen2.doc	31-12-2010 14:20
<input type="radio"/>	3	Gen 3	311220100249Gen3.doc	31-12-2010 14:24
<input type="radio"/>	4	testinggeneral	110120110450Book1.xls	11-01-2011 16:38
<input type="radio"/>	5	testingtesting	110120110416tvend55.html	11-01-2011 16:39
<input type="radio"/>	6	EMD	140120111039EMD.JPG	14-01-2011 10:35
<input type="radio"/>	7	FORM FEE	140120111003FormFee.JPG	14-01-2011 10:35
<input type="radio"/>	8	KEYPERSONEL	140120111029KEYPERSONEL.pdf	14-01-2011 10:36
<input type="radio"/>	9	LABOUR LICENCE	140120111053LABOUR LICENCE.pdf	14-01-2011 10:36
<input type="radio"/>	10	RESITRATION	140120111012RESITRATION.pdf	14-01-2011 10:36
<input type="radio"/>	11	PAN	140120111030PAN.pdf	14-01-2011 10:37


**FIGURE NO. 16**

Like above process all the required mandatory documents to be attached.

To attach other Document Library: Click “Click here to Attach the Document Library” to upload all the documents which are already uploaded in the Document Library Screen (refer steps to upload the supporting documents explained in Figure No. 12). This is the important and first step to be performed to avoid disqualification.

Then Click “Click here to enter Form fee Details” to feed the Form Fee details as shown below in Figure No. 17.

Mode of payment: The user may also opt for any other mode of payment like DD/Cheque/Cash/NSC/FDR etc., as shown in the figure below. Click “Scan” to upload the soft copy of the DD/Cheque/Cash/NSC/FDR etc., as shown below in Figure No. 18 Once the user finishes with the filling and uploading of scanned BG/DD etc., the “Red colour” will automatically turn to “Black colour” which prove that the user is two steps ahead for the submission.

 **Help Manual for eProcurement solution**

### Tender Form Fee/EMD Details

Vendor: **tvend2**      UserId: **tvend2**      Tender: **01/Dated**      Work: **01**  
 29-07-2009

Description of Work  
Refer Tender Notification

---

**Tender Form Fee**

Mode of payment: **DD**

DD/BC/UTR...Number: **DD**

DD/BC/UTR...Date: **DD**

Paid amount in Rs: **DD**

Rem:

Dates should be in the format [DD-MM-YYYY]

**FIGURE NO. 17**

### Form Fee/EMD Details

Vendor: **tvend2**      Tender: **01/Dated**      Work: **01**  
 29-07-2009

---

**EMD**

**Manual Payment**


Mode of payment: **DD**

DD/BG/OTC/UTR...Number: **2541236**

DD/BG/UTR...Date: **29-07-2009**

Paid amount in Rs: **5000000**    ( Vendor has to enter the appropriate EMD amount )

Bank Details/Remarks:



Dates should be in the format [DD-MM-YYYY]

**FIGURE NO. 18**

**Download documents and Submission procedure:**



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Click “Click here to Download Empty Document” to download the Price Bid and fill the same without changing the “File Name” and save on to the computer.  
Click “Click here to Upload the Filled File” (refer Figure No. 19).

The tender form yet to be submitted.			
Attach Name	Follow these Steps	Status	Stage
NEFT FORMFEE CHALLAN	<a href="#">Click here to Download AXIS NEFT FORM FEE Challan.</a>	View only	----
NIT	<a href="#">Click here to Optionally Download the File(B).</a>	View only	Techno Commercial
<a href="#">TechnicalBid</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Techno Commercial
<a href="#">CostBid</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Cost Bid
<a href="#">PAN</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">REGISTRATION</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">EXPERIENCE</a>	<a href="#">Click here Attach Mandatory File.</a>	To Upload filled document.	Techno Commercial
<a href="#">PB</a>	<a href="#">Click here to Upload filled File.</a> <a href="#">Click here to Download Empty Document.</a>	To Upload filled document.	Cost Bid
EMD Details	<a href="#">Click here to enter EMD Details.</a> and Attach Scanned Copy of EMD.	EMD Updated	----
Form fee Details	<a href="#">Click here to enter Form Fee Details.</a>	Form Fee Updated	----
Log Details	<a href="#">Click here to View Log.</a>	View only	----
<a href="#">Click here to Attach the General Documents</a>	Additional Documents can be Optionally Uploaded.		

**The tender form yet to be submitted.**

(For Information about Document Name move Mouse Over the Document Name Column)

**Note :** Once the BOQ/PriceBid/ScheduleB is uploaded, you cannot view the rates quoted file, Although you can reupload the file if any changes in the usual manner. This feature is provided to safeguard confidentiality & security of the quoted file.

**FIGURE NO. 19**

Select the filled file which was already filled and saved in the same name. At this stage the following screen will appear and select your digital certificate, follow the steps 1 to 4 detailed in the Figure No. 16 and click “Done” to upload the filled Price Bid to the tender. Further, for any document uploads except EMD and form fee, the following screens (Figure No. 20 to Figure No. 23) will appear and the user needs to select the Digital Signature to authenticate the document.

**Upload**
**Help**

In adherence to latest security considerations, one-way hashing algorithm for bidding documents has been implemented. Bidders are requested to configure the system browser settings as below:

- Internet Explorer --> Tools --> Internet Options --> Security Tab --> Trusted sites --> Sites --> add the url https://eproc.hal-india.com and uncheck the Require server verification (https) for all sites in this zone
- Internet Explorer --> Tools --> Internet Options --> Security Tab --> Internet --> Custom Level --> Miscellaneous --> Include local directory path when uploading files to a server --> Enable

**Step 1:** Click **Browse** and select a file.  
(If you do not see a "Browse" button, your browser does not support attachments.)

C:\Documents and Settings\ [Browse...]

**Step 2:** Click **Upload File.** Sign & Upload File

Maximum File Size : 5 MB

Uploaded File	Size(in bytes)	Buyer Name
No files Uploaded		

**FIGURE NO. 20**



**FIGURE NO. 21**



**FIGURE NO. 22**



**FIGURE NO. 23**

Note that when the user uploads the filled Price Bid/Cost Bid, the "Red colour" will automatically turn to "Black colour" which proves that user is ready for the final submission. (All red colored document is

changed to “Updated” as shown in below figure) All the red colored document to be updated for final submission, i.e., all the documents should be black color for submission as shown in Figure No. 24.

Attach Name	Follow these Steps	Status	Stage
<a href="#">NEFT FORMFEE CHALLAN</a>	<a href="#">Click</a> here to Download AXIS NEFT FORM FEE Challan.	View only	----
<a href="#">NIT</a>	<a href="#">Click</a> here to Optionally Download the File(B).	View only	Techno Commercial
<a href="#">TechnicalBid</a>	<a href="#">Click</a> here to Upload the filled File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document. <a href="#">Click</a> here to Download Empty Document.	Updated	Techno Commercial
<a href="#">CostBid</a>	<a href="#">Click</a> here to Upload the filled File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document. <a href="#">Click</a> here to Download Empty Document.	Updated	Cost Bid
<a href="#">PAN</a>	<a href="#">Click</a> here to Attach Mandatory File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document.	Updated	Techno Commercial
<a href="#">REGISTRATION</a>	<a href="#">Click</a> here to Attach Mandatory File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document.	Updated	Techno Commercial
<a href="#">EXPERIENCE</a>	<a href="#">Click</a> here to Attach Mandatory File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document.	Updated	Techno Commercial
<a href="#">PB</a>	<a href="#">Click</a> here to Upload the filled File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document. <a href="#">Click</a> here to Download Empty Document.	Updated	Cost Bid
<a href="#">EMD Details</a>	<a href="#">Click</a> here to enter EMD Details. and Attach Scanned Copy of EMD.	EMD Updated	----
<a href="#">Form fee Details</a>	<a href="#">Click</a> here to enter Form Fee Details.	Form Fee Updated	----
<a href="#">Labour lic</a>	<a href="#">Click</a> here to Optionally Download the File(V). <a href="#">Click</a> here to Detach the Document.	View only	Techno Commercial
<a href="#">Enlistment</a>	<a href="#">Click</a> here to Optionally Download the File(V). <a href="#">Click</a> here to Detach the Document.	View only	Techno Commercial
<a href="#">Log Details</a>	<a href="#">Click</a> here to View Log.	View only	----

**FIGURE NO. 24**

## 10. Confirmations on tender submission

Once the EMD, Form Fee, Price Bid, Document Library, Mandatory documents etc. are uploaded, click “Submit the Tender Form” on the tender document screen. The user should compulsorily attach at least one document from Document Library section. Once they click on Submit, it will give warning i.e., “Have you attached all Compulsory/supporting Documents” as shown in Figure NO. 25.

**Note : After upload of all documents, click on 'Submit the Tender Form' Button for final submission and acknowledgement.**

Attach Name	Follow these Steps	Status	Stage
<a href="#">Price Bid</a>	<a href="#">Click</a> here to Upload the filled File. <a href="#">Click</a> here to Download. <a href="#">Click</a> here to Detach the Document. <a href="#">Click</a> here to Download Empty Document. <a href="#">Click</a> here to enter EMD Details.	Updated	Cost Bid
	<a href="#">Click</a> here to enter Form Fee Details.	EMD Updated	----
	<a href="#">Click</a> here to enter Form Fee Details.	Form Fee Updated	----
	<a href="#">Click</a> here to Optionally Download the File(V). <a href="#">Click</a> here to Detach the Document.	View only	Cost Bid
	<a href="#">Click</a> here to Optionally Download the File(V). <a href="#">Click</a> here to Detach the Document.	View only	Cost Bid
	<a href="#">Click</a> here to Optionally Download the File(V). <a href="#">Click</a> here to Detach the Document.	View only	Cost Bid
<a href="#">Log Details</a>	<a href="#">Click</a> here to View Log.	View only	----
<a href="#">Click here to Attach the General Documents</a>	Additional Documents can be Optionally Uploaded.		

**Note : After upload of all documents, click on 'Submit the Tender Form' Button for final submission and acknowledgement.**

(For Information about Document Name move Mouse Over the Document Name Column)

**Note :** Once the technical/price bids are uploaded to the site, they will be in encrypted format to safeguard the confidentiality & security of the file.

**FIGURE NO. 25**

Then once the user submits by clicking on “OK”, the following confirmations shall appear as an authentication to the submission of the tender. Preserve the printout of confirmation as shown in Figure



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Nos. 26 & 27 as a proof of submission.

Note that the status of the tender will be changed as “Submitted”, once user click on the final submission button.

Sl No	Description of the Document	Alternate name of document	File Size (in KBs)	Date/Time
<b>Main Documents</b>				
1	TechnicalBid	TechnicalBid	20.00	15-03-2011 11:42
2	CostBid	CostBid	35.00	15-03-2011 11:43
3	PB	PB	55.50	15-03-2011 12:34
4	PAN	PAN	8.08	15-03-2011 12:37
5	REGISTRATION	REGISTRATION	8.08	15-03-2011 12:38
6	EXPERIENCE	EXPERIENCE	8.06	15-03-2011 12:38
<b>Other Supporting Documents</b>				
1	Labour Lic	Labour lic	8.08	15-03-2011 12:48
2	Enlistment	Enlistment	8.08	15-03-2011 12:48

\* I/We have uploaded our bid document as per the department's requirement.  
 \* I/We affirm that we have uploaded the updated MS Excel sheet (Version 2003), that is downloaded from the eTendering website without changing the format, content or type of file.  
 \* I/We have checked and verified the bid documents by downloading and verified that attached files at right place/link provided.

We hereby agree to the above points and adhere to the correctness of the documents.

**FIGURE NO. 26**

The above screen list out the documents attached for the tender. “Ok” button will be activated only after selecting the check box for the condition given above. Click “OK”, the alert message will appear as shown in the Figure No. 27, again click “OK”, acknowledgement screen will appear as shown in Figure No. 28.

Sl No	Description of the Document	Alternate name of document	File Size (in KBs)	Date/Time
<b>Main Documents</b>				
1	TechnicalBid	TechnicalBid	20.00	15-03-2011 11:42
2	CostBid	CostBid	35.00	15-03-2011 11:43
3	PB	PB	55.50	15-03-2011 12:34
4	PAN	PAN	8.08	15-03-2011 12:37
5	REGISTRATION	REGISTRATION	8.08	15-03-2011 12:38
6	EXPERIENCE	EXPERIENCE	8.06	15-03-2011 12:38
<b>Other Supporting Documents</b>				
1	Labour Lic	Labour lic	8.08	15-03-2011 12:48
2	Enlistment	Enlistment	8.08	15-03-2011 12:48

**Message from webpage**

Once you submit the form, you will not be able to make changes. Do you want to Continue ?

**FIGURE NO. 27**



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### Acknowledgement of Tender Submission

Tender :	KDK/BeST/10012011
Work :	01
Description of Work :	test
Name of the Vendor :	tvend2
Bid Control Number :	100376
Bid Submitted Date and Time :	15-03-2011 12:54
Last Date and Time of Submission :	10-01-2012 16:17

#### List of the Documents Submitted :

Sl No.	Description	Attach Name	File Size (in KBs)	Date/Time
<b>Main Documents</b>				
1.	TechnicalBid	TechnicalBid	20.00	15-03-2011 11:42
2.	CostBid	CostBid	35.00	15-03-2011 11:43
3.	PB	PB	55.50	15-03-2011 12:34
4.	PAN	PAN	8.08	15-03-2011 12:37
5.	REGISTRATION	REGISTRATION	8.08	15-03-2011 12:38
6.	EXPERIENCE	EXPERIENCE	8.06	15-03-2011 12:38
<b>Other Supporting Documents</b>				
1.	Labour Lic	Labour lic	8.08	15-03-2011 12:48
2.	Enlistment	Enlistment	8.08	15-03-2011 12:48

This is secure electronic submission. The bids are stored in encrypted format to ensure confidentiality.  
This document is proof of submission of the tender.  
Thank you very much for submission of your valuable response.

[FIGURE NO. 28](#)

## 11. Withdrawal of tender

In case, the vendor needs to withdraw his submitted bid, then click “Withdrawal” as shown below and provide reason for withdrawal and proceed. The tender will be moved to Disqualified / Withdrawal section. Once withdrawn, tenders cannot be taken back. **Note: Once withdrawn the tender, can't submit again.**

Vendor > Tender > In Progress

Company > IMM Select Company

Actions	Tender	Work #	Quantity	Status	Tender Closing Date	Estim
	BELTRON 01/Dated 29-07-2009	01	10 Nos	<b>SUBMITTED</b>	30-08-2009 16:00	Rs.5,00
	07-2009	02	1 No	RECEIVED	30-08-2009 16:00	

Click here to Withdraw the Tender

[FIGURE NO. 29](#)

## 12. Opening event

Vendors can view the opening event sitting at their own places using internet connection. The tender will be moved to Opened / Awarded section once it is opened by the tendering authority (Figure No. 30). If the vendor is not disqualified then the status will be shown as “In the Race” (as shown in Figure No. 30).

Vendor > Tender > Opened/Awarded

Company > IMM Select Company

Actions	Tender	Work #	Work Status	Remarks
	BELTRON 01/Dated 29-07-2009	02	<b>Cost Open(2)</b>	<b>In the Race</b>

Page(s)  
1

[FIGURE NO. 30](#)

Even competitor's bids sheets can be downloaded from the website as shown in Figure No. 31.





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The tender form is submitted successfully.

Document Name	Follow these Steps	Status	Stage
<a href="#">TECH BID</a>	<a href="#">Click here to Download the Updated File.</a>	Updated	Techno Commercial
<a href="#">OTC CHALLENGE</a>	<a href="#">Click here to Download OTC Challan.</a>	View only	----
<a href="#">NEFT CHALLENGE</a>	<a href="#">Click here to Download NEFT Challan.</a>	View only	----
<a href="#">COST BID</a>	<a href="#">Click here to Download the Updated File.</a>	Updated	Cost
<a href="#">Log Details</a>	<a href="#">Click here to View Log.</a>	View only	----
<a href="#">Competitor Bid Sheets</a>	<a href="#">Click here to Download.</a>	View Only	Cost
<a href="#">Competitor Bid Sheets</a>	<a href="#">Click here to Download.</a>	View Only	Techno Commercial
<a href="#">Acknowledgement</a>	<a href="#">Click <b>here</b> to view acknowledgement copy</a>		

The tender form is submitted successfully.

(For Information about Document Name move Mouse Over the Document Name Column)

[Go Back](#)

**FIGURE NO. 31**

### 13. Disqualified / Withdrawn tenders

The disqualified and withdrawn tenders are moved in to Disqualified / Withdrawn section. During these activities the reason for the same will be saved and can be retrieved as shown in Figure No. 32.

Actions	Tender	Work #	Quantity	Disqualified/Withdrawn Date	Reason
	<a href="#">TESTTENDERVERSION2000-2007</a>	010	80 NO	19-12-2008	<a href="#">Reason</a>
ERERWER					
	<a href="#">TESTTENDERVERSION2000-2007</a>	001	40 NO	19-12-2008	<a href="#">Reason</a>
ERERWER					
	<a href="#">IRRIGATION/PRESENTATION/OPENED DATED 12-05-2009</a>	01	1 WORK	01-01-1900	<a href="#">Reason</a>
SUPPLY OF PIPES FOR GANDAK DAM					
	<a href="#">TESTTENDERVERSION2000-2007</a>	110	100 no	19-12-2008	<a href="#">Reason</a>
ERERWER					
	test34	2	1 wr	05-01-2009	<a href="#">Reason</a>
test					
	<a href="#">TESTTENDERVERSION2000-2007</a>	011	20 NO	19-12-2008	<a href="#">Reason</a>
ERERWER					

**FIGURE NO. 32**

### 14. Contact us

For any further Clarifications / Queries: 080 - 25667000/ 25667001 / 66561037 / 66561045.