## E-Tendering procedure:

Accessing/ Purchasing of Tender Documents

a- The complete Tender Document can be viewed / downloaded from the e-Procurement portal i.e. www.tenderwizard.com/HPLfree of cost or link on Tender section of HPL website i.e. http://www.hindprefab.orgor Central Procurement Portal.

b- A Vendor's Manual containing the detailed guidelines for e-Procurement system is also available on e-Procurement portal of HPL.

c- It is mandatory for all the bidders to have class-III Digital Signature Certificate from any of the licensed Certifying Agency (Bidders can see the list of licensed Certifying Agencies from the link www.cca.gov.in) to participate in e-Procurement of HPL.

d- It is mandatory for the bidders to get their firm/company registered with e-procurement portal of HPL, i.e. www.tenderwizard.com/HPLto have user ID & password by submitting a non-refundable annual registration charge of Rs. 2,850/-(inclusive of taxes, levies, etc.) which can be paid online using the e-payment gateway to ITI Limited on the portal address mentioned above. The registration so obtained by the prospective bidder shall be valid for one year from the date of its issue and shall be subsequently renewed.

e- Tender documents will be available online on website www.tenderwizard.com/HPL which can be downloaded till the last date and time of submission of tender.

f- In addition to this, Bidder shall submit a non-refundable fee of Rs 5750/- towards e-bid processing fee paid online using the e-payment gateway to ITI Limited on the portal address mentioned above.

g- Validity of Bidder's Registration on the e-Procurement portal of HPL

Bidders may note the following:

(i) It shall be the sole responsibility of the bidder(s) to keep the Registration valid up to the original/extended date of submission of bid.

(ii) Bids can be submitted only during the validity of their registration.

h- HPL may issue addendum(s)/corrigendum(s) to the Tender documents. In such case, the addendum(s)/corrigendum(s) shall be issued and placed on website www.tenderwizard.com/HPL at any time before the closing time of tender. The bidders who have downloaded the Tenderdocuments from website must visit the website and ensure that such addendum(s)/corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered bidders to check the web site for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendums/addendums.

i- The Tender documents shall be submitted online on or before 11:00 Hrs on 13.01.2017 in the prescribed format given on the websites and bids received online shall be opened at 11:30 Hrs on 13.01.2017. No other mode of Bid submission is acceptable. Detailed credentials as per the requirement of eligibility criteria and all Tender papers are to be submitted online.

j- Bidders cannot submit the Tender after the due date and time of e-bid submission. Time being displayed on e-procurement portal of HPL ("Standard Time") shall be final and binding on the bidder. E-Bids are required to be submitted by bidders, only as per the Indian Standard Time (IST) and not the time as per their location/country.

MODIFICATION/SUBSTITUTION/WITHDRAWAL OF APPLICATIONS:

In the event of modification/substitution/withdrawal of the Application, the bidder may modify, substitute or withdraw the documents of its Application after submission prior to the Application due date.

k- For withdrawal of the documents of the Application, the bidder will have to click on withdrawal icon at Tender Wizard and can withdraw its Application. However it may be noted that once the bid has been withdrawn, bidder cannot participate again for the same e-tender. The bidder may modify or substitute the Bid documents of the Application after submission, provided that the bidder update the old documents submitted in the electronic form from the Tender Wizard and also upload the modified or substituted documents.

NOTE: Do not withdraw your bid in case of any modification/substitution of application. Withdrawal will not allow further participation / modification / substitution of applications.

l- The bidders are advised to submit their e-bids well before the e-bid due date. HPL or Tenderwizard shall not be responsible for any delay in submission of e-bids for any reason whatsoever.

m- The complete application shall be signed by the Authorized Signatory of the bidder & submitted "on-line" and Bid Sheets should be filled and submitted "online" only. The authorized signatory of the bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Bidders can upload a single file of size 5 MB only but they can upload multiple files.

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| e-Tendering Registration Queries | Registration Help Desk | 011-49424365 | twhelpdesk680@gmail.com |
| DSC Queries | Help Desk | 011-49424365 | twhelpdesk377@gmail.com |
| For e-Tendering Queries | Help Desk | 011-49424365 | twhelpdesk551@gmail.com |
| | Saurabh | 8800378607 | twhelpdesk618@gmail.com |