

e-Tender Terms for submission of Bids at HALs e-procurement portal: (<http://eproc.hal-india.co.in>):

1. The Tender (bids) should be submitted through Hindustan Aeronautics Limited e-Procurement Portal (<http://eproc.hal-india.co.in> or link to e-Procurement portal through www.hal-india.co.in). 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.co.in). Bidders should have Class III Digital Signature Certificate (DSC) and registration with HAL's e-procurement Portal for submission of Bids (web registration). Vendor is also requested to complete vendor registration(fill up online vendor registration form under IMM category) and submit online through e-Procurement portal with required details & documents.
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 (n) Code solutions, (www.ncodesolutions.com)
 - ii) M/s TCS, (www.tcs-ca.tcs.co.in)
 - ii) M/s e-Mudra, (www.e-Mudhra.com)
 - iii) M/s Safescript(Sify) (www.safescript.com)

Suppliers/ vendors have to obtain Class III DSC from any of the CA's and then register in the HAL e-Procurement portal for participation in e-tender.

In case any assistance is required, vendors may contact our e-procurement service provider at the following address:

SI No	CONTACT NUMBER	CONTACT PERSON	CONTACT NUMBER
1	080-22323697 080-22323698	Helpdesk I Helpdesk II	ephelpdesk@hal-india.com
2	080-40482133	Ms.Sowmya	ephelpdesk@hal-india.com

Alternatively, you may also contact:

Additional General Manager (IMM)-RC
Tel: +91-80-22311690 / 22327253/22323219
e-mail : lru.rwrdc@hal-india.com

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

4. The bids should be submitted in **TWO BID System (Technical (Un priced) bid and Price Bid:**
- a) **Technical Bid** should include all the documents/details as per Main RFQ.

Note: 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 size and submit as applicable.

Offer submitted through HAL's e-procurement portal will only be considered.

- b) **Price Bid:** Price details as specified in the Part-III of Tender documents shall be filled in the excel sheet downloaded from e-procurement portal and uploaded in the same format & the rate shall be provided by the tenderer in the appropriate field against each item. Please do not quote/mention rates anywhere else in the tender other than price bid. In case bidder quotes rates in any other document (other than the price bid), the rates quoted in price bid shall only be considered in evaluation. Evaluation will be done considering price quoted in price bid and also taking into consideration other cost implications viz. taxes, duty, freight charges etc as per conditions mentioned in the tender.

Offer submitted through HAL's e-procurement portal will only be considered.

- c) **The tender (bids) should be submitted online at website <http://eproc.hal-india.co.in> 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.co.in>) will only be considered for the cut off date and time for receipt of tenders. Offers sent through post, courier, fax and e-mail will not be considered. Late/delayed offers will not be considered.**
- d) **HAL will not be responsible for the cost incurred in preparation & submission of bids including the cost towards obtaining digital certificate.**
- e) **Bidders shall be required to arrange all resources including Digital Signature Certificate (DSC) and Internet connections at their own cost for participating in online tenders at <http://eproc.hal-india.co.in>. HAL shall not be responsible for any delays whatsoever in receiving as well submitting offer (online), including connectivity & other technical issues.**
- f) **Refer 'Guidelines to Bidder' available in HALs e-Procurement portal for any guidelines/ help/reference.**

sd/-
Additional General Manager (IMM)-RC