

E-TENDER INSTRUCTIONS TO BIDDERS

5. E-TENDER INSTRUCTIONS TO BIDDERS

- 5.1 Vendors are advised to submit their bids taking full notice of all the pre-qualification criteria if any, technical specifications, terms and conditions. Bidders are to note that this tender is on e-procurement platform and hence the interested bidders can participate in the tender (Techno-Commercial and Price Bids) only through the internet through the website <https://www.tenderwizard.com/etenders> Response in any other form shall not be accepted.
- 5.2 Bidders shall be required to arrange all resources, including Digital Signature Certificate and Internet Connections at their own cost, for participating in online tenders at **HPLNG** e-Procurement site <https://www.tenderwizard.com/etenders>
- 5.3 Eligible Bidders are required to submit their offer in two parts - Techno Commercial bid (Unpriced bid) and Price Bid. The Techno Commercial as well as Price Bid shall both be submitted online as electronic digitally signed & sealed bids at site <https://www.tenderwizard.com/etenders> along with the documents as required in this tender.

5.4 Submission of Bids:

- 5.4.1 The Techno Commercial as well as Price Bid shall both be submitted online along with the documents as required in this tender.
- 5.4.2 Late/ delayed tenders submitted on line after the due date and time, for whatsoever reasons will not be considered.
- 5.4.3 For submitting on line response Class 3 Digital Signature Certificate / is mandatory. Bidders logging in for the first time should ensure to upload their Digital certificate.
- 5.4.4 The Server Date & Time as appearing on the website <https://www.tenderwizard.com/etenders> shall only be considered for the cut-off date and time for receipt of tenders.
- 5.4.5 It may be noted that response in any other form (through post, telegram, fax, telex, e-mail, and courier) shall not be accepted.
- 5.4.6 All details, revisions, clarifications, corrigenda, addenda, time extensions, etc., to the tender will be hosted only on this website. Bidders should regularly visit this website to keep themselves updated.
- 5.4.7 Bidders are advised to study all the Tender Documents carefully and understand the Tender/Contract Conditions, Specifications etc., before quoting. If there are any doubts, they should get clarification in writing but this shall not be a justification for late submission of tender or extension of opening date. Tender should be strictly in accordance with Terms & Conditions, Specifications.
- 5.4.8 The offer from the tenderer should be strictly in accordance with Terms & Conditions of the tender, Specifications.

5.4.9 It shall be understood that every endeavor has been made to avoid errors which can materially affect the basis of the tender and the successful Tenderer shall take upon himself and provide for risk of any error which may subsequently be discovered and shall make no subsequent claim on account thereof.

5.4.10 A bidder who is new to e-Tender, is advised to refer to help link after logging in to the above site for Login Id and Password.

5.4.11 Bidders are advised to contact Help Desk as below for any technical queries related to operation of the portal either by sending email

Tender-Wizard Helpdesk:

- Rudresh Mobile: 9969395522 email: rudresh.ks@etenderwizard.com
- Raghavendra Mobile: 9686196765 email: raghavendra.vg@etenderwizard.com

5.5 Requirements to participate in the e-tenders.

1. Registration on <https://www.tenderwizard.com/etenders>
2. Valid Class-3 Digital Signature Certificate (DSC) is required to log-in in the website.

5.6 Steps for viewing (Free View) of e-tenders:

Bidders can see the e-tenders free before participation. Open the website <https://www.tenderwizard.com/etenders> > Click on E-Tenders > Tender Free View > you can see the e-tenders uploaded by the HPLNG Dept.

5.7 Participation in E-Tenders

5.7.1 Registration (Free of Cost)

- Bidders can Register on website <https://www.tenderwizard.com/etenders> the registration is **free of cost**.
- Open website <https://www.tenderwizard.com/etenders> click on > **Register** Button Create your profile & you will get the User Id & Password to your registered email id.

5.7.2 Activation of Account.

- Send the request email to activate your profile to Tender-Wizard Helpdesk email id to rudresh.ks@etenderwizard.com and raghavendra@etenderwizard.com

5.7.3 Participate/Request for the live e-tender

- Log in in the e-tender website with your **User Id Password & Valid Class 3 Digital Signature Certificate DSC**.
- After log in Go to **Vendor Unapplied** Page > Click on **Request** button> then tender will move to **Vendor In progress** page > Status will be shown as **Received** within the tender closing date kindly upload all required documents & update the EMD Details & submit the tender, then status will show as **Submitted**.

5.8 Tender Wizard General Instruction:

1. The bidders are requested to refer help manual to understand the portal and contact Tender Wizard helpdesk in case of any doubt.
2. While uploading the Bid Excel file which is downloaded from website can be protected vendor can fill only described formats, without renaming the file you can upload the Bid Excel files.