

Guidance to vendors with reference to submission of quotation against

Request For Quotation (RFQ) /Tender

Dos & Don'ts for reference only are detailed below :

Do's

Check RFQ/Tender documents:

- Bidder / supplier should ensure the receipt of complete tender along with documents indicated in the RFQ/Tender and follow guidelines/ instruction if any provided therein.
- Bidders / suppliers should go through the terms and conditions of RFQ/Tender completely.
- Bidder / supplier is advised to make a check list for all tender documents which are to be submitted along with the quotation.
- In case of any clarifications/information, bidders / suppliers may request the tender inviting authority well in advance i.e. before the tender due date and time i.e. at least a week before the tender due date and time
- Bidder/supplier should check HAL website periodically for updated information on the RFQ/Tender.

E-tender:

- In case of e-tendering, vendors are required to register with HAL e-Procurement system at <https://eproc.hal-india.com> after obtaining Digital Signature Certificate (DSC) Class III from the Certifying Authority (CAs) in India to participate in e-tenders.

Filling up the quotation:

- Complete the compliance statements, check lists & price formats without leaving any blanks. Write the total price in words also. Also ensure that total sum of individual items should be equal to total price quoted.
- The currency in which the offer is submitted should be clearly indicated.
- Provide all the information in the prescribed formats.
- Quotation should be unconditional.
- Delivery schedule to be on realistic basis only.
- Applicability of the taxes and duties (Sales Tax, Excise Duties, Octroi, etc.) should be explicitly indicated in the quotation. Please indicate applicable tax rates in percentage, acceptability of Form C etc. clearly.
- Applicability of the other charges (Discount, Packing and Forwarding etc.) should be indicated clearly.
- If the item offered is covered under any export license, please indicate the same in your offer.
- Quotation should be free from correction, overwriting, using correcting fluids etc.
- Bidder / Supplier should ensure that quotation is duly ink signed/ Digitally Signed. Unsigned quotations will be considered as rejected.
- Do complete all sections of tender document and ensure that you comply fully with tender terms and conditions.

- Compliance statement should be in line with offer and technical leaflet/brochure submitted along with the offer.
- Quotation / offer / letter /documents should be typed / submitted in the bidder's own letter head.
- Micro, Medium & Small Enterprise (MSME) suppliers are advised to inform the details like category of Micro/ Small/ Medium enterprise and lead by women or Scheduled Caste(SC)/Scheduled Tribe(ST) along with their offer.

E-tender:

- In case of e-tender, bidders should indicate their Name and address & Tender number in all the bids i.e. pre-qualification bid, technical bid & price bid.
- Provide all the information as per prescribed e-format procurement format with Digital signature.
- In case of any difficulty in filling up quotations in e-procurement please contact the tender initiating authority/help desk well in advance before the due date.

Checking up of documents to be enclosed along with the Technical offer

- Scope of work/supply, technical proposal, Technical & commercial terms & conditions compliance statement and other documents (excluding price bid/commercial bid). In case of Plant & machinery, list of spares to be provided is to be enclosed. Further price details are to be mentioned only in the price bids.
- Earnest Money Deposit (EMD) & Tender fee in original are to be enclosed, if applicable.
- In case of EMD sent by SWIFT / Wire Transfer, Transaction Code should be indicated along with the technical bid (the technical bid will be accepted only after confirmation of receipt of EMD in time)
- Signed Integrity Pact (IP) in original & without any deviation and with date, if applicable should be submitted separately along with the offer.
- Ink signed valid authorization letter from Original Equipment Manufacturer (OEM)/Manufacturer/Principal should be enclosed, in case of bid submitted by bidder's authorized dealer/distributor/channel partner.
- Signed copy of Non-Disclosure Agreement, if applicable.
- Bidders exempted from payment of EMD as per Government of India (GOI) directives should enclose certified copy of GOI authority for such exemption in lieu of EMD.
- Production sample, if required.

E-tender:

- In case of e-tender, EMD should be scanned and attached with the Pre-qualification/ Technical Bid. Original of the same shall be submitted to the Officer in-charge so as to reach on or before the closing date time.

Checking list of documents to be enclosed along with the Price bid/Commercial offer

- Only Price bid / commercial offer as per the price format enclosed with tender.
- In case of plant & machinery, item wise prices of all spares to be enclosed, if called for in the tender.

Submission of quotation

- Bidder / Supplier should ensure that the quotation being submitted meets all the tender requirements.
- Bidder / Supplier should ensure the submission of complete documentation as requested in the tender. Quotation received without Integrity Pact/EMD/Tender fee (if called for) along with Technical Bid will be considered as rejected.
- The bidder is required to submit bids directly to HAL either through post/courier/drop in sealed cover with clear marking of bidder details.
- The cover should be marked with tender No., due date and bidders/company name & postal address (response received, without bearing the bidder address will not be entertained).
- Bid submitted by bidders authorized dealer /distributor/channel partner should accompany with ink signed authorization letter of the bidder to whom tender has been originally issued (in the absence of authorization letter, the bids submitted shall be considered an unsolicited).
- The signed copy of bid to be submitted (as called for in the tender) through E-mail / Fax should be sent to the specified e-mail ID/Fax No. indicated in the tender document.
- Unsigned copy of bid received through E-mail/Fax will be considered as rejected. Further, Bid received through e-mail / Fax received other than that specified in tender documents will also be considered as rejected.
- In case of Two Bid / Three Bid system, each bid shall be put in separate sealed cover marked with tender No., due date and indicated as pre-qualification bid or technical bid or commercial bid as the case may be. All sealed covers shall be put in a single master cover, which shall again be sealed and super-scribed with tender no. and due date. The cover shall have clear marking of the bidder details.
- Bid received with technical bid and commercial bid in open condition inside one envelope will not be considered.
- Submitting only one bid with rates and technical details as a single bid will be considered as rejected, in case of 2 bid called for.
- Bidder / Supplier should ensure that quotation should reach the tender inviting authority within the due date & time as stipulated in the tender. Late quotations including postal delay will be considered as rejected.
- In case bidders do not intend to quote, then a regret letter should be sent before the due date indicating reason for not submitting the offer.
- In case of all tenders (Single bid/Two bid/Three bid) please ensure to write the enquiry number and due date on the envelope as well as content in the envelope.
- In case of quotations sent from branch office/ marketing office/different Divisions/ subsidiary of same company to whom RFQ is issued the same to be mentioned on the cover with detailed address.

E-tender:

- In case of e-tender, quotation should be uploaded in the e-Procurement portal only as per the instructions indicated in the tender for submission of quotation.
- In case of e-tender, quotation received through fax or e-mail will be summarily rejected and only those tenders will be considered which are uploaded in the e-procurement portal.
- The System will not allow bidder to submit any bids after the due date & time / where a tender is closed
- HAL will not be responsible for inability of vendor to upload the tender documents in e-procurement.

Don't

- Do not enclose the price bid/commercial offer along with technical bid in case of 2bid/3bid system.
- Do not upload prices in pdf files along-with technical bid – as these files get opened with technical bid and prices become open with tech bid, which is not acceptable.
- Do not enclose the EMD/IP/Tender Fee in the price bid/commercial offer in case of two bid system and in technical bid & commercial bid in case of three bid system.
- Do not submit unsigned quotation (even in case the quotation is sent through email, signed quotation has to be scanned and submitted otherwise quotation will be summarily rejected).
- Do not submit the quotation in open condition in case of submission of offer in manual mode as requested in RFQ.
- Do not submit the quotation by Fax / e-Mail, unless called for.
- Do not submit false or misleading information.
- Do not send /upload unrelated information.
- Do not alter the original tender documents.
- Do not make any corrections in the quotations.
- Do not modify the Price format enclosed along with the tender.
- Do not modify the IP.
- Do not modify the Bank Guarantee format.
- Do not give conditional offers.
- Do not send quotations for more than one RFQ in a single e-mail/ post/ courier.