

# **General Instructions Regarding Process of e-Tendering in the Office of Controller of Stores, Himachal Pradesh, Shimla**

## **The Process:**

1. To participate in the e-tendering system, bidders are required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA) in the country. Digital signature is mandatory to participate in the e-tendering. Bidders already possessing the digital signature issued from authorized CAs can use the same in this tender.
2. To seek any clarification on the process of e-Tendering, interested parties can contact Mr. Pawan Kumar in the office of Additional Controller of Store Udyog Bhawan, Bemloi, Shimla on any working day.
3. The process of e-Tendering can also be observed/ practiced on demonstration site <http://demoeproc.nic.in>
4. The tender document of the item with general/specific terms and condition shall be made available after publication of NIT of e-Tendering system on <https://hptenders.gov.in>
5. To take part in e-tender process of the Controller of Stores, the bidder is required to be registered on the web-site <https://hptenders.gov.in>; which is free of cost.

## **Documents to be uploaded with the bid:**

Tenderer must upload scanned copy of:-

- a) The valid BIS certification marking license along with schedule of items covered in BIS(If Applicable)
  - b) The Sales Tax Clearance certificate/copy of return filed. (Not more than one year old)
  - c) The affidavit regarding non-blacklisting.
  - d) The signed Tender Form.
  - e) The signed terms and conditions confirming that the conditions are acceptable.
6. Product Literature/Leaflets can be submitted with documents required to be submitted by post/hand.
  7. All the manufacturers outside of Himachal Pradesh will upload a scanned copy of certificate duly signed by the GM, DIC concerned/DGS&D/NSIC certifying that they are at present actually manufacturing the items. Such certificate should not be more than 90 days old as on the date of opening of tender.
  8. Local industrial units of Himachal Pradesh will upload a scanned copy of certificate duly signed by the GM, DIC concerned certifying that they are at present actually manufacturing the items. Such certificate should not be more than 90 days old as on the date of opening of tender.

9. Local Industrial Units, who have applied for renewal of registration with complete documents with Store Purchase Organization, shall upload a scanned copy of documentary proof that they have applied for renewal of registration at least 20 days prior to the opening of tenders failing which their tender(s) will be rejected.
10. Local Industrial Units participating in the tender must upload a scanned copy of latest No Dues Certificate from the concerned GMDIC.
11. Earnest money of Rs. 5000/- (MAY BE REVISED AND PARTICIPATING FIRMS SHALL DEPOSIT THE BALANCE AMOUNT OF EARNEST MONEY IF DEMANDED LATER ON DURING THE VALIDITY PERIOD OF RATE CONTRACT) in the shape of fixed deposit receipt duly pledged in favour of the Additional Controller of Stores, H.P. should be furnished with each tender. The tenders of the firms who have deposited permanent earnest money or are registered with this Organization as local manufacturers or Small Scale Industrial units registered with DGS&D or NSIC need not deposit this amount. A copy of the FDR must be uploaded and original copy must be deposited by post/hand before the opening of tenders. In case of firms/parties exempted for earnest money they must upload a Proof of Exemption (Valid registration with COS/NSIC/DGS&D).
12. The cost of tender form is Rs. 250/- which must be remitted through Demand Draft drawn in favour of Additional Controller of Stores H.P. payable at Shimla. A scanned copy of the DD must be uploaded and the original draft must be submitted before the opening of tenders. In case of firms/parties exempted from the cost of tender form they must upload a Proof of Exemption (Valid registration with COS/NSIC/DGS&D).
13. Tenderer must submit original copies of all uploaded documents in a sealed cover as per instructions of each tender. The envelope must be superscripted as "Original Documents under item Code.....Due for opening on.....") The envelope must bear the complete postal address of the tenderer.
14. Only the required document should be uploaded. If any tenderer fails to upload any of the required documents the tender will be rejected straightaway and no further correspondence will be entertained in this behalf.
15. All the documents must be scanned and uploaded in pdf format. Other formats shall not be accepted.

**Controller of Stores,  
Department of Industries H.P.  
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E-mail:- [tenders-ind-hp@nic.in](mailto:tenders-ind-hp@nic.in)**