**INSTRUCTIONS**

Two options are available for Vendor Registration under ‘Tenders and Contracts’ in HPCL Corporate website:

A. Permanent registration and

B. Temporary registration for participating in Public tenders

**A. Basic procedure for permanent registration:**

1. Click on the link “New Register”. A one-page form will appear. Tick on Permanent Registration. Fill in the Form giving your email id, PAN number and other details. Enter your own password while registering and remember this password for future logins.

2. A unique No. [eg. HP00000123] will be allotted and the same along with a confirmation link will be sent to your email id.

3. Open the website using the confirmation link and login using the unique No. which has been e-mailed to you and your password.

4. A detailed Online Registration Form will then appear with the Index on the left side.

5. The application need to be filled online. The scanned copy of signed and stamped supporting documents need to be uploaded online from the attachment page. The SAVE button can be used to save the work during the filling up of application form.

6. Once all the related fields are filled and necessary documents are uploaded, the final submission of the form to be done online by clicking Final submission button.

7.

* 1. A Demand Draft of Rs.5000/- from a Scheduled Bank [other than Co-operative Banks] payable to “M/s Hindustan Petroleum Corporation Ltd.”, towards the Application Fee to be sent to the ‘Primary Location’ chosen by you. A Covering note to be enclosed along with the DD with details such as Name, address, contacts, Application number of the Vendor. Application Fee is non-refundable.

b. In case previously registered with HPCL then the DD for 5000/- is not required. However vendor to provide the reference of the original registration certificate along with the copy of the same in case registered previously.

8. The form will then be scrutinized by the Registration Committee and if eligible, you will be sent a communication letter indicating your registration status

9. Incomplete forms will be rejected.

10. Forms not completed/not given “Final Confirmation” within 180 days, of the date of first login into the Online Registration Form, will be deactivated; and the entire process will have to be started again.

11. One Application will be accepted per firm/company for registration. The Vender can mention the HPCL business units/Functions for registration as a combination of Primary and Secondary Location while filling the application form.

**B. Basic procedure for temporary registration for participating in Public Tenders:**

1. When you click on the link “New Users Click here for temporary registration” on the E-procurement website, you will be directed to the Vendor Registration Portal. Click on the link “New Register”. A one-page form will appear.

2. Tick on temporary registration and Fill in the Form giving your email id, PAN number and other details. Enter your own password while registering and remember this password for future logins.

3. A unique No. [eg. HP00000123] will be allotted and the same along with a confirmation link will be sent to your email id.

4. Click on the Confirmation Link provided in your email to activate the password.

5. To quote for the Public tender, please go to the site https://etender.hpcl.co.in.

6. Click on Temporarily registered User and log into the site by giving your email id and password which has been activated.