

Annexure-1**6.1 FORM FOR FILING PROCUREMENT GRIEVANCE(S)/ COMPLAINT(S)**

<b>Information</b>	<b>Detail</b>
The identity of the complainant	<i>Name of the "interested party" (Refer Clause No. 2.2) i.e. potential or actual applicant/ bidder/ proposer/ consultant.</i>
Contact details	<i>Complainant"s telephone number and e-mail address.</i>
Address	<i>Complainant"s postal/ mailing address.</i>
Specify why the complainant is an "interested party"	<i>Clarification regarding whether the complainant is a potential or an actual participant in a procurement opportunity (Refer Clause No. 2.2)</i>
Identify the specific project, procurement reference number and current stage of the procurement process	<i>a) Name and reference/ tender no. which appears on the procurement document(s) or procurement notice. b) Mention the stage of the procurement process, for example: i) Invitation to Prequalify has been advertised and closes on [date], or ii) Letter of Acceptance/ Award (LoA) was sent on [date] etc.</i>
Brief Statement of grievance(s)/ complaint(s)	<i>Specify brief statement of grievance(s)/ complaint(s)</i>
Previous communication	<i>Details of any Previous communication, if any, that the complainant has had with HPPCL in relation to the matters addressed in the grievance(s)/ complaint(s). Specifying the matters discussed in the said communication. Also, wherever possible copy of such communication may be provided for ready reference(s).</i>
Type of procurement grievance(s)/ complaint(s)	<i>Type of the procurement grievance(s)/ complaint(s), defined in HPPCL"s PGRM at clause no. 2.1, and the perceived adverse impact i.e. describing facts and circumstances leading to the grievance(s)/ complaint(s), problem, concern or adverse impact that has allegedly resulted.</i>

HPPCL- Procurement Grievance Redressal Mechanism (PGRM)

Grounds for the procurement grievance(s)/ complaint(s)	<i>Grievance(s)/ Complaint(s) must mention the violation and inconsistency, and the relevant section, paragraph or appendix of the procurement document, and/or procurement regulation that is allegedly being violated or with which there is inconsistency.</i>
Any other information	<i>Optional: the complainant may include any other information it considers to be relevant.</i>

**Date:**  
**Place:**

**Signature of the Complainant**