



## ANNEX B:-COMPOSITE BANK GUARANTEE FOR MOBILISATION ADVANCE, SECURITY DEPOSIT/RETENTION MONEY/PERFORMANCE GUARANTEE

(On Non-Judicial stamp paper of appropriate value)

TO : Hindustan Petroleum Corporation Limited  
(Address as applicable)

IN CONSIDERATION OF MESSRS. HINDUSTAN PETROLEUM CORPORATION LIMITED, a Government of India Company registered under the Companies Act, 1956, having its registered office at 17, Jamshedji Tata Road, Bombay-20 (hereinafter called "The Corporation" (which expression shall include its successor in business and assigns) having placed an order on Messrs ..... a partnership firm/sole proprietor business/a company registered under the Companies Act, 1956 having its office at ..... (hereinafter called "the supplier" (which expression shall include executors, administrators and assigns) vide order No..... dated..... (hereinafter called "the order" which expression shall include any amendments/alterations to "the order" issued by "the Corporation") for the supply of goods/execution of services for "the Corporation" and "the Corporation" having agreed :

- a. not to insist upon immediate payment of Security deposit for the fulfilment and performance of the said order
- b. to pay "the supplier" as and by way of advance upto a sum of Rupees \_\_\_\_\_ (Rupees \_\_\_\_\_ only) being \_\_\_\_% of the value of "the order";
- c. that "the supplier" shall furnish a security for the performance of "the supplier's" obligations and/or discharge of "the supplier's" liability in connection with the said "order"; and "the Corporation" having agreed with "the supplier" to accept a composite Bank Guarantee for the mobilisation advance, security deposit, retention money and performance guarantee

We, ..... Bank having office at ..... (hereinafter referred to as "the Bank" which expression shall include its successors and assigns) at the request and on behalf of "the supplier" hereby agree to pay to "the Corporation" without any demur on first demand an amount not exceeding ` ..... (Rupees.....only) against any loss or damage, costs, charges and expenses caused to or suffered by "the Corporation" by reason of non performance and fulfilment or for any breach on the part of "the supplier" of any of the terms and conditions of the said "order".

2. We, ..... Bank further agree that "the Corporation" shall be sole judge whether the said "Supplier" has failed to perform or fulfill the said "order" in terms thereof or committed breach of any terms and conditions of "the order" and the extent of loss, damage, cost, charges and expenses suffered or incurred or would be suffered or incurred by "the Corporation" on account thereof and we waive in the favour of "the Corporation" all the rights and defences to which we as guarantors and/or "the Supplier" may be entitled to.

3. We, ..... Bank further agree that the amount demanded by "the Corporation" as such shall be final and binding on "the Bank" as to "the Bank" 's liability to pay and the amount demanded and "the Bank" undertake to pay "the Corporation" the amount so demanded first demand and without any demur notwithstanding dispute raised by "the Supplier" or any suit or other legal proceedings including arbitration pending before any court, tribunal or arbitrator relating thereto, our liability under this guarantee being absolute and unconditional.
  4. We, ..... Bank further agreewith "the Corporation" that "the Corporation" shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said "order"/or to extend time of performance by "the Supplier" from time to time or to postpone for any time to time any of the powers exercisable by "the Corporation" against "the Supplier" and to forbear to enforce any of the terms and conditions relating to "the order" and we shall not be relieved from our liability by reason of any such variation or extension being granted to "the Supplier" or for any forbearance, act or omission on the part of "the Corporation" or any indulgence by "the Corporation" to "the Supplier" or by any such matter or things whatsoever which under the law relating to sureties would but for this provision have the effect of relieving us.
  5. However, it has been agreed between "the Supplier" and "the Corporation" that there shall be only one Composite Bank Guarantee for both the advance and security deposit performance guarantee/Retention Money @ of \_\_\_\_% valid till the end of the defects liability period as per the terms of the P.O. No. \_\_\_\_\_ dated \_\_\_\_\_ and that in proportion with the recovery of advance @ \_\_\_\_\_% per bill the same amount/value automatically stands credited to the defects liability account/security deposit or retention money as the case may be and will continue to be credited/treated till the entire advance of ` \_\_\_\_\_ is fully recovered from the running bills and from the date of full recovery of the advance of ` \_\_\_\_\_ this guarantee automatically, shall stand valid towards the \_\_\_\_% retention money/defects liability, fully valid in all respects unto a further period of **3 (three)** months, as per the Purchase Order of "the Corporation".
  6. Notwithstanding anything contained herein above :
    - i. Our liability under this guarantee shall not exceed R .....
    - ii. This Bank Guarantee shall be valid upto and including .....; and
    - iii. We are liable to pay the guarantee amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before the expiry of 30 days from the date of expiry of this guarantee.
  7. We, ..... Bank further undertake not to revoke this guarantee during its currency except with the previous consent of "the Corporation" in writing.
  8. We, ..... Bank lastly agree that "the Bank"'s liability under this guarantee shall not be affected by any change in the constitution of "the Supplier".
-

- 
9. "The Bank" has power to issue this guarantee in favour of "the Corporation" in terms of the documents and/or the Agreement/Contract or MOU entered into between "the Supplier" and "the Bank" in this regard.

IN WITNESS WHEREOF the Bank has executed this document on this .....  
day of .....

For ..... Bank  
(by its constituted attorney)

(Signature of a person authorised  
to sign on behalf of "the Bank")\*



# Hindustan Petroleum Corporation Ltd

Information Systems Department  
Sewree Mumbai

**E-Procurement application**

## **Reverse Auction Process Vendor Manual**

Version 2.2

Version Release Date 7<sup>th</sup> February 2017



**NOTICE OF PROPRIETARY INFORMATION**

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**Document Revision List**

Project	E-Procurement
Document Name	Vendor Manual – Procedure for Reverse Auction

Document Created By	Manjusri Maddala	Date 30 <sup>th</sup> April 2015
Document Reviewed By	Anupam Das	Date 30 <sup>th</sup> April 2015
Document Approved By	Sanjay Dasgupta	Date 30 <sup>th</sup> April 2015

**Revisions /Change Control**

Date	Version	Author	Reason
30 <sup>th</sup> Apr 2015	1.0	Manjusri Maddala	Initial Version
28 <sup>th</sup> Feb 2016	1.1	Manjusri Maddala	Changes Included: <ul style="list-style-type: none"><li>• Section on RA Extension Clause</li><li>• Enhanced Additional E-mails</li><li>• Application of loading factor</li><li>• Label changes in RA screen</li></ul>
10 <sup>th</sup> May 2016	2.0	Manjusri Maddala	Changes Included: <ul style="list-style-type: none"><li>• Removal of view server time</li><li>• Removal of check updates button</li><li>• Introduction of digital clock</li></ul>



28 <sup>th</sup> July 2016	2.1	Manjusri Maddala	Changes Included: Global Reverse Auction screens included
7 <sup>th</sup> Feb 2017	2.2	Manjusri Maddala	Changes Included: New procedure for participation in Reverse Auction included New RA link and screens

**Abbreviations used**

HPCL	Hindustan Petroleum Corporation Ltd
E-Proc	E-Procurement
RA	Reverse Auction
Non SOR	Tender not on Schedule of Rates
SOR	Schedule of Rates
Dev	Deviation
Rev.Auc.Document	Reverse Auction document



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## 1 Introduction

In E-Procurement application, Reverse Auction will be initiated by HPCL as soon as Technical and Commercial Evaluation is completed for the tender.

All the **eligible bidders** will be notified through e-mail which will contain the Tender number, Reverse Auction date and time. HPCL RA Process will have the following steps

- Notifying eligible bidders regarding RA event schedule
- Publish Reverse Auction in Portal informing event schedule date & time.
- Reverse auction event will automatically go live on scheduled date and time
- Conduct Reverse auction / Postpone or Cancel Reverse Auction
- Reverse Auction Closure
- Publishing RA Winner document

 Please note – If a bid is rejected in techno-commercial stage for any reason, email intimation will be sent to bidder, citing reason for rejection. Hence, in such a scenario the bidder will not get intimation to participate in the RA.

### 1.1 Login to Reverse Auction Portal

To participate in RA, Bidder should type the URL <https://etender.hpcl.co.in/> in the (Internet Explorer 7 or above) address bar and click “Enter”. Please note that application will not function properly in other browsers such as Chrome/Firefox/Safari etc.

Once the Login screen is scheduled, bidder can go to reverse Auction Portal in two methods.

1. Method 1: Existing Bidder should enter his 8 digit Vendor code in “User ID” field and password as issued for “Bill Tracking system” to login in the screen shown below. Temporary registered bidder shall enter his email Id in “Email Id” field and corresponding password.

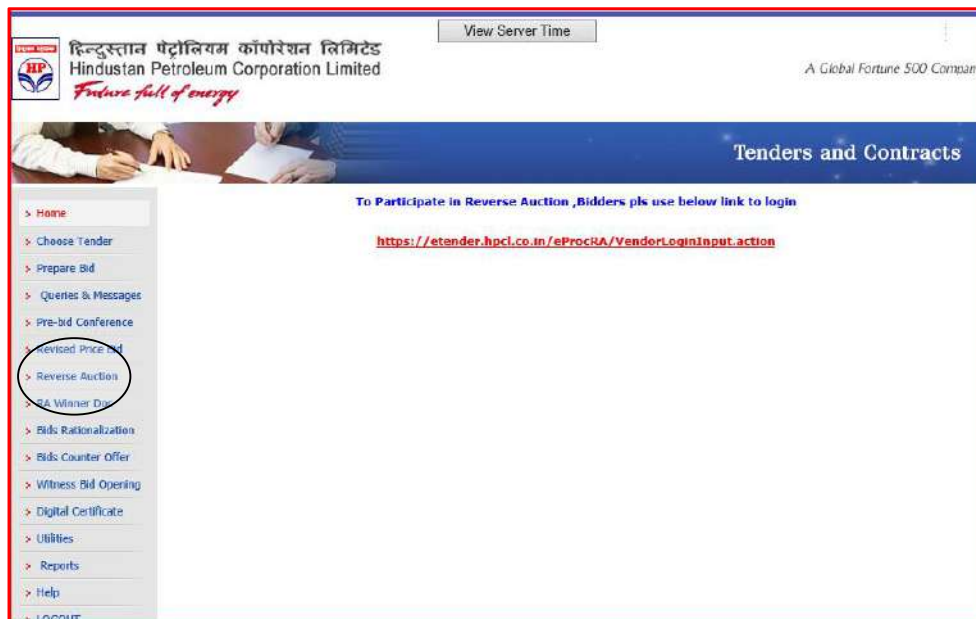


In case of any issues in logging in to the portal, bidders are requested to contact the help desk. The help desk details are available on the login page of the portal.

After successful login, bidder is prompted to accept the “User Agreement” for accessing the portal. This is mandatory. Bidders will have option to download / read the User Agreement by clicking on the hyperlink before accepting.

After acceptance of User Agreement, the Bidder is taken to the Home Screen. The Home Screen has various menu options on the left side and reverse auction marquee “**Upcoming/ Ongoing Reverse Auctions**” on the right side. Link for reverse Auctions appears on right side.

Bidder to click on this link and again login into the system.





The Reverse Auction marquee contains the list of tenders for which RA is scheduled. (Please see image below)

Welcome User 20009191- Lakshmi Kumaran & Sridharan

**Latest Query Responses**

**Latest Corrigenda**

**UP Coming / Ongoing Reverse Auction**

TENDER NO	TENDER TITLE	DUE DATE
15000014-HP-00007-1901	PACKED LPG TPT CHAKKAN PLANT	10-Feb-2017 12:00
15000024-HP-12600	PACKED LPG TPT BARAUNI	10-Feb-2017 15:00
15000123-HP-10733	HOT SLURRY BBL OOL PILOT PLANT	10-Feb-2017 15:00
15000023-HP-11004	SUPPLY OF OT PLUST SIGNAGE	13-Feb-2017 15:00
15000026-HP-13600	Hot reparing for Reipur_Petna	13-Feb-2017 15:00
15000102-HP-11230	Architectural Serv Nagpur Off	13-Feb-2017 15:00
15000225-HP-13937	VTS for Bulk LPG Tts	14-Feb-2017 14:00

- Method 2:** Bidder to click on link “click here for Login to Participate in Reverse Auction’ below user ID and Password boxes. Reverse Auction portal login screen will be scheduled and bidder to put user ID and password to enter into Reverse Auction Portal.

Hindustan Petroleum Corporation Limited  
A Global Fortune 500 Company

**Tenders and Contracts**

Enter Login Credentials

Existing User  / Temporarily Registered User

User ID: 21009000 (8 Digit Supplier Code)  
Password: [REDACTED]

[Click here for Login To Participate in Reverse Auction](#)

[New Users Click here for temporary registration.](#)  
[Click here for Bill Tracking](#)  
[Click here for Disclaimer](#)

**Public Tenders**

TENDER NO	TENDER TITLE	DUE DATE
15000014-HP-00007-1901	PACKED LPG TPT CHAKKAN PLANT	10-Feb-2017 12:00
15000024-HP-12600	PACKED LPG TPT BARAUNI	10-Feb-2017 15:00
15000123-HP-10733	HOT SLURRY BBL OOL PILOT PLANT	10-Feb-2017 15:00
15000023-HP-11004	SUPPLY OF OT PLUST SIGNAGE	13-Feb-2017 15:00
15000026-HP-13600	Hot reparing for Reipur_Petna	13-Feb-2017 15:00
15000102-HP-11230	Architectural Serv Nagpur Off	13-Feb-2017 15:00
15000225-HP-13937	VTS for Bulk LPG Tts	14-Feb-2017 14:00



**Welcome User 24999998-Dummy Supplier for loading charges**

**Home** (circled in red)

**Reverse Auction**

**Help**

**LOGOUT**

**TIPS FOR SUCCESSFUL BID SUBMISSION, to download.**  
Please take note of the following points for a quick and hassle free bid preparation and submission:

1. If you are logging in for the first time please upload your digital certificate (public key) through the link "Digital certificate" in the left side (The digital certificate should have "Non repudiation" attribute). The concerned Purchase officer will validate the same, after which the message in link shall read as "Signing Signing Digital Certificate Expires on". Only after this message you can submit bid successfully. (This is a one-time activity till certificate expiry).
2. Please see Latest vendor bidding guide dated 14th May, 2013 by clicking on Tender Bid Type [Tender Bid](#) [Tender Bid](#) [Single Bid](#) for guidance on the current bidding process.
3. For help on any specific topic like "how to raise query" etc. please click on the help link and select the appropriate topic for a step by step procedure on same.
4. Please note that, you can submit more than one bid against a tender. However, only the latest successful bid shall be considered for evaluation.
5. Please download and install the PDF signing utility (J SignPDF) from the "Utilities" link, which can be used to signing tender document prior to submission of same. Please note that your digital certificate should be uploaded/activating in your browser to enable Jsign pdf in signing documents.
6. Please ensure to use Internet Explorer 7 or above to open and work on this application.
7. Please download & install the program JPK 1.6 from the utilities link, if not already installed for this application to work properly.
8. Please note that opening of bids can be witnessed through the menu "Witness bid opening" after the pre-identified bid opening date has passed.

**Latest Query Responses**

- 16000293-HB-46409 - In case if any other items are required to be supplied to complete the job it entirely in vendors scope. Vendor shall submit the makes of such items to HPCL for approval. 30-Jan-2017
- 16000293-HB-46409 - To be backfilled with asphalt only. 20-Jan-2017
- 16000293-HB-46409 - STD Composites make will be included. 21-Jan-2017

**Latest Corrigenda**

- 16000937-HD-10129 - Pre bid queries submission date extension 25-Jan-2017
- 16000842-HB-12990 - Uploading pre bid queries reply and docs. 02-Feb-2017
- 16000932-HD-12600 - Extension of due date of tender. 08-Feb-2017
- 16000122-HD-10133 - Bid due date

**UP Coming/Ongoing Reverse Auction**

- 16000114-HB-10807 - Schedule C. 08-FEB-2017 16:40
- 16000026-HB-10807 - DUMMY E-CHARTERING. 08-FEB-2017 16:44

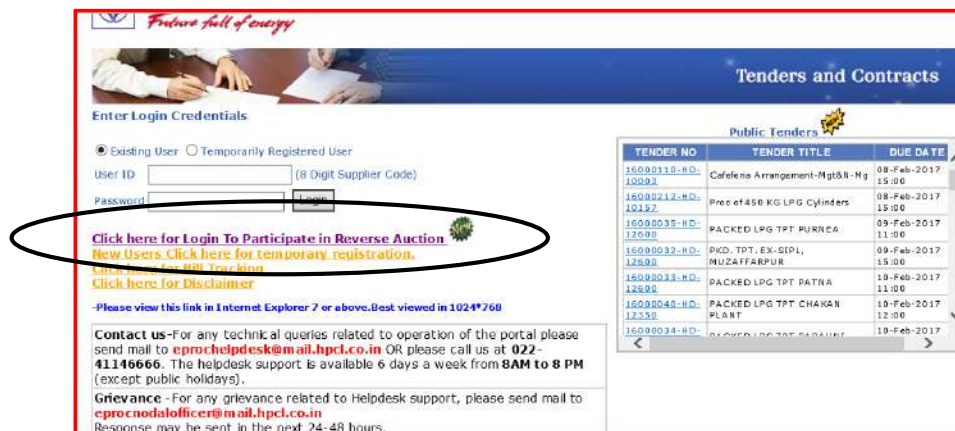
## 2 Witnessing Loading factors

HPCL may apply the commercial loading, if any, on the basis of commercial terms and conditions, taxes quoted by the bidder, other commercial deviations etc. These loading factors are applied on basic price. The loading factors (if any) shall be displayed in the portal prior to the date scheduled for Reverse Auction Event. An E-Mail shall be triggered by the system to the bidders for information.

Before the bidder proceeds for participating in Reverse Auction, bidders can witness loading factors through "Witness bid opening" option in the menu.

## 3 Reverse Auction Participation Process

Bidder should click on 'Reverse Auction' option from the menu page.



**Future full of energy**

**Tenders and Contracts**

**Enter Login Credentials**

Existing User  Temporarily Registered User

User ID:  (@ Digit Supplier Code)

Password:

**Click here for Login To Participate in Reverse Auction** (circled in red)

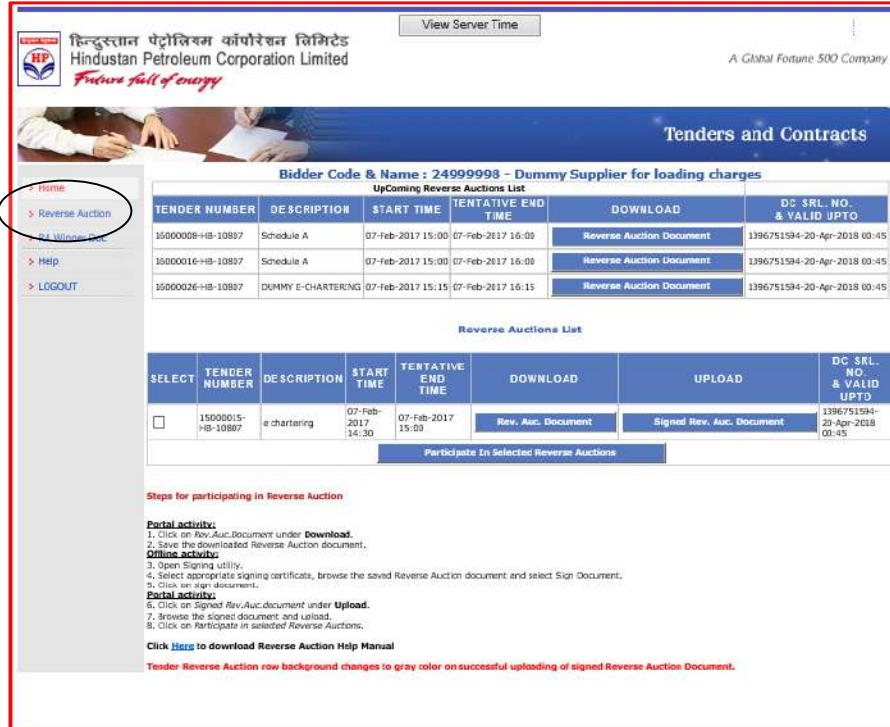
**Public Tenders**

TENDER NO	TENDER TITLE	DUE DATE
16000318-HD-10093	Cafeteria Arrangement-Mgt&R -Hg	08-Feb-2017 15:00
16000712-HD-10157	Proc of 450 KG LPG Cylinders	08-Feb-2017 15:00
16000338-HD-12089	PACKED LPG TPT PURNEA	09-Feb-2017 11:00
16000032-HD-12690	PKD. TDT. EX-SIDL, MUZAFFARPUR	09-Feb-2017 15:00
16000333-HD-12690	PACKED LPG TPT PATNA	10-Feb-2017 11:00
16000448-HD-12338	PACKED LPG TPT CHAKRA PLANT	10-Feb-2017 12:00
16000334-HD-	PACKED LPG TPT PATNA	10-Feb-2017

**Contact us** - For any technical queries related to operation of the portal please send mail to [e-proc.helpdesk@mail.hpcl.co.in](mailto:e-proc.helpdesk@mail.hpcl.co.in) OR please call us at 022-41146666. The helpdesk support is available 6 days a week from 8AM to 8 PM (except public holidays).

**Grievance** - For any grievance related to Helpdesk support, please send mail to [e-proc.nodaloffice@mail.hpcl.co.in](mailto:e-proc.nodaloffice@mail.hpcl.co.in) Response may be sent in the next 24-48 hours.

Once the menu option is selected the following Screen is scheduled where bidder can see Upcoming RAs and Ongoing RAs.



**Upcoming Reverse Auctions List**

TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL. NO. & VALID UPTO
15000008-HB-10887	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Reverse Auction Document	1396751594-20-Apr-2018 00:45
15000016-HB-10887	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Reverse Auction Document	1396751594-20-Apr-2018 00:45
15000026-HB-10887	DUMMY E-CHARTERING	07-Feb-2017 15:15	07-Feb-2017 16:15	Reverse Auction Document	1396751594-20-Apr-2018 00:45

**Reverse Auctions List**

\$ELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input type="checkbox"/>	15000015-HB-10807	e chartering	07-Feb-2017 14:30	07-Feb-2017 15:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45

Participate In Selected Reverse Auctions

**Steps for participating in Reverse Auction**

**Portal activity:**  
1. Click on Rev.Auc.Document under Download.  
2. Save the downloaded Reverse Auction document.

**Offline activity:**  
3. Open Signing utility.  
4. Select appropriate signing certificate, browse the saved Reverse Auction document and select Sign Document.  
5. Click on sign document.

**Factual activity:**  
6. Click on Signed Rev.Auc.document under Upload.  
7. Browse the signed document and upload.  
8. Click on Participate in selected Reverse Auctions.

Click [Here](#) to download Reverse Auction Help Manual

Tender Reverse Auction row background changes to gray color on successful uploading of signed Reverse Auction Document.

Bidders should select the tender number by checking in box and follow the steps given below for obtaining Reverse Auction password for the specific tender.

### 3.1 Steps for Participating in Reverse Auction

#### Portal activity:

1. Click on 'Rev.Auc.Document' (Reverse Auction Document)
2. Save the downloaded Reverse Auction document

The screenshot shows the 'Reverse Auctions List' table with the following data:

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL NO. & VALID UPTO
<input checked="" type="checkbox"/>	1600008-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Rev. Auc. Document	1396751594-30-Apr-2018 00:45
<input type="checkbox"/>	1600008-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Signed Rev. Auc. Document	1396751594-30-Apr-2018 00:45

Below the table, there are instructions for participating in a reverse auction, including steps for downloading, signing, and uploading documents. At the bottom, a file dialog box is open, asking to open or save the file '24999998\_1600008-HB-10807\_652.pdf' from 'hpetender.hpcl.co.in?'. The 'Save' button is circled.

### Offline activity

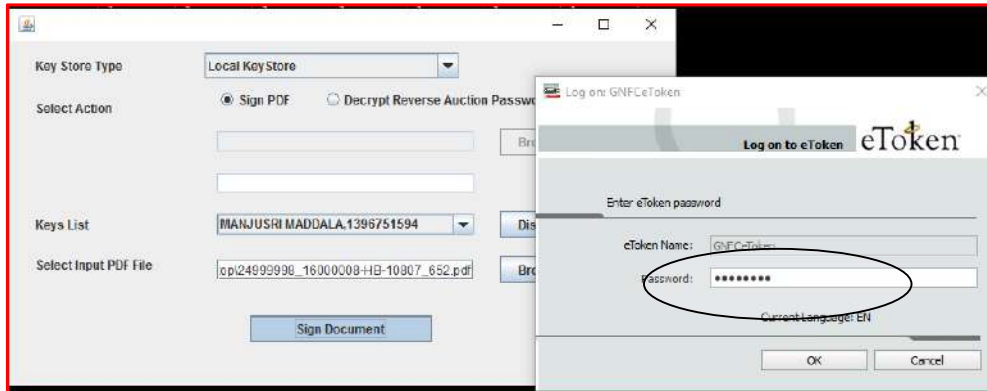
1. Open Signing utility
2. Select appropriate signing certificate and browse the saved Reverse Auction document
3. Click on sign document

The screenshot shows the 'Sign Document' utility window with the following configuration:

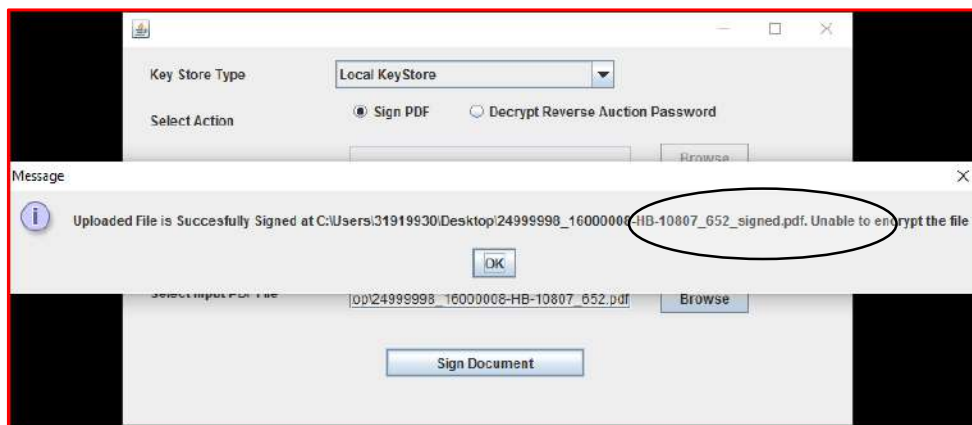
- Key Store Type: Local Key Store
- Select Action:  Sign PDF (circled)
- Keys List: MANJUSRI MADDALA,1396751594
- Select Input PDF File: op\24999998\_1600008-HB-10807\_652.pdf
- Sign Document button: circled



Enter token password



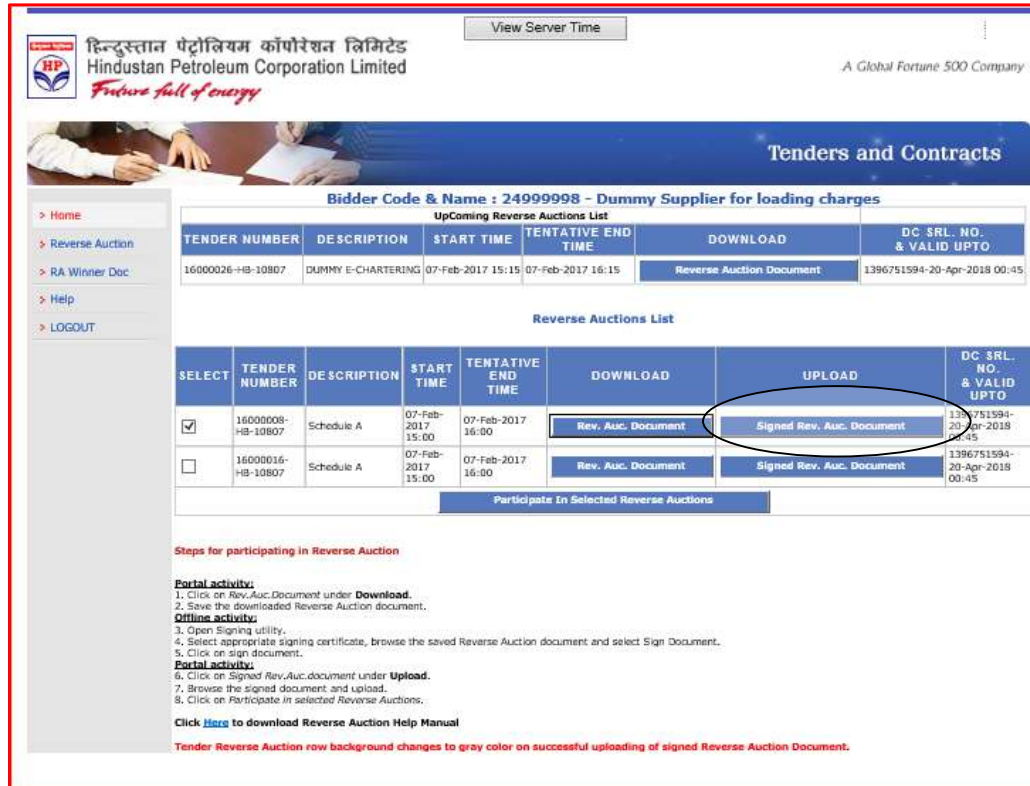
Signed document will be generated successfully



Click on 'OK'.

**Portal activity:**

4. Click on 'signed Rev.Auc.document' under 'upload'



The screenshot shows the HP portal interface for 'Tenders and Contracts'. The main heading is 'Bidder Code & Name : 24999998 - Dummy Supplier for loading charges'. Below this, there are two tables. The first table, 'UpComing Reverse Auctions List', has columns for TENDER NUMBER, DESCRIPTION, START TIME, TENTATIVE END TIME, DOWNLOAD, and DC SRL. NO. & VALID UPTO. The second table, 'Reverse Auctions List', has columns for SELECT, TENDER NUMBER, DESCRIPTION, START TIME, TENTATIVE END TIME, DOWNLOAD, UPLOAD, and DC SRL. NO. & VALID UPTO. In the 'Reverse Auctions List' table, the 'UPLOAD' column for the first row (16000008-HB-10807) has a button labeled 'Signed Rev. Auc. Document' which is circled in red. Below the tables, there is a 'Participate In Selected Reverse Auctions' button and a section titled 'Steps for participating in Reverse Auction' with sub-sections for 'Portal activity', 'Offline activity', and 'Portal activity'.

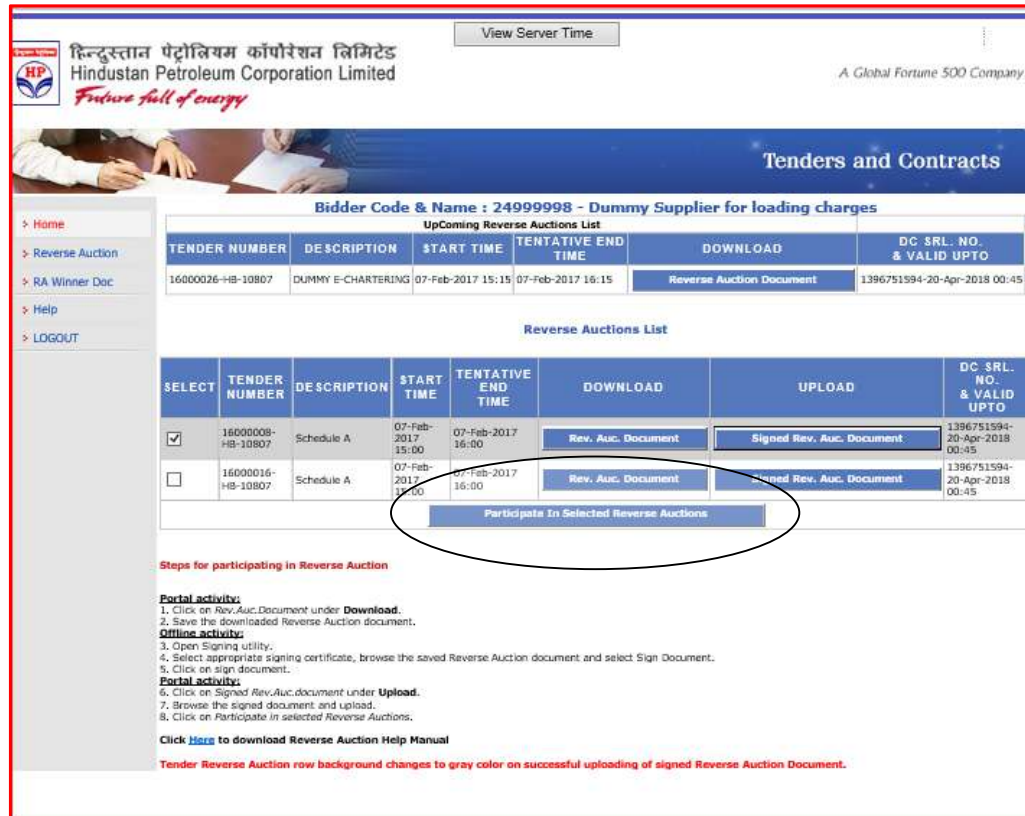
5. Browse the signed document and upload



The screenshot shows a dialog box titled '16000008-HB-10807 - Schedule A'. The main text is 'Upload Signed Reverse Auction Document: C:\Users\31919930\Desktop\ Browse...'. Below this, there are two buttons: 'Upload Signed PDF' and 'Close'.

6. Tender reverse Auction row changes to gray colour on successful uploading of signed reverse Auction documents.
7. Click on 'Participate in selected Reverse Auctions'.





The screenshot displays the 'Tenders and Contracts' section of the Hindustan Petroleum Corporation Limited portal. It shows a list of 'UpComing Reverse Auctions' and a 'Reverse Auctions List' table. The 'Participate in Selected Reverse Auctions' button is circled in red.

TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL. NO. & VALID UPTO
16000026-HB-10807	DUMMY E-CHARTERING	07-Feb-2017 15:15	07-Feb-2017 16:15	Reverse Auction Document	1396751594-20-Apr-2018 00:45

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input checked="" type="checkbox"/>	16000009-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45
<input type="checkbox"/>	16000016-HB-10807	Schedule A	07-Feb-2017 15:00	07-Feb-2017 16:00	Rev. Auc. Document	Signed Rev. Auc. Document	1396751594-20-Apr-2018 00:45

**Participate in Selected Reverse Auctions**

**Steps for participating in Reverse Auction**

**Portal activity:**  
1. Click on Rev.Auc.Document under **Download**.  
2. Save the downloaded Reverse Auction document.

**Offline activity:**  
3. Open Signing utility.  
4. Select appropriate signing certificate, browse the saved Reverse Auction document and select Sign Document.  
5. Click on sign document.

**Portal activity:**  
6. Click on Signed Rev.Auc.document under **Upload**.  
7. Browse the signed document and upload.  
8. Click on Participate in selected Reverse Auctions.

Click [Here](#) to download Reverse Auction Help Manual

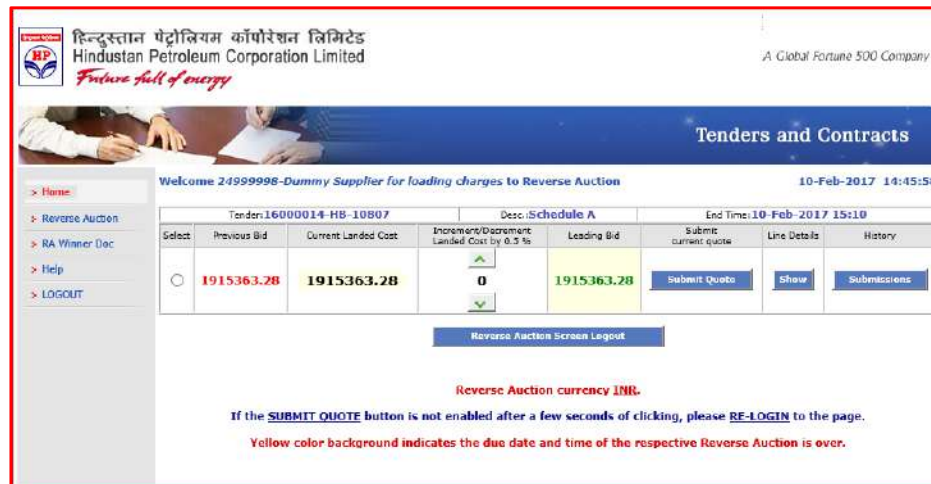
Tender Reverse Auction row background changes to gray color on successful uploading of signed Reverse Auction Document.

Bidders should select appropriate tender and click on "Participate in Selected Reverse Auctions" button. On selecting the participation button, reverse auction screen will be displayed.

The following sections describe the screens which are displayed for Non-SOR (non-Schedule of rates) and SOR (Schedule of rates) tenders respectively.

### 3.2 Screen for Non-SOR Tenders (Tenders not having schedule of rates)

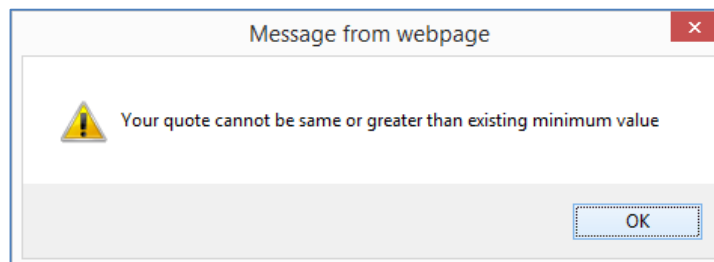
Upon selecting a Non-SOR tender (Tenders not having schedule of rates) for participating in the bidding process, the following screen is displayed.



**Reverse Auction currency INR.**  
 If the **SUBMIT QUOTE** button is not enabled after a few seconds of clicking, please **RE-LOGIN** to the page.  
 Yellow color background indicates the due date and time of the respective Reverse Auction is over.

Field descriptions in Non-SOR Screen: The following fields are available in Non-SOR screen

- **Previous Bid:** At the start of the Reverse Auction this field will display Bidder's original quote given in Price bid. However, during the Reverse Auction, this field will show the previous quote submitted by bidder.
- **Current Landed Cost:** Bench Mark Price will be shown for first bid and thereafter latest bid as received by HPCL for successive bids.
- **Increment/ Decrement Landed Cost by << 0.00 % >>:** This field shows Reverse Auction decrement percentage or decrement amount as pre-set by HPCL. In the above example bidders can decrease the rate by 0.5%.
- **Upward-downward arrows are for arriving at proposed rate:** Bidders can arrive at the proposed amount by clicking the upward and downward arrow. No bid is submitted at this stage. *Bidders can increase the rate for arithmetic comparison but cannot submit the quote. In case the bidder tries to submit an increased quote the following error message will be displayed.*



- **Leading Bid:** At the start of RA process, this field will show the Bench Mark Price. Subsequently while auction is in progress, this field will show latest minimum quote submitted by the participating bidders.



- **Submit Current Quote:** This field has a Blue coloured button labelled as “**Submit Quote**”. This button is to be used by the bidder for actually submitting the revised quote. Bidder should remember to click on the corresponding radio button before click on “Submit”.
- **Line Details:** The Line details field has a blue button labelled as “**Show**” button. If bidder clicks on “show” button a popup screen is displayed. Bidders should click on the “Show” button to check individual item rates against a proposed amount, which has been arrived at by clicking “upward/downward arrow”. No bid is submitted by clicking “Show” button. In the popup screen bidder should click on “**Calculate line wise values as per current landed cost**” button to see detailed calculations for each of his decrement quotes.

15000002-HB-48002 :: Non SOR

Calculate line wise values as per current landed cost What do column values mean

Line Description	Quantity	Currency	Base Rate	Tax Details	Tax Value	Nett Post Tax	Loading Factor	Landed Cost To HPCI
Sup. flx of AC valley	155	INR	20.1726	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	222.00	3348.75	0.02	3415.73
MS truss cantilever:Car shed	100	INR	33.2258	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	377.44	5603.57	0.02	5807.44
MS truss cantilever	165	INR	39.7483	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	465.65	7024.13	0.02	7164.61
EUROCON TILE- WALKWAY FLT 500	170	INR	46.2640	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	558.42	8423.45	0.02	8591.92
Eurocon Tile	175	INR	52.7943	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	655.07	9894.08	0.02	10092.88

Columns Description | [Go To Top](#)

1.The value given in the **Landed cost** field against each of the items is the prorated reduction in rate corresponding to reduced value/decrement entered by you in the main screen. Eg: If the quoted value of job was Rs: 50 lakhs, and current decrement value is Rs: 40 lakhs, then the rate of a particular item, which was quoted by you as Rs: 500 lakhs will now reflect as Rs: 400 lakhs.  
2.The value given in the **Nett Post Tax** field against each of the items, is derived after reducing the actual loading factor applied for that item. Eg: If the loading factor for this item is 2%, then the value displayed would be Rs: 992.16 lakhs.  
3.The value given in the **Tax Value** field against each of the items, is cumulative tax amount added on to the basic .  
4.The value given in the **Bidder rate** field against each of the items, is derived after reducing the actual taxes quoted by the vendor, for that item. Eg: If the Tax applicable for this item is service tax of 10 % then the rate displayed would be Rs: 257.21.  
5.While entering decrement, during reverse auction process, you may specifically refer to the **Bidder rate** to make a realistic estimation of whether the decrement submitted by you is workable rate.  
6.You can also try out multiple decrement options and check out the value against the field (**Bidder rate**), before committing the decrement value by clicking **Submit** button.

- **History:** The History field has a blue button labelled as “**Submissions**”. Clicking on the “**Submissions**” button shows details of quotes submitted by the bidder with date and time. Bidders Price bid quote is also visible in submissions.

Your Submission History from Start Time:30/04/2015 20:05

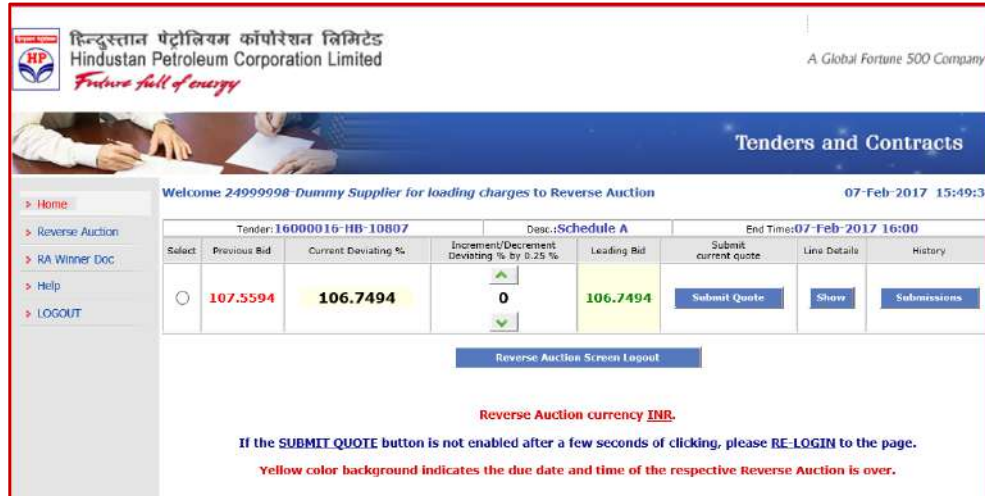
30/04/2015 20:58:56.356 --- 12727.6
30/04/2015 20:50:17.458 --- 12792.87
30/04/2015 20:49:59.270 --- 12858.14
30/04/2015 20:41:21.231 --- 12923.41
30/04/2015 20:34:17.556 --- 12988.68
24/04/2015 11:54:53.418 --- 14285.45
24/04/2015 11:54:34.011 --- 14367.55
24/04/2015 11:54:30.292 --- 14449.65
24/04/2015 11:54:22.089 --- 14531.75
24/04/2015 11:54:17.995 --- 14613.85
24/04/2015 11:51:22.643 --- 14778.05
24/04/2015 11:51:16.174 --- 14860.15
24/04/2015 11:50:20.484 --- 15024.35
24/04/2015 11:50:10.562 --- 15106.45
24/04/2015 11:50:07.233 --- 15188.55
24/04/2015 11:50:01.452 --- 15270.65
24/04/2015 11:49:34.763 --- 15352.75
Price Bid Quote --- 19124.63

- **Reverse Auction logout:** This button is useful for screen logout.
- **Digital clock:** Digital clock displays server time.

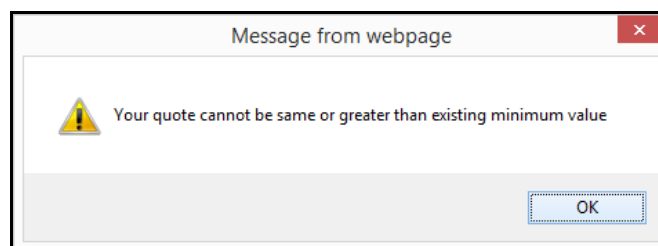
### 3.3 Screen for Schedule of rates Tenders

Upon selecting a SOR tender for participating in the bidding process, the following screen is displayed.

Field descriptions in SOR Screen: The following fields are available in SOR screen:



- **Previous Bid:** At the start of the Reverse Auction this field will display Bidder's original quote given in Price bid. However, during the Reverse Auction, this field will show the previous quote submitted by bidder.
- **Current deviating %:** Bench Mark Price will be shown here in the initial screen and latest bid received by HPCL for successive bids.
- **Increment/ Decrement Deviating % by << 0.00 % >>:** This field shows Reverse Auction decrement percentage pre-set by HPCL. In the above example bidders can decrease the rate by 0.5%.
- **Upward-downward arrows are for arriving at proposed rate:** Bidders can arrive at the proposed amount by clicking the upward and downward arrow. No bid is submitted at this stage. *Bidders can increase the rate for arithmetic comparison but cannot submit the quote. In case the bidder tries to submit an increased quote the following error message will be displayed.*



- **Submit Current Quote:** This field has a Blue coloured button labelled as "Submit Quote". This button is to be used by the bidder for submitting the actual RA quote.



- **Leading Bid:** This is the latest minimum submitted quote while Reverse Auction is in progress. At the start of Reverse Auction, leading bid is the Bench Mark Price. The leading bid is displayed as a percentage of SOR rate. In the above example screen shot, the leading bid is 61.54% of SOR rates which is 38.46% less than SOR rate. If the leading bid is above SOR rate it will be displayed as 100+ percentage ie. a leading bid which is 5.5% above SOR would be displayed as 105.50.
- **Line Details:** The Line details field has a blue button labelled as “**Show**” button. If bidder clicks on “**show**” button a popup screen is displayed. Bidders should click on the “**Show**” button to check individual item rates against a proposed amount, which has been arrived at by clicking “upward/downward arrow”. No bid is submitted by clicking “**Show**” button. In the popup screen bidder should click on “**Calculate line wise values as per current dev %**” button to see detailed calculations for each decrement.

16000016-HB-10807 :: Schedule A

Calculate line wise values as per current Dev % [What do column values mean](#)

Line Description	HPCL rate	Bidder rate	Tax Value	Nett Post Tax	Landed Cost
Excavation for foundation	9000	9057.2211	504.8885	9562.16	9607.45
COLUMNS/BEAMS M20	210.0	211.9401	11.8144	223.75	224.81

Columns Description | [Go To Top](#)

1.The value given in the **Landed cost** field against each of the item is corresponding to the actual decrement entered by you in the previous screen. Eg: if HPCL offered rate for an item is Rs 500/- and current decrement is 95.0 (ie 5% less than 100), then landed value displayed would be Rs 425/-.

2.The value given in the **Nett Post Tax** field against each of the item, is derived after adjusting the actual loading factor applicable for that item. Eg if the loading factor for this item is 2%, then the value displayed would be Rs 405.02.

3.The value given in the **Bidder rate** field against each of the item, is derived after reducing the actual taxes quoted by the vendor, for that item. Eg, if the tax applicable for this item is Service tax of 10 % then the rate displayed would be Rs 422.97.

4.The value given in the **Deviating percentage** field against each of the item, is derived after comparing the Bidder rate with HPCL offered rate to display the actual percentage yield to the vendor vis-a-vis rate offered by HPCL for all items.

5.While entering decrement, during reverse auction process, you may specifically refer to the following fields: **Deviating percentage and Bidder rate** to make a realistic estimation of whether the decrement submitted by you is workable rate.

6.You can also try out multiple decrement options and check out the value against the above two fields: (**Deviating percentage and Bidder rate**), before committing the decrement value by clicking **Submit** button.

- **History:** The History field has a blue button labelled as “**Submissions**”. Clicking on the “**Submissions**” button shows details of quotes submitted by the bidder with date and time. Bidders Priced bid quote is also visible in submissions.

Tenders and Contracts

Welcome 24999998-Dummy Supplier for loading charges to Reverse Auction 07-Feb-2017 15:58:03

Tender: 16000016-HB-10807 Desc.: Schedule A Extended End Time : 07-Feb-2017 16:05

Select	Previous Bid	Current Deviating %	Increment/Decrement Deviating % by 0.25 %	Leading Bid	Submit current quote	Line Details	History
<input checked="" type="radio"/>	105.3994	105.3994	0	105.3994	<input type="button" value="Submit Quote"/>	<input type="button" value="Show"/>	<input type="button" value="Submissions"/>

Your Submission History from Start Time: 07/02/2017 15:00

```

07/02/2017 15:57:27.058 --- 105.3994
07/02/2017 15:57:24.761 --- 105.6694
07/02/2017 15:57:22.793 --- 105.9394
07/02/2017 15:57:20.230 --- 106.2094
07/02/2017 15:57:17.824 --- 106.4794
Price Bid Quote --- 107.5594
    
```

Reverse Auction currency **INR**.



### 3.4 Screen for Multi-currency Tenders:

Upon selecting a Non-SOR Global tender (with multi currencies) for participating in the Reverse auction bidding process, the following screen is displayed. Bench Mark shall be in INR currency only.

Field descriptions are as shown in section 3.2.

Tender: 16000062-HB-10807 Desc.: TEST TENDER End Time: 28-Jul-2016 13:15

Select	Previous Bid	Current Landed Cost	Increment/Decrement Landed Cost by 0.5 %	Leading Bid	Submit current quote	Line Details	History
<input type="radio"/>	9754352.9	92844	0	92844	Submit Quote	Show	Submissions

Reverse Auction Screen Logout

Reverse Auction currency INR.

If the **SUBMIT QUOTE** button is not enabled after a few seconds of clicking, please **RE-LOGIN** to the page.

Yellow color background indicates the due date and time of the respective Reverse Auction is over.

- **Leading Bid:** This field will show the Bench Mark Price in INR currency. Bidders are requested to submit reduce rates in INR only.

1600063-HB-10807 :: TEST TENDER

Calculate Line wise values as per current Landed cost [What do column values mean](#)

Line Description	Quantity	Currency	Exchange Rate	Base Rate	Tax Details	Tax Value	Nett Post Tax	Loading Factor	Landed Cost To HPCL
UNDER REAMED PILES RCC	234	USD	67.45	2.5853	Loading Charges-Local:4% on (Base Value)	24.20	629.16	0	629.16
BRICK MASONRY WORKS	1200	USD	67.45	2.5921	Loading Charges-Local:4% on (Base Value)	124.42	3234.90	0	3234.90

Columns Description | [Go To Top](#)

- The value given in the **Landed cost** field against each of the item is the **proposed reduction in rate** corresponding to reduced value/decrement entered by you in the main screen. Eg: if the quoted value of job was Rs 50 lakhs, and current decrement value is Rs 40 lakhs, then the rate of a particular item, which was quoted by you as Rs 500/- will now reflect as Rs 400/-.
- The value given in the **Nett Post Tax** field against each of the item, is derived after reducing the actual loading factor applied for that item. Eg: if the loading factor for this item is 2%, then the value displayed would be Rs 392.16/-.
- The value given in the **Tax value** field against each of the item, is cumulative tax amount added on to the basic.
- The value given in the **Bidder rate** field against each of the item, is derived after reducing the actual taxes quoted by the vendor, for that item. Eg: if the Tax applicable for this item is Service Tax of 10% then the rate displayed would be Rs 257.21/-.
- While entering decrement, during reverse auction process, you may specifically refer to the **Bidder rate** to make a realistic estimation of whether the decrement submitted by you is workable rate.
- You can also try out multiple decrement options and check out the value against the field (**Bidder rate**), before committing the decrement value by clicking **Submit** button.

- **Line Details:** If bidder clicks on “**show**” button a popup screen is displayed. Bidders can view **individual item rates** against an intermediate decrement, (arrived at by clicking “upward/downward arrow”). *No bid is submitted by clicking “Show” button*. In the popup screen bidder should click on “**Calculate line wise values as per current landed cost**” button to see detailed calculations for each of his decrement quotes.



- For multi-currency tenders, **currency exchange rate** shall be visible in show screen. This currency exchange rate shall be of unpriced bid opening date. Basic rates are **displayed in original currency**. *For every decrement in INR, corresponding item rates are visible in original currency.*
- In case rates for certain lines are **quoted in INR**, the currency exchange rate shall be displayed as 1 (one).

16000061-HB-10807 :: TEST TENDER

Calculate Line wise values as per current Landed cost What do column values mean

Line Description	Quantity	Currency	Exchange rate	Base Rate	Tax Details	Tax Value	Nett Post Tax	Loading Factor	Landed Cost To HPCL
PCC 1:4:8 FOR FOUNDATION	234	INR	1	1.1305	Packing and Forwarding:5% on (Base Value) , Loading Charges-Local:4% on (Base Value+Packing and Forwarding)	24.34	288.87	0.02	294.16
UNDER REAMED PILES RCC	1200	GBP	90.21	1.1286	Packing and Forwarding:5% on (Base Value) , Loading Charges-Local:4% on (Base Value+Packing and Forwarding)	124.60	1478.94	0.02	1506.03

**Columns Description | Go To Top**

1.The value given in the **Landed cost** field against each of the item is the generated reduction in rate corresponding to reduced value/decrement entered by you in the main screen. Eg: if the quoted value of job was Rs 50 lakhs, and current decrement value is Rs 40 lakhs, then the rate of a particular item, which was quoted by you as Rs 500/- will now reflect as Rs 400/-.

2.The value given in the **Nett Post Tax** field against each of the item, is derived after reducing the actual loading factor applied for that item. Eg: if the loading factor for the item is 2%, then the value displayed would be Rs 292.16/-.

3.The value given in the **Tax value** field against each of the item, is cumulative tax amount added on to the base.

4.The value given in the **Bidder rate** field against each of the item, is derived after reducing the actual taxes quoted by the vendor, for that item. Eg: if the Tax applicable for this item is Service tax of 10 % then the rate displayed would be Rs 287.21/-.

5.While entering decrement, during reverse auction process, you may specifically refer to the **Bidder rate** to make a realistic estimation of whether the decrement submitted by you is workable rate.

6.You can also try out multiple decrement options and check out the value against the field (**bidder rate**), before committing the decrement value by clicking **Submit** button.

#### 4 Procedure for Submission of new reduced bid

Reverse auction shall be held for a period of 60 minutes. The auction process automatically gets extended by a further period of 5 minutes in case of receipt of any fresh bid during the last 5 minutes of the auction period. This process will continue until no bids are received in the last 5 minutes of the auction. Thereafter reverse auction shall get automatically closed.

During the bidding process, Bidders should use the increment/Decrement arrow keys to revise their bids. After the decrement is done, bidders should press the “**SUBMIT**” button to submit the fresh bid.

Upon submission of fresh bid, the bidder will be able to see his fresh bid in “**Previous Bid**” field.

##### 4.1 Benchmark price calculation

As per the latest Reverse auction terms and condition, the benchmark price shall be the lowest of the prices quoted by techno-commercially accepted vendor’s bids vis-à-vis HPCL estimated rates. The benchmark price is discreetly calculated by system without revealing the vendors identity.

**Please note -**

🔒 During the entire bidding process, the bidder’s identity vis-à-vis quoted price shall be confidential.



☞ If a competitor submits a fresh reduced bid, the field “Leading Bid” for SOR or Non-SOR tenders will show the latest bid. This happens instantaneously and would be visible to all bidders on their screens.

☞ It may be noted that if two bidders submit the quote almost at the same time, the system will consider the bidders rate/quote which hits the system first. This time difference is logged till the mille second. In such a scenario, the system will send the following message to the second bidder cautioning him that the bid submitted is not the lowest bid.







## 5 Reverse Auction Closure

As explained in section 3 above, the RA process will continue until no bids are received in the last 5 minutes of the basic auction period (60 mins) or extended auction period.

If no bid is received in the last 5 minute period, reverse auction shall get automatically closed. The moment RA is completed, colour of auction line changes to **'yellow'** and submit button will be disabled. This indicates the closure of Reverse Auction.

HP  
Future full of energy

Tenders and Contracts

Welcome 24999998-Dummy Supplier for loading charges to Reverse Auction 07-Feb-2017 16:06:18

Tender: 1G000016-HB-10807 Desc.: Schedule A Extended End Time : 07-Feb-2017 16:05

Select	Previous Bid	Current Deviating %	Increment/Decrement Deviating % by 0.25 %	Leading Bid	Submit current quote	Line Details	History
<input checked="" type="radio"/>	105.3994	105.3994	0	105.3994	Submit current quote	Show	Submissions

Your Submission History from Start Time: 07/02/2017 15:00

- 07/02/2017 15:57:27.058 --- 105.3994
- 07/02/2017 15:57:24.761 --- 105.6694
- 07/02/2017 15:57:22.793 --- 105.9394
- 07/02/2017 15:57:20.239 --- 106.2094
- 07/02/2017 15:57:17.824 --- 106.4794
- Price Bid Quote --- 107.5594

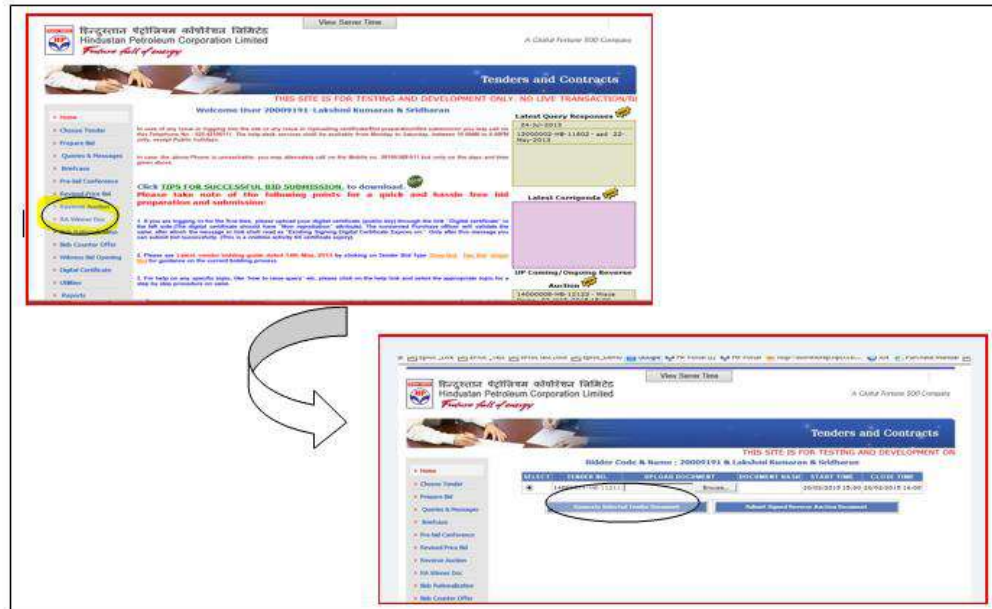
## 6 Refreshing of screen

Bidders can refresh the screen by clicking on **'Reverse Auction'** menu option in left pane, select the appropriate tender and click on participate in reverse auction button.

## 7 RA winner document

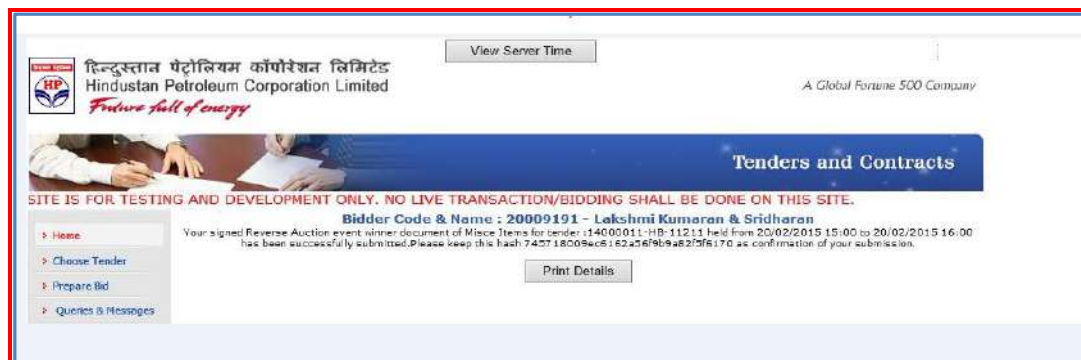
After completion of Reverse Auction, Lowest bidder will get an email intimation to download and submit the RA winner document.

Vendor can download the 'RA winner document' by clicking on the "Generate Browse & submit Winner Document" button available in "RA Winner Document" menu option as shown below.



### The successful bidder should -

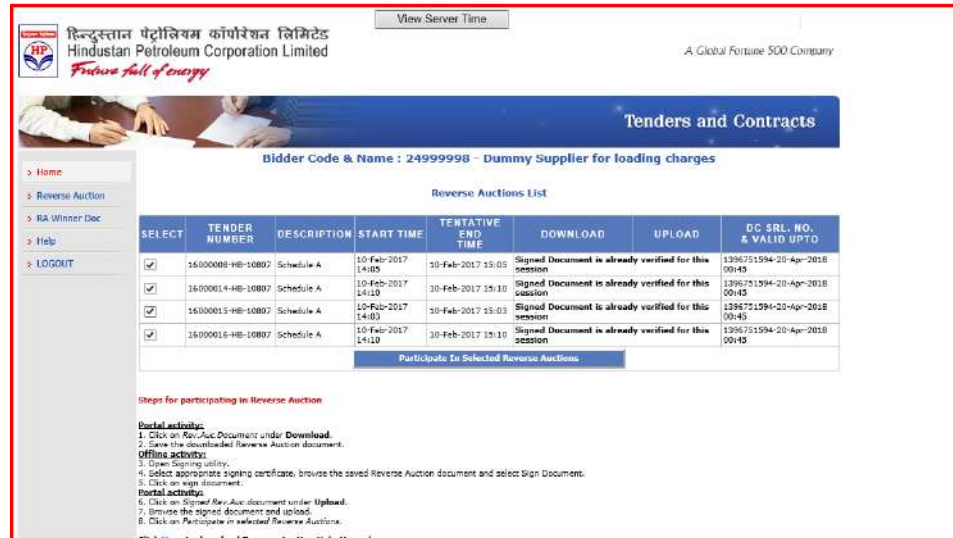
- Select tender and click on 'Generate selected Tender Document'.
- Save the document and sign it using signing utility.
- Select the signed document by browsing
- Submit signed Reverse Auction document.
- Bidder can save the following confirmation message generated by system for records.



## 8 Multiple Reverse Auctions

If a bidder wishes to participate in more than one RA at the same time, bidder should select all tenders and download and enter passwords for each selected tenders and click on 'participate in selected Reverse Actions' button.

- Please note a bidder can participate in upto 5 Reverse Auctions on the same screen at a time. Also, passwords are different for each of the different Reverse auction on same or different tenders.



**Reverse Auctions List**

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input checked="" type="checkbox"/>	16000008-HB-10807	Schedule A	10-Feb-2017 14:05	10-Feb-2017 15:05	Signed Document is already verified for this session		1396751594-20-Apr-2018 00:45
<input checked="" type="checkbox"/>	16000014-HB-10807	Schedule A	10-Feb-2017 14:10	10-Feb-2017 15:10	Signed Document is already verified for this session		1396751594-20-Apr-2018 00:45
<input checked="" type="checkbox"/>	16000015-HB-10807	Schedule A	10-Feb-2017 14:03	10-Feb-2017 15:03	Signed Document is already verified for this session		1396751594-20-Apr-2018 00:45
<input checked="" type="checkbox"/>	16000016-HB-10807	Schedule A	10-Feb-2017 14:10	10-Feb-2017 15:10	Signed Document is already verified for this session		1396751594-20-Apr-2018 00:45

[Participate In Selected Reverse Auctions](#)

**Steps for participating in Reverse Auction**

**Postal activity:**

1. Click on Rev\_Auc Document under Download.
2. Save the downloaded Reverse Auction document.

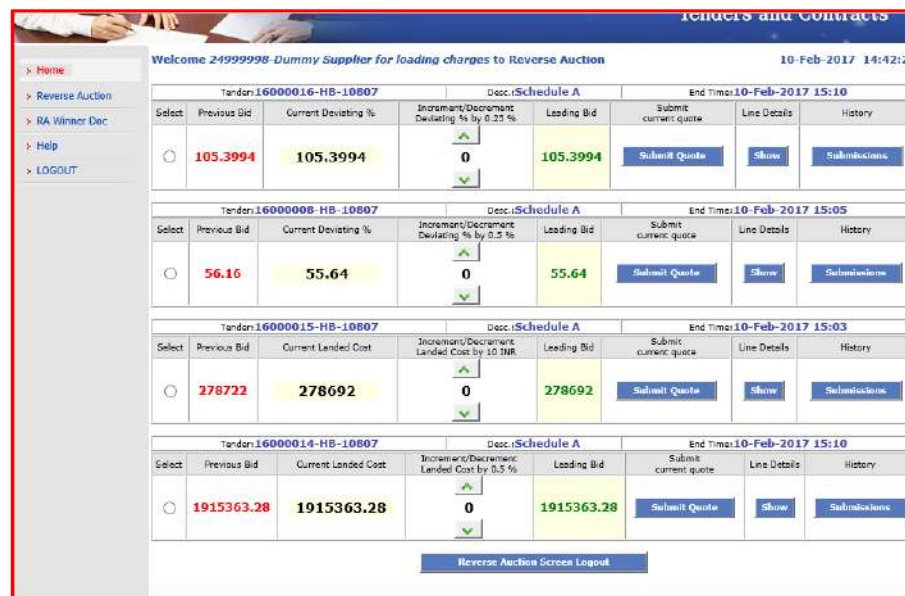
**Offline activity:**

3. Open Signing utility.
4. select appropriate signing certificate, browse the saved Reverse Auction document and select Sign Document.
5. Click on sign document.

**Postal activity:**

6. Click on Signed Rev\_Auc document under Upload.
7. Remove the signed document and upload.
8. Click on Participate in selected Reverse Auctions.

On selecting multiple RAs the following screen is displayed.



Welcome 24999998-Dummy Supplier for loading charges to Reverse Auction 10-Feb-2017 14:42:22

Tender:16000016-HB-10807		Desc.:Schedule A		End Time:10-Feb-2017 15:10			
Select	Previous Bid	Current Deviating %	Increment/Decrement Deviating % by 0.25 %	Leading Bid	Submit current quote	Line Details	History
<input type="radio"/>	105.3994	105.3994	0	105.3994	<a href="#">Submit Quote</a>	<a href="#">Show</a>	<a href="#">Submissions</a>

Tender:16000008-HB-10807		Desc.:Schedule A		End Time:10-Feb-2017 15:05			
Select	Previous Bid	Current Deviating %	Increment/Decrement Deviating % by 0.5 %	Leading Bid	Submit current quote	Line Details	History
<input type="radio"/>	56.16	55.64	0	55.64	<a href="#">Submit Quote</a>	<a href="#">Show</a>	<a href="#">Submissions</a>

Tender:16000015-HB-10807		Desc.:Schedule A		End Time:10-Feb-2017 15:03			
Select	Previous Bid	Current Landed Cost	Increment/Decrement Landed Cost by 10 INR	Leading Bid	Submit current quote	Line Details	History
<input type="radio"/>	278722	278692	0	278692	<a href="#">Submit Quote</a>	<a href="#">Show</a>	<a href="#">Submissions</a>

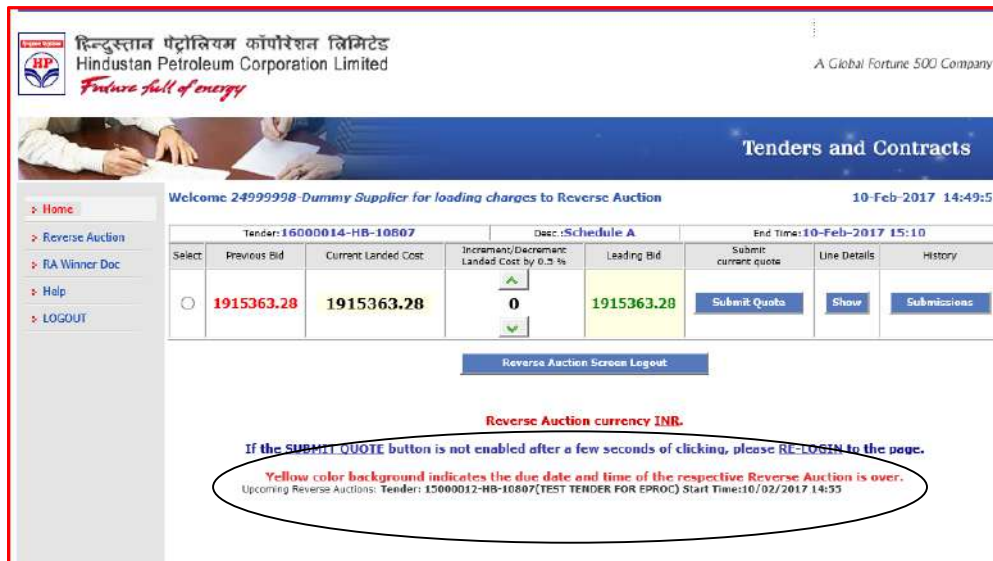
Tender:16000014-HB-10807		Desc.:Schedule A		End Time:10-Feb-2017 15:10			
Select	Previous Bid	Current Landed Cost	Increment/Decrement Landed Cost by 0.5 %	Leading Bid	Submit current quote	Line Details	History
<input type="radio"/>	1915363.28	1915363.28	0	1915363.28	<a href="#">Submit Quote</a>	<a href="#">Show</a>	<a href="#">Submissions</a>

[Reverse Auction Screen Logout](#)



The procedure for participating in each of the multiple reverse auctions is same as that of participating in a single reverse auction explained in various sections above.

- **Scrolling Message on Upcoming RA:** If one RA is in progress and another RA is going to start, the eligible bidder will see a scrolling message ‘Upcoming Reverse Auction: .....Tender no..... start time.....’ on the screen.



## 9 Postponement / Cancellation of Reverse Auctions

In case HPCL decides to postpone or Cancel a scheduled Reverse Auction, all eligible bidders will be informed by suitable e-mails well in advance.

In case of RA Cancellation due to RA failure or any other reason, bidders will also be informed by email to witness the price bids on the portal at scheduled date and time. A mail message will be received by eligible bidders towards this.

## 10 RA extension

- In extreme case of Server outage, network outage or failure of Internet connectivity, (or any other unforeseen conditions) from HPCL’s end, fax/ E-Mail communication shall have to be made immediately, to concerned purchase officer of HPCL. No such request shall be entertained beyond one hour of the RA closing time. To provide equal opportunity, HPCL may decide to extend the Reverse auction at their discretion, but not as the right of the bidder. The vendors participating in Reverse Auction process shall be kept on standby for 1 Hour after RA closing time.



- HPCL shall investigate the above matter and decision for extension of Reverse Auction shall be based on the merit of the issues pointed out and verified by HPCL and same shall be final and binding on the vendor.
- HPCL shall complete the investigation within two working days of receiving complaint from any of the vendor.
- In case of decision to extend Reverse Auction, intimation mail may go out to all vendors within a day of investigation closure. Vendors shall generally be given intimation, a day in advance before extended Reverse Auction is commenced. The Reverse Auction shall commence from the last saved decrement value and shall be open for period of original duration from commencement.

## 11 Reports:

Bidder can see 'list of Reverse Auctions participated' thru Reports.

By clicking on 'Participated Reverse Auctions' in Reports tab, Bidder can see tender number, tender description, RA start date and End date , Closing Bid value and Bench Mark Price along with their own submitted bids along with date and time.

Participated Reverse Auctions					
TENDER NO.	REVERSE AUCTION FOR	START DATE TIME	END DATE TIME	CLOSING BID VALUE	BENCHMARK PRICE
14000045-HB-12001	Civil Jobs at Sewree Terminal	09-Mar-2015 12:30	09-Mar-2015 13:30	332551.47	369501.6229
		SUBMITTED DATE TIME	YOUR QUOTE		
		09/03/2015 13:21:39.881	332551.47		
		09/03/2015 13:21:21.662	339941.5		
		09/03/2015 13:21:16.896	347331.53		
		09/03/2015 13:17:27.979	354721.56		
		09/03/2015 13:17:18.463	362111.59		
		Price Bid Quote	369501.62		
14000008-HB-11111	SOR tender 1	11-Mar-2015 14:30	11-Mar-2015 15:40	93.2525	100.0025
		SUBMITTED DATE TIME	YOUR QUOTE		
		11/03/2015 15:34:32.563	93.2525		
		11/03/2015 15:33:22.888	93.5025		
		11/03/2015 15:32:52.371	93.7525		
		11/03/2015 15:32:37.558	94.0025		
		11/03/2015 15:32:24.010	94.2525		
		11/03/2015 15:32:16.603	94.5025		
		11/03/2015 15:32:10.181	94.7525		
		11/03/2015 15:31:51.837	95.0025		
		11/03/2015 15:31:36.586	95.2525		
		11/03/2015 15:31:28.711	95.5025		
		11/03/2015 15:31:24.695	95.7525		
		11/03/2015 15:30:48.818	96.0025		
		11/03/2015 15:30:40.115	96.2525		
		11/03/2015 15:30:37.662	96.5025		
		11/03/2015 15:30:34.849	96.7525		
		11/03/2015 15:30:31.161	97.0025		
		11/03/2015 15:30:28.583	97.2525		
		11/03/2015 15:30:23.270	97.5025		



## 12 Email Messages to Bidders

If eligible bidders will be getting e-mails pertaining to Reverse Auctions from time to time. A list of such e-mails is given below –

- **Email Regarding witnessing of loading factors**

Evaluation has been completed for Tender/Schedules/Lines: 10-02-2016 16:36:25 in the system. Please login to the site <https://etender.hpcl.co.in> and click Witness bid opening tab to witness loading factor if any against above tender. Note: This is system Generated Mail. Pls do not reply to this email.

- **Mail Regarding Reverse Auction date & Time (including Loading factors)**

Reverse Auction has been called for a schedule of above tender. Please login to your account. Go to reverse auction tab. Download RA Document. Sign it with the appropriate certificate and upload it on the same page to proceed for participation in reverse auction.. RA Desc : Schedule A RA Date On: 18-05-2016 16:05:00. Please login to witness your Loading Factors before participating in Reverse Auction on schedule date and time. You may refer the help manual available in portal to understand the RA process.

Please ensure to login on the scheduled date and time to participate in the reverse auction. You may also contact Helpdesk at 022-4114666 between 8.00 AM to 8.00 PM for any kind of support on the RA process.

- **Email regarding Reverse Auction Winner document:**

Reverse Auction has been concluded for a schedule of above Tender. Tender Number: XXXXXXXXX , RA No:356 ,RA Desc: SCHEDULED A ,RA Date:26-MAR-2015:12:00 You are the lowest bidder on the recently concluded RA against subject tender. Please click on RA winner doc tab and submit the digitally signed RA winner document, generated from system as a token of confirmation to the final rate submitted by you. HPCL reserves the right to further negotiate the prices with lowest bidder for reducing the price/cancel the reverse auction process/tender at any time before ordering without assigning any reasons except in cases where tender is required to be cancelled after opening of priced bid and identification of L1 vendor wherein reasons for cancellation are to be conveyed to the L1 vendor.



- **Email Regarding postponement of Reverse Auction**

Reverse Auction for Tender No 15000017-HB-10807 - SOR TENDERS scheduled at 01-May-2015 12:00 is postponed to 01-May-2015 15:00. Please ensure to login on the scheduled date and time at 01-May-2015 15:00 to participate in the reverse auction event. RA slot is not available

- **Email regarding Cancellation of Reverse Auction**

Reverse Auction for Tender No 15000016-HB-10003 - Demo Tenders scheduled at 20-Apr-2015 15:45 is cancelled. Bid opening can be witnessed from 20-Apr-2015 16:00 onwards. RA is cancelled

- **Reverse Auction Extension Mail**

Reverse Auction has been extended for a schedule of above tender scheduled at 22-Apr-2015 14:00 has been extended and new event time is 04-Feb-2016 15:00. We regret the inconvenience caused. Please login to your account in <http://etender.hpcl.co.in> , Click on Reverse Auction tab and participate in Reverse Auction with new decrypted password.

----- *End of document* -----

## **UNDER INTEGRITY PACT**

Tender No.: 19000322 – HD - 10120

Dated: 23.10.2019

To,

**HINDUSTAN PETROLEUM CORPORATION LIMITED**

**Sub : Procurement of Bidding Documents**

Ref. Tender no. ...19000322 – HD – 10120 ( Solar Plant at Barwala )

HPCL and the Bidder agree that the Notice Inviting Tender (NIT) is an offer made on the condition that the bidder will sign the Integrity Pact and the Bid would be kept open in its original form without variation or modification for a period of (state the number of days from the last date for the receipt of tenders stated in the NIT) ..... days and the making of the bid shall be regarded as an unconditional and absolute acceptance of this condition of the NIT.

We confirm acceptance and compliance with the Integrity Pact in letter and spirit. We further agree that the contract consisting of the above conditions of NIT as the offer and the submission of Bid as the Acceptance shall be separate and distinct from the contract which will come into existence when bid is finally accepted by HPCL.

The consideration for this separate initial contract preceding the main contract is that HPCL is not agreeable to sell the NIT to the Bidder and to consider the bid to be made except on the condition that the bid shall be kept open for 90 days after the last date fixed for the receipt of the bids and the Bidder desires to make a bid on this condition and after entering into this separate initial contract with HPCL.

HPCL promises to consider the bid on this condition and the Bidder agrees to keep the bid open for the required period. These reciprocal promises form the consideration for this separate initial contract between the parties.

If Bidder fails to honour the above terms and conditions, HPCL shall have unqualified, absolute and unfettered right to encash / forfeit the bid security submitted in this behalf.

Yours faithfully,

Yours faithfully

D P Srivastava  
Senior Manager Procurement

On behalf of HPCL

(PURCHASER)

(BIDDER)

# (this agreement should be “pre-signed” by the authorized representatives of the applicable Function/SBU on behalf of HPCL at the time of invitation of tender).



## **INTEGRITY PACT**

### **PRE-CONTRACT INTEGRITY PACT**

#### **General**

This pre-bid pre-contract Agreement (hereinafter called the Integrity Pact) is made on \_ day of the month of \_\_ 20 , between, on one hand, Hindustan Petroleum Corporation Limited acting through Shri .....(Designation of the officer), Department(hereinafter called the "BUYER", which expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part and M/s. \_\_\_\_\_ represented by Shri \_\_\_\_\_, \_\_\_\_\_, (hereinafter called the "BIDDER/Seller" which expression shall mean and include unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the BUYER proposes to procure \_\_\_\_\_  
(Name what is being procured) and the BIDDER/Seller is willing to offer/has offered the  
(State what is being offered).

WHEREAS the BIDDER/SELLER is a private company/ public company/ Government undertaking / partnership / registered export agency, constituted in accordance with the relevant law in the matter and the BUYER is a Ministry/Department of the Government of Indian/PSU performing its functions on behalf of the President of India.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence/unprejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to:-

Enabling the BUYER to obtain the desired said stores/equipment item at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDER/SELLER to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the BUYER will commit to prevent corruption, in any form, by their officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

#### **Commitments of the Buyer**

1.1 The Buyer undertakes that no official of the BUYER, connected directly or indirectly with the contract, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the contract in exchange for an advantage in the bidding process, bid evaluation, contracting or implementation process related to the Contract.

1.2 The Buyer will, during the pre-contract stage, treat all Bidders alike, and will provide to all Bidders the same information and will not provide any such information to any particular BIDDER which could afford an advantage to that particular BIDDER in comparison to other BIDDERS.

1.3 All the officials of the Buyer will report to SBU Head or concerned Functional Director of HPCL for any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.

2. In case of any such preceding misconduct on the part of such official(s) is reported by the BIDDER/SELLER to the BUYER with full and verifiable facts and the same is *prima facie* found to be correct by the Buyer, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the BUYER and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the Buyer the proceedings under the contract would not be stalled.

2.1 The BUYER will exclude from the process all known prejudiced persons.

2.2 If the BUYER obtains information on the conduct of any of its employees which is a criminal offense under the relevant Anti-Corruption Laws of India, or if there be a substantive suspicion in this regard, the BUYER will inform its Vigilance Office and in addition can initiate disciplinary actions.

### **Commitments of Bidders**

3. The BIDDER/SELLER commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following: -

3.1 The BIDDER/SELLER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of

the Buyer, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.

3.2 The BIDDER/SELLER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Buyer or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the BUYER for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the BUYER.

3.3 BIDDERS shall disclose the name and address of agents and representatives and Indian BIDDERS shall disclose their foreign principals or associates.

3.4 BIDDERS shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

3.5 The BIDDER further confirms and declares to the BUYER that the BIDDER is the original manufacturer/integrator and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the BUYER or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

3.6 The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the Buyer or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.

3.7 The BIDDER/SELLER will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.

3.8 The BIDDER/SELLER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.

3.9 The BIDDER/SELLER shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BUYER

as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER/SELLER also undertakes to exercise due and adequate care lest any such information is divulged.

3.10 The BIDDER/SELLER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

3.11 The BIDDER/SELLER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

3.12 The BIDDER/SELLER or any employee of the BIDDER/SELLER or any person acting on behalf of the BIDDER/SELLER, either directly or indirectly, is a relative of any of the officers of the BUYER, or alternatively, if any relative of an officer of the BUYER has financial interest/stake in the BIDDER/SELLER's firm, the same shall be disclosed by the BIDDER/SELLER at the time of filing of tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

3.13 The BIDDER/SELLER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the BUYER.

#### **4. Previous Transgression**

4.1 The BIDDER/SELLER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India, that could justify BIDDER/SELLERs exclusion from the tender process.

4.2 The BIDDER/SELLER agrees that if it makes incorrect statement on this subject, BIDDER/SELLER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

#### **5. Earnest Money**

5.1. While submitting commercial bid, the BIDDER/SELLER shall deposit an amount (to be specified in the RFP (Request for Proposal) as Earnest Money, with the BUYER through any of the following instruments (as specified In RFP):-

- (i) Bank Draft or a Pay Order

(ii) A confirmed guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER, on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the BUYER shall be treated as conclusive proof for payment.

(iii) Any other mode or through any other instrument (to be specified in RFP).

5.2. The Security Deposit & Retention Money shall be valid & retained by the buyer for such period as specified in the RFP/GTC.

5.3 In the case of successful BIDDER/SELLER a clause would also be incorporated in the Article pertaining to Performance Bond in the Purchase Contract that the provisions of Sanctions for Violation shall be applicable for forfeiture of Performance Bond in case of a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this pact.

5.4 No interest shall be payable by the BUYER to the BIDDER/SELLER on Earnest Money/Security Deposit for the period of its currency.

## **6. Sanctions for Violation**

6.1 Any breach of the aforesaid provisions by the BIDDER/SELLER or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER) shall entitle the BUYER to take all or anyone of the following actions, wherever required:-

(i) To immediately call off the pre-contract negotiations without assigning any reason or giving any compensation to the BIDDER / SELLER. However, the proceedings with the other BIDDER(s) / SELLER(s) would continue.

(ii) The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by the BUYER and the BUYER shall not be required to assign any reason therefore.

(iii) To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER/SELLER.

(iv) To recover all sums already paid by the BUYER and in case of an Indian BIDDER/SELLER with interest thereon at 2% higher than the prevailing Prime Lending Rate of State Bank of India, while in case of a BIDDER/SELLER from a country other than India with interest thereon at 2% higher than the L1BOR. If any outstanding payment is due to the BIDDER/SELLER from the BUYER in connection with any other contract for any other stores, such outstanding payment could a/so be utilized to recover the aforesaid sum and interest.

(v) To encash the advance bank guarantee and performance bond/warranty bond, if furnished by the BIDDER/SELLER, in order to recover the payments, already made by the BUYER, along with interest.

(vi) To cancel all or any other Contracts with the BIDDER/SELLER. The BIDDER/SELLER shall be liable to pay compensation for any loss or damage to the BUYER resulting from such cancellation/rescission and the BUYER shall be entitled to deduct the amount so payable from the money(s) due the BIDDER/SELLER.

(vii) To debar the BIDDER/SELLER from participating in future bidding processes of the Government of India or the BUYER for a minimum period of five years, which may be further extended at the discretion of the BUYER.

(viii) To recover all sums paid in violation of this Pact by BIDDER/SELLER(s) to any middleman or agent or broker with a view to securing the contract.

(ix) In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the BUYER with the BIDDER/SELLER, the same shall not be opened.

(x) Forfeiture of Performance Bond in case a decision by the BUYER to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

6.2 The BUYER will be entitled to take all or any of the actions mentioned at para 6.1 (i) to (x) of this Pact also on the Commission by the BIDDER/SELLER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER), of an offence as defined in Chapter IX of the Indian Penal Code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

6.3 The decision of the BUYER to the effect that a breach of the provisions of this Integrity Pact has been committed by the BIDDER/SELLER shall be final and conclusive on the BIDDER/SELLER. However, the BIDDER/SELLER can approach the Independent external monitor(s) appointed for the purposes of this Pact.

## **7. Fall Clause**

- a) The Bidder undertakes that during the previous one year, the Bidder has not supplied I is not supplying and/or has not agreed to supply similar product systems or subsystems at a price lower than that offered in the present bid in respect of same location as mentioned in the present bid to any other Ministry/Department of the Government of India or PSU.
- b) Further the Bidder unconditionally agrees and confirms that in case it is found at any stage that during the financial year in which bid was submitted by the bidder, the bidder had supplied/agreed to supply similar product systems or subsystems in respect of same location to any other Ministry/Department of the Government of India or a PSU at a price lower than that mentioned in the present bid ("Lower Price"), then the Buyer by providing a written notice to the Bidder shall be at liberty to apply Lower Price to the contract and accordingly reduce the contract value. The Bidder further undertakes to refund to the Buyer the difference between payment received under the contract and the Lower Price ("Price Difference") within 15 days of receipt of the said written notice.
- c) In case the Price Difference is not received by the Buyer from the Bidder within the period stipulated under clause 7 (b), then the Buyer shall be free to recover the Price difference from any amount due and payable to the Bidder under any contract or transaction undertaken with the Buyer. "

## **8. Independent Monitors**

8.1 The BUYER has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact, in consultation with the Central Vigilance Commission.

Names and Addresses of the Monitors: 1) Shri Jyoti Swaroop Pandey 2) Shri Kata Chandrahas, 3) Shri. Arun Chandra Verma C/o The Company Secretary, HPCL,6thFloor, Petroleum House,17, Jamshedji Tata Road, Churchgate, Mumbai 400020. "

8.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

8.3 The Monitors shall not be subject to instructions by the representatives of the parties and perform their functions neutrally and independently.

8.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project procurement, including minutes of meetings.

8.5 As soon as the Monitors notice, or have reason to believe, a violation of this Pact, he will so inform the C&MD of the BUYER Corporation.

8.6 The BIDDER(s) accepts that the Monitors have the right to access without restriction to all Project documentation of the BUYER including that provided by the BIDDER/SELLER. The BIDDER/SELLER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Subcontractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Subcontractor(s) with the confidentiality.

8.7 The BUYER will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.

8.8 The Monitors will submit a written report to the C&MD of the BUYER/Secretary in the Department/within 8 to 10 weeks from the date of reference or intimation to him by the BUYER / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

## **9. Facilitation of Investigation**

In case of any allegation of violation of any provisions of this Pact or payment of commission, the BUYER or its authorised agencies & other Govt. authorities shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/SELLER and the BIDDER/SELLER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

## **10. Law and Place of Jurisdiction**



This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the BUYER.

**11 . Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

**12. Validity**

12.1 The validity of this Integrity Pact shall be from date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the BUYER and the BIDDER/SELLER, including warranty period, whichever is later. In case BIDDER is unsuccessful, this Integrity Pact shall expire after six months from the date of the Signing of the contract.

12.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.

13. The Parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_

**BUYER**

D P Srivastava  
Senior Manager Procurement  
HPCL

**BIDDER**

Name:  
Designation:  
Name of bidding Organisation:

**Witness**

1. \_\_\_\_\_  
2. \_\_\_\_\_

**Witness**

1. \_\_\_\_\_  
2. \_\_\_\_\_



<b>Technical</b>				
Sl.No.	Description	Attached File	Set Value	Supporting Doc. Req'd
1	1 Technical	1Technical - Tender Solar Barwala FINAL.pdf	-	No
2	2 STC	2 STC - Tender Solar Barwala FINAL.pdf	-	No