

UNDERTAKING

ATTACHMENT -1

Tender no. _____ dated _____

We, M/s _____ (***Name of Bidder***) hereby state and undertake that we meet all the requirements of the PP-LC / DMEP / DMTP (retain whichever is applicable and remove the balance options) Policy as set out in the tender document and hereby confirm that we are eligible for purchase preference under this policy.

In case our declaration is found to be incorrect at any point of time during the tender process or contract execution or thereafter, HPCL shall have the right to impose sanctions as stated in the subject PP - LC policy.

We hereby declare that the local content of Goods / Services / EPC / Works Contract (retain whichever is applicable and remove the balance options) as per the scope of job to be executed under this tender is %, at the time of bidding.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

(In case quoted value **exceeds Rs. 10 Crores**, the undertaking should be supported by a certificate from Statutory Auditor engaged by the bidder certifying that the bidder meets the mandatory local content requirement.)

Distribution of Order

Status of L1 Bidder	% Order Distribution	
Class - I Supplier	L1 Bidder : 100 %	
Class - II Supplier	Eligible Class - I Supplier : 100 %	In case of non-availability of eligible Class - I Supplier L1 Bidder : 100 %



Hindustan Petroleum Corporation Ltd

Information Systems Department
Sewree Mumbai

E-Procurement application

Reverse Auction Process Vendor Manual

Version 2.2

Version Release Date 7th February 2017



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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 th April 2015
Document Reviewed By	Anupam Das	Date 30 th April 2015
Document Approved By	Sanjay Dasgupta	Date 30 th April 2015

Revisions /Change Control

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



28 th July 2016	2.1	Manjusri Maddala	Changes Included: Global Reverse Auction screens included
7 th 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.

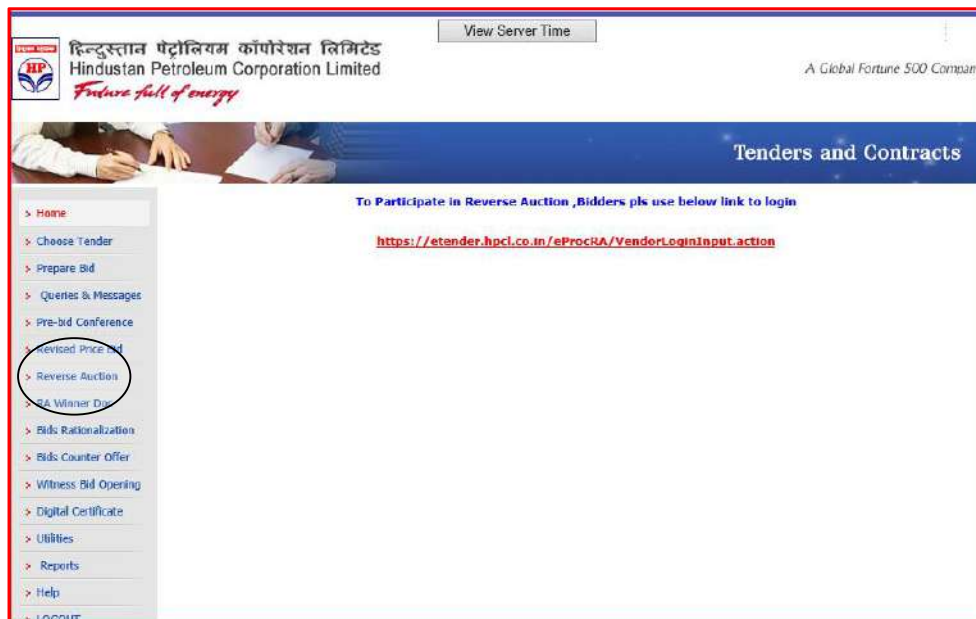


 In case of any issues in logging in to the portal, bidders are requested to contact the help desk. The help desk details are available on the login page of the portal.

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 / Temporary 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](#)

Please view this link in Internet Explorer 7 or above. Best viewed in 1024*768

Contact us - For any technical queries related to operation of the portal please send mail to eprochelpdesk@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 eprocnodalofficer@mail.hpcl.co.in. Response may be sent in the next 24-48 hours.

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 - 100 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

TENDER NO	TENDER TITLE	DUE DATE
16000114-HB-10807 - Schedule C	08-FEB-2017 16:40	
16000026-HB-10807 - DUMMY E-CHARTERING	08-FEB-2017 16:44	

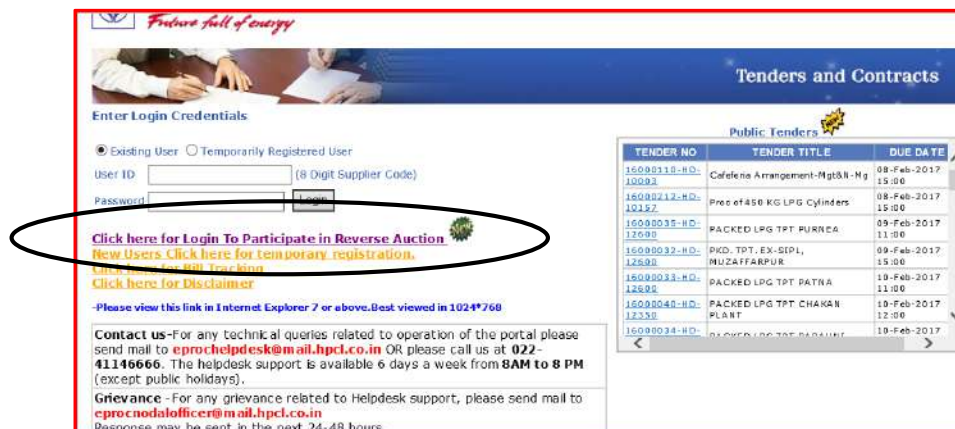
2 Witnessing Loading factors

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

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)

New Users Click here for temporary registration.

Click here for Disclaimers

Please view this link in Internet Explorer 7 or above. Best viewed in 1024*768

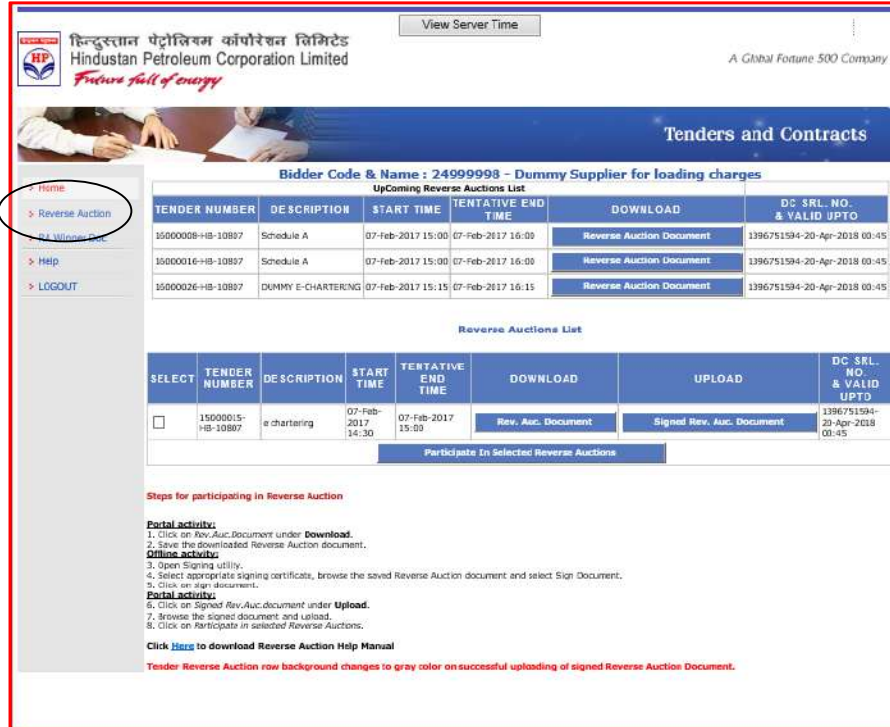
Contact us - For any technical queries related to operation of the portal please send mail to e-proc.helpdesk@mail.hpcl.co.in OR please call us at 022-41146666. The helpdesk support is available 6 days a week from 8AM to 8 PM (except public holidays).

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

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
16000938-HD-12089	PACKED LPG TPT PURNEA	09-Feb-2017 11:00
16000932-HD-12600	PKD. TDT. EX-SIDL, MUZAFFARPUR	09-Feb-2017 15:00
16000933-HD-12600	PACKED LPG TPT PATNA	10-Feb-2017 11:00
16000948-HD-12338	PACKED LPG TPT CHAKRA PLANT	10-Feb-2017 12:00
16000934-HD-	PACKED LPG TPT PATNA	10-Feb-2017

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

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	1396751594-20-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	1396751594-20-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 'Do you want to open or save 24999998_1600008-HB-10807_652.pdf from hp tender.hpcl.co.in?' with 'Open', 'Save', and 'Cancel' buttons.

Offline activity

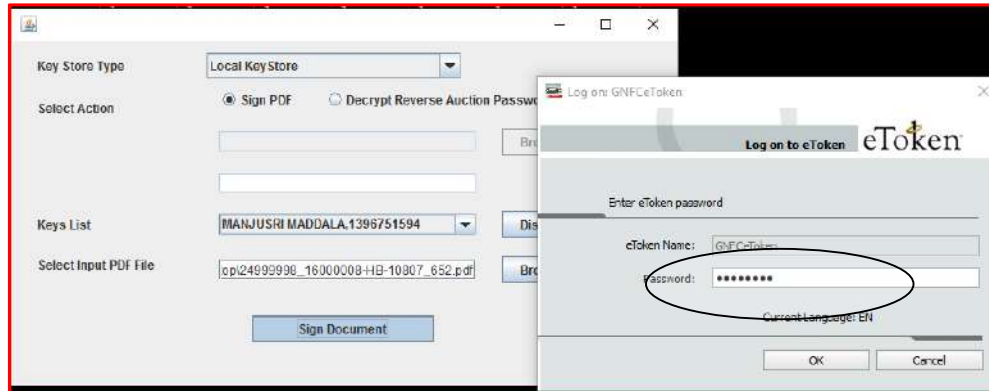
1. Open Signing utility
2. Select appropriate signing certificate and browse the saved Reverse Auction document
3. Click on sign document

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

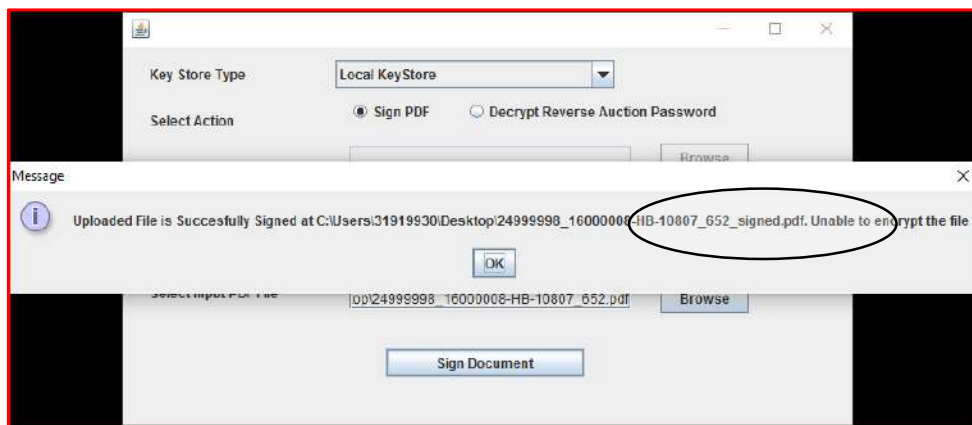
- Key Store Type: Local Key Store
- Select Action: Sign PDF (circled)
- Keys List: MANJUSRI MADDALA,1396751594
- Select Input PDF File: op\24999998_1600008-HB-10807_652.pdf
- Sign Document button: circled



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 'Tenders and Contracts' section of the portal. It displays a table for 'UpComing Reverse Auctions List' and a 'Reverse Auctions List'. The 'Reverse Auctions List' has columns for 'SELECT', 'TENDER NUMBER', 'DESCRIPTION', 'START TIME', 'TENTATIVE END TIME', 'DOWNLOAD', 'UPLOAD', and 'DC SRL. NO. & VALID UPTO'. The 'UPLOAD' column contains two buttons: 'Rev. Auc. Document' and 'Signed Rev. Auc. Document'. The 'Signed Rev. Auc. Document' button is circled in red. Below the table, there are instructions for participating in a reverse auction, including 'Portal activity' and 'Offline activity'.

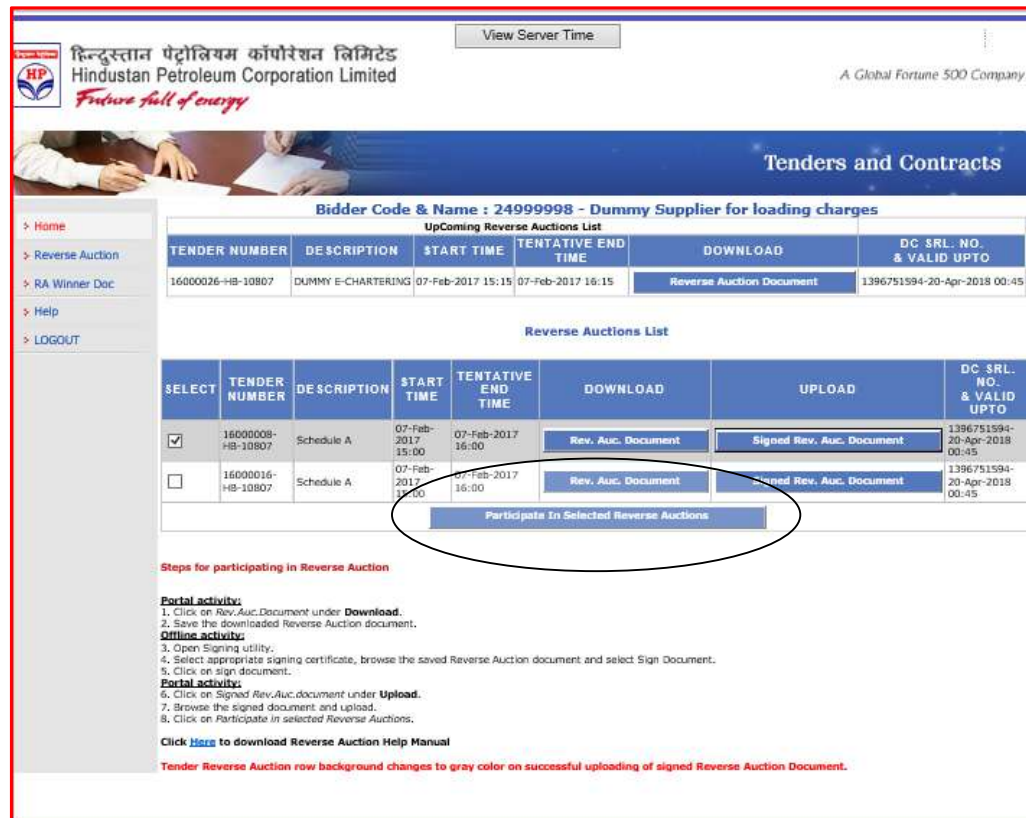
TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	DC SRL. NO. & VALID UPTO
16000026-HB-10807	DUMMY E-CHARTERING	07-Feb-2017 15:15	07-Feb-2017 16:15	Reverse Auction Document	1396751594-20-Apr-2018 00:45

SELECT	TENDER NUMBER	DESCRIPTION	START TIME	TENTATIVE END TIME	DOWNLOAD	UPLOAD	DC SRL. NO. & VALID UPTO
<input checked="" type="checkbox"/>	16000008-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

5. Browse the signed document and upload

The screenshot shows a file upload dialog box titled '16000008-HB-10807 - Schedule A'. It contains the text 'Upload Signed Reverse Auction Document:' followed by a file path 'C:\Users\31919930\Desktop' and a 'Browse...' button. Below the file path 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'.



Bidder Code & Name : 24999998 - Dummy Supplier for loading charges

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)

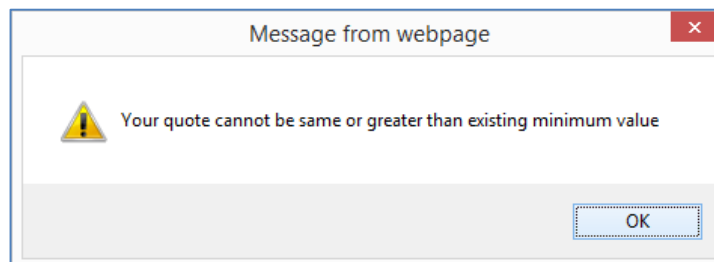
Upon selecting a Non-SOR tender (Tenders not having schedule of rates) for participating in the bidding process, the following screen is displayed.



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	5887.44
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

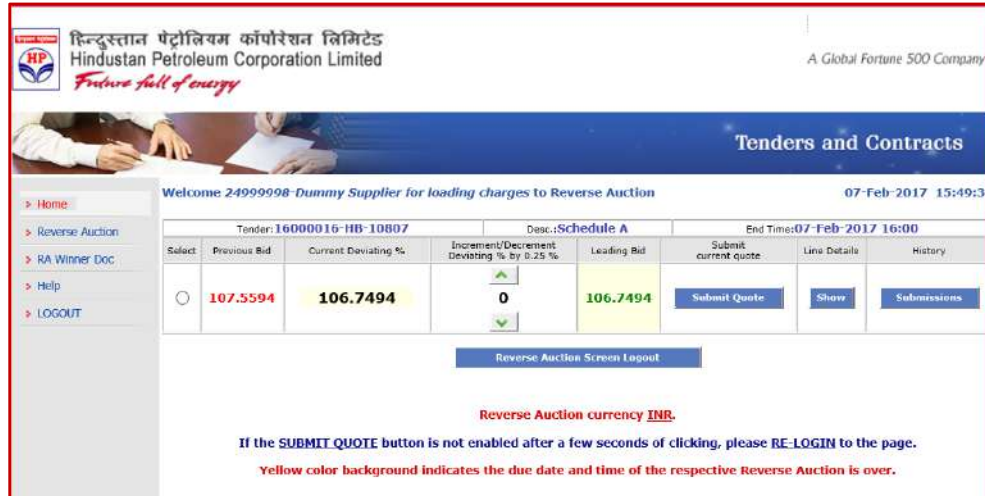
30/04/2015 20:58:56.356 --- 12727.6
30/04/2015 20:50:17.458 --- 12792.87
30/04/2015 20:49:59.270 --- 12858.14
30/04/2015 20:41:21.231 --- 12923.41
30/04/2015 20:34:17.556 --- 12988.68
24/04/2015 11:54:53.418 --- 14285.45
24/04/2015 11:54:34.011 --- 14367.55
24/04/2015 11:54:30.292 --- 14449.65
24/04/2015 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.

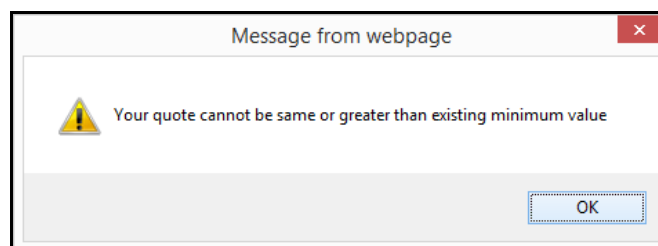
3.3 Screen for Schedule of rates Tenders

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	9057.2711	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 475/-.

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 465.02.

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).

1600061-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.