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

Revisions /Change Control

Date	Version	Author	Reason
30th Apr 2015	1.0	Manjusri Maddala	Initial Version
28th Feb 2016	1.1	Manjusri Maddala	Changes Included: • Section on RA Extension Clause • Enhanced Additional E-mails • Application of loading factor • Label changes in RA screen
10th May 2016	2.0	Manjusri Maddala	Changes Included: • Removal of view server time • Removal of check updates button • Introduction of digital clock

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

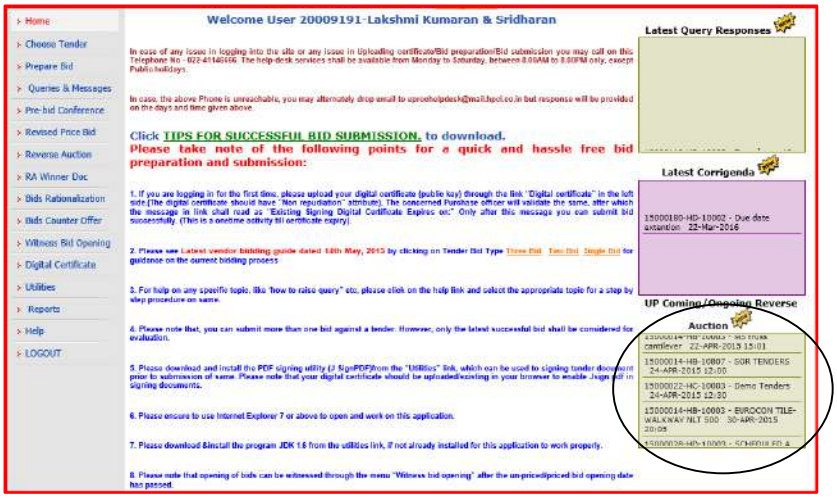
> ☞ *In case of any issues in logging in to the portal, bidders are requested to contact the help desk. The help desk details are available on the login page of the portal.*

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)



2. 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.

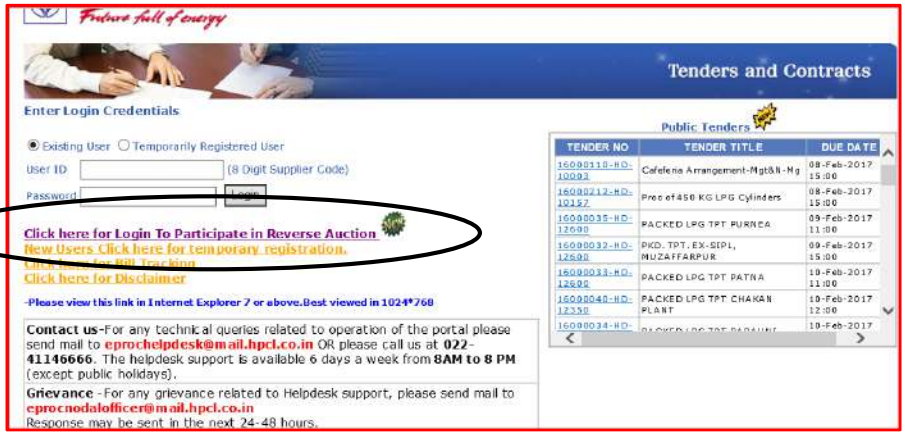
2 Witnessing Loading factors

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.

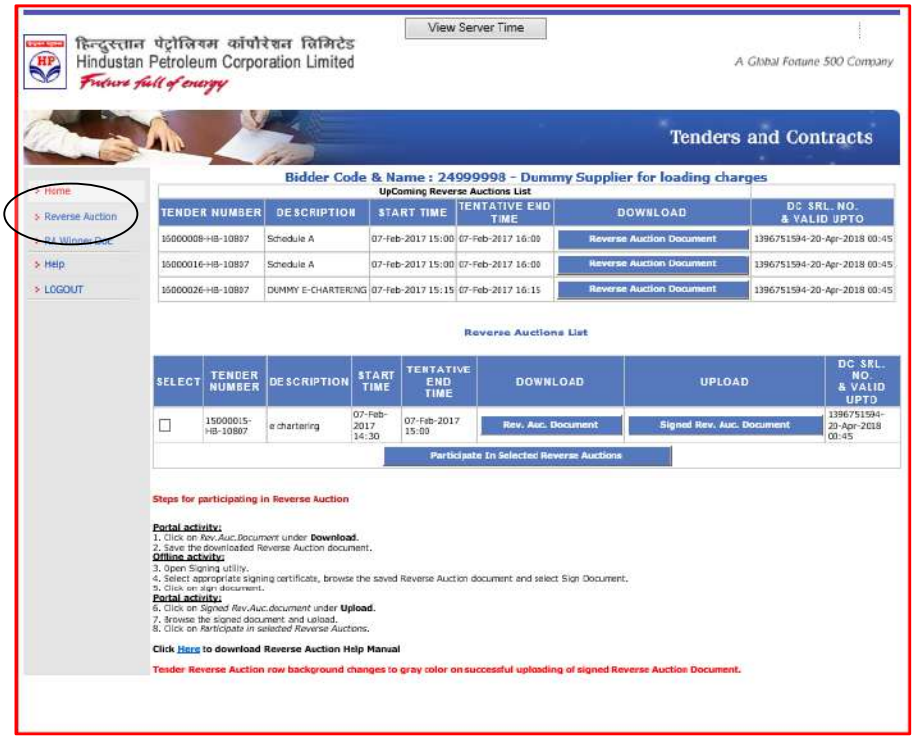
Before the bidder proceeds for participating in Reverse Auction, bidders can witness loading factors through "**Witness bid opening**" option in the menu.

3 Reverse Auction Participation Process

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



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

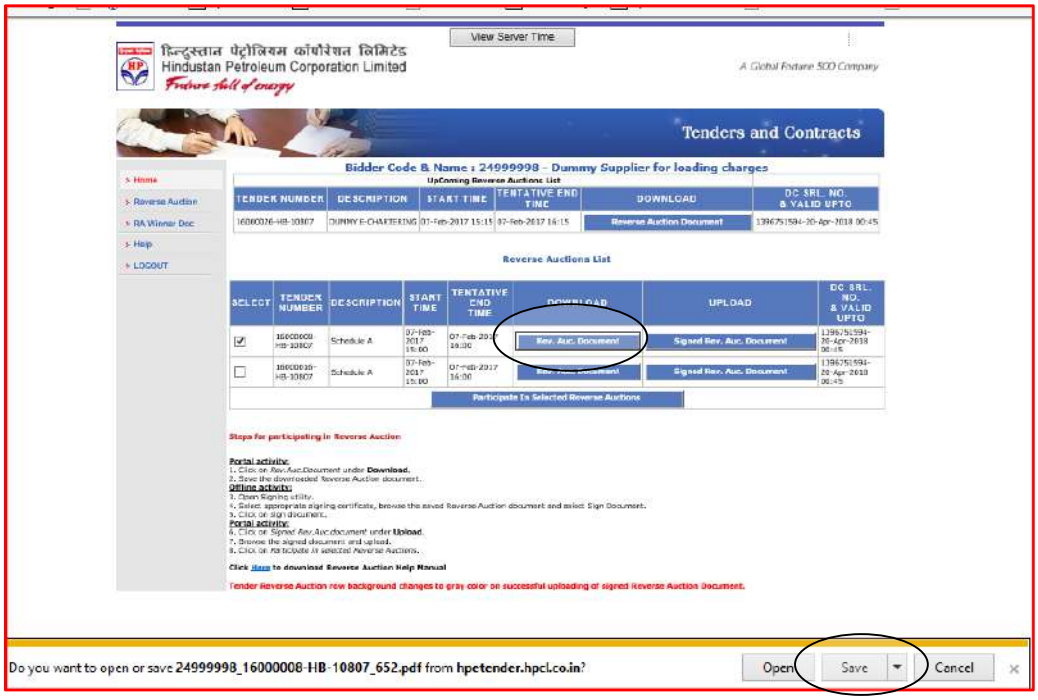


Bidders should select the tender number by checking in box and follow the steps given below for obtaining Reverse Auction password for the specific tender.

3.1 Steps for Participating in Reverse Auction

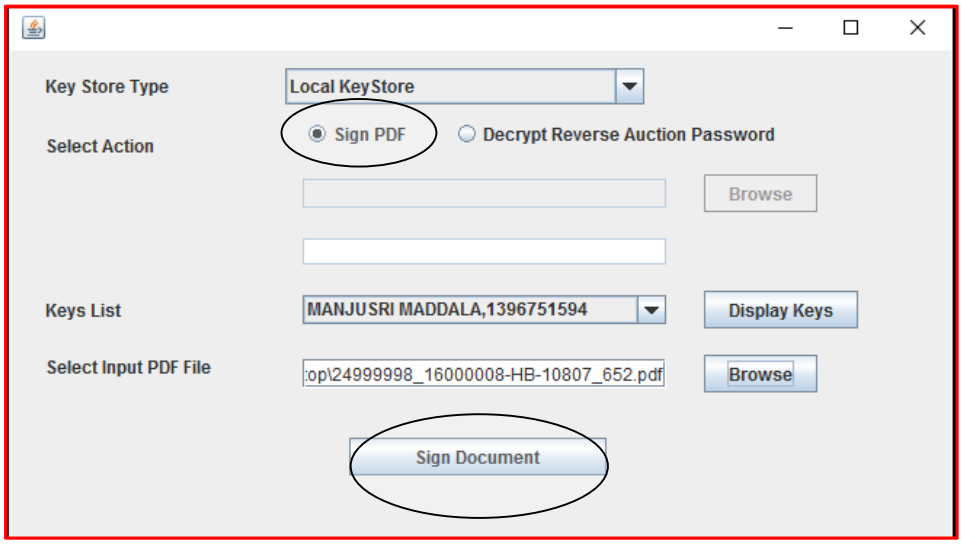
Portal activity:

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

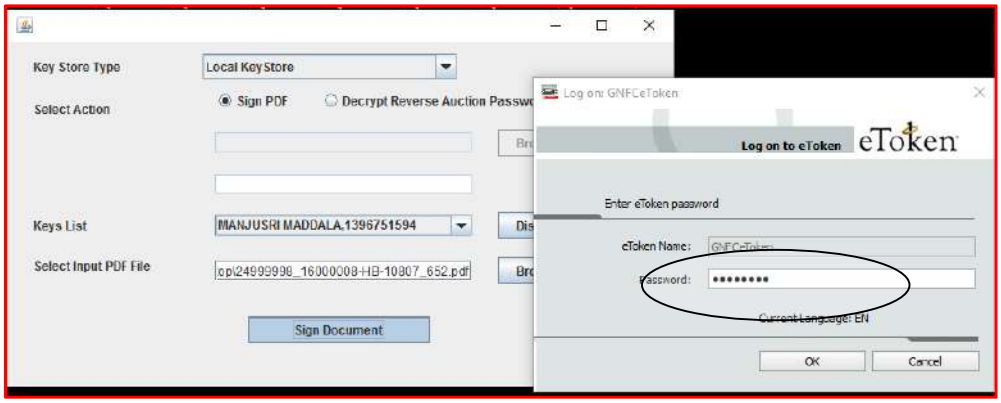


Offline activity

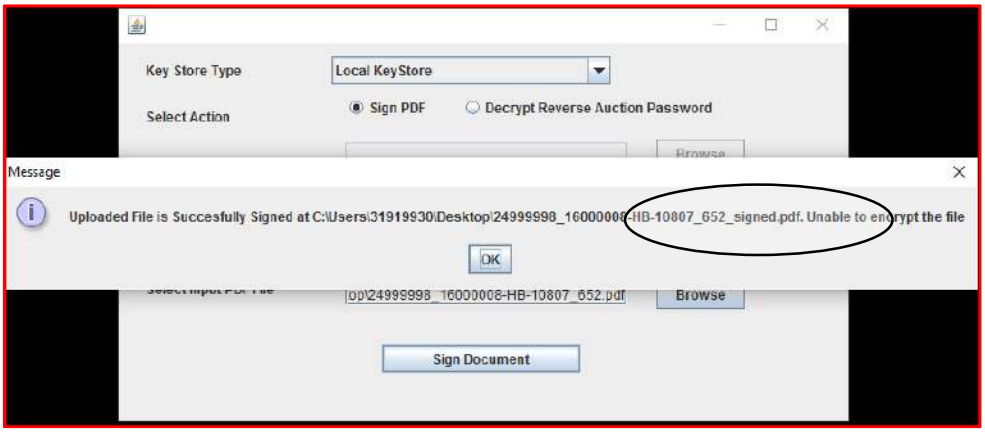
1. Open Signing utility
2. Select appropriate signing certificate and browse the saved Reverse Auction document
3. Click on sign document



Enter token password



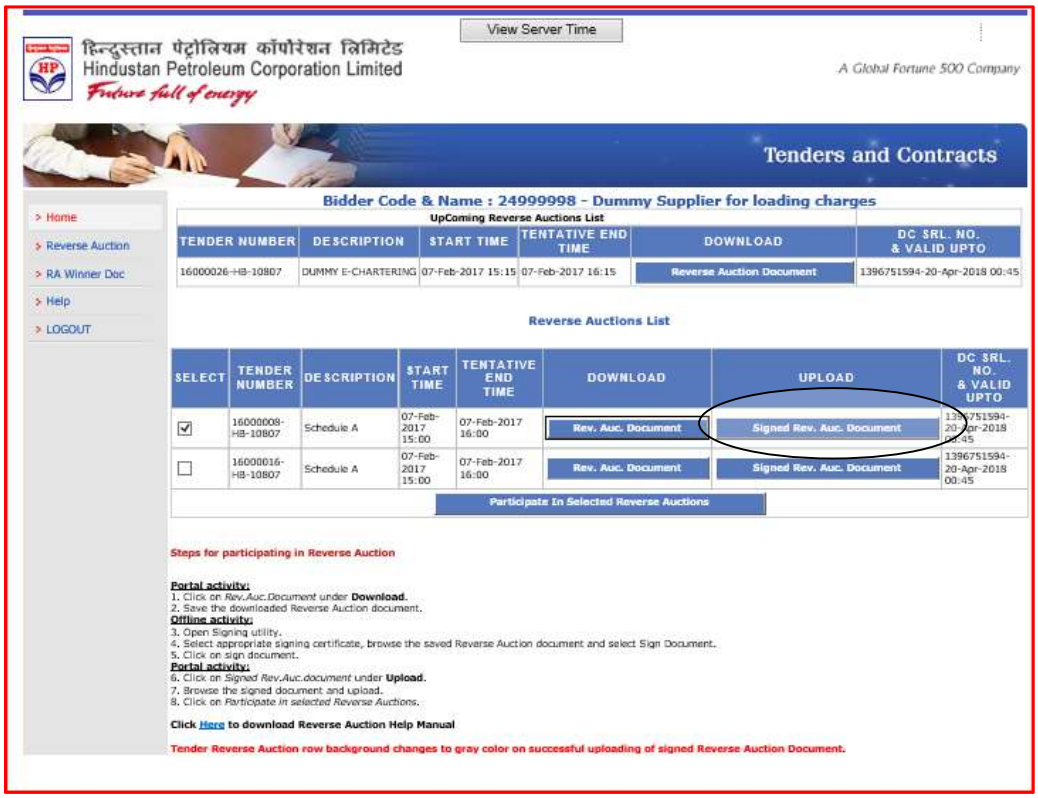
Signed document will be generated successfully



Click on 'OK'.

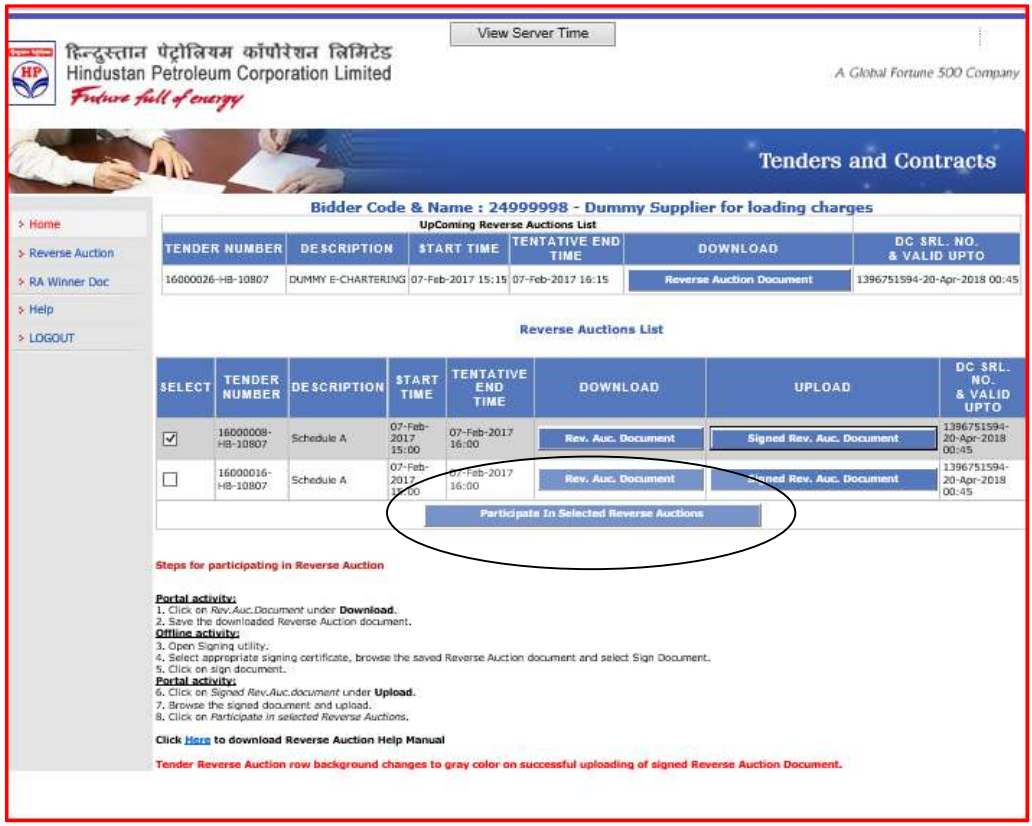
Portal activity:

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



5. Browse the signed document and upload

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'.

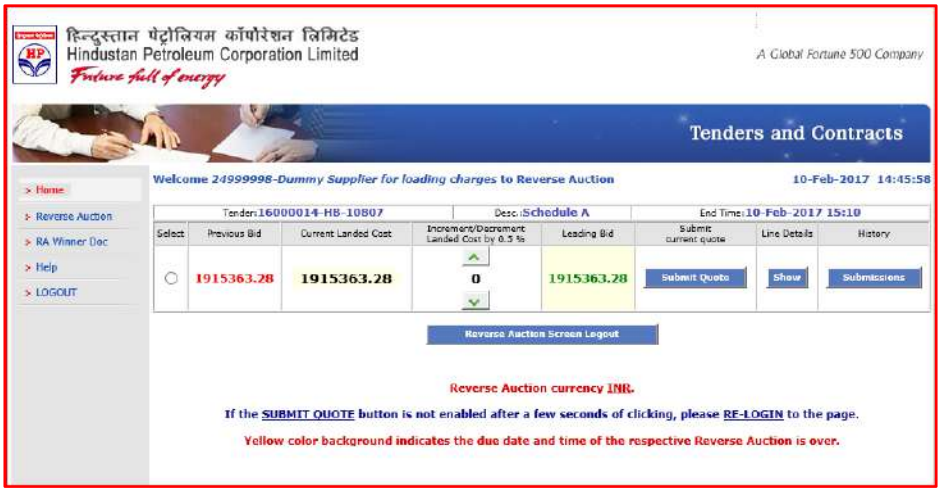


Bidders should select appropriate tender and click on "Participate in Selected Reverse Auctions" button. On selecting the participation button, reverse auction screen will be displayed.

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

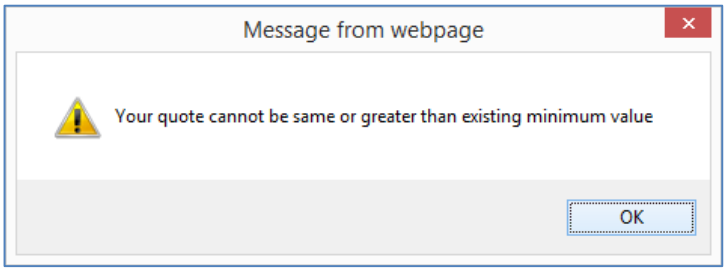
3.2 Screen for Non-SOR Tenders (Tenders not having schedule of rates)

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



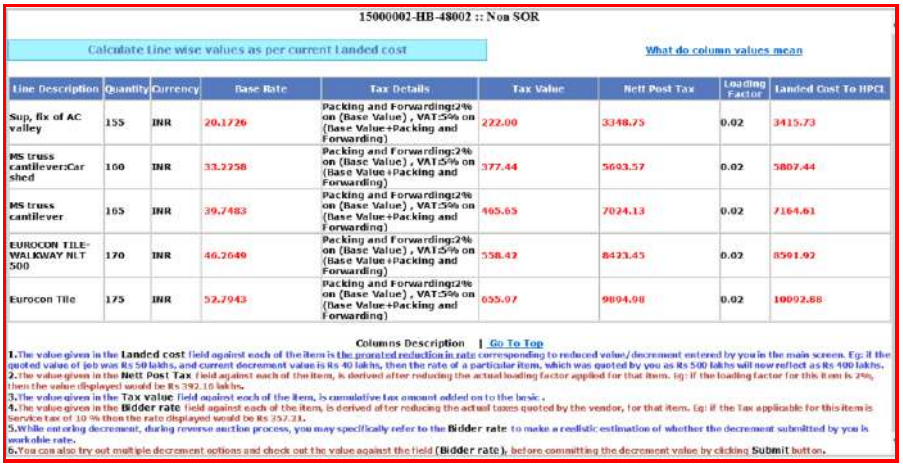
Field descriptions in Non-SOR Screen: The following fields are available in Non-SOR screen

- **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

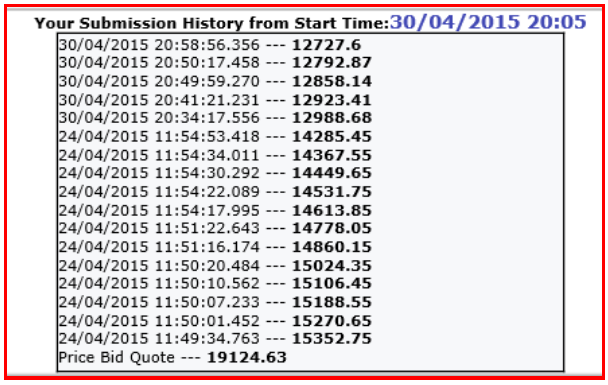
Calculate line wise values as per current Landed cost | What do column values mean

Line Description	Quantity	Currency	Base Rate	Tax Details	Tax Value	Nett Post Tax	Loading Factor	Landed Cost To HPCL
Sup, fix 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	160	INR	33.2258	Packing and Forwarding:2% on (Base Value) , VAT:5% on (Base Value+Packing and Forwarding)	377.44	5693.57	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)	465.63	7024.13	0.02	7164.61
EUROCON TILE-WALKWAY NLT 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)	655.97	9894.98	0.02	10092.88

Columns Description | Go To Top

1.The value given in the **Landed cost** field against each of the item 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 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 lakhs.
3.The value given in the **Tax value** field against each of the item, is cumulative tax amount added on to the basic .
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 357.21.
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

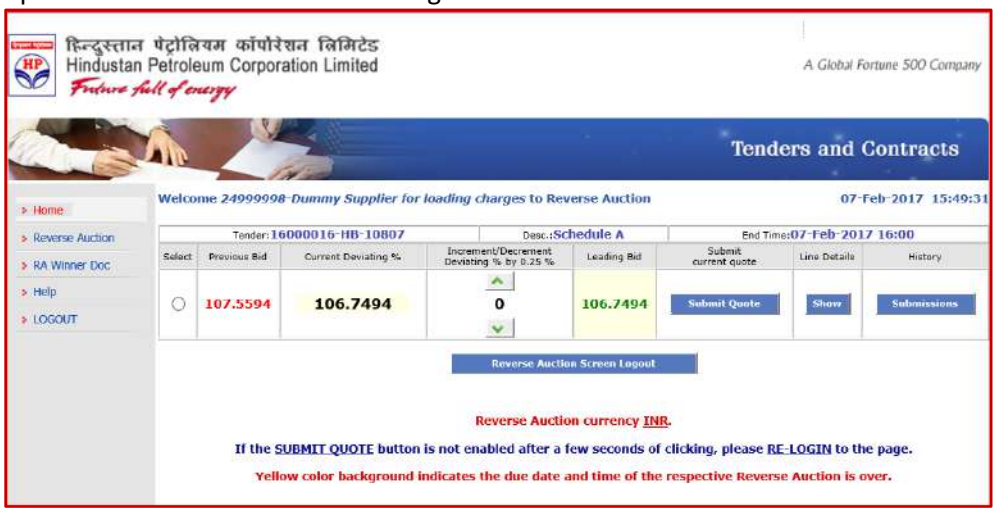
30/04/2015 20:58:56.356 --- **12727.6**
30/04/2015 20:50:17.458 --- **12792.87**
30/04/2015 20:49:59.270 --- **12858.14**
30/04/2015 20:41:21.231 --- **12923.41**
30/04/2015 20:34:17.556 --- **12988.68**
24/04/2015 11:54:53.418 --- **14285.45**
24/04/2015 11:54:34.011 --- **14367.55**
24/04/2015 11:54:30.292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

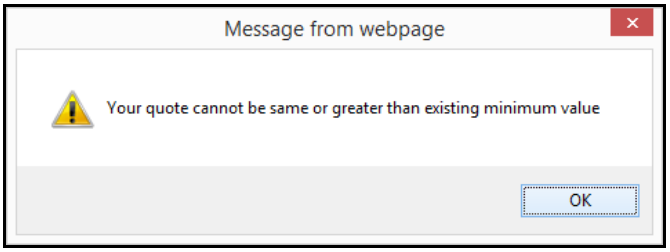
3.3 Screen for Schedule of rates Tenders

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:

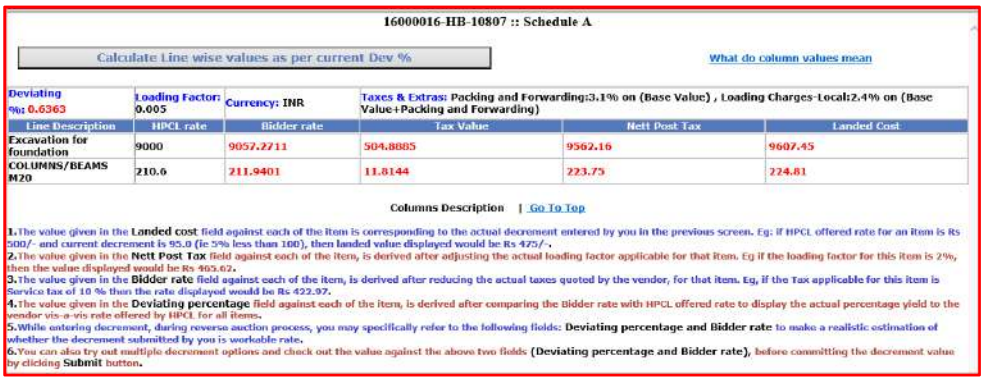


- **Previous Bid:** At the start of the Reverse Auction this field will display Bidder's original quote given in Price bid. However, during the Reverse Auction, this field will show the previous quote submitted by bidder.
- **Current deviating %:** Bench Mark Price will be shown here in the initial screen 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*.

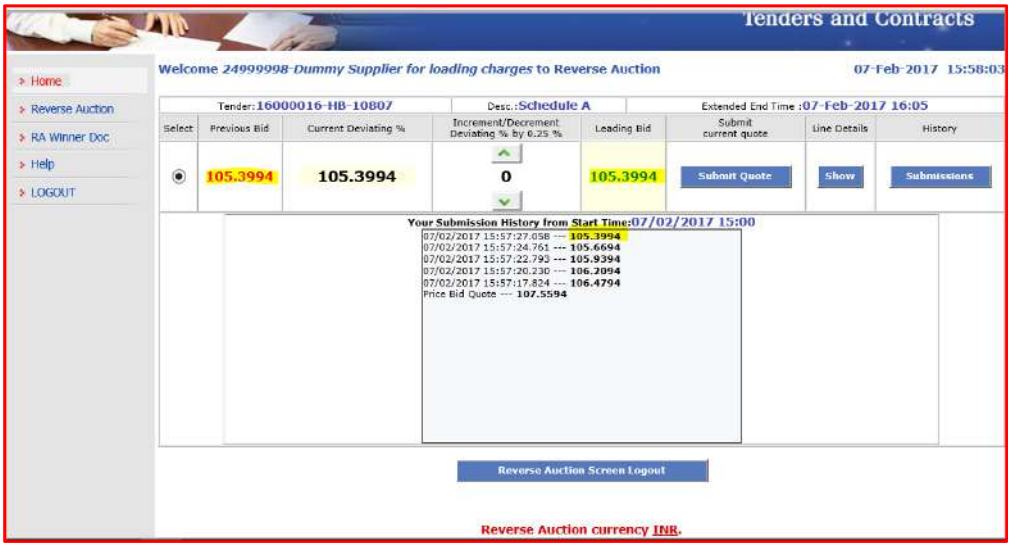


- **Submit Current Quote: This field has a Blue coloured button labelled as "Submit Quote". This** button is to be used by the bidder for submitting the actual RA quote.

- **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.



- **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.

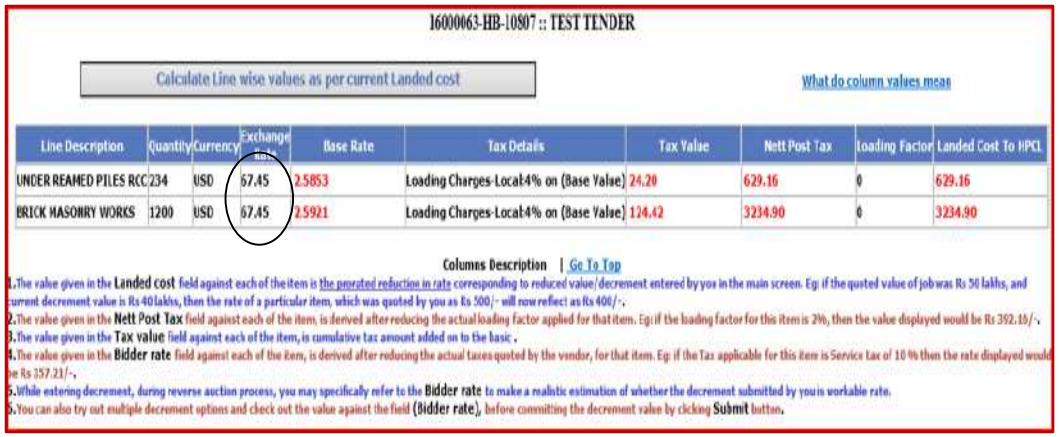


3.4 Screen for Multi-currency Tenders:

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.

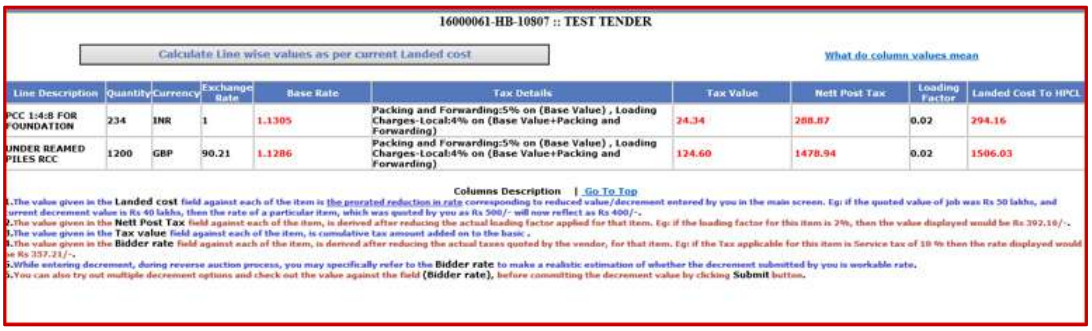
Field descriptions are as shown in section 3.2.

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



- **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 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/- 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 this item is 2%, then the value displayed would be Rs 392.10/-.
3.The value given in the **Tax value** field against each of the item, is cumulative tax amount added on to the basic .
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 357.21/-.
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.