



## Reverse Auction Procedure

1. In case HPCL decides to conduct Reverse Auction, the qualified bidders would be communicated on the same thru E-mails about the date and time of the Reverse Auction event. The Reverse auction event shall be conducted in the HPCL e-tender portal under link "Reverse auction".
2. Reverse Auction shall be available to Bidder only after two factor authentication. Initially vendor will login to the site [etender.hpcl.co.in](http://etender.hpcl.co.in) with his Login Id and password. Thereafter they shall click on the "Reverse auction" link in the portal to view/participate in ongoing/upcoming reverse auctions.
3. Brief procedure to participate in RA:
  - I. Bidders may click on "Reverse Auction document", and download the same to their local PC.
  - II. The downloaded document shall be digitally signed and uploaded after the RA event becomes active". The signed document may be kept ready for upload beforehand.
  - III. Click on the Check box followed by "Participate in Reverse auction".
3. HPCL will display Start Bid price i.e., **Bench Mark** price which shall be the **lower** of the {price bids submitted by the bidders on the e-procurement portal i.e. 'Bids opened for RA event' **or** HPCL's in-house estimate}, which shall be visible to all the vendors at the start of the Reverse Auction.
4. Identity of bidders never gets disclosed to anyone, during reverse auction process
5. HPCL shall specify the minimum amount/percentage by which the bidders can reduce their bids at a time on the Reverse Auction Portal. This amount is referred as the 'bid decrement factor' and shall be specified by HPCL.
6. Bidders shall start bidding from this Bench Mark Price. The bidder can bid lower than the prevailing Lowest Bid at any time during the event by one decrement or multiples of the Bid decrement.
7. In case the "SUBMIT QUOTE" button is not enabled after a few seconds of clicking, vendors are urged to **Re-Login** to the page for viewing the latest **leading bid** and submit fresh quotes. *The process takes less than a few seconds.*



8. The bidder shall be able to view the following values on his screen along with the other necessary fields in the Reverse Auction:
  - Item-wise Leading Bid in the Auction (Delivered Cost)
  - Bid Placed by bidder (Delivered Cost)
  - Bid value contemplated by bidder before submission(Delivered Cost)
- 34.8.1. Bidder can reduce his bid repeatedly during the auction period
9. Bidders shall be provided information on item wise pro-rated reduction in the rates, for guidance.
10. The **confirmed bid** submitted by vendor during the RA process shall always reflect in the “**Previous Bid**” field only (red font). The field “**Current bid**” shall display the contemplated bid value and “**Leading Bid**” shall show the current lowest bid value as submitted by any of the vendors.
11. The Closing Price(s) offered by the bidders at the conclusion of the Reverse Auction shall be valid for a minimum period of 30 days or as mentioned in tender, from the date of conclusion of the Reverse Auction.
12. After the Reverse auction is over successfully and closed by purchase officer, vendor can witness the lowest rate submitted by other vendors in “Witness bid opening” link.
13. In case of Item-wise evaluation tenders, any or all items may undergo Reverse Auction separately at the discretion of HPCL.
14. In case of Schedule-wise evaluation tenders, any or all schedules may undergo Reverse Auction separately at the discretion of HPCL.
15. In case of **SOR type tenders**, where vendor has quoted a single percentage plus or minus against the offered rate, the decrement shall be applicable on the **bench mark value on base of 100** (i.e. it could be 107 in case of plus 7% or 94 in case of minus 6 percent). This value shall be delivered cost i.e. inclusive of taxes and loading factor.
16. HPCL reserves right to conduct single reverse auction for multiple items with separate decrement option.
17. Vendor shall have option to participate in multiple reverse auction if it is scheduled at the same time.



18. Successful vendor shall be required to submit the final prices digitally signed and uploaded as token of acceptance without any new condition other than those already agreed to before start of auction.
19. Vendors may seek telephonic guidance before or during the Reverse auction process from Helpdesk support, between **8.00 AM to 8.00 PM** on any working day, except Sundays and Public holiday.
20. The **Helpdesk Phone No** is prominently displayed in the Home page of Eproc Vendor portal - <http://etender.hpcl.co.in/eProc/VendorLoginInput.action>

## **E-Reverse Auction procedure for POL Transporters Tender**

In case the **Reverse auction** is carried out for **POL transport tender**, the following procedure, terms and conditions shall apply over and above the other RA terms and condition. *In case of any contradiction between the "RA procedure for POL transport tender" and "RA terms and condition or procedure" the provisions of "RA procedure for POL transport tender" shall supersede the latter.*

- I. The Tender for POL transport shall be floated with two covers Technical Bid and Priced Bid.
- II. Bidders will have option to upload their complete truck details in Excel format (converted to pdf) during bid submission.
- III. There will be system based validation to ensure that bidders quote their rate for each sector only within the specified priced band.
- IV. At techno-commercial evaluation stage, user department will be able to accept or reject trucks based on tender criteria. There will be feature to reject bidders also based on tender criteria.
- V. Post completion of Techno-commercial evaluation, there will be option to
  - a. Open Priced bid and generate Recap, followed by 2nd layer Recap for Truck ranking.
  - OR
  - b. Configure Schedule wise Reverse Auction (Separate RA for 12KL and 18KL capacity)
- VI. RA shall commence with benchmark price which is **lower** of the two - {Estimated rate or L1 rate}. RA decrement shall start from previous bid of bidder.
- VII. In the proposed RA process, bidder will get to see his quoted rate for each of the line items for a schedule, with option to reduce rate in any of the line items individually or all.
- VIII. Line item wise **Leading Bid**(rate) will be displayed dynamically on the Screen.
- IX. Bidders will **not** be allowed to quote below the **Lower Price band** for each line item, configured in the tender.
- X. Subject to IX above, Bidder will be allowed to bid **lower** than the **leading bid** for each line item of the Schedule and his bid will then become **leading bid** for that line item.



- XI. Additionally, bidder will also get option to submit his bid **lower** than his **Previous bid** for each line item, even if it is **not lower than the leading bid value**.
- XII. RA shall be configured for a period of one hour and may get extended by 5 minutes in case any bid **lower** than prevailing **lowest bid** for any line item is received in the last 5 minutes.
- XIII. In case, one of the bidders have already quoted at the lowest of the band for all line items within the first 55 minutes of the RA event, there will be **no extension of RA**, even if bids are submitted in the last 5 minutes of RA event. However, the RA will be open for full one hour for other bidders to quote lower than their previous bid, in order to improve their rank.
- XIV. Bidders will be allowed to match line item wise lowest of the band, even if one of the bidders have previously quoted at the lowest of the band for the line item.
- XV. At the end of Reverse auction, there shall be option to close RA event. In such case, system generated **recap** can be obtained providing the ranking of all bidders.
- XVI. In case, there is no participation from any of the bidders during RA process, there shall be option to cancel the RA event and go for opening of Priced bids followed by System generated Recap.
- XVII. There shall be feature to postpone or extend the RA, based on user requirement or in case of exigency.
- XVIII. The "Set of L1" shall be identified from the **system recap** based on the **net outgo** to the Corporation and the total number of tank trucks required as per the tender.
- XIX. In case the total No of trucks required are lesser than No of trucks offered by Set of L1, the truck sub ranking clause shall be utilized to limit induction of trucks up to tender requirement.
- XX. Post identification of Set of L1 bidders, either of the following process to be carried out with these selected bidders
  - a. Offline **Counter offer** to these bidders to match lowest rate or reduce from their quoted rate.
  - b. **Counter offer** through Online platform, to selected bidders, to match lowest rate or reduce from their quoted rate



## Line Details Of Tender

Srl. No.	Line Description	Ship To Location	UOM	Quantity	HSN Code	Location GSTIN	Mandatory
SOQ				Mandatory: Yes			
1	DSGN & SPLY OF SOLAR GRID SYST	12800-HASSAN CHERLAPALLY PIPELINE	Set	1	998732	29AAACH1118B1Z8	Yes
DESCRIPTION => DESIGN, MANUFACTURE, SUPPLY INCLUDING TRANSPORTATION, LOADING, UNLOADING, STORAGE AND HANDLING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM WITH CAPACITY AS PER DETAILED TECHNICAL SPECIFICATIONS. Design & Supply of 1.9 MWp Ground Mounted Solar Power Plant as per scope of Job, Technical Terms and Conditions, Special terms and conditions as mentioned in the attachments.							
2	INSTLN&COMMNG SOLAR GRID SYST	12800-HASSAN CHERLAPALLY PIPELINE	Set	1	998739	29AAACH1118B1Z8	Yes
DESCRIPTION => INSTALLATION AND COMMISSIONING OF SOLAR POWER GENERATING FACILITY GRID SYSTEM AS PER DETAILED TECHNICAL SPECIFICATIONS. Installation & Commissioning as per scope of Job, Technical Terms and Conditions, Special terms and conditions as mentioned in the attachments.							
3	COMPREHENSIVE AMC - YEAR 1	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for First Year							
4	COMPREHENSIVE AMC - YEAR 2	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Second Year							
5	COMPREHENSIVE AMC - YEAR 3	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Third Year							
6	COMPREHENSIVE AMC - YEAR 4	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Fourth Year							
7	COMPREHENSIVE AMC - YEAR 5	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Fifth Year							
8	COMPREHENSIVE AMC - YEAR 6	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Sixth Year							
9	COMPREHENSIVE AMC - YEAR 7	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Seventh Year							
10	COMPREHENSIVE AMC - YEAR 8	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Eighth Year							
11	COMPREHENSIVE AMC - YEAR 9	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Ninth Year							
12	COMPREHENSIVE AMC - YEAR 10	12800-HASSAN CHERLAPALLY PIPELINE	Each	1	998717	29AAACH1118B1Z8	Yes
DESCRIPTION => MAINTENANCE SERVICE OF SOLAR PROJECT AS PER TERMS AND CONDITIONS ATTACHED. Comprehensive AMC Operation and Maintenance for Tenth Year							