

EPC execution of Electro-Mechanical Works
for Heo Hydro Electric Project (240 MW),
Arunachal Pradesh



ISO: 9001, 14001,
& 45001

Bid Document
Vol-I, Sec-X
E-RA Rules

SECTION-X: Instruction for E-Reverse Auction

- 1.0 Tender Cum Auction is a combination of Tender Followed by Auction (Reverse Auction). It is also called as eRA.
- 2.0 In eRA, Tendering process will be followed as per the instructions given in NIT/Tender Documents. Subsequently, Reverse Auction will be conducted amongst techno-commercially qualified / approved bidders excluding H1 bidder after Opening of Financial/Price Bids' online. The Reverse Auction will be normally initiated after Opening of Price Bids. There will be no participation fees for Auction.
- 3.0 Only such bidders - who have been found techno-commercially qualified as per requirements of the tender will be permitted to participate in the Reverse Auction, excluding H1 bidder.
- 4.0 After opening of the price (financial) bids and System displays L1 price based on either over all basis or item wise/lot basis automatically. Using this system provided price, which would be auction start price or any other price as decided by the Procuring entity, procuring entity will create Reverse Auction and publish the same.
- 5.0 The Techno-commercially qualified bidders except H1 bidder will receive Auction information through SMS & e-mail. The participating bidders get an opportunity to revise their prices (reduce in case of Reverse Auction). It allows bidders multiple opportunities to offer a price.
- 6.0 Procedure in submission of bids by the bidders during Reverse auction online.
 - 6.1 Bidders shall login using their login ID & Password and then using DSC.
 - 6.2 Click on My Auctions button given in left side of page, to view Action details for which Techno-Commercially qualified.
 - 6.3 For participating in Live Auction,
 - Click on Live Auction Button.
 - Click on View button to participate in interested Auction.
 - There is List of qualified Lots in which Bidder can participate against selected Auction. Click on Hammer Icon to participate in the respective lot.
 - On clicking Hammer Icon, system will show Start price, decremental price and Current price against lot. Current Price is appears as Blank in case no bidder has offered price.
 - Enter your Price in 'My Auction Price' with minimum decrement or in multiples of decremental value up to above Max Seal % value, and then sign it digitally by clicking on Sign Icon and Click on submit button.
 - System will show your Latest Value / Price Quoted and system will also show Least Amount/ Rate which any Bidder would have quoted.
- 7.0 Terms and conditions for Reverse Auction are as follows:
 - 7.1 Reverse Auction will be initiated after opening of price bids. The schedule of Reverse Auction shall be intimated to the bidders by the system through their registered email and SMS to mobile number.
 - 7.2 Only those bidders whose price bid has been opened by the Tender Inviting Authority shall be eligible to participate in Reverse Auction process.



- 7.3 Bidders are advised to read the 'Reverse Auction terms and conditions' details of Reverse Auction event carefully, before auction event.
- 7.4 Reverse Auction can be held in two ways as indicated in the tender either on the Total overall cost of items/works or on Item wise/ Lot wise as the case may specific to the NIB.
- 7.5 The 'Starting price' i.e. Start price and bid decrement price (0.5% to 1% of starting price) for Reverse Auction will be decided by the Tender Inviting Authority.
- 7.6 Bidders shall be able to view the following on their screen along with the necessary fields during Online Reverse Auction:
- 7.6.1 Current Bid Price in the Auction.
 - 7.6.2 Start Price.
 - 7.6.3 Decrement value.
- 7.7 The bidding direction in case of Reverse Auction is downward.
- 7.8 In case of Reverse Auction, in order to displace a standing lowest bid and to become "L1", a bidder can offer a minimum bid decrement or in multiples of decremental value up to above Max Seal %.
- For ex : Current price :- Rs. 49,000 Decrement value :- Rs. 1000 System Defined Maximum Seal % :- 50, in this case a bidder can quote minimum decrement amount as Rs 49,000-1000= Rs. 48,000 and maximum decrement amount is 49000-24500-1000=23500=24000* .
- This continues as an iterative process.
- 7.9 The system will not disclose the name of the L1 bidder, number of bids and names of the bidders on the portal to anybody prior to the completion of Reverse auction process.

- 7.10 There shall be no communication between the Tender inviting Authority and bidders and among bidders.
- 7.11 Bidders only see the lowest bid during Reverse auction. At no point of time will any bidder see the name of other bidders or the prices of bidders other than the lowest bid.
- 7.12 After the completion of the online reverse auction, all bidders who have participated in Reverse will see the L1 price in Auction and further processing will be done by Tender Inviting Authority.
- 7.13 In case of no participation by techno-commercially qualified bidders in Reverse Auction, the Tender price bids received during tender will be processed.
- 7.14 In case of auction on total value of items/works, the successful bidder may be required to submit a letter for price confirmation (as per format given below as Annexure-II) and rates of individual items/works within 24 (Twenty Four) Hours after completion of Reverse Auction event, besides sending the same by registered post / courier to the tender inviting authority.
- 7.15 Any variation between the final bid value during RA and that in the confirmatory letter forwarded will be advised to re-work and submit. In the event of failure by the bidder to submit, that will be considered as sabotaging the tender process and will invite disqualification of the bidder to conduct business with NEEPCO as per prevailing procedure.
- 7.16 Server time shall be the basis of Start Time and Closing time for bidding and shall be binding for all.
- 7.17 All electronic bids submitted during the reverse auction process shall be legally binding on the bidder.
- 7.18 The chronologically last bid submitted by the bidder till the end of the auction will be considered as the valid price bid offered by the bidder and acceptance of the same by Tender Inviting Authority will form a binding contract between Tender Inviting Authority and the bidder for entering into a contract.
- 7.19 The last successful bid price quoted by bidder will be considered as valid price at any point of time during Auction.
- 7.20 If a bidder does not submit bid in the Reverse Auction, the price quoted by them in the price bid shall be considered as the valid price of that bidder. The status of the bidder (L1, L2 etc) shall be evaluated considering either the bid price submitted in Reverse Auction or the price quoted in the price bid, whichever is lower.
- 7.21 In case of disruption of service at the service provider's end while the Reverse Auction is live due to any technical snag or otherwise attributable to the system failure at the server end, Tender Inviting Authority in consultation with Application Administrator may decide to extend auction if required as per system malfunction procedure displayed in the home page of the website. In this case, the status quo of Auction will be maintained prior to failure and process would continue from that point onwards.

- 8.0 Post auction procedure: The Tender Inviting Authority will proceed with the Lowest Bid in the Reverse Auction for further processing.
- 9.0 Schedule for Reverse Auction: The Reverse Auction schedule will be intimated later on through e-mail and SMS after opening the price bid.
- 10.0 Auction extension time: If a bidder places a bid in the last 5 minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another 5 minutes, for the entire auction from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last 5 minutes and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last 5 minutes. In case, there is no bid in the last 5 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, bidders are advised not to wait till the last minute or last few seconds to enter their bid during the auto-extension period to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc. The above process will continue tilltimes extension is given during Reverse Auction. All bidders, regardless of their previous position, can submit their bid during the extension period also.
- 11.0 Bidding currency and unit of measurement: Bidding will be conducted in Indian Rupees as indicated in the tender.
- 12.0 Validity of bids: Price shall be valid for a period as defined in the bid document. These shall not be subjected to any change whatsoever.
- 13.0 Bidders' bid will be taken as an offer to execute the work (or to award supply of the item) as per NIB no. {.....} dt. {.....}. Bids once made by the bidder, cannot be cancelled / withdrawn and bidder shall be bound to execute as mentioned above at bidder's final bid price. Should bidder back out and not execute the contract as per the rates quoted, action shall be initiated as per the tender terms and conditions.
- 14.0 The Tender Inviting Authority decision on award of contract shall be final and binding on all the Bidders.
- 15.0 The Tender Inviting Authority reserves the right to extend, reschedule or cancel the Reverse Auction process at any time, before ordering, without assigning any reason, with intimation to bidders.
- 16.0 The Tender Inviting Authority reserves the right to suspend or pause the reverse auction, if required. In such cases, as per discretion of Tender Inviting Authority, auction may be reopened.
- 17.0 The Tender Inviting Authority shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of Tender Inviting Authority shall be binding on the bidders.
- 18.0 Failure of power or loss of connectivity at the premises of bidders during the Reverse auction cannot be the cause for not participating in the reverse auction. On account of this, the time for the auction cannot be extended and the organisation is not responsible for such eventualities.
- 19.0 Other terms and conditions shall be as per tender.
- 19.1 Bidder shall not divulge Bids or any other exclusive details of the organisation to any other party. If the Bidder or any of its representatives are found to be involved in Price manipulation/ cartel

formation of any kind, directly or indirectly by communicating with other bidders, action will be taken against such bidders as per banning procedure of the organisation.

- 19.2 Tender price bid (s) means the price bid (s) received during tendering for the items/work/services.
- 19.3 Auction closing price bid means the lowest online price bid received after the completion of Reverse Auction.
- 19.4 NEEPCO shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
- 19.5 Other terms and conditions shall be as per the techno-commercial offers and other correspondences /final confirmation against the NIB.
- 19.6 Bidders have to fax/mail the PROCESS COMPLIANCE FORM (Annexure-I) in the prescribed format given below before start of Reverse auction.

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Bid Document
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E-RA Rules

Annexure-I
Process Compliance Form

(The bidders are required to print this on their company's letter head and sign, stamp before sending)

To,

Date:

**Executive Director, C&P Wing,
NEEPCO LTD., Brookland Compound,
Lower New Colony, Shillong-793003**

Email id: contract@neepco.co.in

Sub: Agreement to the Process related Terms and Conditions for the Reverse Auction

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document against NIB No.for**to be detailed**).

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the instruction to Bidders governing the Reverse Auction as mentioned in RFP/NIB No.dtd..... of NEEPCO as well as this document and confirm our agreement to them.
- 3) We confirm that NEEPCO shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
- 4) We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
- 5) We also confirm that we will send the price confirmation & break up of our quoted price if any within 24 hour of the completion of the reverse auction.
- 6) We hereby confirm that we will honour the bid placed by us during the auction process failing which, NEEPCO may debar us from participating in future tenders

With regards

Signature with company seal

Date:

Name –

Company / Organization –

Designation within Company/organization

Address of Company / Organization –

Annexure-II

**Price Confirmation
(In Company's Letter Head)**

To,

**The Executive Director
C&P Wing
NEEPCO LTD.
Brookland Compound,
Lower New Colony,
Shilling-793003
Email id: contract@neepco.co.in**

Sub: **Final price quoted during reverse auction against NIB No.....Dtd.....**

Ref: **1. Reverse Auction dt.**

2. Our Offer No. _____ Dt. Against NIB No.

Dear Sir,

We confirm that we have quoted.....(..... in words).....) as
our final price for total quantity /scope of tender during the Reverse Auction conducted on

The following break up price schedules duly signed and sealed are attached herewith.

1.

Thanking you and looking forward to the valuable order from NEEPCO.

Yours sincerely,

Signature

For _____

Name:
Company:
Date:
Seal: