

<p>ಕೆಐಒಸಿಎಲ್ ಲಿಮಿಟೆಡ್ (ಭಾರತ ಸರ್ಕಾರದ ಉದ್ಯಮ) ಎರಡನೇ ಹಂತ, ಕೋರಮಂಗಲ, ಸರ್ಜಾಪುರ ರೋಡ್, ಬೆಂಗಳೂರು- ೫೬೦ ೦೩೪ ಖರೀದಿ ಇಲಾಖೆಯು ದೂರವಾಣಿ: ೦೮೦-೨೫೫೩೧೪೬೧-೭೦ ಇಮೇಲ್: bpurchase@kioclltd.com ಫ್ಯಾಕ್ಸ್: ೦೮೦-೨೫೫೩೧೪೬೧/೨೫೬೩೦೯೮೪ ವೆಬ್‌ಸೈಟ್: www.kioclltd.in</p>	<p>केअइओसीएल लिमिटेड (भारत सरकार का एक उद्यम) II ब्लॉक कोरामंगला, सरजापुर रोड बैंगलूर-560 034 क्रय विभाग टेलिफोन: ०८०- २५५३१४६१ - ७० ईमैल: bpurchase@kioclltd.com फैक्स: ०८०-२५५३२१५३/२५६३०९८४ वेबसाइट: www.kioclltd.in</p>	<p>KIOCL LIMITED (A Government of India Enterprise) II Block, Koaramangala, Sarjapura Road Bangalore - 560 034 PURCHASE DEPARTMENT Telephone: 080 - 25531461 to 70 Email: bpurchase@kioclltd.com Fax: 080 - 25532153/25630984 Website: www.kioclltd.in</p>	 <p>KUDREMUKH ಐಎಸ್ಒ 9001, 14001 ಮತ್ತು ಓಹೆಸ್‌ಎಸ್‌ಐಎಸ್ 18001 ಸಂಸ್ಥೆ अई एस ओ 9001, 14001 तथा ओएचएसएस 18001 कम्पनी ISO 9001, 14001 & OHSAS 18001 COMPANY</p>
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E-PROCUREMENT PROCEDURE

I) Process of E-tender:

- A) Registration:** The process involves vendors registration with MSTC Limited e-procurement portal (www. mstcecommerce.com) which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a Personal Computer connected with Internet. MSTC Ltd is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE:THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON- LINE AT <http://www.mstcecommerce.com/eprochome/kiocl/>

- Vendors are required to register themselves online with <http://www.mstcecommerce.com/eprochome/kiocl/> → Register as Vendor (Vendors) Filling up details and creating own user id and password → Submit.
- Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form.

In case of any clarification, please contact MSTC Limited, (before the scheduled time of the e- tender).

Contact Persons at MSTC Ltd are as under

Shriyansh Jain	J.Damodaran
Email: sjain@mstcindia.co.in	Email: jdmodaran@mstcindia.co.in
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B) System Requirement:

- Windows 98 /XP-SP3 & above/Windows 7 Operating System
- IE-7 and above Internet browser
- Signing type digital signature - Class 3.
- JRE 8 update 144 and above software to be downloaded and installed in the system.
- To enable ALL active X controls and disable “use pop up blocker” under Tools → Internet Options → custom level

FOR DETAILS PLEASE GO THROUGH THE VENDOR GUIDE AND THE VIDEO UNDER “VIEW VIDEO” LINK AT www.mstcecommerce.com/eprochome

- **Vendor Guide**[Link](http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf)<http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf>.
- **Video**
[Link](http://www.mstcecommerce.com/auctionhome/RenderFileViewVideo.jsp?file=IE-Configuration.mp4)[.http://www.mstcecommerce.com/auctionhome/RenderFileViewVideo.jsp?file=IE- Configuration.mp4](http://www.mstcecommerce.com/auctionhome/RenderFileViewVideo.jsp?file=IE-Configuration.mp4)

- 1) The Bidders are advised to offer their most competitive prices while submitting the price bid.
- 2) All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.
- 3) Bidders are instructed to use *Attach Documents* through the attach document button present under event number selected. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.
- 4) For further assistance please follow instruction of vendor guide <http://www.mstcecommerce.com/eprochome/UserManualVendor.pdf>
- 5) All notices and correspondence to the bidder(s) shall be sent through email during the process till finalization of tender by KIOCL Ltd. Hence the bidders are required to ensure that their email I.D provided is valid and updated at the stage of registration of vendor. Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).
- 6) Please note that there is no provision to take out the list of parties who are downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the bidders.
- 7) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to bidders who have downloaded the documents from web site. Please see website www.mstcecommerce.com/eprochome/kiocl of MSTC Ltd. or www.kiocltd.in of KIOCL Ltd.
- 8) E-tender cannot be accessed after the due date and time mentioned in NIT.
- 9) Bidding in e-tender:
 - a) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid
 - b) The bidder(s) can submit their Techno Commercial Bids and Price Bid through internet in MSTC Ltd website www.mstcecommerce.com/eprochome/kiocl→ Vendor Login → My menu→ Auction Floor Manager→ live event →Selection of the live event→ Techno Commercial Bid.
 - c) The bidder should allow to run an application namely enApple by accepting the risk and clicking on run. This exercise has to be done twice immediately after clicking on the Techno- Commercial bid. If this application is not run then the bidders will not be able to save/submit his/her bid.
 - d) After filling the Techno-Commercial Bid, bidders should click, save for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then bidders should click on “save” to record their

price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidders can click on the “Submit” button to register their bid

NOTE: - The Techno-Commercial Bid & price bid cannot be revised once the submit button has been clicked by the bidders.

- e) In all cases, bidders should use their own ID and Password along with Digital Signature at the time of submission of their bid.
 - f) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
 - g) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
 - h) All electronic bids submitted during the e-tender process shall be legally binding on the bidders. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by KIOCL Ltd will form a binding contract between KIOCL Ltd and the Bidder for execution of work. Such successful bidder shall be called hereafter Contractor.
 - i) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
 - j) KIOCL Ltd reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
 - k) No deviation in the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions of the tender.
 - l) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.
- 10) Any order resulting from this e-tender shall be governed by the terms and conditions mentioned therein as well as in the tender document.
 - 11) After submitting online bid, the bidder cannot access the tender, once it has been submitted with digital signature
 - 12) The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
 - 13) The bid will be evaluated based on the filled-in technical & commercial formats.

ANNEXURE-V
BUSINESS RULES FOR e-REVERSE AUCTION

KIOCL shall finalize the procurement of the item against this tender through e-reverse auction mode. KIOCL has made arrangement with M/s. MSTC Ltd who shall be KIOCL's authorized service provider for the same. Please go through the guidelines given below and submit your acceptance to the same along with your Techno-Commercial Bid.

- 1) Computerized e-reverse auction shall be conducted by KIOCL, on pre-specified date, while the vendors shall be quoting from their own offices/ place of their choice. Internet connectivity shall have to be ensured by vendors themselves. Failure of power at the premises of vendors 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 neither KIOCL nor M/s. MSTC is responsible for such eventualities.
- 2) On request, M/s. MSTC shall arrange to train your nominated person(s), without any cost to you. They shall also explain you, all the rules related to the e-reverse auction to be adopted along with tender.
- 3) UNIT OF MEASUREMENT in **XX** and BIDDING CURRENCY: **Indian Rupees**.
- 4) BID PRICE: **XXXX** Basis excluding Taxes and Duties.
- 5) The technical & commercial terms are as per KIOCL **Tender No. KIOCL/XXX/XXXXX**
- 6) VALIDITY OF BIDS: The Bid price shall be firm specified in the tender document and shall not be subjected any change whatsoever.
- 7) **The detailed process for e-reverse auction is explained below:**

The computer screen will display Start Bid Price and which shall be visible to the all vendors. You will be required to start bidding after announcement of Start Bid Price and decrement amount. Also, please note that the start price of an item in e-reverse auction is open to all the participating bidders. Any bidder can start bidding, in the e-reverse auction, from the start bid price itself. If the start bid price is your own price, you still need to bid in the e- reverse auction. Also, please note that the first online bid that comes in the system during the e-reverse auction should be lesser than the auction's start bid price by one decrement or should be lesser than the auction's start bid price by multiples of decrement and so on.

- a) e-Reverse (no ties) Auction shall be for a period of one hour. If a bidder places a bid in the last 5 minutes of closing of the e-Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for 5 minutes, for the particular Event/Lot. 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. If the bid does not get accepted, 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 e-Reverse Auction, the auction shall get closed automatically without any extension. However, the 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.

- b) The weightage factor (multiplication factor), bid decrement amount shall be specified by KIOCL before start of online bidding. The bidder can bid lower than the start bid price in e-reverse auction by a bid decrement or multiple of Bid decrement.
- c) The start price for the e-reverse auction is L1 price arrived based on the evaluation and comparison of bids as mentioned above.
- d) Bidder will be able to view the following on your screen along with the necessary fields in the English Reverse (no ties) {Reverse Auction}:
 - i). Leading Bid in the Auction
 - ii). Bid Placed by you
 - iii). Your Own Rank
 - iv). Start Bid Price & Bid Decrement value.
- e) After the completion of e- Reverse (no ties), the Closing Price (CP) shall be available.
- f) Final price received from bidder will be taken as an offer to supply as per terms and conditions of tender document. Bids once made by the bidders, cannot be cancelled / withdrawn.
- g) During the e-reverse auction, if no bid is received in the auction system/website within the specified time duration, then KIOCL, at its discretion, may scrap the e-reverse auction process and considered sealed price bids of all technically and commercially acceptable bidders submitted earlier along with techno-commercial bids.
- h) KIOCL's decision on award of Contract shall be final and binding on all the Bidders. KIOCL shall be at liberty to cancel the reverse auction process / tender at any time, before ordering, without assigning any reason. KIOCL shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.