ONGC SRM Live Auction Cockpit help guide for vendors

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Introduction

ONGC has introduced Reverse auction in e-tendering .This document contains Instructions for suppliers to login to the ONGC hosted live auction system along with the sample screens and explanation of the various features and functions.

All bidders participating in the Live Auction process are required to submit pricing electronically during a specified time frame. All prices submitted during the auction shall constitute valid and binding offers.

The auction format allows suppliers to see their price submittals and their rank against those of other suppliers, and provides the opportunity for suppliers to improve their rank by reducing their prices.

The identity of all participating suppliers will not be revealed to other suppliers and ONGC throughout the online auction. A minimum bid decrement will be pre set by the system administrator and the suppliers will be able to see the value of the bid decrement in their cockpit. The system will NOT accept a bid if the minimum bid decrement in not met. The auction will automatically be extended for a period of 5/10 minutes when there is change in L1 price in the last 3 minutes of the auction. The live auction cockpit will refresh whenever any bidder submits a bid. It will update the rank of the bidder, the new lowest bid and the bid decrement required for the next lowest bid.

The auction will be hosted and operated by ONGC.

Set up Requirements

Use the following URL for JRE download: Java Runtime Environment 1.3 or later. You can find Sun's Java <u>here</u> (*http://java.com/download/*).

Or from appropriate SUN- Java URL.

Recommended browser is Microsoft IE 6.0 or above.

All participating suppliers will access a secure system via the internet from their own computer. A PC/laptop with a web browser and broadband or fast internet access are required to access and use this system.

Login Procedure: Use your Portal User ID and Password to log in. The Password is case sensitive. The password is invalidated after 3 (three) failed attempts to log on the portal. Only the ONGC system Administrator can unlock or reset the password.

Only the authorized representative of the Supplier will be able to participate/bid in the live auction.

Opening of more than one session from the same user Id, will result in disconnection of the earlier session.

HELP GUIDE FOR AUCTION

• Open the site <u>https://etender.ongc.co.in</u>



• This takes you to screen below:

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• New screen with the auction details is opened as shown below.

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- The auction no. and the details will be visible now.
- The item details can be seen when clicked on items tab. Notes and attachment tab gives the detail of auction text and condition of participation.

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• Click on the Live Auction tab as shown in the screen.

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• This takes you to a screen where it asks for confirmation of acceptance of terms and conditions. The Java applet starts and the following window can be seen:

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In case of the Foreign Vendor, the currency in which he has to participate and exchange rate will be visible.



- When the Live Auction Cockpit opens, there are three sections of the screen.
 - 1. List of items for Auction
 - 2. History of the Bids entered by you with time stamp
 - 3. Chat and system messages.

Using the mouse pull down the various parts for easy viewing. For logging in the auction you need to enter your price at least once under the bid price field. After you enter the price then only rank and best bid price will be visible.

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Once you enter your start price in the column called "Bid Price" and click on submit, a Pop up window as shown below appears, for confirming the price you have entered and asks do you want to continue?. Click on yes.

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The auction will get extended by five minutes automatically if the L1 position gets changed in the last three minutes.

The auction for all the items will end on reaching the end time. If the tender committee has decided to set the cascading closing of auction which is having three or more items then the auction for each item will close in a sequence after a time gap of 5 or 10 minutes i.e. bidding for item 2 will stop after 5 /10 minutes after stopping of auction for item 1. Similarly bidding for item 3 will stop after 5/10 minutes 5/10 minutes of stopping of auction for item 2.