

## **KSEB SOURA - Tender Process**

The SOURA Tender e-procurement project will be conducted in 04 Phases as below.

- a) Tender
- b) Reverse auction
- c) L1 Matching
- d) Bucket Filling

**a) Payment:** Interested bidders have to make payment for both MSTC's Transaction fees and Tender Document Fees to KSEB.

- i) Transaction fees have to be made through SOURA portal. Bidder after logging in, can see the link 'Transaction Fee Payment'. They have to select the appropriate Event number, enter their bank details in the next page and then print the chalan. The chalan has to be taken to the bank for making payment through NEFT/RTGS mode.
- ii) Tender document Fees has to be directly deposited on KSEB's account as per NIT. After remittance of the amount, an e-mail has to be forwarded to [sourakseb@gmail.com](mailto:sourakseb@gmail.com) with the fee remittance details so that the bidder can be approved for submission of bids.

**b) Tender:**

- i) In order to reach the bid floor, following links should be clicked in the specified order: **Bid Floor**→ **Live Auctions**→**E-Tender**→**Click on the desired tender number to participate.**
- ii) Bidders must furnish all the necessary details which have been requested under Common Terms link. Only after completing this, the bidder will be able to submit the Technical Bid.
- iii) After completion of Common Terms, bidders shall proceed to Technical Bid followed by Initial Price Offer and then Final Submission should be done.
- iv) Before final submission, the bidders can update/change the EMD/Technical/Initial Price Offer.

**Common Terms**→ **Technical Bid** →**Initial Price Offer**→ **Final Submission**

- v) After final submission, the bid status will be displayed as Bid Submitted.
- vi) Delete Bid option – If bidder deletes the bid, the bid will not be considered for evaluation. However the bidder will get further opportunity to save and submit the bid before the event close time.

- vii) Withdraw Bid option – If bidder withdraws the bid, the bid will not be considered for evaluation and the **bidder will not get further opportunity** to submit the bid.

**c) Reverse Auction:**

- i) Only qualified bidders as per the Tender Document will be able to participate in the Reverse Auction.
- ii) Shortlisted Bidders shall proceed to click on the Bid Floor option in the Homepage.

**Bid Floor→ Live Auctions→Reverse Auction→Click on the desired Reverse Auction number to participate.**

- iii) The Bidders will be able to enter the RA Bid price and RA Bid quantity only.
- iv) In case, if KSEB limits Bid quantity as per the eligible capacity, then the bidders will not be able to modify the bid quantity.
- v) In case, if KSEB enhances Bid quantity as per the eligible capacity then the bidders will be able to increase their bid quantity only if Residue EMD is available.
- vi) At any point bidders can decrease the RA Bid price and/or increase the RA bid quantity (if applicable).
- vii) At any point bidders cannot increase the RA Bid quantity alone by keeping RA bid price constant.

**d) L1 Matching :**

At the end of Reverse Auction, L1 matching phase will follow for 30 minutes. The bidders will have the opportunity to match the L1 rates. The Bid Quantity cannot be modified during L1 matching phase. Bidder should stay in the bid floor after completion of Reverse auction to visualize the L1 matching screen. If the bidders logs out and returns after the window of 30 minutes for L1 matching stage is over, then they won't be able to register their input. In case bidder clicks 'No' in the L1 matching phase or doesn't submit any input, his bid during the Reverse auction will be considered as final for Bucket filling stage.

**e) Bucket Filling:**

- i) After L1 matching phase, the system will proceed to Bucket Filling phase automatically. The methodology of allocation during Bucket Filling as follows.

- a. 1<sup>st</sup> priority will be give to L1 Bidder, followed by L2, L3, L4 and so on subjected to the availability of bid quantity.
- b. Same Price Bid Scenarios:
  1. **Scenario 1:** If no bid is made during the Reverse Auction, the time of Bid Submission during the Tender Phase will be considered for evaluation.
  2. **Scenario 2:** If multiple bidders quote the same price during Reverse Auction and /or when they give their consent for L1 Match, priority will be given to the bidder based on the time of the bid submission during Reverse Auction/L1 Match.
- ii) In short, throughout the bidding process the bid price is given top priority followed by time of submission of bid in case price of two or more bidders become same. Bid Quantity does not have any significance in the entire process.

**Sd/-**  
**STATE NODAL OFFICER,**  
**SOURA PROJECT**