



# HOW TO PARTICIPATE IN A REVERSE AUCTION AND GENERAL RULES

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## ABSTRACT

A Step-by-Step Approach on How to Participate in a Reverse Auction Bid invited by your customer and General Rules.

Procur[E]ngine Team

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### Prerequisites

1. Please ensure you are using latest version of Google Chrome, Internet Explorer, Mozilla Firefox or Safari.

(Recommended: Google Chrome latest version). You may Download the latest version of Google Chrome by visiting <https://www.google.co.in/intl/en/chrome>

2. Please check your internet connectivity. Good internet connection is required for best user experience.

### Start Participation Reverse Auction Bid

#### Step 1:

You would have received an email on your registered email id from the customer from the email id: [aptagile@gmail.com](mailto:aptagile@gmail.com) (please check your spam folder if you are not able to locate it and mark the email id as safe.

The person who is registered to run the Reverse Auction will get an email alert, which will have the **complete details of the reverse auction, with login id, password** and other details.

The email will look like as under:

RA- 2279: AgileApt solutions: 10/01/2021: Test RA for Excel Upload 10012021 V2
Inbox x

ProcurEngine Mail  
to a1

NOTE : THIS IS AN AUTO-GENERATED MAIL . PLEASE DO NOT REPLY.

Dear Person A,  
Vendor A

A new bid is invited against subject mentioned below and reference documents are available on Sourcing Portal.

Bid Subject	Test RA for Excel Upload 10012021 V2
Bid Details	Test RA for Excel Upload 10012021 V2
Bid Date	10/01/2021
Bid Time	12:15 PM
Bid Duration	10 mins
Event ID	RA-2279

Your User ID for this bid is [a1@gmail1.com](mailto:a1@gmail1.com)  
Your Password for this bid is

Please participate by using link [Sourcing Portal](#) on scheduled date and time.

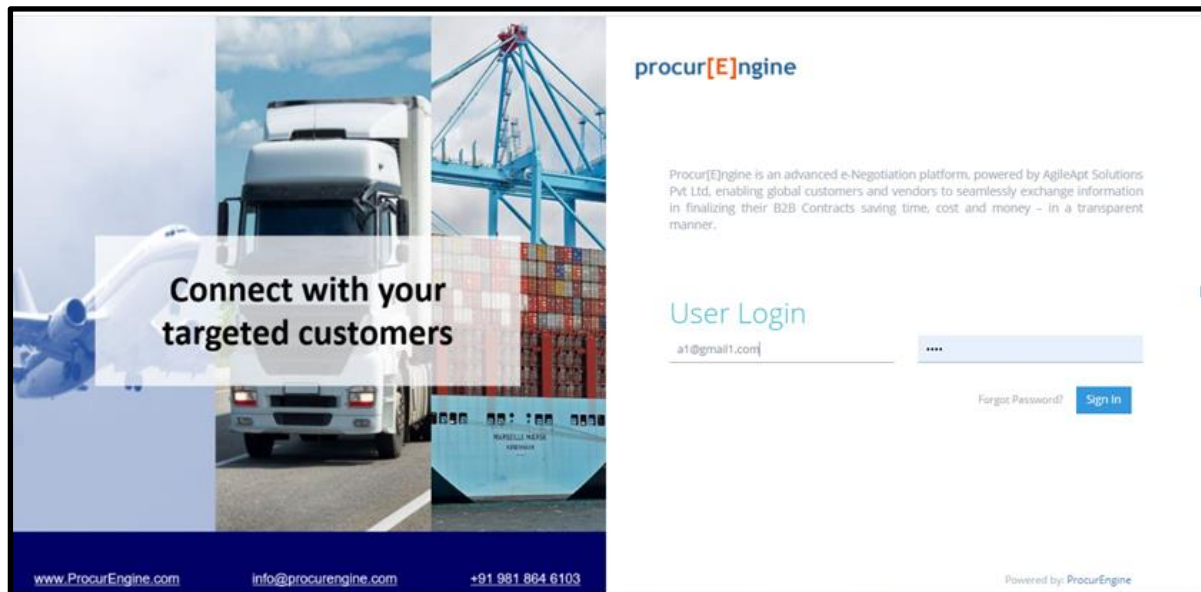
Please click [How to participate](#) link to see user manual.

Please [Click to see Terms and Conditions](#).

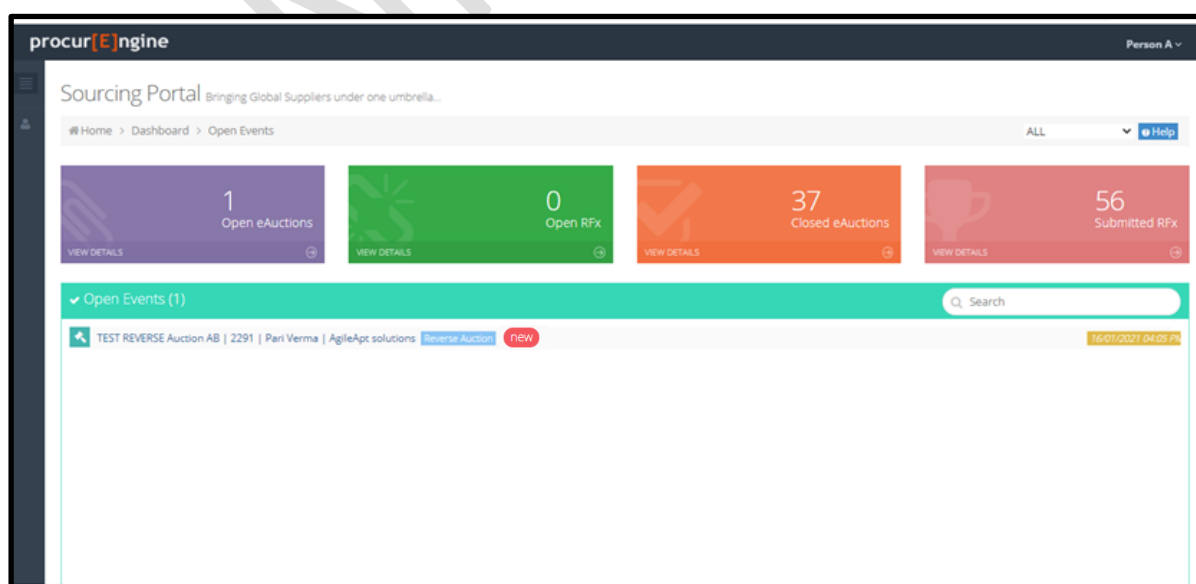
### Step 2:

Click on the **Sourcing Portal** link given in your invitation email sent to the registered user which says “Please participate by using link [Sourcing Portal](https://www.procurengine.com/vendor) on scheduled date and time” (it is <https://www.procurengine.com/vendor>) to access our sourcing portal. We recommend visiting portal with provided user id and password well in advance to read terms & conditions, documents (if applicable).

Upon clicking the [Sourcing Portal](#) the following login screen will appear:



Once you login the following home screen will appear, highlighting **new** against the new event for which you are invited.



### **Step 3:**

Once you click on this new event you you will be directed to accept “Bid Terms and Conditions” of the Reverse Auction event.

The screenshot shows the 'procur[E]ngine Sourcing Portal' interface. A modal titled 'Bid Terms & Conditions' is displayed over the main content. The modal includes the following details:

- Event ID:** 2291
- Bid Subject:** TEST REVERSE Auction AB
- Bid Details:** YOUR ACCEPTANCE TO PARTICIPATE IN THE AUCTION IS AUTOMATIC ACCEPTANCE TO THE PRE BID AGREEMENT/SPECIAL CONDITIONS OF THE CONTRACT ATTACHED HERewith
- Bid Date:** 16/01/2021
- Bid Time:** 04:05 PM
- Bid Type:** Reverse Auction
- Bid For:** Price
- Bid Duration:** 30
- Currency:** INR

Below the details, there is a checkbox for 'I accept the above Bid Details and agree to participate in this bid as per above terms.' and a yellow 'Continue' button.

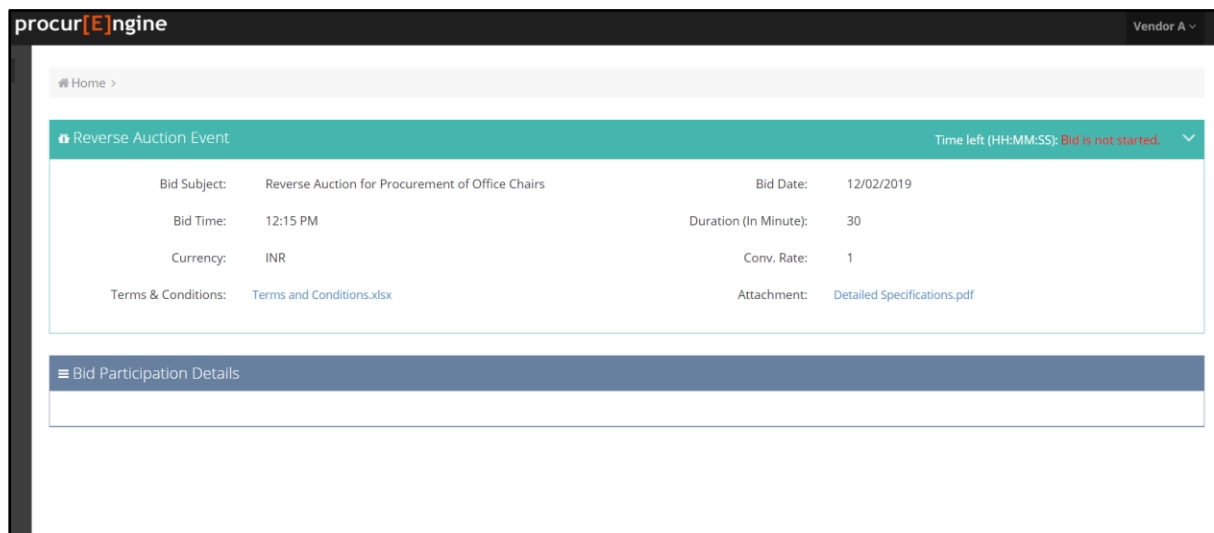
Please study the same and give your acceptance by checking the box and press **Continue**.

This close-up view of the modal highlights the acceptance step. A red circle is drawn around the checkbox for 'I accept the above Bid Details and agree to participate in this bid as per above terms.' Another red circle is drawn around the yellow 'Continue' button. Red arrows indicate the flow from the checkbox to the 'Continue' button. The background shows a blurred view of the auction details.

**Step 4:**

It is important that you log in well in advance of the specified time of the reverse auction. This will enable you getting complete details of the auction well in advance for better participation.

Upon accepting bid conditions, your home screen dash board will appear as under (if Reverse Auction has not started):

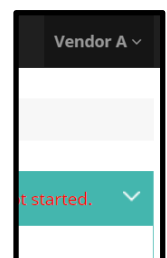
**Step 5:**

Please download and study the attachments given in the bid. One attachment gives the complete **terms and conditions** of bid. The customer may have attached (optional) other details as may be required for the bid like product specifications etc.

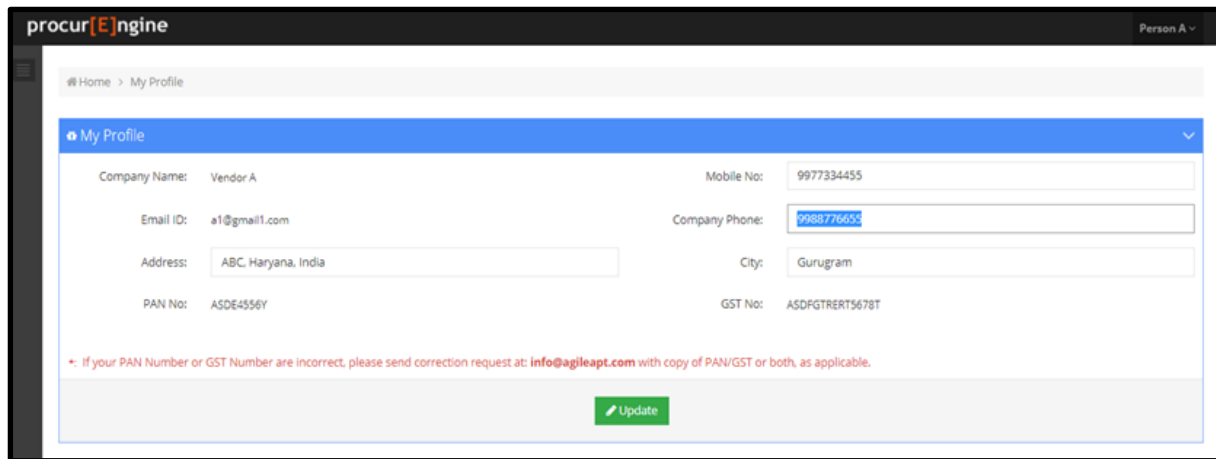
Please carefully study the attachments.

**Step 6:**

You may also check if your company details are correctly filled in the in the sourcing portal by clicking right hand top panel. You can also **change your password from here**.



The following screen will appear. You can update your mobile number, Company phone, Address and City yourself. For rest of the corrections, please contact your customer RA administrator or send an email at [info@agileapt.com](mailto:info@agileapt.com).



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Person A

Home > My Profile

**My Profile**

Company Name: Vendor A Mobile No: 9977334455

Email ID: a1@gmail1.com Company Phone: 9988776655

Address: ABC, Haryana, India City: Gurugram

PAN No: ASDE4556Y GST No: ASDFGTRERT5678T

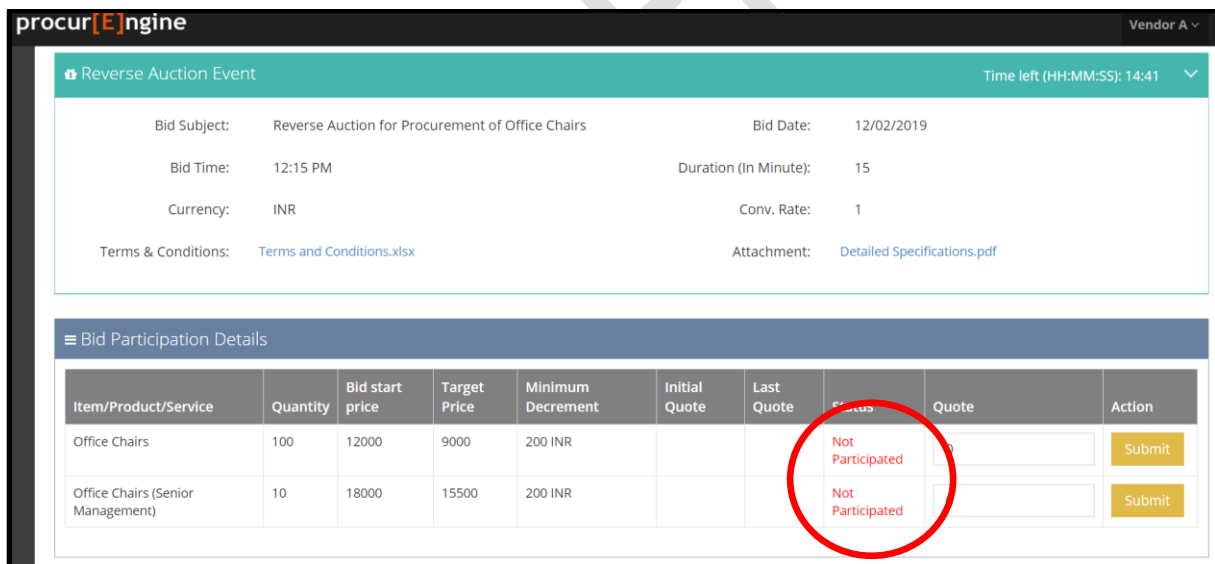
\* If your PAN Number or GST Number are incorrect, please send correction request at: [info@agileapt.com](mailto:info@agileapt.com) with copy of PAN/GST or both, as applicable.

Update

### Step 7:

Please login at the specified time of the bid. In case the bid is not started, you will be indicated that.

**Please refresh your screen** upon start of the time. The following screen will appear upon start of bidding:



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Vendor A

**Reverse Auction Event** Time left (HH:MM:SS): 14:41

Bid Subject: Reverse Auction for Procurement of Office Chairs Bid Date: 12/02/2019

Bid Time: 12:15 PM Duration (In Minute): 15

Currency: INR Conv. Rate: 1

Terms & Conditions: [Terms and Conditions.xlsx](#) Attachment: [Detailed Specifications.pdf](#)

**Bid Participation Details**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR			Not Participated		Submit
Office Chairs (Senior Management)	10	18000	15500	200 INR			Not Participated		Submit

Once you submit your initial price, the dash board will show your ranking in the bid. The rank may change as other bidders start quoting their prices. **You will not be required to refresh your screen once the bidding has started.**

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Vendor A

Home >

Reverse Auction Event

Time left (HH:MM:SS): 10:35

Bid Subject: Reverse Auction for Procurement of Office Chairs

Bid Date: 12/02/2019

Bid Time: 12:15 PM

Duration (In Minute): 15

Currency: INR

Conv. Rate: 1

Terms & Conditions: [Terms and Conditions.xlsx](#)

Attachment: [Detailed Specifications.pdf](#)

Bid Participation Details

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	11400	L1	11400	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

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Vendor A

Home >

Reverse Auction Event

Time left (HH:MM:SS): 09:59

Bid Subject: Reverse Auction for Procurement of Office Chairs

Bid Date: 12/02/2019

Bid Time: 12:15 PM

Duration (In Minute): 15

Currency: INR

Conv. Rate: 1

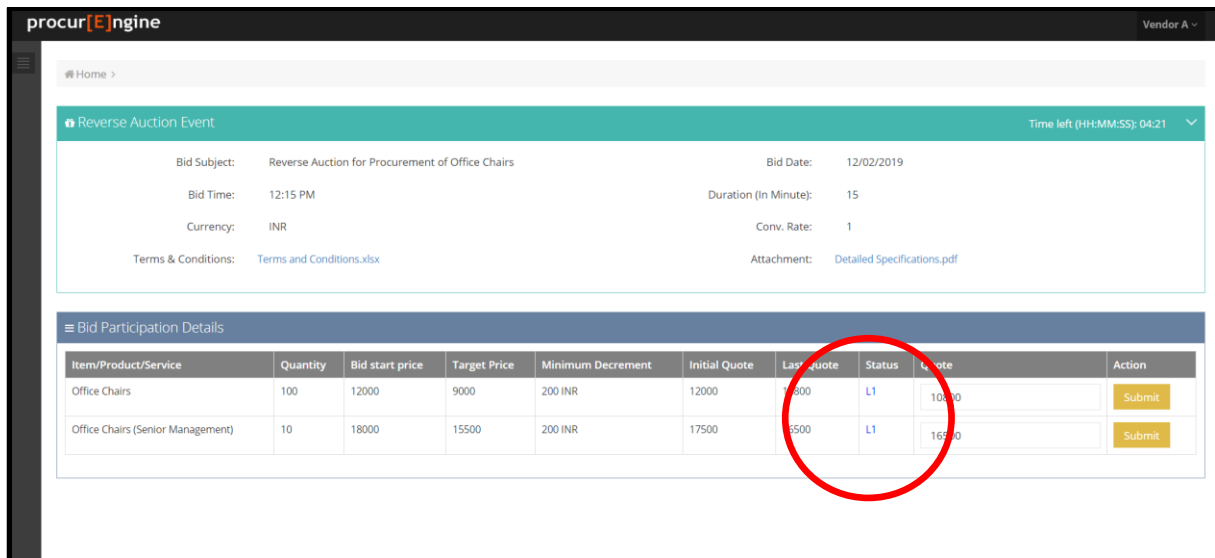
Terms & Conditions: [Terms and Conditions.xlsx](#)

Attachment: [Detailed Specifications.pdf](#)

Bid Participation Details

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	11400	Not L1	11400	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

Please Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as "L1" else "Not L1".



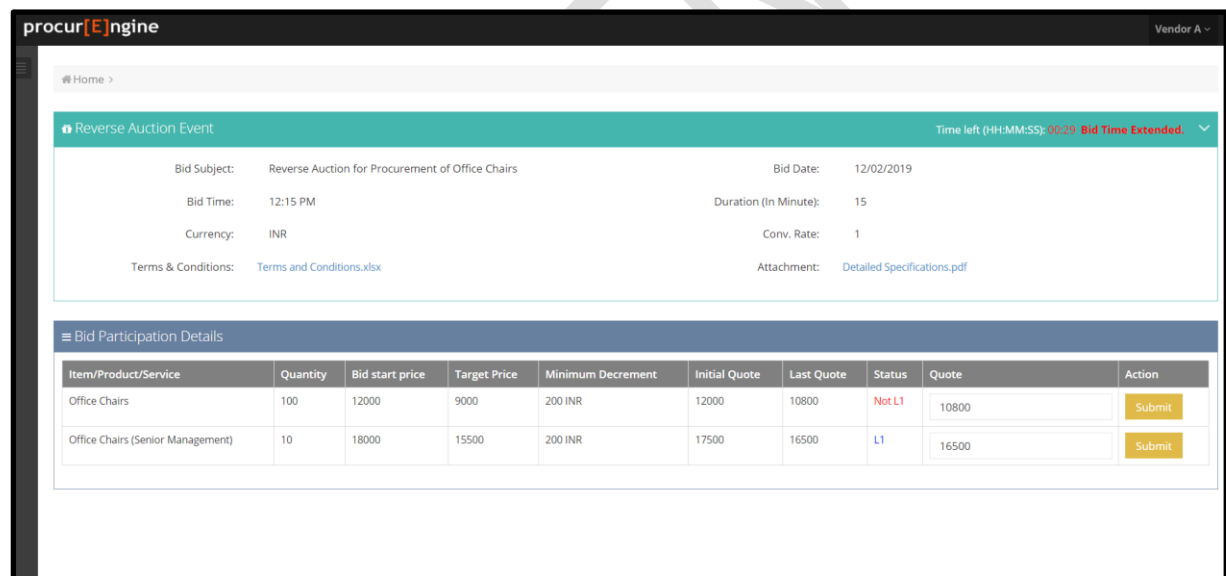
**Reverse Auction Event** Time left (HH:MM:SS): 04:21

Bid Subject: Reverse Auction for Procurement of Office Chairs  
 Bid Date: 12/02/2019  
 Bid Time: 12:15 PM  
 Duration (In Minute): 15  
 Currency: INR  
 Conv. Rate: 1  
 Terms & Conditions: [Terms and Conditions.xlsx](#)  
 Attachment: [Detailed Specifications.pdf](#)

**Bid Participation Details**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	10800	L1	10800	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

You can reduce your bid in steps. Your next allowed next step should be lower than the current bid by **minimum decrement as indicated in your dash board**. The bid decrement can be price or in percentage. Please do check this carefully at the time of bidding.



**Reverse Auction Event** Time left (HH:MM:SS): 00:29 **Bid Time Extended.**

Bid Subject: Reverse Auction for Procurement of Office Chairs  
 Bid Date: 12/02/2019  
 Bid Time: 12:15 PM  
 Duration (In Minute): 15  
 Currency: INR  
 Conv. Rate: 1  
 Terms & Conditions: [Terms and Conditions.xlsx](#)  
 Attachment: [Detailed Specifications.pdf](#)

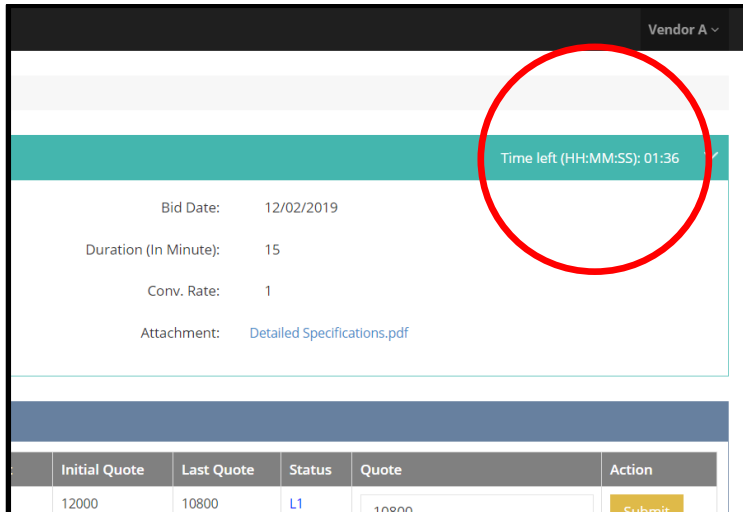
**Bid Participation Details**

Item/Product/Service	Quantity	Bid start price	Target Price	Minimum Decrement	Initial Quote	Last Quote	Status	Quote	Action
Office Chairs	100	12000	9000	200 INR	12000	10800	Not L1	10800	<a href="#">Submit</a>
Office Chairs (Senior Management)	10	18000	15500	200 INR	17500	16500	L1	16500	<a href="#">Submit</a>

### Step 8:

The bid may extend based on certain bidding patterns. Please note that if there is **any bid** received in last one minute, the bid time will automatically get extended by 2 minutes to give fair opportunity to all. Hence avoid quoting your best price at last moment.





Vendor A ▾

Time left (HH:MM:SS): 01:36

Bid Date: 12/02/2019

Duration (In Minute): 15

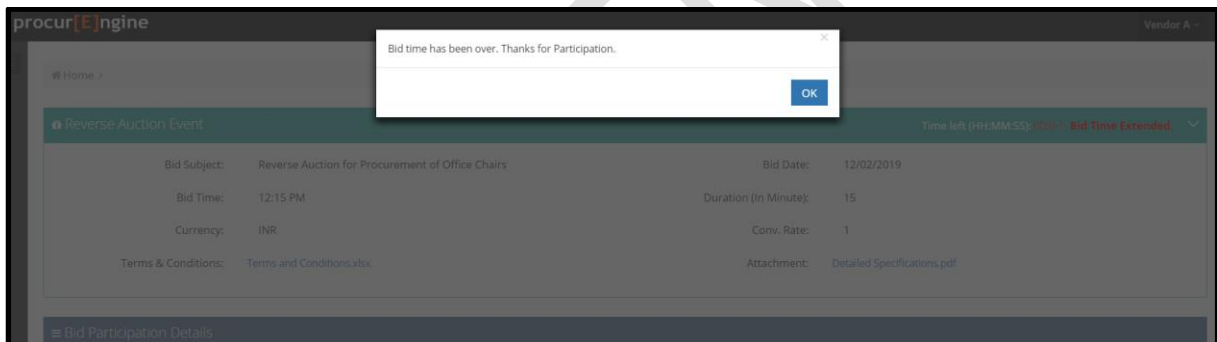
Conv. Rate: 1

Attachment: [Detailed Specifications.pdf](#)

Initial Quote	Last Quote	Status	Quote	Action
12000	10800	L1	10800	<a href="#">Submit</a>

### Step 9:

Once bid time is over you will be automatically logged off from system. Your customer will contact you for further discussions.



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Bid time has been over. Thanks for Participation.

OK

Reverse Auction Event

Time left (HH:MM:SS): 00:00 - Bid Time Extended ▾

Bid Subject: Reverse Auction for Procurement of Office Chairs

Bid Date: 12/02/2019

Bid Time: 12:15 PM

Duration (In Minute): 15

Currency: INR

Conv. Rate: 1

Terms & Conditions: [Terms and Conditions.xlsx](#)

Attachment: [Detailed Specifications.pdf](#)

Bid Participation Details

Upon logging out, you will be able to see previously bid e-Auctions in the section **Closed e-Auctions**.

### General Rules of Reverse-Auctions:

1. Your participation in the Reverse-Auction is your deemed acceptance to the General Rules of the Reverse Auction, Special Conditions of Contract, LD clause, General and Commercial Terms attached/mentioned in the e-Auction. There are no deviations allowed.

However, your customer reserves the right to accept specific deviations. Please contact your customer's e-Auction administration (the person who has configured the e-Auction) to get email acceptance to your proposed deviation before the start of the Reverse Auction.

2. The Bidding Currency is as mentioned in the e-Auction.
  3. This bidding is formal business negotiation process between the customer and the vendor. The bid of the bidder will be considered to be a formal offer to sell. The bidder is bound to sell the material as mentioned above at the price that they bid – irrespective to whether they are L1 or Not L1.
  4. The Reverse Auction will be conducted on the scheduled date and time mentioned in the Reverse Auction invitation email. Should there be any change in Reverse Auction schedule, the bidders will be formally notified for the same.
  5. **Start or Ceiling Price:** The e-Auction may have a line-item wise Start Price – which is the maximum acceptable price or the ceiling price of that item. If the Start Price is visible on the screen, the bidders can put their initial bid equal to or less than the indicated start price. In case Start Price is **not disclosed**, vendors can start bidding from price of their choice.
  6. During the e-Auction, the bidders can reduce their prices as many times as they wish. Bids once made by the bidder cannot be cancelled. Also, the bidders can not quote higher price than their previously quoted bid.
  7. **Bid Decrement:** The minimum decrement is the minimum amount, by which the bidders have to compulsorily reduce price for their next bid from their **own current bid**. E.g. if a bidder has quoted Rs. 100 and bid decrement is Re 1, the next valid bid would be maximum Rs. 99. **However, the bidder can quote any amount lower than Rs. 99. So in this example, Rs. 98, Rs. 98.50, Rs. 95, Rs. 98.90 are valid bids.** However, Rs. 99.50 is not a valid bid (as it has not been reduced by minimum decrement of Re. 1)
- The Bid Decrement is only calculated from your own bid not from the L1 bid (if displayed).**
8. **Price Quoted by other bidders:** The system does not accept same price being quoted by two vendors. So, if you quote a price, which has been previously quoted by any other vendor, the system will not accept that bid. Please revise your price and re-submit your quote.
  9. The customer may choose to display or hide the ongoing **L1 price** (Live Lowest Bidded Price) any time during the bidding to all bidders for better participation. Please be attentive during the bidding.
  10. The L1 rank will be displayed line item-wise.
  11. At the end of the Reverse Auction event, you will be shown if finally, you are L1 (the lowest bidder) or not. Please ensure you are logged in at the time of e-Auction finishing. Being L1 may not ensure winner.

12. At the end of the e-Auction, the customer will evaluate all the bids submitted and will decide upon the winner(s), if any. The customer may re-negotiate prices with bidders after e-Auctions in case Reverse Auction results are not satisfactory.
13. The customer is the final decision maker about the winner and reserves the rights to split the order between participants based on price competitiveness, past performance, availability and lead time for supply.
14. The bid may extend based on certain system-driven bidding patterns. Please note that if there is **any bid** received in last one minute, the bid time will automatically get extended by 2 minutes to give fair opportunity to all. Hence avoid quoting your best price at the last moment.
15. 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 e-Auction cannot be extended and the customer is not responsible for such eventualities.
16. Bidders' authorised person, who are participating are advised to get fully trained and clear all their doubts such as Quantity being auctioned, value being auctioned, UOM, delivery schedule etc.
17. The customer reserves the rights to cancel/re-schedule/extend the Reverse Auction at any time, before placing the formal Purchase Order, without assigning any reason.
18. The Bidder shall not divulge either his/her Bids or any other exclusive details to any other party, including other bidders in e-Auction or any other entity at any point – before, during or after the e-Auction.
19. If the Bidder or any of his representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, the customer reserves the right to blacklist the concerned bidder/s and / or cancel the e-Auction.
20. The e-Auction bidding is the process formal negotiation between buyer and seller as per rules set.

**End of Document**

**Please contact with ProcurEngine Team at  
+91 98186 46103 for any assistance**