

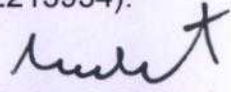
Govt. of NCT of Delhi  
**DEPARTMENT OF INFORMATION TECHNOLOGY**  
9<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi.

No.F.10(133)/2009/IT/ 7462

Dated: 30.11.2009

**CIRCULAR**

1. Around 14000 tenders have been floated by various Departments/Corporations of Government of NCT of Delhi through e-Procurement Platform on e-tendering module of DGS&D being implemented in Government of NCT of Delhi since November 2008.
2. **e-Auction** Module has now been launched on the same e-Procurement Platform to bring an unprecedented level of profitability, control and simplicity to the procurement and liquidation processes in real time pricing.
3. **e-Auction** is easy-to-use web-based solutions for conducting dynamic exchanges in an online environment.
4. **e-Auction** provides administrative capabilities to control the data and the bidding process and helps organizations in achieving a dramatic reduction of purchasing cost and increased profitability.
5. It enables businesses to conduct online dynamic exchanges of products and services with their suppliers, channel partners and customers.
6. **The guidelines for implementation of e-Auction are enclosed herewith.**
7. All the Departments are requested to use **e-Auction** Module in all auctions to be conducted henceforth.
8. For any clarification, they may contact Shri Vivek Mittal, Manager (Projects), Department of Information Technology, GNCTD (Tel. No. 23392457, Mb. 98682085508) or Shri Karuppiyah, Director, DGS&D (Mb. 9312215954).

  
**(Rakesh Mehta)**

Chief Secretary, Delhi

All Principal Secretaries/Secretaries/  
Head of Departments of  
Govt. of NCT of Delhi,  
Autonomous/Local Bodies.

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**Business Rule for the sale of \_\_\_\_\_ - through Forward Auction Mode ,  
Tender enq No. ----- dtd. ----- by \_\_\_\_\_.**

<b>SELLER NAME</b>	
<b>AUCTION TO BE CONDUCTED</b>	<a href="https://auctions.c1india.com">https://auctions.c1india.com</a>
<b>DATE OF AUCTION</b>	Date Of Auction: Start Time: Close Time:
<b>DOCUMENTS ATTACHED</b>	1) BUSINESS RULES FOR FORWARD AUCTION 2) PROCESS COMPLIANCE FORM- (ANNEXURE -II) 3) CONTACT INFORMATION



**Business Rule for the sale of \_\_\_\_\_ through Forward Auction Mode , Tender enq No. ----- dtd. --  
----- by \_\_\_\_\_.**

(Department) is interested in the sale of \_\_\_\_\_ through Forward Auction mode. Delhi Govt. has made arrangement with DGS&D, who shall be Delhi Govt. authorized service provider for the same. Please go through the guidelines given below and submit your acceptance to the same.

1. Computerized forward auction shall be conducted by the department of Delhi Govt., 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 each agency themselves. In extreme case of failure of Internet connectivity, (due to unforeseen circumstances- not power failure), fax communication shall have to be made immediately. The department of Delhi Govt. may decide to extend the bidding time, at their discretion, but not as your right.
2. The department of Delhi Govt. shall arrange to demonstrate/ train your nominated person(s), without any cost to you. They shall also explain you, all the Rules related to the Forward Auction/ Business Rules Document to be adopted along with bid manual. You are required to give your compliance on it before start of bid process.
3. Price: Kindly mention the price clause for the sale of \_\_\_\_\_.
4. Quantity : Kindly mention the qty of \_\_\_\_\_ for sale
5. Kindly mention the specifications of the \_\_\_\_\_.
6. **Procedure of Forward Auctioning**
  - i. **English Forward (no ties) {Forward Auction}** : The department of Delhi Govt. will declare its **Opening Price (OP)**, which shall be visible to the all vendors during the start of the forward Auction. You shall be required to start bidding now from this Opening Price.
  - ii. The bid increment amount shall be specified by the department of Delhi Govt.. before start of bidding.
  - iii. After the completion of English Forward (no ties), the **Closing Price (CP)** shall be available.
  - iv. The ratio of CP and originally quoted price shall be applied on all elements of originally quoted prices to arrive at the final price break up.
7. Successful vendor shall be required to submit the final prices, quoted during the English Forward (no ties) in Annexure 2 Format after the completion of Auction to Delhi Govt. duly signed and stamped as token of acceptance without any new condition other than those already agreed to before start of auction.
8. English Forward (no ties) shall be for a **period of 60 minutes**. If a bidder places a Bid in the last 5 minutes of Closing of the Auction, the auction shall get extended automatically for another 5 minutes. In case, there is no Bid in the last 5 minutes of closing of Auction, the Auction shall get closed automatically without any extension.

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9. During English Forward (no ties), if no bid is received within the specified time, The department of Delhi Govt., at its discretion, may decide to revise Opening price/ scrap the forward auction process/ proceed with conventional mode of tendering.
10. Your bid will be taken as an offer to execute the work. Bids once made by you, cannot be cancelled/withdrawn and you shall be bound to execute the work as mentioned above at your final bid price. **Should you back out and not execute the contract as per the rates quoted, Department shall take action as appropriate.**
11. You shall be assigned a **Unique User Name & Password** by C1 India Pvt. Ltd. ASP DGS&D. You are advised to change the Password and edit the information in the Registration Page after the receipt of initial Password from C1 India Pvt. Ltd., to ensure confidentiality. All bids made from the Login ID given to you will be deemed to have been made by your company.
12. You shall be able to view the following on your screen along with the necessary fields in the English Forward :
  - a. Leading Bid in the Auction (only total price of package)
  - b. Bid Placed by you
  - c. Opening Price.
13. At the end of the Forward Auction, Delhi Govt. will decide upon the winner. North Crest Food, Inc. decision on the sale of Pomegranate juice shall be final and binding on all the Bidders.
14. Delhi Govt. shall be at liberty to call the highest bidder for negotiations / cancel the forward auction process / tender at any time, before ordering, without assigning any reason.
15. Delhi Govt. shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
16. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.
17. You are required to submit your acceptance to the terms/ conditions/ modality given above before participating in the forward auction.



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## 11. OTHER TERMS & CONDITIONS:

- The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
- The Bidder shall not divulge either his Bids or any other exclusive details of Delhi Govt. , to any other party.
- Delhi Govt .decision on award of Contract shall be final and binding on all the Bidders.
- Delhi Govt along with C1 India can decide to extend, reschedule or cancel any Auction. Any changes made by Delhi Govt and / or C1 India after the first posting will have to be accepted if the Bidder continues to access the site after that time.
- C1 India shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
- C1 India is not responsible for any damages, including damages that result from, but are not limited to negligence. C1 India will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.

### N.B.

- All the Bidders are required to submit the Agreement Form (Annexure- II) duly signed to C1 India Pvt.Ltd. (The Authorised service provider to DGS&D)by mention date by which you would like to get the compliance statement.. After the receipt of the Agreement Form, Log in ID & Password shall be allotted to the buyers (bidders).
- After the completion of the Auction event, all the Bidders have to submit the Price Breakup immediately to C1 India. for further proceedings.
- All bidders are required to have class IIB digital signatures
- All bidders are required to register themselves on e-Procurement portal, by making payment of Rs.6000/-(Six thousand only) plus service tax to M/s C1India Pvt Ltd

### Terms & Conditions of Forward Auction

1. **LOG IN NAME & PASSWORD:** Each Bidder is assigned a Unique User Name & Password by the department/ASP DGS&D(C1india Pvt.Ltd) The Bidders are requested to change the Password and edit the information in the Registration Page after the receipt of initial Password from C1 India Pvt. Ltd. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
2. **BIDS PLACED BY BIDDER:** The bid of the bidder will be taken to be an acceptance to buy the \_\_\_\_\_, once made by the bidder cannot be cancelled. The bidder is bound to buy the juice as mentioned above at the price that they bid. Should any bidder back out and/ or not buy the above at per the rates quoted, (Department).shall take action as appropriate.
3. **HIGHEST BID OF A BIDDER:** In case the bidder submits more than one bid, the highest bid will be considered as the bidder's final acceptance to buy the juice.
4. **AUCTION TYPE:** English (No Ties) Forward (refer Bidder Manual for details)
5. **DURATION OF AUCTION:** The duration of Auction will be for one hour (2.00 PM TO 3.00 PM) .If somebody is bidding just before 05 minutes of Auction closing the Auction will get extended for another 05 minutes. (THIS SCHEDULE IS TENTATIVE. IF ANY CHANGE IN SCHEDULE, THE SAME SHALL BE COMMUNICATED TO YOU)
6. **BID INCREMENT:** The minimum Bid increment shall be available to the Bidders at the start of the auction. The bidder can view the same by clicking on the Item details at the start of the auction. The bidder can bid higher than the highest Bid in the auction by a increment, or multiple of the minimum Bid increment.
7. **VISIBILITY TO BIDDER:** The Bidder shall be able to view the following on his screen along with the necessary fields during English Forward-NO ties Auction:
  - Leading Bid in the Auction
  - Bid Placed by him
8. **AUCTION WINNER:** At the end of the Forward Auction, Delhi Govt. will evaluate all the bids submitted and will decide upon the winner.
9. **AUTO BIDS:** Auto bidding feature is a pro-supplier feature to safe guard the supplier's interest of any Internet failure or to avoid last minute rush. The Auto Bid feature allows Bidders to place an automated bid against other Bidders in an auction and bid without having to enter a new amount each time a competing Bidder submits a new offer. The bid amount that a Bidder enters is the minimum that the Bidder is willing to offer. Here the software bids on behalf of the supplier.
  - The Auto Bid amount is the maximum amount that the Bidder is willing to offer. During the course of bidding, the Bidder cannot delete or change the amount of a Auto Bid.
  - Bids are submitted in increments (increasing bid amounts). The application automates bidding by processing auto bids automatically, according to the increment that the auction originator originally established while creating the auction, submitting offers to the next bid increment each time a competing Bidder bids, regardless if competing bids are submitted as Auto Bid or standard bids.
10. **GENERAL TERMS & CONDITIONS:** Bidders are required to read the "Terms and Conditions" section of the auctions site using the Login ID's and passwords given to them.



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# ANNEXURE- I

## Process Compliance Form

The material to be procured along with the Quantities and the Auction Start Time & Close Time is as follows:

### ITEM DESCRIPTION:

ITEM DESCRIPTION	QUANTITY	OPENING PRICE	BID INCREMENT	OPENING TIME	CLOSING TIME
	Total Qty.	Would be displayed before five minutes of the Auction.	Would be displayed before five minutes of the Auction		

We hereby confirm that we will honour the Bids placed by us during the auction process.

With regards,

Signature with company seal

Name

Company / Organization

Designation within Company / Organization

Address of Company / Organization

- Sign this document and Fax it
- Attach a signed copy of the RFO document along with the Agreement Form & send to DEL (H/1)

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**Annexure- II**

**Process Compliance Form**

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

To

(Department Name)

Sub: Agreement to the Process related Terms and Conditions

Dear Sir,

This has reference to the Terms & Conditions for the Forward Auction mentioned in the RFQ document for the sale of \_\_\_\_\_.

This letter is to confirm that:

- 1) The undersigned is authorized representative of the company.
- 2) We have studied the Commercial Terms and the Business rules governing the Forward Auction as mentioned in your letter and confirm our agreement to them.
- 3) We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
- 4) We also confirm that we will fax the price confirmation & break up of our quoted price as per Annexure II.

We, hereby confirm that we will honour the Bids placed by us during the auction process.

With regards

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

- Sign this document and Fax at -----
- Attach a signed copy of the RFQ document along with the Agreement Form & send to DELHI GOVT...



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CONTACT INFORMATION

Annexure III

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Delhi Govt.

To  
(Name of the Department)

Name and contact details of Delhi Govt. Departmental officer

Sub: **Final price quoted during forward auction and price break up.**

Dear Sir,

We confirm that we have quoted Rs. \_\_\_\_\_ (Rs. (In Words) \_\_\_\_\_) as our final lump-sum price during forward auction conducted today.

And, also we confirm that (Department). can consider item wise individual prices as mentioned in Annexure I, II, III & IV by increasing \_\_\_\_\_% (in words \_\_\_\_\_) on pro rate basis on all items, i.e the overall discount offered by us on lump-sum value during forward auction.

Thanking you and looking forward to the valuable order to Delhi Govt.

Yours sincerely,

For \_\_\_\_\_

- Name:
- Company:
- Date:
- Seal:

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## CONTACT INFORMATION

**C1 India**

**Delhi Govt.**

Name and Contact details of C1 India,

**Name and contact details of Delhi Govt.  
Departmental officer**