

भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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निदेशक,
मानचित्र प्रकाशन निदेशालय
DIRECTOR,
DIRECTORATE OF MAP PUBLICATION
डाक बाक्स नं. 28
Post Box No. 28
हाथीबकला, देहरादून-248001
Hathibarkala, Dehradun-248001
(उत्तराखण्ड) - भारत (Uttarakhand) - INDIA

उस पत्र का उत्तर निदेशक, मानचित्र प्रकाशन निदेशालय, के पते से भेजना चाहिए किसी अधिकारी के नाम से नहीं। उत्तर पत्र सबसे इस पत्र की सं. और तिथि की जानी चाहिए।
Any reply to this letter should be addressed to the Director, Directorate of Map Publication, not to any officer by name. The No. & date of this letter should be quoted.

संख्या 1841 :15-L-1(Condemnation)
सेवा में,

दिनांक :13 अप्रैल 2022

भारत के महासर्वेक्षक
महासर्वेक्षक का कार्यालय
देहरादून

विषय : विभागीय वेबसाईट पर सूचना डालने हेतु।

उपरोक्त विषयक मामले में इस कार्यालय में Disposal of WOODEN GLASS NEGATIVE RACKS के e-Auction के माध्यम से निस्तारण के किए जाने के संबंध में, e procurement साईट पर अपलोड किए गए संलग्न टेन्डर डॉक्यूमेंट की प्रतिलिपि को विभागीय वेबसाईट पर अपलोड करने की कृपा करें।

संलग्न : यथोपरि।

(संजय गर्ग)

कर्मशाला प्रबंधक

कृते निदेशक, मानचित्र प्रकाशन निदेशालय

प्रतिलिपि : अपर महासर्वेक्षक, मुद्रण क्षेत्र, हैदराबाद को सूचनार्थ प्रेषित।

SURVEY OF INDIA

Department of Science & Technology, Government of India

आवृत्त संख्या: 10/2022

Tender Upload Requisition Form cum Forwarding Letter

(All fields are mandatory. Please tick or fill each part carefully then attach copy of sanction letter)

Requisition Letter No. 803 / 15-L-1 Dated: 13.04.2022

(7) Detailed Head

(A) Vacancies/Appointment

On Contract Basis

On Deputation Basis

On Permanent Basis

No. of vacancies:

Name of the Posts:

Place of posting:

Last date of application received at office:

(B) Procurement/Disposal of

wooden glass negative Racks

(C) Annual Maintenance Contract of

(D) Repairing of

(E) Hire of Vehicle/Building for

(F) Call for Interest (It means no article is being procured/disposed/hired.)

For Head (B) to (F) Last date for receiving tender at office:

(G) Corrigendum/Ammendment/Clarifications

For Head (G), mention related UTN/UJC issued earlier:

(3) Is the same also required to be published in the newspaper?:

YES

NO

(4) Obtain formal administrative approval from SGO for procurement/disposal/appointment/hire/repairing?

YES

NO

If 'YES' pl. mention

Sanction No. of SGO:

Letter No. 5768 / 744 MPG

Dated:

16.9.2021

If 'NO' pl. state the reason behind:

(5) Tender documents have been sent by e-mail:

sgo technical software

(6) My E-mail ID is:

(by which e-mail is sent)

MPG Adm. soj @ gov.in

(7) My mobile number is:

9897854241

(8) Digital Signature/Password:

NA

(9) Please also upload this tender on or after dated:

(Mandatory)

I certified that tender documents have been checked in detailed by me & found OK!

I do undertake the responsibility for its correctness, Please upload it on website.

Date: 13.04.2022

Place: DEHRA DUN

(Sign. of Head of Office)

Name: ARVIND JADU

Design: Director DMP

Box for Official Use Only


कर्नल अरविंद जदली / Col Arvind Jadli
 निदेशक / Director
 राजनिधि प्रकाशन निदेशालय
 Directorate of Map Publication
 भारतीय सर्वेक्षण विभाग / Survey of India
 हाथीबंका, देहरादून / Hathibankala, D. Dun

10

- (1) The Surveyor General of India, Dehra Dun for information & necessary action please
- (2) the Additional Surveyor General, Zone for information please
- (3) Director, NGDC, Dehra Dun with request to upload the tender as per details given above



**Government
eProcurement
System**

eProcurement System Government of India

Tender Details

Date : 13-Apr-2022 12:51 PM

Print

Basic Details

Organisation Chain	Survey of India Northern Printing Group Uttarakhand-SOI		
Tender Reference Number	803/15-L-1 Disposal of Wooden Glass Negative Racks		
Tender ID	2022_SOI_683803_1		
Tender Type	Open Tender	Form of contract	Tender cum Auction
Tender Category	Goods	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	FDR

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	GST Registration Certificate
		.pdf	Tender-cum-Auction Acceptance letter (Annexure-A)
		.pdf	Undertaking for Non Blacklisting Firm and Non Registration of Criminal Case
		.pdf	Scanned Copy of Latest Three Years ITR
		.pdf	Scanned copy of Undertaking that the firm will not sublet/transfer the contract to any other firm
		.pdf	Scanned copy of EMD
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil
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EMD Fee Details

EMD Amount in ₹	1,00,000	EMD through BG/ST or EMD	Yes
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Tender Fee Exemption Allowed	No
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		Exemption Allowed	
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	EandAO,DMP	EMD Payable At	Survey of India, Dehradun

[Click to view modification history](#)

Work / Item(s)					
Title	803/15-L-1				
Work Description	Tender-cum-Auction for Disposal of Wooden Glass Negative Racks				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	No				
Tender Value in ₹	34,83,923	Product Category	Miscellaneous Goods	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	30
Location	DMP,Survey of India	Pincode	248001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Director DMP, SOI
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates			
Publish Date	13-Apr-2022 01:00 PM	Bid Opening Date	05-May-2022 11:00 AM
Document Download / Sale Start Date	14-Apr-2022 09:00 AM	Document Download / Sale End Date	04-May-2022 09:00 AM
Clarification Start Date	14-Apr-2022 09:00 AM	Clarification End Date	03-May-2022 09:00 AM
Bid Submission Start Date	14-Apr-2022 09:00 AM	Bid Submission End Date	04-May-2022 09:00 AM

Tender Documents				
NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Notice Inviting Tender-cum-Auction for Disposal of Wooden Glass Negative Racks	249.38
Work Item Documents	S.No	Document Type	Document Name	Description
	1	BOQ	BOQ_719625.xls	BOQ
	2	Tender Documents	TENDER.pdf	Tender-cum-Auction for Disposal of Wooden Glass Negative racks
				241.00
				645.04

Auto Extension Corrigendum Properties for Tender		
Iteration	No. of bids required for bid opening a tender	Tender gets extended to No. of days
1.	3	7
2.	3	7
3.	4	7

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	sunil.kr.soi@gov.in	SUNIL KUMAR	MADHUKAR TIWARI
2.	sanjay.garg.soi@gov.in	SANJAY GARG	SANJAY GARG
3.	arvjad.15500@gov.in	ARVIND JADLI	ARVIND JADLI

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	Tender -cum-Auction for disposal of Wooden Glass Negative Racks
Document Name	GeMARPTS.pdf
Document Size (in KB)	473.31

Tender Properties

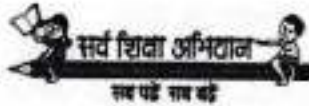
Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart Rank Type	H	Form Based BoQ	No

Tender Inviting Authority

Name	Director DMP
Address	Director DMP, Survey of India, Survey Estate Hathibarkala, Dehradun

Tender Creator Details

Created By	SANJAY GARG
Designation	Works Manager
Created Date	13-Apr-2022 11:59 AM



भारतीय सर्वेक्षण विभाग
SURVEY OF INDIA



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Hathibarkala, Dehradun - 248001
(उत्तराखण्ड) - भारत (Uttarakhand) - INDIA

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Any reply to this letter should be addressed to the Director, Directorate of Map Publication, not to any officer by name. The No. & date of this letter should be quoted.

E-TENDER-CUM-AUCTION NOTICE
Disposal of Wooden Glass Negative Racks

Tender No.803/15-L-1 Disposal of Wooden Glass Negative Racks, Dated 11th April 2022

On the behalf of Surveyor General of India, Director, Directorate of Map Publication Dehradun invites online bids under two bid systems (Technical bid and financial bid) from reputed firms for the disposal of Wooden Glass Negative Racks by electronic auction process.

The details of e-Tender-cum-Auction with complete terms and conditions are available on the NIC portal i.e. <https://eprocure.gov.in/e-procure/app> as well as on Survey of India website: www.surveyofindia.gov.in (for reference only) and may be read out carefully before applying the same. Bids received by offline mode are not acceptable.

Critical Date Sheet

Published Date	13 th April 2022
Bid Submission Start Date	14 th April 2022
Bid Submission End Date	4 th May 2022
Technical bid Opening Date	5 th May 2022
Financial bid opening Date	Will be intimated through e-Procurement portal

For any queries/clarification on content of e-Tender-cum-Auction document, you may kindly contact, Directorate of Map Publication Survey of India at phone No.0135-2747051-58 or write to npg.ddn.soi@gov.in. However, any queries relating to the process of online submission of bids/e-Auction relating to CPP portal in general may be directed to CPP portals 24 x 7 HelpDesk Number 0120-4200462, 0120-4001002, 0120-4001005.

**DIRECTOR,
DIRECTORATE OF MAP PUBLICATION**

A. PARTICULARS OF TENDER

a)	Tender Inviting Authority:	The Director, Directorate of Map Publication, Survey of India, Hathibarkala, Dehradun-248001.
b)	Tender No.	Tender No.803 /15-L-1 Disposal of Wooden Glass Negative Racks, dated 11 th April 2022
c)	Place of bid opening:	Directorate of Map Publication, Survey of India, Hathibarkala, Dehradun-248001.
d)	Critical dates:	As per NIT
e)	Total no. of pages of Tender Document	15

B. TERMS & CONDITIONS

1. The material put for e-auction shall be disposed off in "AS IS WHERE IS, WHAT IS" basis through electronic tender cum auction. No complaints whatsoever will be entertained after the bid is submitted and it will be understood that the auction purchaser has fully satisfied himself regarding the Quality, Quantity and Condition of the available material before bidding.

2. The interested bidders will have to submit a DD of **Rs 1,00,000/- (approx. 3%)** as security/EMD in favour of E&AO Directorate of Map Publication, Survey of India Dehradun, Uttarakhand to the following address:

The Director,
Directorate of Map publication,
Survey of India,
Hathibarkala
Dehradun (U.K.)-248001

EMD shall reach above address before the date of opening of the technical bid otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidder except **first and second highest bidder after live e-Auction**. No interest will be paid for the same. Refund to the first and second highest bidder will be done after the successful Auction.

3. Wooden Glass Negative Racks can be inspected on any working day from 14th April 2022 to 3rd May 2022 between 10.00 AM to 4.00 PM in the premises of Directorate of Map Publication, Survey of India, Hathibarkala, Dehradun – 248001.

4. The successful auction purchaser must pay the entire sale /bid value with applicable taxes within **10 working days (Ten days)** from the date of issue of sale letter.

5. SCOPE OF WORK

Disposal of Wooden Glass Negative Racks.

6. The tender will be allotted to the **highest** bidder on the receipt of full amount of bid value after completing all the formalities.

7. In case of first bidder fails to lift the material, second bidder will have chance to lift the material by making first bidder payment and if the second bidder is also not interested to do so then in that case, any competitive bidder who fulfills all the terms and conditions may lift the material by making the AOC bidding amount. However, this decision can only be taken by the competent authority.

8. The bidder who fails to lift the material even after awarding NOC will be blacklisted by the competent authority and even all the firms of the related bidder will be blacklisted and the name of the concerned person will be communicated to all the government organizations.

9. **CONDUCT DURING DELIVERY:** - Buyer/bidder/purchaser shall solely be responsible for movement and proper behavior of their deputies, agents, and labourer within DMP premises. If any damage is caused to the DMP property, the buyer will be responsible to make good such damage to the satisfaction of DMP and the decision of DMP in this regard shall be final and binding. Reselling of Wooden Glass Negative Racks will not be allowed in DMP premises.

10. **STATUTORY AND SAFETY CONDITIONS:** - Before commencement of delivery operations, the buyer shall take insurance for the workers under his control, which will not only cover fatal accidents, but also injuries, which may or may not result in partial or permanent disablement.

11. **COMPLIANCE WITH LABOUR LAW AND SAFETY RULES:** - During the delivery period, the workers employed by the buyer within the DMP premises will be governed by the Labour Laws and Rules, Factory Act, Provision of ESI / EPF Act 1951 and DMP's Security and Safety Rules as applicable.

12. **ACCIDENTS ETC. IN RESPECT OF BUYER'S LABOURERS:** - DMP will not at any point of time be responsible for any injuries caused to the workers engaged by the buyer due to accident within the DMP premises or at the place of work and the bidder/buyer/purchaser will make transport facility to the accident victims to the hospital and give proper arrangement for medical attention and treatment to his labourers and their representatives. The bidder/purchaser/buyer will be solely responsible for any claim arising out of the employment, injuries to labourers in the course of employment under any statute. It is the responsibility of the bidder/buyer/purchaser to provide necessary safety appliances like hand gloves, helmet, boots etc to the labourers who are engaged for handling of the goods.

13. During delivery, if any of the labourers are found not wearing the proper safety appliances, they will not be permitted to carry out the delivery works and will be sent out of DMP premises. DMP reserves its right to stop the delivery work, if it is carried out in an unsafe manner.

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13. During delivery, if any of the labourers are found not wearing the proper safety appliances, they will not be permitted to carry out the delivery works and will be sent out of DMP premises. DMP reserves its right to stop the delivery work, if it is carried out in an unsafe manner.

14. The purchaser/bidder/buyer shall bring their own closed trucks for the lifting of the auctioned items and shall make their own arrangement for lifting and clearing the materials under supervision of authorized official of the DMP.

15. The measurement and delivery of the trucks will be carried on all the working days.

16. The quantity indicated is rough only, which may vary, based on the actual measurement of racks available at DMP premises. The buyer should take delivery of the entire stock of Wooden Glass Negative Racks, which may vary at the time of lifting. *In case, if the actual quantity is found to be in excess, it is permitted to take delivery on receipt of payment to DMP for the extra quantity.* In case, the actual quantity is found to be less, with respect to the indicated one, the amount will be refunded by DMP.

17. DMP will not be liable for any claim and buyer shall keep DMP fully indemnified and harmless against any claim and proceedings of any of their own or against the employees or other.

18. **TERMINATION/ BREACH OF CONTRACT:** - In the event of bidder's failure to fulfill any of the contractual obligations including non-lifting the contracted materials under this agreement, DMP's decision in regard to bidder's failure being final and binding on the bidder. DMP shall have the full liberty to do any or all of the following: - Cancel the contract with immediate effect for the materials under the contract for which delivery is not completed by the bidder as on that date, in which case the Pre-Bid EMD/Security Deposit and EMD along with the balance payment (if paid, any), will stand forfeited.

AND/ OR

Retain and/ or adjust, recover from bidders any amount lying with Owner to the bidder's credit under this contract, the amount of losses or damages or claim that might be incurred by Owner in selling the materials under contract for which the delivery is not undertaken by the bidder at bidder's risk and costs. Even after such recovery/ adjustment by Owner from bidder, any amount as mentioned above lying with Owner, if any further amount is still found payable/ refundable by the bidder, the bidder shall pay the same to on demand without any objection or demur.

19. DMP shall have the right to issue addendum to the e-Auction document to clarify, amend, modify, supplement or delete any of the conditions, clauses or items stated. Addendum so issued shall form part of original invitation to e-Auction.

20. The bidder shall have no right to issue addendum to e-Auction document to clarify, amend, modify, supplement or delete any of the conditions or items stated therein.

21. Acceptance of all the terms and conditions mentioned in the NIA should be uploaded.

22. The offer shall remain valid for a period of **90 (Ninety) days** from the date of opening of e-auction.

23. The material should be disposed off/removed by the successful Auction Purchaser from the location of Directorate of Map publication, Survey of India, Hathibarkala, Dehradun - 248001 within **30 days** after making payment of entire sale /bid value with applicable taxes. In case of failure to lift the material within the above-stipulated period, penalty of 1% (One Percent) of the

accepted bid value per day will be charged towards ground rent by Director, Directorate of Map publication, Survey of India, Hathibarkala, Dehradun – 248001. If the Auction material is not removed within **45 days** from the date of auction, the bid amount and all other amount of the concerned bidder will stand forfeited and the competent authority will reserve the right to offer to the second highest bidder at the price offered by highest acceptable bidder.

24. Bidder has to lift the auctioned material as early as possible within the stipulated timeframe above. Department will not be responsible for any theft or damage to material after issue of AOC. The required manpower for measurement of the wooden glass negative racks and lifting the items is to be arranged by the bidder himself at his cost.

25. The highest bidder will have to deposit **GST@18% or as applicable** on the entire bid amount with the concerned authority and the deposit slip shall be submitted to the Director, Directorate of Map publication, Survey of India, Hathibarkala, Dehradun – 248001 before seeking for gate pass to lift the unserviceable glass negative.

26. Entire items should be disposed off in one lot.

27. Department will not be responsible for any kind of failure of network & computer from bidder side.

28. Conditional auction is not acceptable.

29. The Director, Directorate of Map publication, Survey of India, Hathibarkala, Dehradun reserves the right to demand copy of any other documents/license/Certificate issued by Government authority in favor of bidder if required.

30. Director, Directorate of Map publication, Survey of India, Hathibarkala, Dehradun has the right to cancel the auction notice and its proceedings at any stage.

31. In case the date of opening of bid is declared as a holiday on any account, the opening will take place on the next working day.

32. For additional information, if required, please contact Director, Directorate of Map publication, Survey of India, Hathibarkala, Dehradun-248001.

33. Tender cum auction Process: The selection will be done in two stages given as under:

- i) **Technical Bid:** - Following documents to be uploaded on the portal for technical bid
 - a. GST registration certificate.
 - b. Tender-cum-Auction acceptance letter (**Annexure-A**)
 - c. Undertaking for non-blacklisting firm and non-registration of criminal case.
 - d. Scanned copy of latest 3 years ITR.
 - e. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other firm.
 - f. Scanned copy of EMD.
- Above documents of all bidders will be scrutinized for their qualification in next stage.

ii) **Financial BID:** - The financial bid shall be filled on-line as per proforma/BOQ-Bill of Quantity in one lot of items in given excel format in Financial bid cover. The offline financial bids will not be accepted. Financial bid of technically qualified bidders will be opened. Date of financial bid opening will be intimated to the bidder through the portal.

34. Instruction to online bidders is attached as **Appendix B** and details of tender cum auction process is attached as **Appendix C**.

Reserve price has been fixed as Rs. 320/- per cubic ft.

**DIRECTOR,
DIRECTORATE OF MAP PUBLICATION**

DETAILS OF WOODEN GLASS NEGATIVE RACKS

Sl. No.	<u>Description of Condemned / Obsolete items</u>	<u>Quantity</u>	<u>Remark</u>
1.	WOODEN GLASS NEGATIVE RACKS -	10887.26 Cubic ft. Saal Wood-7785.37Cu ft (approx) Cheed Wood-2128.85Cu ft (approx) Devdar Wood-33.37Cu ft (approx) Misc Wood-939.67Cu ft (approx)	Rate/per cubic ft. should be quoted online in the <i>base price plus multiple of Rs 1</i> in the excel sheet (BOQ- Bill of quantity in one lot) provided with this tender

* This being an approximate cubic ft. wood (Wooden Glass Negative Racks), amount after successful bidding will be deposited for 10887.26 cubic feet of Wooden Glass Negative Racks. Exact final amount will be adjusted after the final measurement and loading of the stores by the successful bidder, ensuring the satisfaction of this office.

INSTRUCTIONS FOR ONLINE BID SUBMISSION

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <http://eprocure.gov.in>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal. More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>. **REGISTRATION**

- i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal: <https://eprocure.gov.in/eprocure/app> by clicking on the link "Click here to Enroll" on the CPP Portal is free of charge.
- ii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / NIC / (n)Code / eMudhra / Capricon etc.), with their profile.
- v) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- vi) The Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective "My Tenders" folder.

This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR formats. Bid documents may be scanned with 100 dpi.

iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" are available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.

iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to Tender Inviting Office i.e. The Director, Map Publication, Survey of India, Hathibarkala, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

v) BOQ provided with tender document (excel sheet) format to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in online excel format provided with this tender and no other format is acceptable.

vi) Bidders are required to download the BOQ provided with tender document (excel sheet) file, open it and complete the coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename in the respective cover. If BOQ provided with tender document (excel sheet) file is found to be modified by the bidder, the bid will be rejected.

vii) The serve time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

viii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

ix) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

x) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

xi) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 180030702232.

E-REVERSE (FORWARD) AUCTION INSTRUCTIONS FOR BIDDERS

1. Tender Cum Auction is a combination of Tender Followed by Auction (Reverse / Forward Auction). It is also called as eRA.
2. In eRA, Tendering process will be followed as per the instructions given in NIT/Tender Documents. Subsequently, Reverse (or Forward) Auction as the case may be, will be conducted amongst techno-commercially qualified / approved bidders after Opening of Financial/Price Bids' online. The Reverse (or Forward) Auction will be normally initiated after Opening of Price Bids. There will be no participation fees for Auction.
3. Only such bidders - who have been found techno-commercially qualified as per requirements of the tender will be permitted to participate in the Reverse (Forward) Auction.
4. After opening of the price (financial) bids and System displays L1 (or H1) price based on either over all basis or item wise/lot basis automatically. Using this system provided price, which would be auction start price (can be changed, if required), procuring entity will create Reverse (Forward) Auction and publish the same.
5. The Techno-commercially qualified bidders will receive Auction information through SMS & email. The participating bidders get an opportunity to revise their prices (reduce in case of Reverse Auction and increase in case of Forward Auction). It allows bidders multiple opportunities to offer a price.
6. Procedure in submission of bids by the bidders during Reverse/Forward auction online.
 - i. Bidders shall login using their login ID & Password and then using DSC.
 - ii. Click on My Auctions button given in left side of page, to view Auction details for which Techno-Commercially qualified.
 - iii. For participating in Live Auction,
 - Click on Live Auction Button
 - Click on View button to participate in interested Auction.
 - There is List of qualified Lots in which Bidder can participate against selected Auction. Click on Hammer Icon to participate in the respective lot.
 - On clicking Hammer Icon, system will show Start price, Decremental (or incremental) price and Current price against lot. Current Price is appears as Blank in case no bidder has offered price.
 - Enter your Price in 'My Auction Price' in multiples of decremental (Incremental) value up to above (below) Max Seal % value, and then sign it digitally by clicking on Sign Icon and click on submit button.
 - System will show your Latest Value / Price Quoted and system will also show Least Amount/ Rate which any Bidder would have quoted.
 -
7. Terms and conditions for Reverse(Forward) Auction are as follows:
 - i. Reverse (Forward) Auction will be initiated after opening of price bids. The schedule of Reverse (Forward) Auction shall be intimated to the bidders by the system through their registered email and SMS to mobile number.
 - ii. Only those bidders whose price bid has been opened by the Tender Inviting Authority shall be eligible to participate in Reverse (Forward) process. However, in case of in

- Reverse Auction process, the H1 bidder whose quote is highest during tender will not be allowed to participate as per H1 elimination policy. Similarly, in case of in Forward Auction process, the L1 bidder whose quote is lowest during tender will not be allowed to participate as per elimination policy.
- iii. Bidders are advised to read the 'Reverse (Forward) Auction terms and conditions' details of Reverse (Forward) Auction event carefully, before auction event.
 - iv. Reverse (Forward) Auction can be held in two ways as indicated in the tender either on the Total overall cost of items/works or on Item wise/ Lot wise.
 - v. The 'Starting price' i.e. Start price and bid decrement (increment) price for Reverse (Forward) Auction will be decided by the Tender Inviting Authority.
 - vi. Bidders shall be able to view the following on their screen along with the necessary fields during Online Reverse Auction:
 - Current Bid Price in the Auction.
 - Start Price.
 - Decrement (or Increment) value.
 - vii. The bidding direction in case of Reverse Auction is downward and for Forward Auction is upward.
 - viii. In case of Reverse Auction, in order to displace a standing lowest bid and to become "L1", a bidder can offer a minimum bid decrement or in multiples of decremental value up to above Max Seal %.

For ex:
Current price: - Rs. 49,000 Decrement value: - Rs. 1000
System Defined Maximum Seal %: - 50,
in this case a bidder can quote minimum decrement amount as Rs 49,000- 1000=
Rs. 48,000 and maximum decrement amount is 49000-24500-
1000=23500-24000.*
In case of Forward Auction, in order to displace a standing highest bid and to
become "H1", a bidder can offer a minimum bid increment or in multiples of
incremental value up to or below Max Seal %.
For ex: Current price: - Rs. 49,000 Incremental value :- Rs. 1000
System Defined Maximum Seal %: - 50,
in this case a bidder can quote minimum increment amount as Rs 49,000+1000=
Rs. 50,000 and maximum increment amount as
49000+24500+1000=74500-74000 . This continues as an iterative process.*
 - ix. The system will not disclose the name of the L1 (H1) bidder, number of bids and names of the bidders on the portal to anybody prior to the completion of Reverse/Forward auction process.
 - x. There shall be no communication between the Tender inviting Authority and bidders and among bidders.
 - xi. Bidders only see the lowest (highest) bid during Reverse (Forward) auction. At no point of time will any bidder see the name of other bidders or the prices of bidders other than the lowest bid.
 - xii. After the completion of the online reverse(forward) auction, all bidders who have participated in Reverse(Forward) will see the L1(H1) price in Auction and further processing will be done by Tender Inviting Authority.
 - xiii. In case of no participation by techno-commercially qualified bidders in Reverse (Forward) Auction, the Tender price bids received during tender will be processed.

- xiv. In case of auction on total value of items/works, the successful bidder may be required to submit a letter for price confirmation and rates of individual items/works within stipulated number of days after completion of Reverse (Forward) Auction event, besides sending the same by registered post / courier to the tender inviting authority.
- xv. Any variation between the final bid value during RA and that in the confirmatory letter forwarded will be advised to re-work and submit.
- xvi. Server time shall be the basis of Start Time and Closing time for bidding and shall be binding for all.
- xvii. All electronic bids submitted during the reverse (forward) auction process shall be legally binding on the bidder.
- xviii. The chronologically last bid submitted by the bidder till the end of the auction will be considered as the valid price bid offered by the bidder and acceptance of the same by Tender Inviting Authority will form a binding contract between Tender Inviting Authority and the bidder for entering into a contract.
- xix. The last successful bid price quoted by bidder will be considered as valid price at any point of time during Auction.
- xx. If a bidder does not submit bid in the Reverse/forward Auction, the price quoted by them in the price bid shall be considered as the valid price of that bidder. The status of the bidder (L1, L2 etc) shall be evaluated considering either the bid price submitted in Reverse/Forward Auction or the price quoted in the price bid, whichever is lower.
- xxi. In case of disruption of service at the service provider's end while the Reverse (Forward) Auction is live due to any technical snag or otherwise attributable to the system failure at the server end, Tender Inviting Authority in consultation with Application Administrator may decide to extend auction if required as per system malfunction procedure displayed in the home page of the website. In this case, the status quo of Auction will be maintained prior to failure and process would continue from that point onwards.
8. Post auction procedure: The Tender Inviting Authority will proceed with the Lowest (Highest) Bid in the Reverse (Forward) Auction for further processing.
9. Schedule for Reverse Auction: The Reverse (Forward) Auction schedule will be intimated later on through e-mail and SMS after opening the price bid.
10. Auction extension time: If a bidder places a bid in the last 10 minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another 10 minutes, for the entire auction from the time that bid comes in. Please note that the auto-extension will take place only if a bid comes in those last 10 minutes and if that bid gets accepted as the lowest bid. If the bid does not get accepted as the lowest bid, the auto-extension will not take place even if that bid might have come in the last 10 minutes. In case, there is no bid in the last 10 minutes of closing of Reverse Auction, the auction shall get closed automatically without any extension. However, 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. The above process will continue till 05 times extension is given during Reverse Auction. All bidders, regardless of their previous position, can submit their bid during the extension period also.
11. Bidding currency and unit of measurement: Bidding will be conducted in Indian Rupees as indicated in the tender.

12. Validity of bids: Price shall be valid for a period of defined number of months from the date of reverse auction. These shall not be subjected to any change whatsoever.
13. Bidders' bid will be taken as an offer to execute the work (or to award supply of the item) as per Tender no. 803 /15-L-1 Breaking & Disposal of Cleaned Glass dt 11th April 2022 Bids once made by the bidder, cannot be cancelled/ withdrawn and bidder shall be bound to execute as mentioned above at bidder's final bid price. Should bidder back out and not execute the contract as per the rates quoted, action shall be initiated as per the tender terms and conditions.
14. The Tender Inviting Authority decision on award of contract shall be final and binding on all the Bidders.
15. The Tender Inviting Authority reserves the right to extend, reschedule or cancel the Reverse Auction process at any time, before ordering, without assigning any reason, with intimation to bidders.
16. The Tender Inviting Authority reserves the right to suspend or pause the reverse auction, if required. In such cases, as per discretion of Tender Inviting Authority, auction may be reopened.
17. The Tender Inviting Authority shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause. In such cases, the decision of Tender Inviting Authority shall be binding on the bidders.
18. Failure of power or loss of connectivity at the premises of bidders during the Reverse (Forward) auction cannot be the cause for not participating in the reverse (forward) auction. On account of this, the time for the auction cannot be extended and the organization is not responsible for such eventualities.
19. Other terms and conditions shall be as per tender.
20. Bidder shall not divulge Bids or any other exclusive details of the organization to any other party. If the Bidder or any of its representatives are found to be involved in Price manipulation/ cartel formation of any kind, directly or indirectly by communicating with other bidders, action will be taken against such bidders as per banning procedure of the organization.
21. Tender price bid (s) means the price bid (s) received during tendering for the items/work/services.
22. Auction closing price bid means the lowest (highest) online price bid received after the completion of Reverse (Forward) Auction.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)
(Enclose with Technical Bid)

To

The Director,
Directorate of Map Publication
Survey of India,
Hathibarkala,
Dehradun-248001

Date:

Sub: Tender for Disposal of Wooden Glass Negative Racks, Acceptance of Terms & Conditions of Tender No.803/15-L-1 Disposal of Wooden Glass Negative Racks - Dated 11th April 2022

Dear Sir,

1. I/We have downloaded the tender document(s) for the above mentioned "Tender/Work" as per your advertisement given in the web site namely: <https://eprocure.gov.in/eprocure/app>
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. 1 & 15 (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept the tender conditions of above mentioned tender document (s)/corrigendum(s) in its totality/entirely.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)