



Bhubaneswar Development Authority

RFP No.16343/BDA

Date:16/05/2023

REQUEST FOR PROPOSAL

SELECTION OF AN AGENCY FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF ASSETS / PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY

Akash Shova Building, Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751001, Odisha

Schedule of Bidding Process

| | |
|--|--|
| Period of availability of RFP document: | 18.05.2023 to 17.06.2023 (Downloadable from website: bda.gov.in) |
| Pre-bid Meeting: | 10.06.2023 at 4.00 P.M in the conference hall of |
| Last date for receipt of Proposal | 23 till 5.00 P.M. (Through Speed Post /Registered post/ courier / hand delivery. No drop box facility available) |
| Place of submission of RFP: | Secretary Bhubaneswar Development Authority Akash Shova Building, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751 001 |
| Technical Bid Opening : | 17.06.2023 at 5.30 P.M. |
| For further information: | Secretary Bhubaneswar Development Authority Akash Shobha Building, Pt. Jawaharlal Nehru Marg, Bhubaneswar-751 001 e-mail:bdabbsr1983@gmail.com |

DISCLAIMER

Bhubaneswar Development Authority (BDA) has prepared this document to give the background information to the interested bidders for Selection of an Agency for providing services for E-auction of assets / properties of Bhubaneswar Development Authority.

While BDA has taken due care in the preparation of the information contained herein and believe it to be accurate, neither BDA nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries.

BDA reserves the right not to proceed with the selection process at any point of time during the bidding process or to change the configuration of the project to alter the timetable reflected in this document or to change the process or procedure to be applied.

BDA also reserves the right to decline to discuss the matter further with any party submitting bid. No reimbursement of cost of any type will be paid to persons or entities requesting for proposal.

BDA reserves the right to cancel the bidding process / a part there of at any stage without assigning any reason thereof and in such event, BDA shall not be liable in any manner.

1. Background and Objective

Bhubaneswar Development Authority (BDA) is a Development Authority constituted under the provisions of Odisha Development Authorities Act, 1982 (amended 2015). Bhubaneswar Development Authority (BDA) intends to select an agency for providing services for E-auction of various assets / properties of Bhubaneswar Development Authority.

2. Broad Scope of Work:

The scope of services to be provided by the selected agency shall include and not limited to the services provided at **Schedule-A** and shall also be governed by the provisions of issue LOA/Work Order and Agreement to be entered into between the selected agency and the BDA which sets forth the detailed terms and conditions.

The agency selected in accordance with evaluation process of this RFP Document will be subsequently invited to provide the services for online e-Auction of assets / properties of Bhubaneswar Development Authority.

3. Period of Services

The contract period with the selected Agency shall be for an initial period of **3 (Three) year** from the date of execution of the contract agreement.

In the event of the performance of the agency is not satisfactory, BDA reserves the right to terminate the contract agreement with the selected agency at any point of time during the contract period by giving one (1) month notice period to the selected agency without citing any reasons thereof.

However, in the event the performance of the Agency is found satisfactory, BDA at its own discretion may extend the contract for a period of 1 (One) year at a time subject to maximum limit of 3 (Three) years at the same terms and conditions.

4. Cost of RFP document

The technical proposal must be accompanied with a non-refundable document purchase fee of **INR. 1,180/-** (Rupees One Thousand One Hundred Eighty rupees only) (including GST @ 18%) in the form of Demand Draft payable in favor of "**Bhubaneswar Development Authority**" payable at "**Bhubaneswar**" drawn from any scheduled commercial / nationalized bank.

5. Earnest Money Deposit (EMD)

The technical proposal must be accompanied with a EMD of **INR.10,000/- (Rupees Ten Thousand only)** in shape of **Demand Draft** drawn from any nationalized / scheduled commercial bank in favor of "**Bhubaneswar Development Authority**", payable at "**Bhubaneswar**". No interest will accrue on the Earnest Money. Proposals without prescribed earnest money will be rejected. The earnest money will be refunded in case the selection process is cancelled by BDA. The earnest money deposit of successful agency, if awarded with work, will be refunded within 30 days from the signing of the contract agreement with

BDA. The earnest money deposit of the un-successful agencies will be refunded immediately without interest after the execution of the contract agreement with the selected agency. The EMD will be forfeited in the event of following,

- (i) It the selected bidder fails to submit the accept the LOA within the timeline
- (ii) If the selected bidder fails to submit the performance BG within the timeline
- (iii) If the Agency refuses to take up the work at the quoted price,
- (iv) and if any agency withdraws after proposal due date, and
- (v) If the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. Performance Security

The successful bidders shall furnish the Performance Bank Guarantee from any Nationalized / Scheduled commercial Bank, a sum equivalent to Rs. 50,000/- (Rupees Fifty Thousand Only) before signing of the Contract Agreement with BDA. The Performance Security should remain valid until a date 60 days beyond the contract period.

7. Letter of Award

BDA shall send the Letter of Award to the selected Agency **within 7 (seven)** days from the date of approval from competent authority.

8. Signing of Agreement

The selected Agency shall execute a Contract Agreement in non-judicial stamp paper of adequate denomination with BDA **within 15 days** from receipt of Letter of Award. The selected agency shall have to bear the cost for execution of the agreement which includes but not limited to legal expenses, stamp duty etc.

9. Issuance of Work Order

BDA shall send work order as and when required for availing services for online E-auction for various assets / properties of BDA.

10. Minimum Eligibility Criteria

- a. The Bidder shall be a single Indian legal entity such as company registered under the Companies Act, Partnership firm, Limited Liability Partnerships firms, Sole Proprietorship, Society, Trust registered under relevant acts shall be eligible to participate in bid.
- b. Bidders should be owning of the e-Auction platform / application / software and should possess IPR (Intellectual Property Right) of proposed e-Auction platform in the name of Bidder.

Note:

- i. The bidder(s) is / are required to furnish CA certificate along with other relevant proof to establish that the proposed e-Auction platform's ownership.

- ii. Bidders should have e-Procurement software verification certificate from NIC/DOIT/RISL/STQC.
- c. The bidder should have at least 5 working URL's for E-Auction activity for assets / properties through proposed e-Auction platforms.
(Note: - The bidders are required to furnish list of live URL's on letter head and the attested copy of purchase order /work order /SLA/Agreement of same working URL's.)
- d. The bidder should have experience of at **least 5 (five) years** in field of providing Online E-auction services.
- e. Bidders should have successfully managed and executed e-Auctioning of immovable properties (land and building) worth **Rs. 500.00 crores** or more in last **five (5) years** preceding proposal due date.
- f. The bidder should have minimum average annual turnover, as per audited accounts equivalent to an amount of **INR 20.00 Crores** during **last three financial years** i.e., 2022-2021, 2021-2020 and 2020-2019.
- g. The bidder should have received service charges of **minimum Rs. 25.00 lacs in last three financial years** (i.e., 2022-2021, 2021-2020 and 2020-2019) from the services of e-Auction of immovable properties of Land and Building through proposed e-Auction platform.
- h. The bidder should have a valid PAN and GST Registration in its name.
- i. Undertaking in the form of an affidavit to the effect that the Bidder has not been blacklisted/debarred by any State/Central Govt. PSU Organizations in last 3 financial year.

Note

1. Consortium of firms are not allowed.
2. Authenticated copies duly signed by the Authorized signatory of the above documents to be produced along with the Bid with an undertaking to produce all original documents as and when necessary
3. Submission of any forged document will attract legal action including the rejection of Tender or cancellation of contract at the risk and cost of the agency, if awarded.
4. All documents along with the RFP documents should be self-attested by the authorized signatory of the Bidder with official seal.
5. Any Bidder seeking a clarification with regard to the RFP may submit the request in writing to BDA before the Pre-Bid meeting or mail the queried to **bdabbsr1983@gmail.com** or raise its queries during the Pre-Bid Meeting. All queries or clarification requests should be received on or before the last date for receiving queries, as specified in the Bid Schedule.
6. All the details of the certifying authority such as Name, Contact Number, Postal Address etc. shall be clearly mentioned in the certificates.

11. Submission of Proposal - Packing, Sealing and Marking

The proposal shall be submitted in two parts -

- Part A - Technical Proposal
- Part B - Financial Proposal

The proposal shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized. Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the proposal. The medium of language to be used in the proposals is English.

The **Technical proposal (Part A)** and **Financial Proposal (Part B)** must be inserted in separate sealed envelopes, along with bidder's name and address on the envelope and clearly marked as follows

Part-A:
Technical proposal for
"SELECTION OF AN AGENCY
FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF
ASSETS/PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY".

Part-B:
Financial Proposal for
"SELECTION OF AN AGENCY
FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF
ASSETS/PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY".

Both the above envelopes i.e. envelope for **Part-A** and envelope for **Part-B** must be packed in a separate sealed outer cover / envelope and clearly marked with the following on the top of the envelope:

Proposal for
"SELECTION OF AN AGENCY
FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF ASSETS/PROPERTIES
OF BHUBANESWAR DEVELOPMENT AUTHORITY".

The Bidder's Name & address shall be mentioned on the outer envelope.

The inner and outer envelopes shall be addressed to Bhubaneswar Development Authority (BDA), Bhubaneswar at the following address:

To,
The Secretary, BDA
Bhubaneswar Development Authority
Akash Sova Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001

If the outer envelope is not sealed and marked as mentioned above, then Bhubaneswar Development Authority (BDA) will assume no responsibility for the proposal's misplacement or premature opening.

Proposals submitted through Telex, cable, Email or facsimile will be rejected.

12. Documents to accompany the proposal:

PART - A (Technical Proposal)

The bidder must submit the following particulars / documents along with the Technical proposal (Annexure-A to F) failing which the proposal may be treated as non-responsive.

- a) Covering Letter as per prescribed format in **Annexure-A**
 - i. Non-refundable Document Purchase Fee of **INR.11,800/-**
 - ii. EMD
- b) Profile of Bidder as per Prescribed format in **Annexure-B**.
 - i. Certificate of Incorporation,
 - ii. Copy of PAN
 - iii. Copy of GST
 - iv. Certificate from CA on years of experience for providing E-auction services
- c) Self declaration on non- blacklisting as per prescribed format in **Annexure-C**
- d) OEM details as per prescribed format in **Annexure-D**
- e) Project Experience Details as per format in **Annexure-E**
- f) Financial strength of the bidder as per format in **Annexure-F**
(Balance sheet duly certified by Chartered Accountant indicating the annual turnover for the financial years i.e., 2022-2021, 2021-2020 and 2020-2019.)

All the page of the tender document shall be initialed with date by the Agency / authorized Signatory at the lower left-hand corner.

PART - B (Financial Proposal)

The bidder must submit the Financial Proposal in the prescribed Format in Annexure:G. In the financial proposal, the bidder should quote the total service fee for conducting forward-Auction for each asset / property. The quoted amount should inclusive of all cost and charges and should be exclusive of GST.

There shall not be any increment / escalation in the contract price during the entire contract period and the payment shall be made on actual numbers of assets sold / leased thorough e-Auction at the rate of quoted and accepted amount.

In the event of cancellation of E-auction process by BDA, 10% of the quoted amount (+GST as applicable) shall be payable to the agency.

13. Number of Proposals

A bidder is eligible to submit only one proposal for this project.

14. Validity of Proposal

Proposal shall remain valid for 180 days from the last date of submission of Proposal. A Proposal valid for a shorter period shall be rejected as non-responsive.

15. Acknowledgement by Bidder

It shall be deemed that by submitting the Proposal, the bidder has:

- a. made a complete and careful examination of the project concept, general condition of contract, submission formalities and evaluation mechanism;
- b. received all relevant information from BDA;

- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this RFP document or furnished by or on behalf of BDA
- d. satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under;
- e. acknowledged that it does not have a conflict of interest with any of the other firm; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.

BDA shall not be liable for any omission, mistake or error on the part of the firm in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by BDA.

16. Right to reject any or all Proposals

Notwithstanding anything contained in this invitation document, BDA reserves the right to accept or reject any Proposal and to annul this selection process and reject all proposals, at any time without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

BDA, also, reserves the right to reject any Proposal if:

- a. at any time, a material misrepresentation is made or uncovered, or
- b. the firm does not submit sufficient information as being asked for

17. Disputes

All legal disputes are subject to the jurisdiction of Bhubaneswar court only.

18. Addendum/ Corrigendum/ Notice

Any Addendum / Corrigendum / Notice etc. for this assignment issued by Bhubaneswar Development Authority shall be published only on the BDA website i.e. bda.gov.in

19. Language

The Proposal and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the formats provided in this RFP document.

20. Late Submission

Proposal received after the deadline for submission prescribed by BDA will not be entertained and shall summarily be rejected.

21. Modifications and Withdrawal of Proposals

No modifications to the Proposals shall be allowed after the due date and time for submission of bid.

22. Bid Evaluation Methodology:

BDA will open Part - A envelope of the proposals as mentioned in the RFP in the presence of committee members and bidders / their authorized representatives, who choose to be present. If the opening date is declared a holiday, the proposals will be opened on the next working day at the same place and time, unless notified otherwise.

23. Evaluation of Technical Bid

All the proposals will be evaluated first on the basis of technical eligibility criteria specified in this RFP and on the basis of adherence to conditions given in this document. The bidders who meet all the requirements laid in RFP shall be treated as technically qualified.

The bidders who do not meet the technical eligibility criteria as per RFP document and other conditions, shall be considered as “technically disqualified” and no further correspondence in this regard shall be entertained and no clarifications on reasons of not qualifying will be intimated.

The bidders who meet all the technical eligibility criteria shall be short listed for opening of Financial Proposal.

24. Opening of Financial Proposal

The financial proposals of the technical qualified bidder shall be opened on the scheduled date and time in presence of the bidders / bidders representative. The financial proposals shall be evaluated and the bidder quoting the **lowest financial offers** shall be considered as the selected bidder.

25. Award of Work

After selection, a Letter of Award (the “LOA”) shall be issued, in duplicate, by BDA to the selected bidder and the bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA as acceptance and acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the selected firm is not received by the stipulated date, unless it consents to extension of time for submission thereof, the right to signing of the agreement would be forfeited by BDA and the next eligible firm may be considered for the project.

26. Proprietary data

All documents and other information provided by BDA or submitted by the bidder to BDA shall remain or become the property of BDA. The bidders are to treat all information as strictly confidential. BDA will not return any Proposal or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidders to BDA in relation to the Assignment shall be the property of BDA.

27. Sub-letting of work in whole or part

The agency shall not assign the job or any part thereof, any share of interest therein, or money due there under, or sub-let the work /job or any part thereof or allow any person to become interested in the work /job or a portion thereof, in any manner whatsoever. The contract is liable to be rejected at the option of BDA, should such a contingency take place.

N.B: Proposals shall be properly sealed, signed and bound / spiral bound otherwise, BDA shall not be responsible for any loss of document/paper/information.

Schedule-A
SCOPE OF WORK

1. SCOPE OF WORK

- 1.1. The selected Agency should provide an electronic platform as well as mobile platform (smartphone device) for Electronic Auctioning with the objective of automating the entire auctioning process for sale / lease of the properties/assets of BDA. The platform should be designed so as to auction property/asset in online mode, offline mode (in house) or combination of both.
- 1.2. The selected agency's duties or obligations are to engage all the necessary skill, diligence, efficiency and economy to satisfy generally accepted professional standards, expected from the experts for completion of the work and include the following-
- a) To assist BDA in arranging for sale / lease of the immovable assets / properties as per the prescribed mode of recovery and receipt of sale / lease proceeds and all other necessary formalities.
 - b) To prepare auction notice depending upon the mode of auction in consultation with BDA.
 - c) To create a link on BDA website & develop / customize complete software for e-auction.
 - d) To finalize start and end time, terms of bidding and configuration of the auction with BDA.
 - e) To give wide publicity in respect of the immovable assets to be auctioned; to make such publicity the auctioneer may advertise through Internet, e-Mail, mobile SMS or other modes of advertisement for ensuring wider publicity.
 - f) To specify to the BDA the members of the auctioneer's personnel and if the BDA considers any such member unsuitable to substitute such member, as quickly as reasonably possible without direct or indirect charge to the BDA, with a replacement acceptable to the BDA.
 - g) To be responsible for all acts and omissions of the auctioneer's personnel and for the health, safety and security of such persons and their property.
 - h) safeguard the auction from any type of bidding manipulations, hacking etc. In case it is noticed by Auctioneer that fair price are not being offered or ring/cartel is being formed by the bidders, it will be immediately brought to notice of the officer supervising the auction who may cancel the auction.
 - i) Not to directly or indirectly bid for or purchase any property at the auction ; to not give, offer or agree to give or accept, any gift or consideration of any kind as an inducement or reward for doing or fore bearing to do so or for having done or forborne to do any act in relation to work carried out by auctioneer; to not engage in any personal, business or professional activity which conflicts or could conflict with any of their obligations and duties as auctioneer and to notify BDA immediately and in writing of any actual or potential conflict together with recommendations as to how the conflict could be avoided ;
 - j) Not to disclose, to any third party, any confidential information obtained during the course of work.
 - k) To conduct auction in the manner and as per conditions laid down by the BDA and announce and publish such conditions.
 - l) To have a provision to collection & refund of registration fees/ document fees and earnest money deposit (EMD) through e- payment, NEFT, RTGS, etc..
 - m) To facilitate BDA to collect the balance amount of the bid from bidder within specified

time from the date of issue of conformation cum demand letter of auction or as per conditions of the auction or within specified time by e- payment /cash/ draft as may be specified by BDA.

- n) Without the prior written consent of BDA, the selected Agency cannot assign or transfer or cause to be assigned or transferred whether actually or as a result of takeover, merger or other change of identity or character of the auctioneer, any of its obligations or duties. The selected Agency shall produce software verification / audit from NIC/DOIT/RISL/STQC at his own cost within 15 days.

1.3. Proposed e-Auction service should support the following stages of bidding process briefly described below:

- a) Carrying out e-Auction as per Auction strategy to be worked out jointly by BDA and the selected Agency.
- b) Formulation of general terms and Conditions and Business Rules for Web bidding and Forward Auction process.
- c) Uploading the brochure / supporting document on the website after approval.
- d) Publishing online Auction and Corrigendum to International and/or Domestic bidders.
- e) Auction Document Management.
- f) Auction promotion via Email Alerts.
- g) Conducting Online Pre-bid Meeting / offering clarifications as required
- h) Communication with bidders for any notification
- i) PKI enabled secured platform for bidders with Digital Certificate
- j) Arrange to provide required security and access control etc. for the bidders as well as to purchase as per IT Act, 2000 and subsequent amendments.
- k) Conducting forward auction on a pre-announced date employing start bid price as communicated by BDA during a specific time period as per strategy jointly worked out.
- l) Site Access Reports/ Web statistics.
- m) System Functionalities.
- n) Conduct Auction event on behalf of BDA, for the sale / lease of its assets, immovable properties, buildings, apartments, shops etc. as per requirement.
- o) Conduct global e-Auction among the international and domestic buyers.
- p) Identify the prospective buyers and ensure that the identified prospective buyers for participate in the global e-Auction.
- q) All other service associated with global e-Auction such as report generation, transaction capturing, training etc. are to be provided.
- r) The e-Auction shall comply with IT Act 2000 in all respects.

1.4. The e-Auction application must have an online payment gateway facility for Registration fees & EMD. The payment gateway must have following facilities integrated with-Auction application.

- a) Payment through online payment gateway .
- b) Integrated RTGS / NEFT module under complete straight through processing mode. Provision for bidders to remit the funds via NEFT /RTGS.
- c) Should allow updating of funds in bidders id's in e-Auction system. Thereafter bidder would be able to make the EMD payment.
- d) Provision of refunding the EMD amount to bidders account automatically via NEFT to his registered refund account.
- e) Complete automated e-Payment-receiving of Registration fees funds, EMD payment, and refund back to Agency and credit to client account.

1.5. The retrieval of e-Auction proceedings stored in bidder's database and application will be accessible to BDA for at least 5 years after expiry of contract period. The backup facility in digital format will be provided to BDA.

- 1.6. Sub-domain will be provided by BDA to link the auction platform.
- 1.7. The selected Agency will organize training program along with mock testing environment in BDA premises before acceptance of e-Action activity.
- 1.8. The selected Agency will provide assistance for getting digital signatures to the auctioneers and BDA officials.
- 1.9. The e-Auction services [website as well as complete hardware / software, etc. support including availability of server] during e-Auction must ensure 100% up time round the clock (24*7) for required number of days. The selected Agency shall provide mechanism for logging and other features, which should be acceptable to BDA.
- 1.10. The directions issued by BDA from time to time for improvement of the process/ activity to run the e-Auction activities will be executed by the selected Agency without any extra cost.

2. SYSTEM FUNCTIONAL FEATURES

2.1. Broad features of the system:

- a) **End-to-End solution:** The solutions should be integrated to e-payment gateway, public key infrastructure and security solutions.
- b) **Flexible and Scalable solution:** The solution should be built on a modular architecture, which enables the Organization to pick and plug the activities as per need. The applications should allow the user to define the parameters and configure the system as per requirement of the e-auction software with any type of organization structure and support multiple types of workflows:
- c) **Localization Factor:** Application to take care of all localized factors such as tax requirements including GST, Customs Duty, Income Tax, Other related duty and cess etc. The solutions should be compliant as per the Indian IT Act and subsequent amendments.
- d) **Security**
 - i. The solution should deploy the highest level of security that is available today in the market to prevent unauthorized access, modification to the system, denial of service attack, hacking etc.
 - ii. The security Audit / Performance audit of the system should have been conducted by STQC.
 - iii. The system should support high order encryption level and all the commercial information is encrypted at the database level.
 - iv. The entire solution should be PKI enabled and supports Digital Certificates as per the Indian IT Act 2000 and subsequent amendments.
 - v. Bid submission process should be digitally signed and authenticated using through PKI.
- e) **On-line availability:** The complete e-Auctioning solution should be available online on a 24x7 basis and accessible from anywhere.
- f) **Confidentiality:** The solution should ensure complete confidentiality and security of data. It should incorporate digital signatures to ensure that only authorized personnel have access to the RFP / brochure, application and the data. The software prepares a log of all the activities and makes it available to BDA for audit.

2.2. Solution Components:

The solutions should contain the following components,

- Management Application, including interfacing with the existing systems, compliant as per the Indian IT Act 2000 and subsequent amendments.

- AuctionEngine(forwardEnglishtype)
- SecurityComponents.
- Trainingtobidders/BDAofficials,StakeholdersofBDA.
- Forwarde-Auctionplatformshould meetall the guidelines(amended fromtime totime) of Central Vigilance Commission instructions issued by Govt. of India/MinistryofHeavyIndustriesandDepartmentofpublicEnterprises/BDA etc.

2.3. **Proposed e-Auction application features:**

AuctionCreation/Configuration

- The system should be able to conduct Open, closed (limited auction: where only invited bidders can participate) auction.
- Auctioneer should be able to see the Future, Pending, Archive, Live, paused, Cancelled, All auction in the auctioneer dashboard.
- System should capture Increment/Decrement Value as per Forward
- System should allow increment Value in figure as well as in percentage.
- System should allow to increment to be happen in multiples of decrement value or not.
- System should allow auction which can start from the first bid that is received.
- System should allow floating Closed Auction where only Authorized bidders can bid.
- System should allow Close Date Auction, which can last for few hours.
- System should support single line item auction.
- System should support of multiple line items auction.
- Should have provision of having a line item wise timing for scheduling the auction.
- Should have provision to conduct the auction lot wise i.e. the next auction should start once the previous auction gets over (serial Lot Auction where the break between the two auctions can be defined by the auctioneer)
- System should support standard auctions in which bidders get to see H1 price.
- System should support Masked Auction, where name of other bidders are masked.
- System should support bidders name encoding (Not Alias) at the auctioneer end till the time auction is not over. The encoded name should get generated by the system itself for each auction.
- System should support auto extension facility give everyone equal opportunity to submit counter offer, where in the system extends the last date and time automatically by a specific time.
- System should have a provision to specify limited / unlimited extension, which can be defined at the creation of the auction.
- System should support ICB/NCB bidding type which enables bidders to submit their proposals in their respective currencies.
- System should have a provision to define the currency conversion while configuring the auction.
- System should have provision to start an auction with a start price / without a start price and also should have provision to accept the first price placed by the bidder as a start price.
- Should have a provision for reserve price indicator.
- Should have provision to group multiple auctions under a common parent.
- System should have provision to revive the auction without recreating the same.
- System should have provision to up-load the auction document.
- System should have a provision to conduct auction wherein the bidder can quote rate along with plot area.
- System should have provision to conduct sealed bid auction before conducting an online auction.
- System should have a provision to define the decimal to be accepted for each auction while creating auction

- bb) The bidder/buyer interface will be automatically updated / refreshed in order to ensure up to date information.
- cc) The originator will have the ability to define what columns they would like displayed, what sequential order those columns are displayed in, and the ability to sort all records using any of the displayed column heading.
- dd) System to display the minimum bid rate of auction of the asset / properties.
- ee) System should also support following auctions as well serial Lot Dependency – Lots open sequentially, (i.e. start- time field is the end – time of the previous lot) parallel Lot Dependency Lots start and end at the same time (i.e. if any of the dependent lots go into overtime, all lots go into overtime), Staggered Lot Dependency –common start time, different end-times whose intervals are maintained, No Lot Dependency None No dependency, (i.e. start time and end –time are changeable and independent)
- ff) The system should allow the auctioneer to define different parameters while configuring the auction such as
 - Open/Limited
 - Line-Itemwise Auction/Auctiononthetotalot
 - ExtensionAllowed/ Not
 - No.of extension/ unlimitedExtension
 - ICB/NCB
 - DefineCurrencyConversionRate
 - DefineIncrement value
 - Incrementinfigures/percentage
 - DefineDate&Time
 - DefineExtensionTime
 - Define time in case of Lot auction

2.4. Auction / Bidding Schedule Creation:

- a. System should allow various schedules (bidding forms) comprising of ‘x’ columns & ‘Y’ rows to be created online.
- b. System should allow auctioneer to define what all fields (columns & rows) are compulsory which must be filled.
- c. System should allow auctioneer to define field validation for each cells such that uniform proposals are received.
- d. System should allow auctioneer to specify custom Header and Footer for a Schedule.
- e. System should allow Schedules to be viewed/edited/deleted/ as required.

2.5. Formula creation in abiding form – Auctioneer:

System should allow auctioneer to create any type of bidding formula in abiding form i.e. $TotalAmount = totalareaxunitRate(totalamount \text{ in wordsetc.})$

2.6. Governing Cell Creation – Auctioneer:

System should allow auctioneer to create governing cell(s) in a price bid form upon which the bidder’s evaluation will be done for auction result.

2.7. Search auction – Auctioneer & bidders:

Auctioneer as well as bidders should have the facility to search auctions using various parameters such as auction id, auction no, auction date etc.

2.8. Auction Hall View – Bidders:

- a. Bidders should be able to view the entire Auction Notice.

- b. Bidder should be able to see the parameters defined for an Auction
- c. Bidder should be able to view Auction status – Yet to start, ongoing or expired.
- d. Bidder should get to see the actual Time left.
- e. Auto Clock Refresh.
- f. Bidder should be able to view the Current Server Time.
- g. Bidder should be able to view the price bidding schedules.
- h. Confirmation on every bid submitted.
- i. Bidder should be able to view his bid history.
- j. Bidder should be able to view the latest bid of other bidders.
- k. Bidder should be able to view his rank, corresponding to the other proposals.
- l. Bidder should be able to view the auction completion message.
- m. Bidder should be able to view the auction results.
- n. Auto result refreshing facility.
- o. Bidder should be prompted to select Currency in case of ICB type Auction.
- p. Bidder should have Auto bidding facility; in case he cannot remain online to participate in online Auction where he can specify his/her upper lower limit as per forward Action.
- q. System should have a provision for proxy bidding.
- r. Bidder should be prompted if increment value is not met.
- s. Bidder should be prompted if his bid is lower compared to last bid in the system.
- t. System should automatically covert figures into words and show it to Bidder before submission.

2.9. Auction Hall View – Auctioneer:

- a. Auctioneer should be able to view Current Proposals of All bidders.
- b. Auctioneer should be able to view highest proposals.
- c. Auctioneer should be able to view all proposals submitted by all bidders during the Auction period.
- d. In case of multi-line item, Auctioneer should be able to view the item wise last proposals.
- e. Auctioneer should be able to view the status as who is highest & lowest bidder.
- f. Auctioneer should have facility to extend Auction, if required
- g. In case of ICB type auction, Auctioneer should have facility to view bid of all bidders in base currency of an auction.
- h. Auctioneer should be able to view time left.
- i. Auctioneer should be able to view bidder's original name till the time auction is live. The system should have a provision for generating encoded name for each auction (not the alias name)
- j. Auctioneer should have the facility to view price bid details of a particular bid of a bidder.
- k. Auctioneer should have a facility to check the entire bid history of the auction which should cover the encoded name of the bidder, auction amount placed, status of the bid (accepted / rejected), date & time (hour, minute, second) of the bid placed & also from which IP the bid has been placed.
- l. The system should have provision to publish marquee / banner during a live auction to broadcast the message.
- m. The system should have a provision to cancel / pause / stop the auction.
- n. The system should have a provision for preferential auction wherein the auctioneer can define the preference / loading factor to the specific bidder over others & system should consider the same during the live auction and give a real time result based on the preference / loading provided.

2.10. Auction Reports

- a. Auction bid history report – This report should show all accepted & rejected proposals of the bidders.
- b. Document read confirmation report.
- c. Auction analysis report – it should cover complete details of an auction such as total no. of bidders, total no. of proposals, start price, H1 price, decrement/increment value, bidder's name etc. A complete MIS on all auction conducted, department wise, location wise, official wise etc. & the same should be updated online real-time.
- d. The system should have the provision of role based access.
- e. It should be able to map the existing hierarchy of the organization to the auction & assign privileges to the user accordingly.

2.11. Other Report / Features:

For conducting any type of auction / managing admin / managing users there should not be any dependency to the service provider, all the below-mentioned features must be there in the system where the auctioneer can perform all the activities without the help of the selected Agency.

- a. Audit trail report.
- b. Login report.
- c. Provision to generate the report in 1. XLS 2.HTML.
- d. System should also support multiple time zone for conducting the auction smoothly.
- e. IST time zone must be displayed in the dash board.
- f. Should confirm to CVC guidelines, govt. Act, Rules & Regulations.
- g. Customization of screen layout, reports and other requirement if any.
- h. Logs to be available for all user transaction & administrative actions.

Any work if specifically, not mentioned but reasonably implied for the successful implementation and required performance of the proposed work is deemed to be included and is to be executed within the price offered by the Agency.

3. Roles and Responsibility

| Sr. No. | Roles | Responsibility |
|---------|--|----------------|
| 1 | Auction RFP/Enquiry to be published in media or other thane-Auction platform. (If any) | BDA |
| 2 | Techno-commercial scrutiny of bidder | Agency/BDA |
| 3 | Publishing /Mapping of auction in portal | Agency |
| 4 | Mock auction to bidders/ BDA officials | Agency |
| 5 | Sending contact details of techno-commercially approved bidders | BDA |
| 6 | Framing business rule containing auction format and other details | Agency/BDA |
| 7 | Approval of business rule | BDA |
| 8 | Sending business rule document to all the bidders | Agency / BDA |
| 9 | Collection of consent letter & compliance statement from bidders | Agency |
| 10 | Commercial query handling | Agency/BDA |
| 11 | Auction related query handling & bidder training | Agency |
| 12 | Making user id & password available to Bidders | Agency |

| | | |
|----|---|--------------|
| 13 | Assisting Bidders participate in dummy auction | Agency |
| 14 | Event Date & Time finalization | Agency / BDA |
| 15 | To provide start Bid price/minimum incremental price & time allowed for bidding | BDA |
| 16 | Conducting Auction & providing Helpdesk service during auction | Agency |
| 17 | Auction report generation and submission | Agency |
| 18 | Facilitating payment gateway for collection of payment from the winners in the e-Auction | Agency / BDA |
| 19 | Technical Backup with a technical person will be provided by Agency & will also provide Training to all auction staff of BDA. | Agency |
| 20 | Provide assistance for getting digital signatures of the auctioneers. | Agency |

4. **TRADE SECRETS, COPYRIGHT & PATENT INDEMNITY**

- 4.1. The selected Agency will defend all actions against BDA claiming that the Software infringes any trade secret, copyright or duly issued patent or any other right of third parties, provided the selected Agency is notified promptly. The selected Agency shall compensate BDA for any expenses, damage or loss suffered as a result of any claims or proceeding against them for any intellectual property rights of third parties as aforesaid.
- 4.2. The selected Agency shall be responsible for all liabilities arising if
- Damage of data, computer database or any other programme residing in their computer, computer system or computer network is caused.
 - Denies or causes the denial of access to any person authorized to access any computer, computer system or computer network by any means.
 - Provides any assistance to any person to facilitate access to a computer, computer system or computer network in contravention of the provisions of IT Act 2000 rules or regulations made there under and subsequent amendments.
 - Tampering with computer source documents.
 - Hacking with computer system.
 - Breach of confidentiality and privacy.

5. **Mode of Payment**

- 5.1. The invoices shall be correctly prepared in duplicate in the name of secretary, Bhubaneswar Development Authority, Bhubaneswar and shall be submitted to BDA.
- 5.2. The selected Agency shall furnish the bills as per approved rates for each auction event after closer certified by the nodal officer of the e-Auction appointed by BDA. Closer means first closing date of e-Auction event.

6. **Liquidated damages and penalty:**

- 6.1. In case the selected agency fails to render service within the time stipulated and/or delays the process and/or delays to commence the service and/or causes deficiency in service shall be liable to pay liquidated damages at the rate of 0.5 % of the total quoted value per event for each day delay and it goes maximum to 50% and such liquidated damages shall be recovered. In case such damages exceed said bill may be recovered or on adjustment performance guaranty. In case the amount still remains due, shall be recovered from the agency and in case the agency fails to pay the amount, the same shall be recovered in accordance with the procedures specified under ODA Act, 1982.
- 6.2. In addition, the agency shall be liable to pay penalty of 10 % of the total quoted value per event for such lapses/deficiencies in rendering service.

(Envelope- Part A)

Annexure-'A'

Covering Letter
(On the letter head of the Agency)

To,

**The Secretary,
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001**

Date:

Dear Sir,

Sub: TECHNICAL PROPOSAL FOR SELECTION OF AN AGENCY FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF ASSETS/PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY.

I / We _____(Name of the firm) offer to provide services **for online e-Auction of assets/properties of Bhubaneswar Development Authority** as per the terms and conditions indicated in the RFP documents and hereby bind myself / ourselves to execute the work as per the scope stipulated in the RFP Documents and the contract agreement.

I / We have read the conditions of the RFP document and agree to abide by such conditions.

We are enclosing Document Purchase Fee of INR _____/-(including applicable GST) in the form of Demand Draft, _____ dated _____ drawn from _____ bank, payable to the "Bhubaneswar Development Authority" at "Bhubaneswar".

We are enclosing EMD of INR _____/- in the form of Demand Draft, _____ dated _____ drawn from _____ bank, payable to the "Bhubaneswar Development Authority" at "Bhubaneswar".

As per RFP the validity of the proposal is 180 days from the last date of submission of proposal and we agree that the proposal is unconditional. We understand that BDA reserves the right to reject any application without assigning any reason thereof.

**Duly signed by the
Authorised Signatory of the Agency
(Name, Designation and Address of the Authorised Signatory)**

Information of Agency

(To be submitted on the letterhead of the Agency)

1. (a) Name:
(b) Country of incorporation:
(Certificate of Incorporation to be attached)
(c) Date of incorporation and/or commencement of business:
2. Brief description of the company including details of its main lines of business and proposed role and responsibilities in this assignment:
3. Shareholding of the Bidder, if applicable:
4. List of directors:
5. PAN Number (Copy to be attached):
6. GST Number (Copy to be attached):
7. Total Years of Experience for Providing E-Auction services :-
(Indicate the numbers of years of experience + CA certificate to be attached)
8. Details Working URLs of the Agency:
9. Particulars of the Authorised Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone Number:
 - (e) E-Mail Address:
 - (f) Fax Number:

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

Self Declaration of Non- Black-listing

PROPOSAL FOR SELECTION OF AN AGENCY FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF ASSETS/PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY.

OEM Certificate

Format for Project Data Sheet

| S.No | Name of the Client | Value of the Asset | Value of Work Executed / Service Charges | Duration of contract in years (Start Date-End Date) | Experience Certificate - Ref- Page no. |
|------|--------------------|--------------------|--|---|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

N.B: The Agency shall attach experience certificate from the client for each work. If any agency is found to have provided unsatisfactory services it will be liable for rejection by BDA at its discretion.

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

Format for Turnover

| SL.No | Financial Year | Total Turnover (in INR) | Turnover from the Services of E-Auction (in INR) |
|-----------------------|----------------|-------------------------|--|
| 1. | 2022-21 | | |
| 2. | 2021-20 | | |
| 3. | 2020-19 | | |
| Average amount | | | |

N.B: The bidders shall attach Audited Balance Sheets for the last three financial years along with this Annexure.

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

**Signed and Sealed by a Chartered Accountant
Membership No**

(Envelope- Part B)
FINANCIAL PROPOSAL

To,

The Secretary
Bhubaneswar Development Authority
Akash Shobha Building,
Pandit Jawaharlal Nehru Marg
Bhubaneswar - 751 001

Dear Sir,

Sub: FINANCIAL PROPOSAL FOR SELECTION OF AN AGENCY FOR PROVIDING SERVICES FOR ONLINE E-AUCTION OF ASSETS/PROPERTIES OF BHUBANESWAR DEVELOPMENT AUTHORITY.

We, the undersigned, offer to provide the services for online e-Auction of assets / properties of BDA in accordance with your RFP. Our financial quote is as given below,

| Sl. No. | Item | Financial quote (in INR) |
|---------|---|--------------------------|
| 1 | Total service fee for conducting forwarder-Auction of each asset or property (quoted amount is excluding GST) | Rs. _____ |
| | | Rupees _____ Only |

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid up to 180 days from the last date of submission of proposal.

This financial proposal covers remuneration for all personnel cost, all incidental expenses, statutory charges, management overheads, cess, royalty, other charges etc.. The Financial Proposal is without any condition.

Yours faithfully,
For and on behalf of M/s. _____ (Name of Applicant)

Duly signed by the Authorised Signatory of the Applicant
(Name, Title and Address of the Authorised Signatory)