GOVERNMENT OF PUDUCHERRY
(Abstract)

CVO, Chief Secretariat – Implementation of **e-Auction** in the U.T of Puducherry – Order issued.

CONFIDENTIAL AND CABINET DEPARTMENT
CHIEF VIGILANCE OFFICE

G.O. Ms. No.**1**   Puducherry, the **6 FEB 2018**

READ: O.M. No. F.19/25/2017-PPD dt.03/10/2017 of the Dept. of Expenditure, Procurement Policy Division, Ministry of Finance, Govt. of India, New Delhi.

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The Department of Expenditure, Procurement Police Division, Ministry of Finance, New Delhi has communicated that the e-Auction portal viz. **https://eauction.gov.in**, developed by National Informatics Centre is of great financial advantage and a transparent system for the disposal of scrap/condemned items and has been used by few States like Maharashtra and West Bengal to conduct e-Auction of sand, timber etc.

2.   e-Auction package is operational and necessary training are being imparted in e-Procurement cell, Chief Secretariat, Puducherry for successful implementation. The Government Departments have been entrusting the sale of condemned vehicles to Govt. Automobile Workshop, Puduchery for Auction. Some Departments are utilizing the services of private vendors/adopting conventional method for auction of sale of scrap/condemned items, issue of fancy numbers for vehicles, auction of Toddy-shops etc. Henceforth, all Departments shall migrate to Govt. e-Auctioning system after getting hands-on training in this connection. Some institutions viz. Puducherry Seed Certification Agency, PONCARE, PAPSCO have successfully conducted e-Auction for disposal of condemned goods.

3.   For the convenience of Dept. users/bidders, demo-e-Auction site viz. http://demoeproc.nic.in/eAuction/app is available for conducting demonstration prior to real-time auction. The system facilitates both Single-Lot and Multi-Lot Auctions. Single-Lot Auctions are for items that are similar in nature and are auctioned at a single event. In the case of Multi-Lot Auctions, similar items with varying quality/ price / other factors are auctioned and each lot will be conducted separately but simultaneously under single Auction-ID. In order to ensure Security and valid participation, bidder credential are verified using two factor Authentication viz username/password and Digital Signature Certificate.

Notice Inviting Auction(NIA):

The officer competent to publish NIA in case of conventional Bids will host the NIA in portal. Simultaneously, a notification should also be published in the newspaper, as per the existing rules, preferably containing details such as brief description of auction, closing date etc. All the auction documents shall be uploaded in the Auction website by the Auction Inviting Authority using his DSC. The auction documents published by the Auction Inviting Authority will appear in the portal as "Active Auctions". The published auction will be for specific period of time till the last date of submission of bids as mentioned in the Notice Inviting Auction after which the same will be removed from the list of Latest Active Auctions.

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Procedure for Conducting e-Auction:

The Auctioning Department may appraise the value of scrap (or) engage an expert to arrive at the Reserve Price of scrap which is the minimum acceptable price, prior to the auction.

Auction Inviting Authority/Departmental users shall register in the e-Auction portal. Each Department shall nominate a Nodal Officer for liaisoning with NIC and the Core Committee (e-Procurement) for the purpose of implementing e-Auction. In the software, Nodal Officer will have the responsibility of identifying and creating Departmental user accounts and assign roles such as Auction Admin and Auction Publisher. The Digital Signature Auction Certificate(DSC Class II, Signing & Encryption) issued under sub-section(4) of Section 35 of the information Technology Act, 2000 is mandatory for e-Auction transactions at various points of time such as auction Creation/Publishing/Payment Approval/Bid Evaluation, Award of Contract etc. The Departmental users engaged in e-Procurement and e-Auction activities may revalidate their DSC prior to its expiry.

The Auction parameters like start price, increment/decrement value, auction fee, EMD, start date/time, end date/time etc., are Template Driven and these parameters can be customized to suit requirements of individual Auctions which adds flexibility within the existing Auction framework. Auctioning Department may include the Photograph of the items proposed to be auctioned in the Auction Notice. The Auctioning Department shall allow the bidders willing to participate in the Auction to inspect the items proposed to be auctioned.

For all purpose the server time displayed in the e-Auction Portal shall be the time to be followed by all the users. The e-Auction software assigns role for operation of the module for specific function. The terminologies used in the Portal and their respective functions in the software are as follows;

(a)Application Administrator(NIC)
    i.   Master Management
    ii.   Creation of user accounts to the Departments
    iii.   Blocking of access to nodal officer on Transfer.
    iv.   Blocking of User ID of Bidder on request from Nodal Officer of a Department.

(b) Auction Inviting Authority (Department User)
    i.   Creation of Auction
    ii.   Creation of Corrigendum/addendum/cancellation of Tender
    iii. Viewing Auction History
    iv. Publishing Auction Notice/Documents
    v.   Publishing of Corrigendum/addendum/cancellation of Tender
    vi. Report Generation
    vii. Approval of participants to participate in live Auction
    viii. Evaluation of participants
    ix. Award of Auction

PARTICIPATION BY THE BIDDERS

a) Portal Registration:

The Bidder intending to participate in the auction is required to register in the Portal using his/her active personal/official e-mail ID as his/her Login ID and attach his/her valid Digital Signature Certificate(DSC) to his/her unique Login ID. This is a "one time activity and the bidder will have to enter relevant information as asked for about the firm/Contractor. Enrolment of bidders in the e-Auction portal is free of cost. Use of Digital Signature Certificate (Class II/Signing) issued from a registered Certifying Authority(CA) as stipulated by Controller of Certifying Authorities(CCA), Government of India such as n-code, Sify, eMudhra etc is mandatory for all the bidders. It is mandatory that the DSC issued in the name of the Authorized Signatory in respect Joint Venture Company shall be used in the portal. Any third party/company/ person under a service contract (or) his/their subsidiaries (or) their parent companies shall be ineligible to participate in the auction. Bidders can participate in the auction process only after enrolment.

b) Logging to the Portal:

The Contractor/Bidder is required to enter his/her Login ID and password in the portal. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List(CRL) of the respective Certifying Authority(CA) stored in system database. The system checks the unique Login Id, password and Digital Signature Certificate(DSC) and authenticates the login process for use of the portal.

c) Downloading of Auction document:

The bidder can download the auction document of his choice and save it in his system to undertake necessary preparatory work off-line to qualify in the auction and arrive the offer price.

d) Payment of EMD and Auction fee:

i. The bidder shall provide the cost of the bid and the Bid security/EMD in the sealed cover superscribing the name of the auction and the address of Officer inviting auction. The EMD/Bid Security and Auction fee payable along with the bid shall be the amount as mentioned in the auction notice. The bidder is not required to write his/her name (or) company name on the cover. The original Fixed Deposit/Absolute Bank Guarantee shall be physically produced before the Officer inviting for auction before the specified period mentioned in the auction document. The bidder is also allowed to submit the original Fixed Deposit/Absolute Bank Guarantee by Registered Post/Speed Post or any other delivery system before the last date & time of approval of the participant.

ii. To qualify for participation in e-Auction the registered bidders shall be required to upload scanned copy of necessary documents, as mentioned in Auction Notice, before the last date of submission.

iii. Bidders exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences toward his eligibility for such exemption.
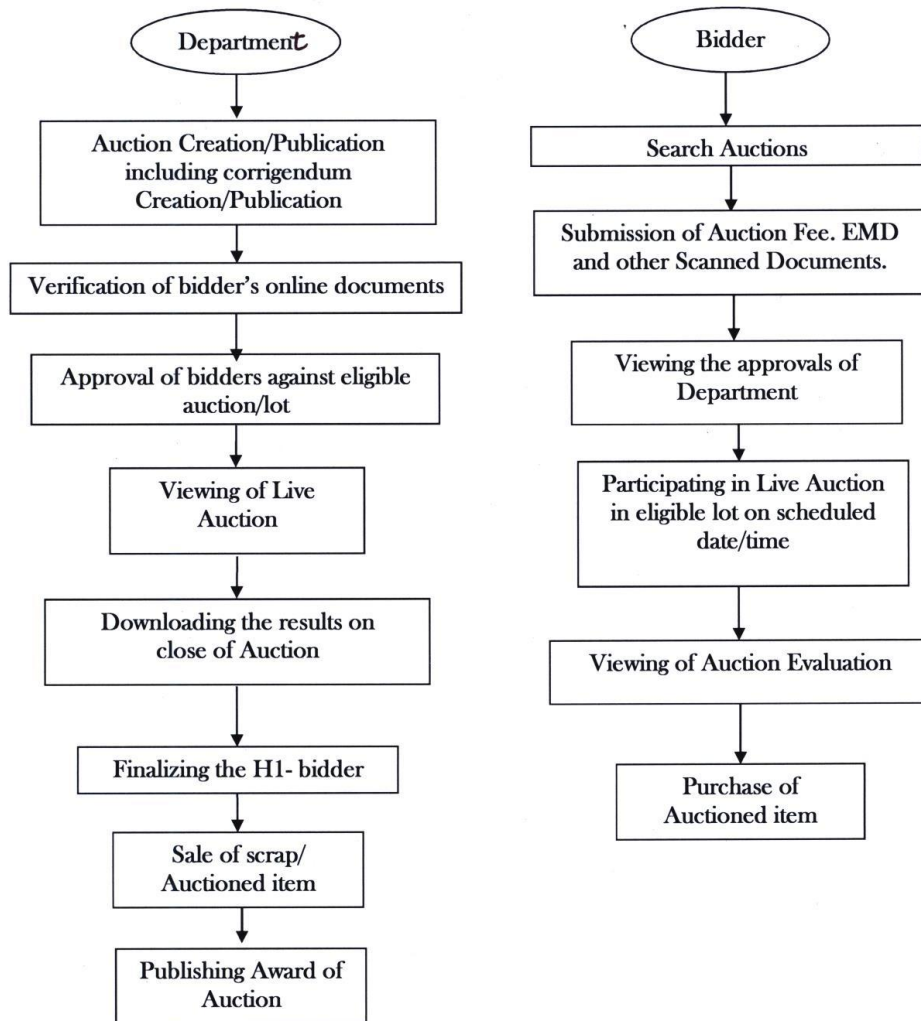
APPROVAL OF BIDS :

(a) The bid Approval-Start date is specified during Auction creation and can be extended through Corrigendum, in case the no. of bids received is not satisfactory. Bids cannot be opened before the specified date/time.

(b) After the last date of online submission of pre-qualification documents by registered bidders, the Auction Inviting Authority shall log-on to the portal and download the pre-qualification documents submitted by the bidders for the purpose of evaluation.

(c) The Auction Inviting Authority shall conduct online scrutiny of pre-qualification documents. In case, the online documents, on scrutiny are found to be defective and/or inadequate, the bidder's profile shall be summarily rejected online along with the justification/reason, which can be viewed online by the concerned bidder. The system will not allow such bidders to participate in e-Auction. Bidders who are found to be eligible during online scrutiny shall be approved online by the Auction Inviting Authority. The e-auction pre-qualification/Approval status will be updated automatically in the registered bidders online-profile before the starting date of e-Auction and system will generated e-mail and SMS regarding approval/Rejection and the same will be sent to all registered bidders.

LIVE AUCTION :

(a) The bidders who have been approved online by the Auctioning Department can only participate in Live Auction. Bidders shall log on to the portal with his/her DSC to participate in the Live auction.

(b) Details of e-Auction, End-time and Automatically extended end-time, if any, will be displayed in the dashboard.

(c) The Bidder shall submit his offer price online, digitally signed.

(d) Each process in the e-auction is time-stamped and the system can detect the time of log-in & log-out of each user including the bidder.

(e) The system generated real-time masking of identity of each bidders will be in effect with each bidder being able to see only his own masked-id, the real-time highest bid-amount and the masked-id of the corresponding highest bidder.

(f) The permissible increment amount which a bidder can quote shall be determined by the Auctioning Department before commencing e-Auction and shall be in effect during live e-Auction.

(g) No reduction in bid shall be submitted once it has been digitally signed and sent by a bidder. Also new bids that are same as the current highest bid will not be allowed by the system, thereby preventing tie of bids.

(h) The masked-id and the bid amount of provisionally highest bidder(H1) shall be displayed to all the participants immediately after the e-Auction is over.

(i) If no bid is received the Auctioning Department may notify another date in the portal by issuing Corrigendum.

(j) If online bidding continues even at the last minute (Elapsed time interval) the auction end-time will be automatically extended by the system. However, continuation of auction may be suspended at any time if the Department is of the opinion that the Auction may be concluded. The time period of extension after end-time, say 10 minutes (or) 20 minutes will be fixed by Auctioning Department prior to conducting Auction.

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Auction Process Flow

Department

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( Department )
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      ▼
┌─────────────────────────────┐
│ Auction Creation/Publication│
│ including corrigendum       │
│ Creation/Publication        │
└─────────────────────────────┘
      │
      ▼
┌─────────────────────────────────┐
│ Verification of bidder's online │
│ documents                       │
└─────────────────────────────────┘
      │
      ▼
┌─────────────────────────────┐
│ Approval of bidders against │
│ eligible auction/lot        │
└─────────────────────────────┘
      │
      ▼
┌─────────────────────┐
│ Viewing of Live     │
│ Auction             │
└─────────────────────┘
      │
      ▼
┌─────────────────────────────┐
│ Downloading the results on  │
│ close of Auction            │
└─────────────────────────────┘
      │
      ▼
┌─────────────────────────┐
│ Finalizing the H1-bidder│
└─────────────────────────┘
      │
      ▼
┌─────────────────────┐
│ Sale of scrap/      │
│ Auctioned item      │
└─────────────────────┘
      │
      ▼
┌─────────────────────┐
│ Publishing Award of │
│ Auction             │
└─────────────────────┘
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Bidder

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( Bidder )
      │
      ▼
┌─────────────────────┐
│ Search Auctions     │
└─────────────────────┘
      │
      ▼
┌─────────────────────────────┐
│ Submission of Auction Fee.  │
│ EMD and other Scanned       │
│ Documents.                  │
└─────────────────────────────┘
      │
      ▼
┌─────────────────────┐
│ Viewing the         │
│ approvals of        │
│ Department          │
└─────────────────────┘
      │
      ▼
┌─────────────────────────────┐
│ Participating in Live       │
│ Auction in eligible lot on  │
│ scheduled date/time         │
└─────────────────────────────┘
      │
      ▼
┌─────────────────────────────┐
│ Viewing of Auction Evaluation│
└─────────────────────────────┘
      │
      ▼
┌─────────────────────┐
│ Purchase of         │
│ Auctioned item      │
└─────────────────────┘
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AUCTION EVALUATION:

Auction history in the e-Auction system generates a report containing the rate quoted by the bidders from the start-time to end-time of a particular auction. The Auctioning Department have to log-on to the portal to view the history and can download it. Subsequently, the AIA may scan and upload the Evaluation-Summary document, declaring the highest quoted bidder (H1).

AWARD OF AUCTION:

The Auction Inviting Authority shall notify acceptance of the sale to the H1-bidder by mobile/e-mail and it will be confirmed by means of registered letter addressed through post to the successful bidder. After receipt of quoted amount and the taxes thereon, the Auctioned item may be handed over to the H1 bidder. The conditions stipulated under Rule 217-220 of General Financial Rules, 2017 for disposal of condemned/scrap items through public auction shall be followed by the auctioning Department.

V. CANDAVELOU
Commissioner/Secretary(Finance) –cum
Chairman, Core Commitee (e-procurement)

To

The Director of Stationery & Printing, Puducherry.	*For publication in the next official Gazette (A copy of the Notification may be sent to this Department for record.)*

Copy to:

i) The Under Secretary to Dept. of Expenditure, Procurement Policy, Division, Ministry of Finance, New Delhi.

ii) The Nodal Officer (e-Procurement MMP), Dept. of Commerce, Udyog Bhavan, New Delhi.

iii) The Sr.Technical Director/e-Procurement Project Head (Shri.K. Srinivasa Raghavan), NIC, Chennai

iv) The State Informatics Officer, NIC, Puducherry.

v) All the Secretaries/ Special Secretaries/ Joint Secretaries to Govt., Puducherry.

vi) The Deputy Secretaries, Under Secretaries to Govt., Puducherry.

vii) The Executive Engineer, Govt. Automobile Workshop, Puducherry.

viii) All Heads of Departments, Puducherry.

ix) The Joint Resident Commissioner-II, Puducherry Government Guest House, Chanakyapuri, New Delhi.

x) P.S. to C.S.

/ Forwarded by Order /

(M. KANNAN)
Under Secretary(Vigilance)–cum
Member Secretary, Core Commitee (e-procurement)