



Survey of India
Map Archive & Dissemination Centre, Dehradun
248001
E-TENDER-CUM-AUCTION
NOTICE
DISPOSAL OF PAPER MAPS
(SHRED AND SALE)

[Tender No. 2158 /15-L-1 RECORD, Dated: 20 /10/2022]

On behalf of Surveyor General of India, Director, Map Archive & Dissemination Centre, Survey of India Dehradun invites online bids under two bid systems (Technical bid and Financial bid) from reputed firms for the Disposal of old paper maps by shredding insitu (in mini. 5 mm wide strips) by electronic auction process.

The details of e- TENDER-CUM-AUCTION with complete terms and conditions are available on the portal <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

Publish Date	07.11.2022
Document Download/Sale Start Date	07.11.2022
Seek Clarification Date & Time	08.11.2022
Bid Submission Start Date	08.11.2022
Bid Submission End Date	28.11.2022
Technical bid Opening Date	29.11.2022
Financial bid opening date and e-Auction date	Will be intimated through e-Procure portal

For any queries/clarification on content of TENDER-CUM-AUCTION document, you may kindly contact, Director, Map Archive & Dissemination Centre, Survey of India, Dehradun or his representative at 0135-2535068 or write to dmadc soi@nic.in. Any queries related 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 Help Desk Number 0120-4200462, 0120-4001002, 0120-4001005

DIRECTOR,
MAP ARCHIVE & DISSEMINATION CENTRE

A. PARTICULARS OF TENDER

- a) Tender Inviting Authority: The Director,
Map Archive & Dissemination
Centre,
Survey of India, Hathibarkala
Estate,
Dehradun.
- b) Tender No. **Tender No. 2158/15-L-1
RECORD,
Dated - 20 / 10/2022**
- c) Place of bid opening: Map Archive & Dissemination
Centre, Survey of India,
Hathibarkala Estate
Dehradun
- d) Critical dates: As per NIT
- e) Total no. of pages 12

B. TERMS & CONDITIONS

1. Disposal of paper maps (**Maplitho Paper 100 GSM, size 5 mm wide & approx 820 mm length**) as given in Annexure-D will be sold out by weighing after shredding of old paper maps **Approx. 660 x 820 mm** into 5mm wide strips by the bidder at his own cost in M.A. & D.C. S.O.I. Hathibarkala Campus. The highest price offered by bidder through electronic tender cum auction will be accepted.
2. The requirement of manpower/any other Machine, tool for shredding, weighing, packing & lifting of the shredded papers (maps) will be arranged by the bidder himself at his own cost.
3. The interested bidders will have to send the DD/BG only to the tune of **Rs 10,000** as security / EMD in favor of **Esst. & Accounts Officer, MA&DC, Dehra Dun**, payable at **Dehra Dun** to the following address:

**The Director,
Map Archive & Dissemination Centre,
Survey of India, Hathibarkala Estate,
Dehra Dun 248001**

EMD or exemption related document for MSME should 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.**

4. The old paper maps (size 660x820 mm) weighing 13.5 tonnes (approx) will be shredded in 5 mm strips by the selected H-1 bidder at his own cost on working day between 09:00 am to 05:00 pm in the premises of MA&DC.
5. The entire sale/bid value with applicable taxes shall be deposited by the highest bidder for the items in Annexure -D in cash or DD in favor of **Esst. & Accounts Officer, MA&DC, Dehra Dun** payable at **Dehra Dun** within 15 days from the date of issue of sale letter.
6. The highest bidder will have to deposit GST @ 05% or RATE as applicable on the entire auctioned amount with the concerned authority and copy of the deposit

slip shall be submitted in the MA&DC before seeking for gate pass to lift the shredded Materials.

7. The possession of shredded materials will be given to highest bidder on the receipt of full amount of bid value after completing all the formalities.
8. The highest bidder/purchaser will have to shred and lift the Shredded materials **within 30 working days** at his own cost from the date of issue of sale letter to the highest bidder.
9. In case the highest bidder does not take up the task of shredding within 30 working days, from the deposit of entire sale/bid value, the bid security/EMD and entire sale bid value deposited by him shall be forfeited without any communication. Thereafter, the work will be offered to the second highest bidder at the price offered by highest acceptable bidder.
10. In case any dispute arises relating to any aspects of this contract between two parties, the decision of the Director, MA&DC shall be final and binding on the successful/highest bidder.
11. 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.
12. Entire items will be disposed off in one lot.
13. Pre-bid meeting can be taken up as per the critical date sheet. Any query regarding tender may be sorted out during that meeting.
14. The Director, MA&DC reserve the rights to cancel the e-tender cum auction bids without assigning any reason there on.
15. **Tender cum Auction Process:-**

The selection will be done in three stages given as under:

i) **Technical Bid:-**

Following documents are to be uploaded on the CPP portal for technical bid :-

- a. EMD or exemption related document (MSME / STARTUP).
- b. GST registration certificate.
- c. Tender-cum-e.Auction acceptance letter (**Annexure-A**)
- d. Undertaking for non-blacklisting firm and non-registration of criminal case.
- e. Scanned copy of latest ITR.
- f. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other firm.
- g. Experience certificate regarding similar task performed earlier.

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 pro-forma / 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.

- iii) **e-Auction:** Live Auction will be done through the portal as per scheduled date and time. The start price of the auction will be the price offered by H1 bidder in Financial bid. After completion of live auction, final H1 bidder will be declared.

16. Instructions for online bid submission are attached as **Annexure-B** and details of tender cum auction process are attached as **Annexure-C**.

DIRECTOR,
MAP ARCHIVE & DISSEMINATION CENTRE

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

To

The Director,
Map Archive & Dissemination Centre,
Survey of India, Hathibarkala Estate
Dehradun, - 248001

Date: _____

Sub: **TENDER FOR DISPOSAL OF PAPER MAPS (SHRED & SALE)**
Acceptance of Terms & Conditions of Tender.
[Tender No. 2158 /15-L-1 RECORD, Dated: 20/10/2022]

Dear Sir,

1. I/We have downloaded the tender document(s) for the above mentioned "Tender" as per your advertisement given in the web site namely:<https://eprocure.gov.in/e-procure/app>.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s) etc), which form part of the contract agreement and I/we shall abide here by the terms/conditions /clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization 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 entirety.
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)

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 / e-Mudhra/Capricorn 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 to others which may lead to misuse.
- vi) 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.
- iii) 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.
- iv) 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 100dpi.
- v) 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 by 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 Archive & Dissemination Centre Survey of India, Hathibarkala Estate, Dehra Dun, 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 colored (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 dash board) 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.

Annexure-C

E-Reverse (Forward) Auction Instructions for Bidders

- 1.0 Tender Cum Auction is a combination of Tender Followed by Auction (Reverse / Forward Auction). It is also called as eRA.
- 2.0 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.
- 3.0 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.
- 4.0 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.
- 5.0 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.
- 6.0 Procedure in submission of bids by the bidders during Reverse/Forward auction online.
 - 6.1 Bidders shall login using their login ID & Password and then using DSC.
 - 6.2 Click on My Auctions button given in left side of page, to view Action details for which Techno-Commercially qualified.
 - 6.3 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.
- 7.0 Terms and conditions for Reverse (Forward) Auction are as follows:
 - 7.1 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.
 - 7.2 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.

- 7.3 Bidders are advised to read the ‘Reverse (Forward) Auction terms and conditions’ details of Reverse (Forward) Auction event carefully, before auction event.
- 7.4 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.
- 7.5 The ‘Starting price’ i.e. start price and bid decrement (increment) price for Reverse (Forward) Auction will be decided by the Tender Inviting Authority.
- 7.6 Bidders shall be able to view the following on their screen along with the necessary fields during Online Reverse Auction:
 - 7.6.1 Current Bid Price in the e Auction.
 - 7.6.2 Start Price.
 - 7.6.3 Decrement (or Increment) value.
- 7.7 The bidding direction in case of Reverse Auction is downward and for Forward Auction is upward.
- 7.8 In case of Reverse Auction (Forward Auction), in order to displace a standing lowest (highest) bid and to become “L1” (H1), a bidder can offer a minimum bid decrement or in multiples of decremental (increment) 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.*

- 7.9 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.
- 7.10 There shall be no communication between the Tender inviting Authority and bidders and among bidders.
- 7.11 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.
- 7.12 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.
- 7.13 In case of no participation by techno-commercially qualified bidders in Reverse (Forward) Auction, the Tender price bids received during tender will be processed.
- 7.14 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.
- 7.15 Any variation between the final bid value during RA and that in the confirmatory letter forwarded will be advised to re-work and submit.
 - 7.16 Server time shall be the basis of Start Time and Closing time for bidding and shall be binding for all.
 - 7.17 All electronic bids submitted during the reverse (forward) auction process shall be legally binding on the bidder.
 - 7.18 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.
 - 7.19 The last successful bid price quoted by bidder will be considered as valid price at any point of time during Auction.
 - 7.20 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.
 - 7.21 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.
- 8.0 Post auction procedure: The Tender Inviting Authority will proceed with the Lowest (Highest) Bid in the Reverse (Forward) Auction for further processing.
 - 9.0 Schedule for Reverse Auction: The Reverse (Forward) Auction schedule will be intimated later on through e-mail and SMS after opening the price bid.
 - 10.0 Auction extension time: If a bidder places a bid in the last {...} minutes of closing of the Reverse Auction and if that bid gets accepted, then the auction's duration shall get extended automatically for another {...} 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 {...} 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 {...} minutes. In case, there is no bid in the last {...} 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..... Times extension is given during Reverse Auction. All bidders, regardless of their previous position, can submit their bid during the extension period also.
 - 11.0 Bidding currency and unit of measurement: Bidding will be conducted in Indian Rupees as indicated in the tender.
 - 12.0 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.

- 13.0 Bidders' bid will be taken as an offer to execute the work (or to award supply of the item) as per enquiry no. {187/15} dt. { }. 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.
- 14.0 The Tender Inviting Authority decision on award of contract shall be final and binding on all the Bidders.
- 15.0 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.
- 16.0 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.
- 17.0 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.
- 18.0 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.
- 19.0 Other terms and conditions shall be as per tender.
- 20.0 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.
- 21.0 Tender price bid (s) means the price bid (s) received during tendering for the items/work/services.

Auction closing price bid means the lowest (highest) online price bid received after the completion of Reverse (Forward) Auction.

ANNEXURE D

DETAILS OF SCRAPPING MATERIALS

SR. NO.	DESCRIPTION OF ITEMS	QUANTITY	WEIGHT IN KG
1	OLD PAPER MAPS (MAPLITHO PAPER 100 GSM Approx SIZE 660 x 820 MM)	263152 NOS.	13500 KG (APPROX)