

Annexure - I

INFORMATION & INSTRUCTIONS

TO THE FIRMS/INDIVIDUALS INTENDING TO TAKE PART IN E-AUCTION OF CHHATTISGARH RAJYA VAN VIKAS NIGAM LIMITED

FOR e-AUCTION SYSTEM (<https://cgvvn.abcprocure.com>) of Chhattisgarh Rajya Van Vikas Nigam Limited

Special conditions and Instructions for e-AUCTION System as given in the subsequent pages will over-rule the conditions stated in the Auction document wherever relevant and applicable.

1. Enrollment / Registration & Empanelment of the Bidders on e-Auction portal of Chhattisgarh Rajya Van Vikas Nigam Limited.

In order to participate in the Auctions floated using the e-Auction System, all Bidders are required to get enrolled on the e-Auction portal (<https://cgvvn.abcprocure.com>).

Only after concerned officers / abcProcure approve the empanelment of the intending bidders online, they will be allowed to participate in the Auctions floated by the Department using the e-Auction System. Intending bidders are required to pay the registration charges as below.

2. Registration Fees: Service provider will charge a registration fee from intending bidders as mentioned below:-

Sl. No.	Description	Charges	Service Tax @ 12.36%	Total Amount
1	One Time Bidder	Rs. 100/-	Rs. 12.36/-	Rs. 112.36/-
2	Regular Bidder	Rs. 1000/- per Calender year	Rs. 123.60/-	Rs. 1123.60/-

- Intending bidders are requested to fill in prescribed registration form online, submit the same along with required documents and pay prescribed registration fee for approval of login ID. Also, Intending bidders are requested to ensure receiving proper account number from abcProcure, where fund can be transferred through RTGS/NEFT mode for E.M.D. purpose.

3. Documents required for registration:

(I) In case of New Registration – Following documents required alongwith online registration form :-

(a) Individual or Proprietorship Firm –

(i) Any valid ID Proof and valid Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested) e.g.,

ID Proof	Address Proof
PAN Card	Electricity Bill
Passport	Passport
Voter ID	Voter ID
Driving License	Driving License
Aadhar	Bank Pass Book

(ii) Scanned copy of Registration Certificate prescribed for Manufacturer/Trader/Consumer as per the provision contained in Chhattisgarh Van Upaj (Vyapar Viniyaman) Adhiniyam 1964 & rules made there under.

(b) Partnership Firm –

(i) Any valid ID Proof and valid Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested) e.g.,

ID Proof	Address Proof
PAN Card	Electricity Bill
Passport	Passport
Voter ID	Voter ID
Driving License	Driving License
Aadhar	Bank Pass Book

(ii) Scanned copy of Registration Certificate prescribed for Manufacturer/Trader/Consumer as per the provision contained in Chhattisgarh Van Upaj (Vyapar Viniyaman) Adhiniyam 1964 & rules made there under.

(iii) Partnership Deed details which have to be attested by partners with their company seal.

(c) Pvt. & Ltd. Company –

(i) Any valid ID Proof and valid Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested) e.g.,

ID Proof	Address Proof
PAN Card	Electricity Bill
Passport	Passport
Voter ID	Voter ID
Driving License	Driving License
Aadhar	Bank Pass Book

(ii) Scanned copy of Registration Certificate prescribed for Manufacturer/Trader/Consumer as per the provision contained in Chhattisgarh Van Upaj (Vyapar Viniyaman) Adhiniyam 1964 & rules made there under.

(iii) Any one of the Organization proof issued by Government (Attested by authorized signatory of Organization alongwith organization seal)

- Certificate of Incorporation
- Articles of Incorporation
- Memorandum of Association

(d) Hindu Undivided Family (H.U.F.) –

(i) Any valid ID Proof and valid Address Proof (Attested by Banker or Notary or Gazetted Officer as well as Self Attested) e.g.,

ID Proof	Address Proof
PAN Card	Electricity Bill
Passport	Passport
Voter ID	Voter ID
Driving License	Driving License
Aadhar	Bank Pass Book

(ii) Scanned copy of Registration Certificate prescribed for Manufacturer/Trader/Consumer as per the provision contained in Chhattisgarh Van Upaj (Vyapar Viniyaman) Adhiniyam 1964 & rules made there under.

(II) In case of Renewal – No documents required for renewal of registration on the e-procurement portal.

2. Minimum hardware/software requirements:

In order to operate at the e-Auction System platform, following minimum operating system and hardware are required.

- Windows XP with service pack 3
- Windows vista / windows 7 / window 8
- Browser Internet Explorer (IE) 9, 10 or 11
- Minimum bandwidth 512 kbps

Hardware:

- Minimum RAM 2 GB
- Minimum 40 GB Hard disk

Help Manual is available on the website for further process.

3. Obtaining a Digital Certificate :

The offers submitted online should be signed electronically with a Digital Certificate to establish the identity of the bidder submitting online. These Digital Certificates are issued by an approved certifying authority, authorized by the Controller of Certifying Authorities, Government of India.

A Digital Certificate is issued upon receipt of mandatory identity proofs and verification letters attested by Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued.

The registered bidders may obtain information required to issuance of a class II / Class III Digital Signature Certificate from the Controller of Certifying Authorities (www.cga.gov.in). The bidder can obtain Digital Signature Certificate either from the Service Provider of e-Auction system of Chhattisgarh Rajya Van Vikas Nigam Limited (i.e. e-Procurement Technologies Limited) or from any other vendor for submission of online auction.

e-Procurement Technologies Limited (abc procure)
A - 201 / 208, Wall Street - II, Opp. Orient Club,
Near Gujarat College, Ellis Bridge,

Ahmedabad - 380 006 Gujarat (India)

Phone No. : + 91 79 4001 6808/6838/6858/6866
Fax No. : + 91 79 4001 6876/6854

Tejas Parikh: 09099741444 Rahul Desai: 09374519816

Email ID – support@abcprocure.com

Important Note: Submission of offers for a particular auction shall be done only using the digital certificate. In case, during the process of a particular auction, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem etc.) he may not be able to submit the offer online. Hence the users are advised to back up the certificate and keep the copies at safe places under proper security to be used in case of emergencies.

In case of online auction, the digital certificate issued to the authorized user of a firm and used for electronic Auction will be considered equivalent to no-objection certificate / power of attorney to that user. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian *IT Act 2000*. Unless the certificate is revoked, it shall be assumed to represent adequate authority of the user to offer on behalf of the firm for the Chhattisgarh Rajya Van Vikas Nigam Limited auction as per *Information Technology Act 2000*. The digital signature of this authorized user will be binding on the firm, it shall be the responsibility of management / partners of the registered firm to inform the Certifying Authority or Sub-Certifying Authority, if the authorized user changes, and apply for a fresh digital certificate and issue a fresh '***authorization certificate***' for the new user.

The same procedure holds true for the authorized users in a Private / Public company. In this case, the authorization certificate / Power of Attorney will have to be signed by the directors of the company.

4. Opening of an Electronic Payment Account :

For submitting the offers online, the bidders are required to make online payment using the electronic payments service as mentioned in the NIT.

Arrangements have been made for bidders to make payments online through RTGS/NEFT mode. In case of RTGS/NEFT the bidders can make offline payment in advance to a designated bank account no. which will be advised to bidders after successful registration by abcProcure. This advance payment can be utilised for paying EMD during online Auction submission.

5. Sequence of steps for online Auction submission :

Step 1–Ensure availability of Digital Signature Certificate. **(Please refer to point 3 above)**

Step 2 – Online registration of Bidders. **(Please refer to point 1 above)**

Step 3 – Online offer preparation

1. Filling of Registration Form
2. Uploading of documents
3. Transfer of fund through RTGS/NEFT in the account provided to bidders post registration by abcProcure.

Step 4 – Online transfer of E.M.D. to participate in auction

Step 5 – Participation in live auction

6. **Auction Download:** The Auction Documents may be downloaded free of cost from Nigam's website www.cgrvvn.com or Chhattisgarh Rajya Van Vikas Nigam Limited's online e-Auction Portal <https://cgvvn.abcprocure.com> by intending Firms/Individuals.

7. **Submission of Online Offers:** Bidders have to submit their offers online within the date and time as per Auction schedule **Annexure – II** (Key Dates). The electronic offers of only those bidders who have submitted their online offers within the time, as per the Auction time schedule **Annexure – II** (Key Dates), shall be accepted by the system. The bidders can revised his online offers during within the time, as per the Auction time schedule **Annexure – II** (Key Dates).

Since the Department is migrating to online Auction system for Advance sale of Timbers and Fuel Stacks for the first time, the bidders are advised to pay the

EMD amount well before the cut-off time and date to avoid any inconvenience on account of system slow down or network problem.

8. Payments of Earnest Money Deposit online :

The Bidders are required to make the payment of E.M.D. through online payment modes mentioned in *Point No.4* above.

Submission of offers, EMD and other Documents will be governed by the time schedules given under “Key Dates” **Annexure - II** on the online e-Auction System Portal for the particular auction.

(Please refer to the Help Manual for viewing of New Auctions online on the e-Auction Portal)

10. **Opening of Auction Documents:** The authority receiving the Auction or his duly authorized officer/officers shall open all the Auctions and check the EMD and documents submitted by the Bidders as required by Chhattisgarh Rajya Van Vikas Nigam Limited.
11. **Key Dates:** The Bidders are strictly advised to follow the Auction schedule **Annexure – II** (Key Dates) for their side of tasks and responsibilities to submit their offers, as the system is time and date locked.

**MANAGING DIRECTOR
Chhattisgarh Rajya Van Vikas Nigam Limited**

Annexure - II

Department Name	Chhattisgarh Rajya Van Vikas Nigam Ltd.
Concern Officer Name	Shri S. S. Baghel
Officer Designation	Manager (Marketing)
Officer Contact No.	9425243152
Officer E-mail ID	vanvikasnigam@yahoo.com
Office Address	Lokash Plaza, Shankar Nagar, Raipur
Auction No.	System Generated
Brief of eAuction	Sale of Timber log/Pole/Fuel Wood
Give Auction Details, Specification, Term-Condition & other details as a separate document	As per Annexure 1
Ernest Money Deposit (Optional)	10% of the offered price
Type of Contract	Sale of Forest Produce
Bidding Access	Open
Auction Base Currency	INR
Bidding Type	National Competitive Bidding
Auction Variant	Forward Auction
Auction Type	Standard
Display Rank	Yes
Bid Submission for	Each Line Item (Lot) wise
Item wise time Require	No
Auction State date & Time	Jan 29, 2015 & 10:00:00 hrs
Auction End date & time	Jan 29, 2015 & 15:00:00 hrs
Item List	(provide separate Lot list)
Item wise start price	0
Item wise minimum increment value	Specified against lots
Auto Extension	Limited (18) from 15:00:00 hrs to 18:00:00 hrs
Time extension condition	In last 10 minutes, extension for 10 minutes
Display bidder name encoding to officer	Yes
Auto Bid	Yes
Display last accepted bid to bidder	Yes
Display IP Address	Yes

Person Name:- Shri S. S. Baghel

Designation:- Manager (Marketing)

Contact Nos. (Landline & Mobile):- 0771-2103132, 9425243152

e-Mail ID:- vanvikasnigam@yahoo.com

Department Name:- Chhattisgarh Rajya Van Vikas Nigam Ltd.