



## ODISHA STATE HOUSING BOARD (OSHB)

### E-Auction Sale Notice

Date: \_\_\_\_/\_\_\_\_/2024

#### SALE OF UNSERVICABLE SCRAP MATERIAL LYING IN OSHB OFFICE, BHUBANESWAR

Odisha State Housing Board (OSHB), Bhubaneswar through this E-Auction Sale Notice invites Eligible bidders for disposal of unserviceable, scrap lying in the premises of OSHB Head Office in A/32, Kharavela Nagar, Bhubaneswar on "AS IS WEHERE IS GROUND CLEARANCE BASIS".

The bid details are as under:

Details of Material for E-auction	Upset Price (in Rs.) *	EMD (in Rs.) Online Payment	Application Fee (in Rs.) Online Payment	Period of sale of Bid Document	Date of E-Auction
37 items of Unserviceable, Scrap Material	Rs.1,41,351 /- (Rupees One Lakh Forty One Thousand Three Hundred Fifty One) Only	Rs. 10,000 /- (Ten Thousand) Only	Rs708/- (Rs.600/- + GST 18%)	16/12/2024 to 10/01/2025	31.01.2025

\* GST 18% as applicable shall have to be paid extra over the bid price.

The entire bid process shall be conducted online. The Successful Bidder would be selected through an open competitive E-auction. The Sale Notice can be downloaded from <https://oshb.org/tender-advertisements/> during the period of sale of bidding document.

The bidders interested to participate in the E-Auction must obtain a Class III Digital Signature Certification through registering in online portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) in advance, i.e., during the period of sale of Bid document. The uploading of the required documents mentioned in this Sale Notice and E-Auction will be done in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) only.

The bidders qualifying in stage 1 of the bid process shall only be eligible to participate in E-auction for unserviceable, scrap material. The schedule of various activities of this bid along with the date of E-auction are listed in the Sale notice document.

OSHB reserves the right, without any obligation or liability, to accept or reject any or all the applications at any stage or process, to cancel or modify the process or any part thereof or to vary the terms and conditions at any time, without assigning any reason whatsoever. Any modification/amendment/corrigendum, if any, to the E-Auction sale notice document, shall not be advertised in the newspapers but shall be posted on the OSHB website only.

Contact Persons:

Mr. Benudhar Mallick, Administrative Officer, OSHB, Bhubaneswar, Mobile Number: 8598975497

Mr. Shourya Kanta Ray, Administrative Officer, OSHB, Bhubaneswar, Mobile Number: 9437228444

F.A & C.A.O



# **ODISHA STATE HOUSING BOARD**

Sachivalaya Marg, Kharvela Nagar  
Bhubaneswar -751001

## **E-Auction Sale Notice**

### **E-AUCTION FOR DISPOSAL OF UNSERVICABLE, SCRAP MATERIAL LYING IN OSHB OFFICE PREMISES IN BHUBANESWAR, ODISHA**

Financial Advisor & Chief Accounts Officer  
Odisha State Housing Board,  
Sachivalaya Marg, Kharvela Nagar,  
Bhubaneswar - 751001, Odisha

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## **1. INTRODUCTION**

- i) Odisha State Housing Board (OSHB) invites interested bidders for clearance of unserviceable, scrap material lying in OSHB Office premises in Bhubaneswar on '**As is where is Ground Clearance**' basis, through **E- auction method**.
- ii) OSHB proposes to select the bidder through transparent and competitive E-auctioning process for clearance of the non-serviceable, scrap material, wherein the preferred bidders would be selected on the basis of highest quoted amount in E-auction. The Selected bidder will be required to pay the entire quoted amount plus applicable GST, other taxes if any within the given timeframe and clear the entire unserviceable, scrap material listed in Annexure – III of this E-Auction Sale Notice from OSHB Office premises at Bhubaneswar on 'As is where is Ground Clearance' basis at his own cost.
- iii) The entire bid process will be conducted in online mode in two stages
  - i) Stage 1: Uploading the required documents in the web portal along with online payment acknowledgment receipts of Application fee and EMD.
  - ii) Stage 2: E-Auction amongst qualified bidders.

## **2. DETAILS OF NON-SERVICEABLE, SCRAP MATERIAL**

A total of 37 unserviceable, scrap material / items are lying within the premises of OSHB office in Kharavelanagar, Bhubaneswar. The scrap includes steel, cast iron, galvanized iron, PVC, wooden material, and others. Refer Annexure - III for the list of items, material type and approximate quantity.

## **3. UPSET PRICE**

The Upset Price of the unserviceable, scrap material is fixed at Rs.1,41,351 /- (Rupees One Lakh Forty One Thousand Three Hundred Fifty One) Only. The bidder has to pay applicable GST and other taxes above the quoted bid amount. The bidder quoting less amount than the upset price shall not be entertained.

## **4. ELIGIBILITY CRITERIA**

- i) The firms having their own GST Registration number and Permanent Account Number (PAN) issued by the Income Tax Department are considered as Eligible Bidders and allowed to participate in the e-auction.
- ii) The intending Bidders shall upload the following scan copies of the documents in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) through their login ID, failing which their bid will be rejected.
  - a) Copy of the GST Registration Certificate.
  - b) Copy of the PAN card.
  - c) Present Mailing address (Supporting document in support of the address proof such as copy of valid Aadhaar card / Driving license, etc., has to be submitted).
  - d) Payment acknowledgement receipt of Application Fee.
  - e) Payment acknowledgement receipt of Earnest Money Deposit.
- iii) The Bidder shall also upload the scan copies of duly filled in and signed forms, undertaking provided in Annexure – I and Annexure – II.

## 5. MANDATORY REQUIREMENT

- i) The bidders interested to participate in the bid process must obtain a Class III Digital Signature Certification through registering in online portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB)
- ii) Without DSC III Digital Signature, the bidders will not be able to participate in the bidding process.
- iii) The bidders with Class III Digital Signature can only be able to upload the required documents as mentioned in section 4 in Stage 1 and participate in the E-auction in the later stage.
- iv) Bidders are requested to register online and generate unique login ID by paying registration fee in the e-auction portal. The applicant must have a valid Permanent Account Number (PAN) of the Income Tax Department to register in the portal and obtain Class III Digital Signature Certification.
- v) The registration is valid for one year from the date of registration. Registration charges will be Rs.1180/- (Rupees one thousand one hundred eighty including GST) & is non-refundable, to be paid online payment mode only.

**Note: Interested applicants are requested to take early steps for obtaining DSC to avoid last minute rush / dislocation.**

- vi) The applicants who have already registered in the portal may renew their registration within time to participate in the bid process. Registration charge(s) and Auction participation charge(s) are to be done/ paid through online payment mode only.
- vii) **Before the due date of bidding and E- Auction, interested Bidders can reach out to [eauctionhelpdesk@etenderwizard.com](mailto:eauctionhelpdesk@etenderwizard.com) or Contact Mr. Satamanyu Routray: 9937140591(satamanyu.r@etenderwizard.com); Mr. Lokesh: 9686115304 for assistance required to register in the online portal and availing Training for E-Auction.**

## 6. APPLICATION FEE AND EARNEST MONEY DEPOSIT

- i) The bidders during the Stage 1, i.e., along with uploading the required documents as mentioned in section 4 including the online payment acknowledgement receipts Application fee, Earnest Money Deposit, duly filled forms of Annexure – I , Annexure – II, only in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) through their login ID, failing which the bid will be rejected.
- ii) **Application Fee:** Bidders are required to pay online an application fee, a non-refundable amount of **INR 708/- (seven hundred eight) Only** (Rs.600/- + GST 18%) through NEFT/RTGS. Bidder has to upload the scan copy of payment acknowledgement receipt in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) during bid submission.

**The NEFT/RTGS is to be made to the following Bank Account**

**Bank Name: Bank of Baroda, OGNB branch, Bhubaneswar,  
Account No: 78350200000330,  
Account Name: Orissa Housing Board Fund  
IFSC code: BARB0VJORIS  
Type of Account: Current**

Bids which are not accompanied by the Application fee shall not be considered for the bidding process and will be marked as 'Rejected'.

- iii) **Earnest Money Deposit (EMD):** Bidders are required to pay online an EMD amount of **Rs. 10,000 /- (Ten Thousand) Only** through NEFT/RTGS. Bidder has to upload the scan copy of payment acknowledgement receipt in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) during bid submission.

**The NEFT/RTGS is to be made to the following Bank Account**

**Bank Name: Bank of Baroda, OGNB branch, Bhubaneswar,**

**Account No: 78350200000330,**

**Account Name: Orissa Housing Board Fund**

**IFSC code: BARB0VJORIS**

**Type of Account: Current.**

Bids which are not accompanied by the Earnest Money Deposit shall be rejected by OSHB as "Non-Responsive".

- a) The EMD amount shall be refunded to the Non- Eligible bidders without interest within 15 days of conducting the E-Auction.
- b) The EMD amount shall be refunded to the unsuccessful bidders in E-Auction without interest within 30 days of receiving the entire quoted amount including GST from the Successful bidder.
- c) The EMD amount of the Selected Bidder shall be adjusted in the final payment as stipulated in section 11 (ii). The applicable GST for the EMD shall be paid along with the full Quoted bid amount as stipulated in section 11 (ii).
- d) OSHB shall forfeit the EMD under the following circumstances:
  - (i) If the Eligible bidder did not participate in the E-Auction, the Earnest Money Deposit paid by the Eligible Bidder would be forfeited.
  - (ii) If the Preferred Bidder refuses to pay the remaining amount quoted in the E-Auction.
  - (iii) If the Preferred Bidder fails or refuses to execute the Letter of Intent (LoI) in the event of the issue of the LOI by OSHB to the preferred bidder to pay remaining full quoted amount along with applicable GST, other taxes, if any and clear the entire unserviceable, scrap material from OSHB Office premises, Bhubaneswar.
  - (iv) If the Bidder revokes his Bid at any time during the stipulated period of bid validity as per Section 16 (or during the extended period of the bid validity).
  - (v) If the Bidder, for the period of Bid validity does not comply with any of the terms and / or conditions contained in this Tender document and / or subsequent communication from OSHB in this regard and / or what is contemplated; and/ or fails or refuses to execute the Letter of Intent (in the event of the award of the work to them).

## **7. SCHEDULE OF E-AUCTION**

- (i) Below mentioned are the timelines for various activities in the E-Auction process. The intended bidders shall adhere to the timelines.

S.no	Event Description	Date
1.	Online Application / Tender Document availability in <a href="https://oshb.org/">https://oshb.org/</a>	<b>From 16.12.2024 (11:00 Hrs) To 10.01.2025 (17:00 Hrs)</b>
2.	Visit to Unserviceable, scrap material store in OSHB Office, A/32, Kharavela Nagar, Bhubaneswar during Working Days and Working hours (10:30 to 17:00 Hrs) by Prospective Bidders.	<b>From 16/12/2024 to 08/01/2025</b>
3.	Last date of receiving queries from applicants through email <a href="mailto:aaostt.oshb@gmail.com">aaostt.oshb@gmail.com</a>	<b>27/12/2024</b>
4.	Issue of Corrigendum by OSHB in <a href="https://oshb.org/">https://oshb.org/</a> only if applicable	<b>31/12/2024</b>
5.	Submission of Bid Application online along with uploading online payment acknowledgement receipts of Application Fee, EMD, Annexure – I and Annexure – II in <a href="http://www.tenderwizard.com/OSHB">www.tenderwizard.com/OSHB</a>	<b>From 17.12.2024 (11:00 Hrs) To 10.01.2025 (17:00 Hrs)</b>
6.	Date of intimating to Eligible Bidders through Email	<b>20/01/2025</b>
7.	Date of E-Auction	<b>On 31/01/2025 from 11:00 Hrs to 17:00 Hrs</b>

**Note:** In case the dates as mentioned above are declared as a holiday, then the same will be received and opened on the following working day at the same time.

In order to enable OSHB to meet the target dates, the Bidders are expected to respond expeditiously to clarifications, if any. OSHB shall adhere to the above schedule to the extent possible. OSHB, however, reserves the right to modify the same. Intimation to this effect shall be given to all the Bidders in writing.

(ii) Contact for other queries (Time: 10.30 Hours to 17.00 Hours on working days):

- For any queries related to the RFP - Contact Mr. Benudhar Mallick, Mobile: 8598975497 or Mr. Shourya Kanta Ray, AO (Recovery), Mobile: 9437228444
- For Visit to Unserviceable, Scrap material store in OSHB Office, A/32, Kharavel Nagar, Bhubaneswar - Contact Mr. Bichitra Kumar Jena, Mobile: 9439178172 .

## 8. BID EVALUATION PROCESS

- i) The Bidders shall be required to submit the documents online in the portal [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) as stipulated in Section 4 of this E-Auction Sale Notice along with online payment acknowledgement receipts of Application Fee and EMD.

- ii) OSHB will verify the documents submitted by the applicants as stipulated in Section 4 and prepare the list of Eligible Bidders and intimate the Eligible Bidders through Email only for participating in the E-Auction. All Bidders are requested to provide their respective E-mail ids in Annexure 1.
- iii) The technically Qualified Bidders shall only be eligible to participate in the E-auction process and such bidder quoting the highest Commercial Offer in the E-auction shall be the 'Preferred Bidder'. The Bidder's quoting the 2nd highest and 3rd highest Quoted Bid Amount shall be the "Other Preferred Bidders".

## 9. CONTRACTUAL ARRANGEMENT

- (i) After the selection of the 'Preferred Bidder', OSHB will issue a Letter of Intent (LOI) requiring the bidder to accept the LOI within 7 days from the issue of the LOI. After accepting the LOI, the Preferred Bidder shall be declared as Successful Bidder.
- (ii) Within 10 days of accepting the LOI, the Successful Bidder shall pay the Full Quoted Bid Amount plus Applicable GST to OSHB. The EMD paid by the Successful Bidder during the bidding stage shall be adjusted in the final bid quoted amount.
- (iii) Any request from the successful bidder for addition, alternation, modification, correction etc., in either terms and conditions or finalized quoted bid amount in E-Auction shall not be allowed.
- (iv) The Successful Bidder Shall deposit the Full Quoted Amount (excluding EMD amount) plus Applicable GST @ 18%, other taxes if any to OSHB through NEFT/RTGS or in the form of Demand Draft.

### a) The NEFT/RTGS is to be made to the following Bank Account

Bank Name: Bank of Baroda, OGNB branch, Bhubaneswar,  
Account No: 78350200000330,  
Account Name: Orissa Housing Board Fund  
IFSC code: BARB0VJORIS  
Type of Account: Current

### b) In case of payment through Demand Draft, it should be drawn in a Scheduled Bank in favor of "**Orissa Housing Board Fund**" payable at Bhubaneswar.

- (v) The Successful Bidder shall lift the unserviceable, scrap material lying in OSHB Head Office premises at Bhubaneswar within 30 days of paying the full quoted amount plus GST as applicable.
- (vi) All charges towards loading, unloading, handling, transportation, incidental expenses etc. for shifting of Unserviceable, scrap materials from the site to the destination point shall be borne by the successful bidder only.
- (vii) The clearing of scrap material from OSHB Head office premises shall be done only on working days and preferably during working hours.
- (viii) The quantities indicated in Annexure -III may be excess or less at the time of lifting. The Successful Bidder will have to lift the complete quantity of unserviceable scrap material "As is where is Ground Clearance basis" without leaving any of the materials.
- (ix) No picking and choosing will be allowed. In case of any wrong removal/ lifting of any materials by the Successful Bidder, the F.A & C.A.O, OSHB shall take remedial action as deem fit for such wrong removal or lifting including asking for return of such



materials in good shape in full. Full compensation for such wrong removal/ lifting has to be paid by the Successful Bidder concerned including return of such materials. The decision of the F.A & C.A.O, OSHB in this respect is final and binding on the Successful Bidder, The F.A & C.A.O, OSHB shall have the right to suspend further delivery of materials to the purchaser till remedial action as suggested by the F.A & C.A.O, OSHB is complied by the Successful Bidder.

- (x) The Successful Bidder shall not be entitled to resale any or part of the material mentioned in Annexure - III while the items are still lying within the OSHB Office Premises.
- (xi) The goods shall remain in every respect in the premises of OSHB Office entirely at the risk of the Selected Bidder from the date of acceptance of his tender for disposal and until removal.
- (xii) The delivery of goods shall be allowed during official working hours only. The delivery will not be done on holidays and special holidays announced by the Government of Odisha from time to time.
- (xiii) The scrap generated out of materials for disposal listed in Annexure - III is lying unutilized for a long time. The authority shall not be responsible for clearance of any outstanding dues, taxes, duties etc. claimed by any statutory body/ agency after acceptance of tender for disposal. It is the responsibility of the successful bidder to look after and bear such types of expenses.

#### 10. PENALTY

- (i) Failure to deposit the balance amount of Quoted bid amount by Bidder within 10 days of accepting the Letter of Intent (LOI) issued by OSHB will lead to forfeiture of the Earnest Money Deposited by the bidder. In such cases the name of the defaulting bidder shall be circulated to various Government Organizations so that such bidder will be debarred from bidding in future.
  - c) In case the Successful Bidder fails to clear the entire unserviceable, scrap material lying in OSHB Office, Bhubaneswar premises on 'As is where is Ground Clearance' basis within 30 days of paying the full quoted bid amount, a penalty for the ground Rent @ 1% (One Percent) of the quoted bid amount per day shall be charged on the successful bidder. The bidder shall pay the penalty through NEFT/RTGS before clearing the unserviceable, scrap material from the office premises.

**The NEFT/RTGS is to be made to the following Bank Account**

Bank Name: Bank of Baroda, OGNB branch, Bhubaneswar,  
Account No: 78350200000330,  
Account Name: Orissa Housing Board Fund  
IFSC code: BARB0VJORIS  
Type of Account: Current

- (ii) In the event of the ground rent exceeds the EMD deposited by the Successful bidder, the amount deposited towards EMD will be adjusted towards the ground rent and entire unserviceable scarp material listed in Annexure - III will remain absolutely the property of OSHB and the successful bidder will not have any authorization on the unserviceable, scrap material.

- (iii) In case the Successful Bidder has done any physical damage to OSHB Office Building (including boundary walls, gate) during clearance of scrap material, the charges towards the damage shall be borne by the successful bidder.

## 11. PAYMENT SCHEDULE

- (i) The unserviceable, scrap material lying in OSHB Office, Bhubaneswar will be sold to the successful highest bidder through e-auction, with following details:

Details of Unserviceable, Scrap Material	Reserve Price / Upset Price (in Rs.) *	EMD (in Rs.)** Online Payment	Application Fee (in Rs.)** Online Payment
37 items as per Annexure - III	Rs.1,41,351 /- (Rupees One Lakh Forty One Thousand Three Hundred Fifty One) Only	Rs. 10,000 /- (Ten Thousand) Only	Rs. 708/- (Rs.600/- + GST 18%)

\* The upset price is excluding GST.

\*\* Bids which are not accompanied by Application fee and Earnest Money Deposit shall be rejected by OSHB as "Non-Responsive".

- (ii) **Payment detail and Timeline:** The selected bidder is required to make the payment of entire Quoted Bid Amount to OSHB all at once as per the following timeline.

Description of Payment timelines by Selected Bidder to OSHB	Payment Detail
Within 10 days of accepting the Letter of Intent issued by OSHB	Total Quoted Bid Amount plus GST as Applicable.  <i>OSHB shall retain the EMD of the Successful Bidder and the Successful Bidder shall pay the remaining amount constituting to 100% of the Quoted Bid Amount along with Applicable GST@18% for the entire quoted bid amount.</i>

## 12. LIFTING OF MATERIALS

- (i) The release order for lifting of unserviceable, scrap material shall be issued only after the full Quoted Bid amount in E-Auction is deposited and receipt in support of deposit of applicable GST including surcharge other applicable taxes, duties, if any thereon is furnished.
- (ii) The Successful Bidder shall inform OSHB Office in writing at least 2 (two) working days before the scheduled day of clearing the unserviceable, scrap material so as to make necessary arrangements.
- (iii) The material will be removed from the site by the Successful Bidder himself or any agent duly authorized by him in writing on his behalf without any liability or any fraud or such account with the OSHB.
- (iv) The number of days for clearing of entire unserviceable, scrap material from OSHB Office, Bhubaneswar Premises shall not exceed 3 working days.

## 13. TAXES

- (i) GST will be applicable on the Quoted Bid Amount in the E-Auction.
- (ii) Other taxes including excise duty or any such taxes or duties or licenses fees, any other tax whether payable to central or state or municipal/ local or other authorities, if applicable shall be paid by the Successful Bidder only addition to the quoted bid price.
- (iii) All statutory taxes/ duties/ licenses fees, if applicable will have to be paid by the Successful Bidder at the time of clearing.
- (iv) In case necessary, the Successful Bidder shall furnish the original receipt for other applicable taxes duties, surcharge, fees etc., in support of deposit of the same on the quoted value of the materials from the local competent authority to the OSHB after which the release orders will be issued to lift the materials.

#### **14. JURISDICTION**

Any dispute in connection with the tenders is subjected to the jurisdiction of the Civil Court, Bhubaneswar.

#### **15. VALIDITY OF BIDS**

Bidders, by submitting the Bid, agree that the Bid shall be valid for a period of 90 days from the Bid Due Date (the "Bid Validity Period"). OSHB reserves the right to reject any Bid, which does not meet this requirement.

#### **16. EXTENSION OF VALIDITY OF BIDS**

In exceptional circumstances, prior to expiry of the original Bid Validity Period, OSHB may request Bidders to extend the Bid Validity Period for a specified additional period.

#### **17. APPLICATION DUE DATE**

- i) The application should be submitted online no later than 17.00 hours IST on **10/01/2025**.
- ii) OSHB may change Application Due Date, E-auction date by issuing an Addendum in OSHB website <https://oshb.org/> and [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) and in that case, the date and time mentioned in the Addendum shall be considered as Application Due Date and E-Auction date

#### **18. E-AUCTION PROCESS**

- i) The eligible bidders shall only be allowed to participate in the E-Auction. The online E-Auction shall be conducted in [www.tenderwizard.com/OSHB](http://www.tenderwizard.com/OSHB) portal only using their login credential of Class III Digital Signature obtained in Stage 1, i.e., during uploading of required documents and the Bidders shall keep themselves ready for the e-auction.
- ii) The bidder who quotes the highest bid amount shall be declared as the "Preferred bidder".
- iii) The bidding parameter for selection of the Preferred Bidder, subject to other Qualification Criteria and eligibility criteria being met, would be the Highest Upfront Lease Premium (ULP) to be quoted by the Bidder (in INR) in the E-Auction.
- iv) The bidding will be conducted in Indian Rupees (INR) only. The bid will trigger off from reserve price.
- v) **Bid Start Price:** The bid will trigger off from this price and is the same as offset price + (Plus) one incremental value.

- vi) **Incremental value:** Incremental Value for this auction is Rs.10,000/- (Rupees Ten Thousand) only. Minimum Bid increment shall be available to the Bidders at the start of the auction. The bidder can bid higher than the Highest Bid (H1 Price) at any point of time in the auction by multiples of the minimum Bid increment. The minimum incremental value shall be displayed on the bidding screen of all participating bidders. The software will not accept any bid other than the multiple of incremental value.
- vii) **H1 Price:** It is the highest value placed in the bid at any point of time during the auction for the material. It will be visible to all the bidders on the screen and the bidders can bid an amount of "H1price+ (plus) incremental value or in multiples of incremental value" only.
- viii) **Auto Auction extension of the Closing time.**
- a) **Auto Extension:** if any bidder submits the bid less than 5 minutes prior to Auction closing time, the system will automatically extend the auction closing time by 10 minutes.
- For Example:** *If the auction is closing at 17:00 Hrs and if any bidder bids between 16:55 and 17:00 , the auto auction extension will extend the auction closing time to 17:10 , and if any bidder bids between 17:05 and 17:10, it will be extended to 17:20 and so on.*
- b) **Unlimited Auto auction extension:** As indicated above, if the bidder bids within the last 5 minutes of the auction closing time, the Auto Auction extension will continue to extend the Auction time till no bid is received within the last 5 minutes of the auction closing time.
- ix) **Auto Bid:** The Auto Bid feature allows Bidders to place an Automated Maximum Bid in an auction and bid without having to enter a new amount each time a competing Bidder submits a higher offer. Bidders are supposed to quote their next highest price in confirmation of the incremental value and in multiples of thereof only. There is no restriction on changing of the Auto Max Bid/value. But once Auto Max Bid/value is clicked and freezed, the same cannot be withdrawn at any point of time during the auction period. However, if the auction is cancelled and new auction dates are announced, the earlier Auto Max Bid/value shall have no relevance. After fixing his highest limit, the manual Bid button will be disabled. The system will automatically bid on his behalf, based in the auction's H1 price. His bidding dashboard will show his Rank, the H1 price and the highest bid ongoing in the auction. Until his auto-bid amount is not reached (in the H1 price Box) for the material in the e-auction, the manual Bid button on his screen will remain disabled. Once his auto bid amount reaches or crosses the Auto Max Bid/value amount, then he will have to bid manually otherwise the bidder may opt for auto bid again by setting a new maximum bid amount.
- x) **Max multiples of increment value allowed per bid:** Bidder can quote the next H1 price up to current H1 price + (plus) the maximum allowed multiple of incremental value.
- For these auction Max Multiples of increment value allowed is 10 Times of the incremental value.
- Example: Reserve price=1,00,000, increment value 10,000 max multiple of increment allowed =10 times i.e., Rs.1,00,000/-
- If Current H1 value = 1,00,000 maximum next bid can be = 2,00,000 i.e., 1,00,000 (current H1) + 10,000 (increment value) x 10 (max multiple of increment))

- xi) **Preferred Bidder:** At the end of the forward auction, OSHB shall decide upon the winner based on the highest bid placed for the scrape material under auction and subsequent acceptance by OSHB. In this regard, the decision of OSHB shall be final & binding on all the bidders.

In case the highest bid stood cancelled or highest bidder withdraws from the bids process, OSHB shall have the right under forfeit the Bid security and e-bid participation charges of H1 bidder and OSHB at its own discretion may select the second highest (H2) Bidder for the Project (with negotiated price); or select the third highest (H3) Bidder for the Project (with negotiated price); or to start again the E- auction process from the point, where it ended during the earlier process; or take any such measure as may be deemed fit in the sole discretion of OSHB, including inviting other bidders H3, H4 for negotiation or fresh E-Auction from the qualified Bidders or annulling the entire Bid Process.

## 19. HIGHLIGHTS OF E-AUCTION

- i) **E-auction portal Registration:** The bidder(s) are required to get registered online in the e-auction portal with Class III Digital signature (refer DSC Manual for details and support) and keep themselves ready for the e-auction.

ii) **AUCTION REQUEST COMPLETION PROCESS OF e-AUCTION PORTAL**

N.B: - After uploading of all required documents, bidders are requested to pay Auction fee and EMD amount, after that he/she has to click on "Generate Acknowledgement" & generate/download the auction submission acknowledgement for scrap material on real time and note down the bid control number for future reference. **Without auction submission acknowledgement in schedule time, even if bidder paid their EMD amount/uploads mandatory document, the auction portal can't recognize the bidder and he/she may not take part in e-bid participation of Auction.**

- iii) Online forward auction bidding shall commence at 11:00 hr on Dt **31/01/2025** and continue till 17:00 hr of the same day, with auto extension facility as per conditions mentioned.
- iv) Bidders who have completed the Auction formalities and paid the prescribed charges and EMD can start bidding in the online forward auction from the Bid Start price (Upset price + one incremental value) onwards only. Hence, the first online bid that comes in the system during the online Forward auction shall be higher than the auction's Reserve Price / Upset Price by one increment or absolute multiples of increment.
- v) Then onwards bidding will have to be higher by one incremental value than the H1 rate as quoted and displayed on screen or higher than the H1 rate/price by multiples of the incremental value.
- vi) Bidders will be able to view the following on their screen along with the necessary fields in the Forward Auction.
- Opening Bid Start Price & minimum Increment Value.
  - Leading (highest) Bid in the e-Auction
  - Bidder himself is H1
- vii) The bids will be taken as an offer to purchase the entire scrap material as per terms & conditions attached with the Auction. Bids once made by a Bidder, cannot be cancelled / withdrawn by the Bidder and the Bidder shall be bound by the bid quoted, failing

which the Earnest Money will be forfeited.

- viii) The Bidder must read the terms and conditions of the E-Auction sale notice very carefully to participate in the bidding process.
- ix) OSHB reserves the right to cancel the highest bid on any condition; whatsoever. The Notice for such cancellation shall be duly notified on the e-Auction portal.
- x) OSHB reserves the right to modify/amend the terms and conditions and intimate the same prior to commencement of e-Auction or while the auction is in progress.
- xi) OSHB reserves the right to postpone the date of auction due to technical issues. In such an event, all the applicants/ bidders will be intimated by e-mail, and this will be advertised in the newspapers.
- xii) **TRAINING:** Interested Bidder can avail themselves of the training (online) by request through email / contacting the Auction support team (details are given below) before the start of Auction period of bidding.  
  
Mail id: [eauctionhelpdesk@etenderwizard.com](mailto:eauctionhelpdesk@etenderwizard.com) ; Contact: Mr. Satamanyu Routray: 9937140591; Mr. Lokesh: 09686115304
- xiii) **MANUALS:** For complete details on e-auction please visit to our auction portal i.e., [www.auctionwizard.in/Department](http://www.auctionwizard.in/Department). Auction manual is available in the Web site, under Manual.
- xiv) **Contact for other queries** (Time: 10.30 Hours to 17.30 Hours on working days):  
Mr. Benudhar Mallick, Administrative Officer (Estt.) (PH), Mob - 8598975497  
Mr. Shourya Kanta Ray, Administrative Officer Mob - 9437228444  
Mr. Bichitra Kumar Jena, Sr Clerk, OSHB, Mob- 9439178172

**ANNEXURE - I: DETAILS OF THE BIDDER (SCAN COPY TO BE UPLOADED IN THE WEBPORTAL DURING APPLICATION SUBMISSION)**

*(To be submitted by the Bidder on appropriate company letterhead)*

1. Name and Address of the Bidder:

(With **Mobile No, Email ID.**

Copy of the Address proof to be uploaded in the portal)

2. GST Registration Number:

(Copy of GST Certificate to be uploaded in the portal)

3. Income Tax PAN:

(Copy of PAN to be uploaded in the portal)

I have gone through the General Terms & Conditions/ Instructions of the E-Auction Sale Notice for the sale of 37 items of unserviceable, scrap material lying in OSHB Office, Bhubaneswar items as in Annexure-2. I do hereby undertake to obey all terms and conditions of the E-Auction Sale Notice.

For and on behalf of Company /firm:

Signature:

(Authorized Representative and Signatory)

Name of the Person :

Designation :

Date:

**ANNEXURE – II: UNDERTAKING FROM THE BIDDER (TO BE SIGNED AND  
UPLOADED BY THE BIDDER IN THE WEBPORTAL DURING APPLICATION  
SUBMISSION)**

*(To be submitted by the Bidder on appropriate company letterhead)*

Date:

Place:

To

FA & CAO

Odisha State Housing Board (OSHB),

Sachivalaya Marg,

Bhubaneswar 751 001, Odisha, India.

Sir/ Madam,

- i) I/ we in detail have gone through the E-Auction Sale Notice for disposal of unserviceable, scrap material lying in OSHB office premises of OSHB Office, Bhubaneswar.
- ii) I/ we undertake that I/ We shall abide by all terms and conditions in the E-Auction sale notice without any deviation.
- iii) In the event of my/ our tender accepted, I/ we do hereby undertake to deposit the final quoted bid amount in E-Auction and to deposit the applicable GST@18% to OSHB and also other taxes, duties, fees etc. as applicable over and above the Quoted Bid Amount with appropriate authority before lifting the materials within the stipulated period as per the E-Auction Sale Notice.
- iv) I/ we do hereby agree that the OSHB will have absolute right to forfeit the EMD in case of failure to comply with the terms and conditions laid down in the E-Auction Sale Notice.

For and on behalf of Company /firm:

Signature:

(Authorized Representative and Signatory)

Name of the Person :

Designation :



**ANNEXURE - III: SURVEY REPORT ALONG WITH UPSET PRICE OF UNSERVICABLE, SCRAP MATERIAL LYING IN OSHB OFFICE PREMISES BHUBANESWAR, WHICH ARE PLACED FOR SALE THROUGH E-AUCTION**

SL	UNIT	DESCRIPTION OF ARTICLES	CLASSIFICATION OF ITEMS	QUANTITY (IN MT/MTR/UNIT)	QUANTITY IN KG	RATE PER UNIT ABSTRACT VALUE (IN RS)	UPSTE VALUE FOR FULL QNTY (IN RS)
1	No	Iron Almirah (Big)	MS/GI	14	700.00	24.00	16800.00
2	No	Iron Almirah (Small)	MS/GI	2	80.00	24.00	1920.00
3	Mtr	50 mm dia GI pipe	MS/ GI	24	122.4	24.00	2937.60
4	Mtr	100 mm dia GI pipe	MS/ GI	54	777.6	24.00	18662.40
5	No	Iron Rack	MS/ GI	2	10.00	24.00	240.00
6	No	Iron Table	MS/GI	20	160.00	24.00	3840.00
7	No	Iron Chair	MS/GI	39	78.00	24.00	1872.00
8	Mtr	110 dia CI pipe	CI	48	1821.6	21.00	38253.60
9	Mtr	100 mm HCl pipe	CI	243.84	2400	21.00	50400.00
10	No	Iron angle from the Grill	MS/ GI		20	24.00	480.00
11	Mtr	Aluminium Channel and frame	Misc		60	21.00	1260.00
12	Mtr	110 mm dia PVC pipe	Misc	48	63.36	21.00	1330.56
13	No	Revolving Chair	Misc	2		50.00	100.00
14	No	Wood Chair	Misc	26		10.00	260.00
15	No	Wood Table	Misc	9		20.00	180.00
16	No	Tube light Stand	Misc	9		2.00	18.00
17	No	Type writer	Misc	13		50.00	650.00
18	No	Ceiling Fan	Misc	2		20.00	40.00
19	No	Notice Board	Misc	1		10.00	10.00
20	No	Display Sign Board	Misc	1		50.00	50.00
21	No	Table Top	Misc	2		5.00	10.00
22	No	Parttion wall (wooden)	Misc	9		100.00	900.00
23	No	Partition wall (Aluminium)	Misc	4		100.00	400.00
24	No	Tender Box (Wood)	Misc	1		50.00	50.00
25	No	Stool	Misc	1		5.00	5.00
26	No	Theodolite machine & wooden box	Misc	4		20.00	80.00
27	No	Theodolite strap & Stand	Misc	2		50.00	50.00
28	No	Stencil Machine	Misc	1		200.00	200.00
29	No	Xerox Machine (Damaged)	Misc	1		100.00	100.00
30	No	Bicycle (Damaged)	Misc	1		100.00	100.00
31	No	Computer Table (wooden)	Misc	2		20.00	20.00
32	No	Weight Machine	Misc	2		20.00	40.00
33	No	Fax machine (Damaged)	Misc	1		50.00	50.00
34	No	Batkara 1kg	Misc	1	1	24.00	24.00
35	No	Batkara 500 g	Misc	1	0.5	24.00	12.00
36	No	Batkara 200 g	Misc	1	0.2	24.00	4.80
37	No	Batkara 50 g	Misc	1	0.05	24.00	1.20

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**ANNEXURE IV: PAYMENT SCHEDULE AND KEY MILESTONES**

S.no	Description of Payment, milestones	Timeline
1	Application Fee of Rs. 708/- (Rs.600/- + GST 18%) - Non-Refundable	Online Payment During the Bid Submission and upload the payment acknowledgement receipt on the portal.
2	Earnest Money Deposit of Rs. 10,000 /-	Online Payment During the Bid Submission and upload the payment acknowledgement receipt on the portal. <i>The EMD of the Successful Bidder shall be retained by OSHB and will be adjusted in the final Payment.</i>
3	Declaration of Successful Bidder by OSHB	Accepting the Letter of Intent (LOI) by preferred bidder within 7 days of issuing the LOI by OSHB.
4	Payment of balance of total Quoted Bid Amount in E-Auction (Quoted Bid Amount – EMD) plus GST as Applicable on total bid amount * by the Successful Bidder.	Within 10 days after accepting Letter of Intent (LOI). The balance of Quoted Bid amount plus GST as applicable shall be paid to OSHB by successful Bidder online through NEFT/RTGS or through Demand Draft before clearing the unserviceable, scrap material from the office premises. The NEFT/RTGS is to be made to the following Bank Account Bank Name: Bank of Baroda, OGNB branch, Bhubaneswar, Account No: 78350200000330, Account Name: Orissa Housing Board Fund IFSC code: BARB0VJORIS Type of Account: Current [OR] Demand Draft in any Scheduled Bank drawn in favor of “Orissa Housing Board Fund” payable at Bhubaneswar.
5	Clearance of entire unserviceable, scrap material on ‘As is where is Ground Clearance’ Basis by Successful Bidder	Within 30 days after paying Full Quoted Bid Amount including Applicable GST@18% and any other applicable taxes.

\* **Note:** Other taxes such as excise duty or any such taxes or duties or licenses fees, any other tax whether payable to central or state or municipal/ local or other authorities, if applicable shall be paid by the Successful Bidder only addition to the quoted bid price.