

**PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
PRASAR BHARATI SECRETARIAT
PRASAR BHARATI HOUSE, COPERNICUS MARG, NEW DELHI**

03(1)11/E-Procurement/2020/Implementation/e-portal

Date: 23-08-2020

CIRCULAR

Subject: Step by Step Procedure for E-Auction.

This is in continuation with circular No. 03(1)11-E Procurement /2012/D (P)/vol-III /dated 23/04/2020, regarding E-Tendering/ E-Auction - Portal for all the offices of Prasar Bharati including AIR and DD, and circular No. 03(1)11/E-Procurement/ 2020/ Implementation/ e-portal dated 25/04/2020.

2. As already mentioned, Prasar Bharati has engaged M/s. C1 India Pvt Ltd, for the Application Service Provider of E-Tendering/ E-Auction services to all the Offices of Prasar Bharati including All India Radio and Doordarshan, for the next five years, i.e. up to 31-03-2025, and there have been inquiries about E-Auction Process from some Stations. So, to add further clarity to the earlier circulars, the Step by step procedure to be followed for the E-Auction Process, the charges applied for the vendors, and the contact details are given at the Annexure-1 attached herewith.

3. No amount shall be paid or received by Prasar Bharati, on account of the service or Training / Support in uploading and processing of the e-Auction-Portal of Prasar Bharati. But the Bidders/ Vendors shall be charged as per the details given at the Annexure-1.

This issues with the approval of Competent Authority.

Enclosure: Annexure-1

**RAVINDRAN T.P
AE (IT &PP)**

TO

1. DG: AIR (Kind attention: Shri V P Yadav, DDG(E-P) P&D Unit, Akashwani Bhawan,
2. DG: DD (Kind attention: Smt. Archana M. Gupta, DDG (E-P) Doordarshan Bhawan,
3. O/o ADG (E-NZ)/ ADG (E-SZ)/ ADG (E-EZ)/ ADG (E-WZ)/ ADG (E-NEZ), All Stations, All Kendras of AIR/ Doordarshan, O/o CE CCW/NABM/ R&D/ AIR News Division/DD News Division/ AIR News Division through the website.
4. M/s C1 India Pvt Ltd (for information and necessary action.)
5. DDG (Tech), Prasar Bharati, for uploading on the Website.

Auction Process

Annexure-1

STEP 1- Discussion between the Prasar Bharati Officials& C1 India Team

The discussion between the Prasar Bharati and C1 India Official are done for studying the procurement spend of the Prasar Bharati Officials and identifying the items for auction, and defining the scope of Auction for a particular Item. These includes

- Studying the procurement spend data & identifying the Item to be auctioned.
- Discussion about the date & duration of the auction.
- Auction parameters and the Auction format to be followed.

STEP 2- Data collection by C1 India Team

C1 India collects the relevant data from the Prasar Bharati Officials for conducting the Auction, which includes

- Detailed specifications of the Item to be auctioned along with the drawings (if necessary)
- Detailed Commercial Terms & Conditions for procurement of the short-listed Item like Quantity, Payment Terms, Delivery schedule etc.
- List of existing Vendors along with their Contact details like Contact Person, Phone No., Fax No., Email & Postal address etc.
- Existing Price of the item& the Opening Price to be kept in the auction along with the Bid decrement/increment.
- Parameters to design the Auction.

STEP 3- Designing Business Rule document (BRD) & Approval

Based on the data provided by the Prasar Bharati Officials to C1 India, the latter designs a detailed business rule document and sends the same to the Prasar Bharati Officials for approval. Prasar Bharati and C1 India Official discuss the changes/modifications in the BRD (if any).

STEP 4- Communication of BRD to the shortlisted Bidders

After getting the approval on the BRD document, C1 India sends the BRD to the Bidders shortlisted by the Prasar Bharati Officials through email.

STEP 5- Communication with Bidders& Confirmation on BRD

C1 India, after sending the BRD:

- Communicates with the Bidders regarding the BRD & the Auction procedure
- Collect the queries of the Bidders related to the Auction. Queries related to the Commercial are handled & clarified by the Prasar Bharati Officials along with C1 India Pvt. Ltd. whereas; the queries related to the Auction procedure are taken care of by C1 India.
- Receives the confirmation on the BRD and participation in the Auction.

STEP 6- Supplier listing

After in receipt of the confirmation from Bidders C1 India will register those vendors.

- Annual Charges for Online Bidder/ Vendor Registration is Rs. 450.00 + 18% GST.
- After the vendor's annual registration some processing fee for the slab wise auction need to pay by vendors to participate in Prasar Bharati auction is given below.

| Estimated Value | Processing Fees / Tender / Bidder |
|---|-----------------------------------|
| Less than or Equal to Rs. 10 Lakhs | Rs. 475.00 + 18 % GST |
| More than 10 Lakhs but Less than or equals to 50 Lakhs | Rs. 925.00 + 18 % GST |
| More than 50 Lakhs | Rs. 1150.00 + 18% GST |
| If the Estimated Cost is unknown to Prasar Bharati Officials (then Estimated Value is mention as "0") | Rs. 1150.00 + 18% GST |

If in case, for any particular Auction Event, Estimated Cost is unknown to Prasar Bharati, then it is recommended to mention Estimated Value as "0" (Numeric Zero) and in that case, the Processing Fee would Rs. 1150.00 + 18% GST

STEP 7- Supplier Training & Mock Auction

After the receipt of confirmation for participation in the Auction C1 India:

- Sends the Training Kit to the Bidders & Studies the IT capability of the Bidders.
- Trains the Bidders on the Auction software & Replies to all the queries related to the Auction software.

STEP 8- Conduct & Monitor Live Auction

Once the Bidders are trained on the Auction software fully, C1 India:

- Configures the Live Auction & Sets-up the 'viewer' option for the Prasar Bharati Officials to monitor the auctions
- Starts the Auction & Conducts the Auction
- Monitor the Auction
- Provides support to Prasar Bharati Officials as well as Bidders during the Auction through the helpdesk/call centre
- Closes the Auction as per the schedule and auction rule.
- Obtains written price confirmation from the Bidders

STEP 9- Report Generation

After the completion of the Auction, C1 India generates the Report for the auction and hands over the same to the Prasar Bharati Officials.

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| Auction Websites: - | https://prasarbharati.c1auctions.com https://doordarshan.c1auctions.com |
| C1 India Contact Details:- | M/S. C1 India Pvt Ltd Plot No-301, 1 st Floor UdyogVihar Phase-2, Gurgaon Haryana - 122015, India Phone No: 0124-4302000 Centralized email: auctions@c1india.com |
| Auction Team Contact Details:- | Chandan Kumar Direct Line: 0124-4302004 Mob: 9015145373 Email: chandan.kumar@c1india.com Krishan Yadav Direct Line: 0124-4302001 Mob: 8368058543 Email: Krishan.yadav@c1india.com Neeti Bala Direct line: 0124-4302002 Mob: 7291981128 Email: neeti.bala@c1india.com Mukesh Kumar Direct line: 0124-4302005 Mob: 7291981127 Email: mukesh.kumar@c1india.com |

Signature Not Verified

Digitally signed by
RAVINDRAN T P
Date: 2020.08.26 11:05:13 IST

