

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

---

**Urban Improvement Trust, Kota** hereby referred to UIT Kota, has decided to make sale of properties through online forward e-auction mode. UIT Kota, has made arrangement for forward auction, e-payment, integrated gateway, bidder management etc. Please go through all guidelines below in order to understand the process of e-auction and submit your acceptance to the same.

#### DEFINITIONS

1. **Lessor / Auctioneer:** Lessor/Auctioneer referred in these conditions of e-Auction is the UIT Kota through their officers.
2. **Auction Committee:** A Committee constituted by UIT Kota for Auction.
3. **Service Provider:** An agency appointed as service provider to facilitate e- Auction on Internet by UIT Kota. They are expected to facilitate organizing and conducting e-Auction and are considered as third party not particularly interested in the property being sold for and on behalf of UIT Kota.
4. **Bidder:** Any person representing as an individual or Proprietor or as a Partner of registered Partnership firm or as a duly authorized representative of any Company registered under the Companies Act, 1956 or of any legal entity, who has been registered with the Lessor and who has paid the Earnest Money Deposit (EMD) and complied with other terms and conditions mentioned herein or as may be specified through separate publication shall be considered as a Bidder.
5. **Successful Bidder:** At the end of the Forward Auction, UIT Kota will decide upon the winner based on the highest bid placed for the property under auction and subsequent acceptance of UIT Kota. The decision of Chairman UIT Kota will be final & binding on all the bidders.
6. **Registration:** The bidder is required to be listed with UIT Kota before participating in e-Auction process.
7. **Estimated value of the property:** Bid Start Price X Area of property.
8. **Participation Fee:** In addition to the e-auction registration fee, the bidder shall also pay non-refundable “e-Bid Participation fee” which will be valid only for one Auction event of a property for participating in e-auction. The participation fee shall not be valid for more than one property. If the bidder wishes to bid for more properties held for auction the participation fee will be charged separately for each property.

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

---

9. **Earnest Money Deposit (EMD):** Apart from one time e-auction registration fee and e-Bid participation fee, the Bidder will have to deposit Earnest Money Deposit (EMD) as per publication/auction advertisement for the particular e-Auction.
10. **Bidding Currency:** Bidding will be conducted in Indian Rupees (INR) only.
11. **H1 Price:** It is the highest value placed in the bid at any point of time during the auction for the property. It will be visible to all the bidders on the screen and the bidders can bid an amount of “**H1 price plus incremental value or in multiples of incremental value**” only.
12. **Incremental value:** Incremental Value will be decided by UIT Kota. 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 an increment, multiples of the minimum Bid increment or at least of minimum bid increment plus multiple of Bid Increment. The minimum increment value will be displayed against each property on the bidding screen of all participating bidders. The software will not accept any bid other than the multiple of increment value.
13. **BSP:** It refers to the “Bid Start Price” which shall be decided by the UIT Kota and shall be visible to all the bidders on their screens. The bid will trigger off from this price and no bidder can start bidding below this amount.
14. **AMB:** AMB stands for Automated Maximum Bid. It is the maximum bid amount set by the bidder in the auto auction mode during the e-Auction.
15. **Sale Price Cost:** Sale of cost of land calculated on the basis of Property Area x Bid Price accepted by UIT Kota.

#### MINIMUM SYSTEM REQUIREMENT

1. Computer with Internet
2. Windows XP Service Pack 3 or above
3. Internet Explorer browser (32 Bit), Version 9 or above
4. Valid Email ID
5. Digital Signature Certificate, Class 2 or above (Signing Only)

#### REGISTRATION OF BIDDERS

1. Click on “Register” to register yourself on Visit <https://uitkota.abcprocure.com>
2. Fill the complete Registration form & submit.

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

---

3. Again Login with your DSC.
4. Upload following documents with your registration form;
  - ✓ PAN Card - Self Attested
  - ✓ Identity Proof - Self Attested
  - ✓ Address Proof
  - ✓ Recent Photograph

**\*After completing registration process your Profile will be approved by UIT Kota**

**\*This Registration process is free of cost.**

#### **GENERATION OF e-Wallet**

- On approval of your profile, a unique vendor code will be generated by the system
- Vendors will receive Bidder Code (Virtual Account Details) within 48 working hours from approval of UIT Kota on your registered valid Email ID and will be visible on home page of [uitkota.abcprocure.com](http://uitkota.abcprocure.com) after Login.
- Vendors can deposit or transfer funds in virtual account from any Nationalized OR Scheduled bank except ICICI Bank.
- Bidder can deposit funds in Virtual Account and can utilize the same for making EMD Payment and etc.
- Deposited amount will reflect in system in 24 working hours, hence bidders are requested to deposit funds at least 24 hours prior of submitting EMD.
- All vendors to do all monetary transaction in system through Virtual Account over any other payment modes.

#### **E-Auction Process**

1. Visit <https://uitkota.abcprocure.com>
2. Login with your Email ID & password
3. Click on “Live” auctions and check eAuction notice.
4. Vendors can also download documents from a link under notice called “Download Documents”

#### **EVENT WISE REGISTRATION CHARGES**

1. All the participating vendors should must pay Rs. 500/- (+) GST registration fee per auction though Debit Card, Credit Card OR by internet Banking

## Urban Improvement Trust, Kota e-Auction : Business Rules Document

---

2. Click on “Agree to Terms & Conditions” to pay registration fee.
3. On clicking “Agree to e-auction Business rule Document, UIT Kota & Other Terms Condition” vendors will be redirected to the page where he will have to pay “Registration Fee”
4. **“Registration Fee” to be paid only and only by Credit Card OR Debit Card OR Internet Banking.**

### EARNEST MONEY DEPOSIT

- a) Apart from e-auction registration the Bidder will have to deposit Earnest Money Deposit (EMD) as per publication / auction advertisement for the particular e-auction. The EMD amount shall have to be deposited within the time limit as notified. Earnest Money will be non transferable to the other bidder or any other property to be purchased by the same bidder.
- b) **EMD Payment**
  - EMD Should be Paid Online Through NEFT/RTGS only (**via e-wallet only**)
  - Bidders have to get registered on **UIT KOTA e-Auction** site i.e. <https://uitkota.abcprocure.com>.
  - After Registration Please Contact to **UIT KOTA** for activating your Profile / User ID. Phone No. **0744-2500539, 0744-2500818** Email – [kotauit@yahoo.com](mailto:kotauit@yahoo.com)
  - Pl note that vendor will get Bidder code / Account details for NEFT / RTGS Payment once their User ID is activated and it will take 24 – 48 hrs i.e. 2 Working Days’ time to get the Bidder code from the approval of User ID. Bidder Code will be sent on your Registered Valid e-Mail ID Address and it will be available on <https://uitkota.abcprocure.com> also after login.
  - Kindly note that the payment via RTGS / NEFT is required to be **made one working day** in advance in order to make it available in your Bidder ID. Hence please ensure that you remit funds at-least one day in advance before you would like to make the EMD payment through RTGS / NEFT option on payment gateway.
  - Please get in touch with e-procurement Support Team in case any clarification is required.

---

**PROCEDURE OF FORWARD AUCTIONING**

---

**Business Rule for finalization of the disposal.**

UIT KOTA shall finalize the disposal of the item against this Tender through forward auction mode. UIT KOTA has made arrangement with M/s. e-Procurement Technologies Ltd, Ahmedabad, (ETL) who shall be UIT KOTA's authorized service provider for the same. Please go through the guidelines given below

1. Computerized Forward auction shall be conducted by UIT KOTA, on pre-specified date, while the vendors shall be quoting from their own offices/ place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by vendors themselves. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the forward auction successfully. However, the vendors are requested to not to wait till the last moment to quote their bids to avoid any such complex situations. In order to ward-off such contingent situation bidders are requested to make all the necessary arrangements/ alternatives such as back –up power supply whatever required so that they are able to circumvent such situation and still be able to participate in the forward auction successfully. Failure of power at the premises of vendors during the Forward auction cannot be the cause for not participating in the Forward auction. On account of this the time for the auction cannot be extended and UIT KOTA & ETL is not responsible for such eventualities.
2. Please note that the start price of an item in online forward auction is open to all the participating bidders. **Any bidder can start bidding, in the online forward auction, from the start price + Increment Value or higher. Please note that the first On-line Bid that comes in the system during the On-line Forward Auction can be equal to the auction's start price + Increment Value or higher. The subsequent bid that comes in to outbid the H1 rate will have to be higher than the H1 rate by one increment value or more.**
3. ETL shall arrange to train your nominated person(s), without any cost to you. They shall also explain you, all the Rules related to the Forward Auction/ Business Rules Document to be adopted along with bid manual. You are required to give your compliance on it before start of bid process.

## Urban Improvement Trust, Kota e-Auction : Business Rules Document

---

4. BIDDING CURRENCY AND UNIT OF MEASUREMENT: Bidding will be conducted in Indian Rupees (INR).
5. Starting Bid/Bid Increment: The opening price of the FA and the bid increment value shall be available to the bidders on their bidding screen.
6. The technical & commercial terms are as per UIT KOTA's and Vendors technical and commercial bid and subsequent correspondences between UIT KOTA and the vendors regarding commercial terms & conditions.

### PROCEDURE OF FORWARD AUCTIONING

#### i. Online English Forward (no ties) Auction {Forward Auction}:

- UIT KOTA will declare its Opening Price (OP), which shall be visible to the all vendors during the start of the forward Auction. You will be required to start bidding after announcement of Opening Price and increment amount. Also, please note that the start price of an item in online forward auction is open to all the participating bidders. Any bidder can start bidding, in the online forward auction, from the start price + Increment Value or higher. **Any bidder can start bidding, in the online forward auction, from the start price + Increment Value or higher. Please note that the first On-line Bid that comes in the system during the On-line Forward Auction can be equal to the auction's start price + Increment Value or higher. The subsequent bid that comes in to outbid the H1 rate will have to be higher than the H1 rate by one increment value or more.**
- The bid increment amount shall be specified by UIT KOTA.
- If a bidder places a Bid in the last 5 minutes of Closing of the Auction, the auction shall get extended automatically for another 5 minutes. In case, there is no Bid in the last 5 minutes of closing of Auction, the Auction shall get closed automatically without any extension. Please note that if there are more than one item in a single auction, the auto-extension will be applicable to the entire event i.e. whenever a bidder places a acceptable bid in the last 5 minutes of the closing of the auction, the auction shall get extended automatically for another 5 minutes from the time of this bid for all the items in the auction. There will be Unlimited

## Urban Improvement Trust, Kota e-Auction : Business Rules Document

---

(Each of 5 Min) extensions available during the Online Forward Auction.

### **ii. Auto Bid :**

- The Auto Bid feature allows Bidders to place an automated bid against other Bidders in an auction and bid without having to enter a new amount each time a competing Bidder submits a new offer.
  - Bidders are supposed to quote their best highest price in confirmation to the increment value. Please note that the auto bid value can be entered multiple times for a particular Item in a particular event. The bidders can revise their auto bid values during the course of the auction.
  - This feature can be used multiple times during a particular Forward Auction and only after the H1 rate is equal to or more than the maximum bid amount that the bidder has put in the system will he get the option to manually bid for the same. In no case during the bidding till the H1 rate or more is not reached as equivalent to the maximum bid amount offered by the bidder, will the bidder get the option to manually bid for the same.
  - The situation wherein manual bidder quote the same price quoted by other bidder who has opted for the auto bid feature (although auto bid price is neither visible to any of the other bidders nor UIT KOTA nor ETL), manual bidder would get a precedence over the auto-bidder. In no case auto bid can be stopped or cancelled.
  - In case all the participants opt for auto bid, the bidder who has entered the value first will get the precedence in that order.
1. Successful vendor shall be required to submit the final prices, quoted during the English Forward (no ties) exactly in issued by UIT KOTA / Service provider after the completion of Auction to UIT KOTA, duly signed and stamped as token of acceptance without any new condition other than those already agreed to before start of auction.

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

---

2. During English Forward (no ties), if no bid is received within the specified time, UIT KOTA, at its discretion, may decide to revise Opening price / scrap the forward auction process / proceed with conventional mode of auctioning.
3. Your bid will be taken as an offer to buy. Bids once made by you, cannot be cancelled / withdrawn and you shall be bound to buy as mentioned above at your final bid price. Should you back out and not buy as per the rates quoted, UIT KOTA shall take action as per rules.
4. You shall need to get Register on UIT KOTA site i.e. <https://uitkota.abcpurchase.com>. The Bidders are requested to change the Password once. All bids made from the Login ID of the bidder will be deemed to have been made by the bidder.
5. You will be able to view the following on your screen along with the necessary fields in the English Forward (no ties) {Forward Auction}:
  - a. Highest Bid in the Auction
  - b. Bid Placed by you
  - c. Opening Price / Increment Value.
  - d. Your rank in the auction.
6. At the end of the Forward Auction, UIT KOTA will decide upon the winner. UIT KOTA's decision on award of Contract shall be final and binding on all the Bidders.
7. UIT KOTA shall be at liberty to cancel the forward auction process / tender at any time, before ordering, without assigning any reason.
8. UIT KOTA shall not have any liability to bidders for any interruption or delay in access to the site irrespective of the cause.
9. Other terms and conditions shall be as per your techno-commercial offers and other correspondences till date.
10. You are required to submit your acceptance to the terms / conditions / modality given above before participating in the forward auction.

#### **Property Bid Confirmation Cost & Balance payment**

1. The HIGHEST BID will be taken only on **Subject to confirmation (STC)** basis. After the closure of the e-Auction, UIT Kota will intimate the successful / highest bidder through a “**Confirmation of Auction Cum Demand Letter**” whose highest



## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

bid is accepted by the UIT Kota through an e-mail / registered post after the completion of each auction.

2. The Highest / Successful bidder (H1) shall have to pay the final Bid Amount and any other charges, relevant taxes, levies etc. as applicable within the stipulated time as per the Confirmation of Auction Cum Demand Letter. In case of failure to pay the required Bid Amount within the stipulated time, the entire EMD amount, as well as the “Bid Participation fee” deposited by the Bidder will be substantively forfeited and UIT Kota shall have the absolute right to re-auction such property immediately in the next auction without any further intimation to the successful bidder.

#### PAYMENT SCHEDULE

Pyament	Time Line
<b>Rest of ¼ amount</b>	Within 24 hours after bid approval by the Comtt.
<b>Rest of ¾ amount</b>	Within 30 days issued of confirmation of Auction cum demand letter.

The Payment will be made through Demand Draft / Banker’s Cheque / Online Payment / NEFT / RTGS in the designated account of UIT Kota.

1. In case of failure to pay the balance amount towards cost of the land / property within the stipulated time as mentioned above, the entire amount deposited by such successful bidder will be forfeited and the UIT Kota shall have the rights to re-auction such property without any further intimation to the successful bidder.
2. The successful bidder will also have to deposit Lease amount towards the property for one year in advance along with the other amounts as per the Confirmation of Auction Cum Demand Letter. However, the period of such lease shall be effective from the date of issuance of “Kabza Patra / Possession Letter”.
3. The recovery of urban lease will be done from the issuance of possession letter at half of urban lease for first 5 years and thereafter will be recovered at full rate of urban lease. (This amount has to be deposited before 31 March of every year.)
4. The BSUP shelter fund charges and other charges / amount will also be leviable on the property as per the directions of the State Government / UIT Kota issued from time to time.
5. Any other charges, if any, shall also be payable as per the terms and conditions specified in the publication/ auction advertisement.

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

6. Buyer has to deposit all amounts towards cost of Land and other charges as per payment schedule, failing which the amounts deposited in totality shall be forfeited without any claim or recourse by the buyer under any circumstance.
7. If Bidder fails to deposit the Amount fully or partially within 90 days **along with interested** from the issue of the Confirmation of Auction Cum Demand Letter, the auction of property shall stand automatically cancelled and all Amounts deposited by the Bidder shall stand forfeited. UIT Kota will have the right to re-Auction this property without further reference with the Bidder.

#### KYC COMPLIANCE

1. During online registration for KYC compliance the bidders will have to upload following documents:-

Features	List of valid KYC Documents
<b>Individuals</b> <input type="checkbox"/> Legal name and any other Names Used	(i) Passport (ii) PAN Card (iii) Voter's Identity Card (iv) Driving License (v) Identity Card (subject to the Company's satisfaction) etc.
<b>Address</b>	(i) Utility Bill like telephone, electricity (not older than 3 months) (ii) Bank account statement /Pass Book (iii) Ration Card (iv) Letter from employer (Subject to satisfaction of the Company) (v) Latest Rent / Leave & license agreement etc.
<b>Companies</b> <input type="checkbox"/> Name of the Company, Principal place of business <input type="checkbox"/> Address of the company <input type="checkbox"/> Identity of signatories	(i) Certificate of incorporation and Memorandum & Articles of Association (ii) Resolution of the Board of Directors to open an account and identification of those who have authority to operate the account (iii) Power of Attorney granted to its managers, officers or employees to transact business on its behalf (iv) PAN card or copy of PAN allotment letter (v) Any other officially valid document establishing proof of existence and address of the entity to the satisfaction of the Company (vi) Any officially valid document to identify the signatories (vii) Certificate of Commencement of Business etc.
<b>Partnership firms</b>	(i) Registration certificate, if registered (ii)

## Urban Improvement Trust, Kota

### e-Auction : Business Rules Document

<input type="checkbox"/> Legal name and address  <input type="checkbox"/> Identity of all partners and their addresses <input type="checkbox"/> Identity of signatories	Partnership Deed (iii) Power of Attorney granted to a partner or an employee of the firm to transact business on its behalf (iv) Any officially valid document identifying the partners and the persons holding the Power of Attorney and their addresses (v) Proof of existence & proof of address of the firm etc.
<b>Trusts &amp; foundations</b>  <input type="checkbox"/> Identity of trustees, settlers, beneficiaries & signatories <input type="checkbox"/> Identity and addresses of the founder, the managers Directors and the beneficiaries <input type="checkbox"/> Identity of signatories	(i) Certificate of registration, if registered (ii) Trust Deed (iii) Power of Attorney granted to transact business on its behalf (iv) Any officially valid document to identify the trustees, settlers, beneficiaries and those holding Power of Attorney, founders/ managers/ directors and their addresses. (v) Resolution of the managing body of the foundation/ association (vi) Any officially valid document establishing the proof of Existence and proof of address of the entity to the satisfaction of the Company.

#### PAYMENT MODE

- The Bid Participation Fee, EMD, shall be paid online only. Remaining Cost of Land / Property and any other charges payable to UIT Kota can be deposited in prescribed dedicated bank account by any of the following modes:-
  - ✓ Cash / Demand Draft /Pay Order drawn on any Scheduled / Nationalized Bank drawn in the favor of Secretary, UIT Kota payable at Kota through computerized challan generated by UIT Kota.
  - ✓ Online Payment facility – Online transfer option made available by UIT Kota.
- The realization of amount will be effective only after it is credited in UIT Kota Account.

#### INSPECTION OF LAND / PROPERTY

- Land / Property will be auctioned on “AS IS WHERE IS BASIS”.
- The bidder is advised to visit and examine the Land / Property at his own cost and

## Urban Improvement Trust, Kota e-Auction : Business Rules Document

be satisfied before participating in the Auction process. No claim what so ever will be entertained once the Land / Property is auctioned.

### **TERMS & CONDITIONS**

#### **A. General**

1. The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other bidders which shall otherwise make him ineligible.
2. Land will be sold on the basis of Annual Urban Leasehold of which the period will be of 99 years.
3. The Bidder shall not divulge either his Bids or any other exclusive details of UIT Kota or to any other party.
4. The decision of competent authority of UIT Kota shall be final and binding on all the Bidders.
5. UIT Kota shall not have any liability towards the Bidders for any interruption or delay in access to the site irrespective of the cause.
6. UIT Kota is not responsible for any damages what so ever, including damages on account of any negligence on their part.
7. UIT Kota will not be held responsible for consequential damages, including but not limited to systems problems, inability to use the system, loss of electronic information etc.
8. NRI are advised to comply with the RBI / FEMA / Indian Income Tax and other laws of land before participating in this bid. UIT Kota shall not be responsible for any non-compliance and the risk and cost shall be of that NRI.

#### **B. Property Specific**

1. The Bidder is required to study the property specific Terms & Conditions for the proposed Property / Land scheduled for Auction and be satisfied before participating in the Auction process.
2. The property specific Terms & Conditions shall form the integrated part of the Auction document and the Bidder would be responsible to comply the same. The

## Urban Improvement Trust, Kota e-Auction : Business Rules Document

---

Bidder is also required to sign these Terms & Conditions and submit along with Price Confirmation Letter.

3. The prevailing provisions of Rajasthan Urban Improvement Trust (Disposal of Urban Land) Rules 1974, other relevant Rules, Byelaws, Guidelines, Circulars and Orders of Government of Rajasthan and/or UIT Kota will also be applicable and binding on the Bidders besides the provisions mentioned in this document. If there is any difference in the provisions contained in this document and the above mentioned rules and regulations, the provisions of this document will have the overriding effect to that extent only.
4. If there is any dispute on interpretation of any of the provisions, the same must be brought into the notice of UIT Kota in writing be for atleast 3 days of scheduled start Auction date. The decision of UIT Kota shall be final and binding.
5. The Bidder must participate in the Auction process only after being fully satisfied.

### **DISPUTE RESOLUTION**

Any disputes arising out of this e-Auction shall be subjected to Jurisdiction of Kota, Rajasthan (India) Courts only.

Urban Improvement Trust, Kota  
e-Auction : Business Rules Document

**CONTACT INFORMATION**

<b>E-Procurement Technologies Ltd.</b>	<b>UIT KOTA</b>
<p>B – 704 , Wall Street - II, Opp. Orient Club, Nr. Gujarat College, Ahmedabad - 380 006.Gujarat State, India</p> <p>Tel.:- +91 -79-40270566 / 567 / 582</p> <p>Ms. Radhika Chauhan Phone : +91 - 79-40270566 Email : <a href="mailto:radhika@auctiontiger.net">radhika@auctiontiger.net</a></p> <p>Mr. Pankesh Kumar Phone: +91-79-40270507 E-mail: <a href="mailto:Pankesh@abcProcure.com">Pankesh@abcProcure.com</a></p> <p>Mr Sujith Nair Phone : + 91 – 079-40270579 E-mail : <a href="mailto:sujith@auctiontiger.net">sujith@auctiontiger.net</a></p>	<p>Address : <b>Urban Improvement Trust, Kota</b></p> <p>Name of officer :</p> <ul style="list-style-type: none"><li>✓ <b>Dr. Vidhi Sharma</b> <b>Chief Accounts Officer</b></li><li>✓ <b>Sh. Tikam Chand Jain</b> <b>Assistant Accounts Officer</b> <b>Mob. 94144-44155</b></li><li>✓ <b>Sh. Sanjeev Sharma</b> <b>Computer Programmer</b> <b>Mob. 94605-67538</b></li></ul> <p>Contact Number : <b>0744-2500539, 2500879, 2500818</b></p> <p>E Mail ID : <b>kotauit@yahoo.com</b></p>