

**Survey of India  
Western Printing Group**

**E-TENDER CUM AUCTION NOTICE  
DISPOSAL OF CONDEMNED ALUMINIUM PLATES**

**Tender No. 04 /15-L (E- AUCTION) Dated 07 /01/2020**

Western Printing Group Delhi Cantt. invites online bids under two bid systems (Technical bid and financial bid) from reputed firms for the disposal of condemned Aluminium plates.

The details of e-Tender with complete terms and conditions are available on Survey of India website: [www.surveyofindia.gov.in](http://www.surveyofindia.gov.in) (for reference only) as well as on the NIC portal i.e. <https://eprocure.gov.in/e-procure/app> and be may read out carefully before applying the same.

**Bids received by offline mode are not acceptable.**

**Critical Date Sheet**

Published Date	07.01.2020(16:00 hrs)
Bid Submission Start Date	14.01.2020 (11:00 hrs)
Bid Submission End Date	29.01.2020 (15:00 hrs)
Technical bid opening Date	30.01.2020 (16:00 hrs)
Financial bid opening Date and e Auction Date	Will be intimated through e-Procurement portal

For any queries/clarification on content of Tender document, you may kindly contact, Western Printing Group at phone No.011-25674886 or write to [wpg.del.soi@gov.in](mailto:wpg.del.soi@gov.in) . However, any queries relating to the process of online submission of bids 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**  
WESTERN PRINTING GROUP

## **A. PARTICULARS OF TENDER**

- |                                                                |                                                                                                                                        |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| a) Tender Inviting Authority:                                  | Director<br>Western Printing Group (WPG)<br>Survey of India, Palam Village Road,<br>Near Palam Railway Crossing,<br>Delhi Cantt-110010 |
| b) Tender No.                                                  |                                                                                                                                        |
| c) Place of bid opening:                                       | Western Printing Group (WPG)<br>Survey of India, Palam Village Road,<br>Near Palam Railway Crossing,<br>Delhi Cantt-110010             |
| d) Critical dates:                                             | As per NIT                                                                                                                             |
| e) Total no. of pages of tender document:                      | 12                                                                                                                                     |
| f) Instructions for online bid submission Refer                | Appendix 'A'                                                                                                                           |
| g) E- Reverse/Forward auction Instruction bidder for the Refer | Appendix 'B'                                                                                                                           |
| h) How to use bharatkosh.gov.in                                | Appendix 'C'                                                                                                                           |

## **B. Terms & conditions:-**

1. Condemned Aluminum plates pertaining to WPG of SOI as given in Annexure "A" will be sold out on "**As is where is, basis**" to the highest acceptable bidder.
2. The highest bidder will arrange weighing of the plates to determine actual weight in kilogram before shredding.
3. The plates shall be shredded in WPG premises before lifting. The shredding machine/required manpower to be arranged by the bidder himself at his own cost.
4. Tender fee is Rs. 100/- will have to send in form of DD/BC in favour of E & AO, Western Printing Group & Payable at New Delhi or may be deposited online through GOI receipt portal <https://bharatkosh.gov.in> and receipt may be sent to this office along with EMD before the opening of Tender.
5. The interested bidders will have to send the DD/BC only to tune of **Rs.70,000/-** as security/EMD in favour of **E&AO, Western Printing Group** and payable at **New Delhi**.  
to the following address:

The Director,  
Western Printing Group,  
Survey of India, Palam Village road,  
Near Palam Railway X-ing  
Delhi Cantt-110010

EMD shall reach WPG, Palam before the date & time of opening of the tender otherwise the bid will be considered as nonresponsive. The EMD will be refunded to the unsuccessful bidder except **first highest bidder and second highest bidder**.

6. The Condemned aluminum plates can be inspected on any working day between 10.00 am to 5.00 pm in the premises of WPG.  
The entire sale/bid value with applicable taxes shall be deposited by the highest bidder within 15 days from the date of issue of sale letter.
7. The possession of Condemned aluminum plates 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 remove the Condemned aluminum plates **within 15 working days** at their own cost from the date of issue of sale letter to the highest bidder.
9. In case, if the highest bidder does not lift the Condemned aluminum plates within 15 working days, the bid security/EMD deposited by him shall be forfeited without any communication. Thereafter, Condemned aluminum plates will be offered to the second highest bidder at the price offered by the highest bidder.

10. The highest bidder will have to deposit GST @18% or as applicable on the entire bid amount with the concerned authority and the deposit slip shall be submitted in the WPG before seeking for gate pass to lift the shredded Condemned aluminum plates.
11. In case of any dispute arises relating to any aspects of this contract between two parties, the decision of the WPG shall be final and binding on the successful/highest bidder
12. In case the date of opening of tender is declared as a holiday on any account, the opening will be taken place on the next working day.
13. Entire items will be disposed of in one lot.
14. The WPG reserve the rights to cancel the e-tender without assigning any reason there on.

**C. TENDER CUM AUCTION PROCESS:**

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

- i) **Technical Bid:** Following documents relating in support to be uploaded on the portal for technical bid
  - a. Tender Fee document
  - b. EMD document
  - c. GST registration certificate.
  - d. Tender-cum-Auction acceptance letter (Annexure-B)
  - e. Undertaking for non-blacklisting firm and non-registration of criminal case.
  - f. Scanned copy of undertaking that the firm will not sublet/transfer the contract to any other firm.

Above documents of all bidders will be scrutinized for their qualification in next stage.

**ii) Financial Bid:**

The financial bid shall be filled online as per proforma/BOQ-Bill of quantity in rate per kilogram in given excel format in financial bid cover. The offline financial bids will not be accepted. Financial bids of technically qualified bidders only will be opened. Date of financial bid opening will be intimated to the bidder through the CPPP.

**iii) e- Auction:**

Live auction will be done through the portal in scheduled date & time. The start price of the auction will be the price offered by H-1 bidder in financial bid. After completion of live auction, final H-1 bidder will be declared.

**Reserve price has been fixed as Rs. 100/- per Kg**

**DIRECTOR**  
WESTERN PRINTING GROUP

**PRICE SCHEDULE****List of the Condemned Aluminum Plates**

Sl. No.	Name of Condemned /Obsolete items	Approx. Weight (Kg)	Price
1.	i) P.S Positive Plates - 6800 nos Size- 820x1030x0.28 mm ii) CTP Plates Elite Thermal - 4200 nos Size 790x1030x0.28 mm iii)CTP Plates - 390 nos Size 770x1030x0.28 mm iv)CTP Plates - 390 nos Size 795x1030x0.28 mm v) Process Free Thermal CTP Plates - 630 nos Size 790x1030x0.28 mm Total - 12410 nos	6900 kg	Rate should be quoted per kilogram of all items from Sr. No. (i),(ii),(iii) & (iv) in the excel sheet (BOQ-Bill of quantity in one lot) provided with this tender

**TENDER ACCEPTANCE LETTER**  
**(To be given on Company Letter Head)**

**(Enclose with Technical Bid)**

To

The Director,  
Western Printing Group  
Palam Village Road, Near Palam Railway Station Delhi  
Cantt-10

**Sub: TENDER FOR SALE OF CONDENMND ALUMINIUM PLATES- acceptance of  
Terms & Conditions of Tender.**

**Tender Reference No: 04/15-L( E-AUCTION) Dated 07/01/2020**

**Dear Sir,**

1. I/We have downloaded the tender document(s) for the above mentioned “Tender/Work” from the web site (s) namely:  
**<http://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 from Page No. 1 & 12 (including all documents like annexure(s), schedule(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clause contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too 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 totality/entirely.
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 / eMudhra/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"s 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. 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.

iii) 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 100 dpi.

iv) 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 to 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) All payments to government have been preferably be made using online portal <https://bharatkosh.gov.in>. The help of this office can be taken in case of any difficulty in making payment through Bharat kosh portal. The EMD as applicable to be paid offline.

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, Western Printing Group, Survey of India, Palam Village road, Near Palam Railway X-ing, New Delhi- 110010 **Western Printing Group, Palam, Delhi**, 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 coloured (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 bidders" dashboard) 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 1800307022



**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 upto 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 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 upward in case of Reverse & Forward Auction respectively.

7.8 In case of Reverse Auction, in order to displace a standing lowest bid and to become "L1", a bidder can offer a minimum bid decrement or in multiples of decremental 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. {...} 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 s 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 organisation is not responsible for such eventualities.

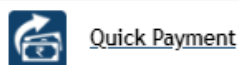
19.0 Other terms and conditions shall be as per tender.

20.0 Bidder shall not divulge Bids or any other exclusive details of the organisation 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 organisation.

21.0 Tender price bid (s) means the price bid (s) received during tendering for the items/work/services.

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

**HOW TO USE BHARATKOSH FOR ONLINE PAYMENT OF TENDER FEE**



From Home page of <https://bharatkosh.gov.in/>, select

Select

Ministry/Department \*

Purpose\*

Then click next

**Payment Purpose**

Depositor's category:

Purpose:

Payment Type:

Ministry:

SCIENCE AND TECHNOLOGY

Pay & Account Office (PAO):

Drawing & Disbursing Office(DDO):

Add

After filling the above details and tender fee amount in INR click **Add** button to go to next page –Depositor's Details. Here enter the basic details as asked to proceed further to online payment.