



Instruction to Bidder for e-Auction

1. For participation in e-Auction, vendors have to enrol/register themselves on the e-Auction Portal of seller i.e. https://ddaeauction.ewizard.in/ with the link "Register With Us" available on the Home Page.

Complete the details as per the requirement of the registration on portal.

Bidders who want to participate must register themselves on e-Auction portal i.e. <u>https://ddaeauction.ewizard.in/</u>

NOTE: - The registration activation process will take minimum 24 working hours (9:00 AM – 6:00 PM excluding holidays) after receiving mail with successful registration payment acknowledgement on to theddaeauction@ewizard.in. Registration on the e-Auction portal will valid forone year from the enabling date of account. Thereafter bidders have to renew their respective accounts.

2. Enter the User ID & Password on the Home page. Login with DSC (Digital Signature Certificate), enter DSC User Pin.

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Monday and Thursday from 11 AM to 1 PM. Interested I	sidders may send the request to helpdeskeuniwizarde@gmail.com one day before the training day. For any query please contact our helpdesk number 011-4
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3. After login User may choose from Forward Auctions/Reverse Auctions options available on the top of the screen.





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0 =	2021-22/54	4	7772		28-09-2023 11:58	28-09-20	23 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.0
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4. For latest Auctions go to Forward/Reverse Auctions, then click on the "Published Auctions".To request/participate bidder must click on "Mark as Interested" from the Action tab available against the Auction.

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5. Go to the Interested Auctions from the Forward/Reverse Auctions option available on the screen Click "Request Auction", then "Proceed For Auction FormSubmission". Here, you need to upload all the required documents (as per the auction document ofSeller), andClick on "SubmitFor Approval" and complete your submission against Auction.

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6. Once Seller approve your request for participation, bidder have to use Forward/Reverse Auctions option Click "Live Auction", then Click on "Auction Dashboard" from the Action tab available against the Auction.

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7. After clicking the Auction Dashboard, the Live Dashboard page will be shown where bidders need to click on the Add Items option so that the list of items may be sorted out as per their sorting preferences for the bidding process.





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8. At any point of time, sorted items may be updated by simply clicking the Add Items again, then insert Sort No. On the respective columns against the items, then click on the update tab.

Ok Close

7774 7775





		Live Dashboard	(Forward)		
CIL Auction Demo					
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9. Start Bidding in "My Bid" on the Dashboard page.

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				Department: CIL /	Auction Demo			Bidder : THAKUR				
				Auction Type : Forw	ard		Auction	n Bid Type : Value				
	Auction Plot ID	Auction Description	Auction Quantity	Starting Price (₹)	Actual EMD (₹)	Max Allowed Increment	Increment (₹)	My Bid (₹)	Auction Ran	ks & Values	Time Remain (HH:MN	ing/Stat I:SS)
1	7772	E Auction for Free Hole Plot	6465.00	600000.00	60000.00	:	2 20000.00	620000	H1 : 620000.00	(My Rank) 🗸	00:07:39	Extension
	7773	E Auction for Free Hole Plot	2344.00	300000.00	40000.00	1	2 20000.00	320000	H1 : 320000.00	(My Rank) 🗸	00:07:39	Extension:
	7771	E Auction for Free Hole Plot	4444.00	400000.00	50000.00	:	2 20000.00	440000	H1 : 440000.00	(My Rank) 👻	00:07:39	Extension:
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• Screens enclosed (Step by Step) for more clarity

Steps for Submit required documents, EMD& Request: -

A. Search the auction under the "Published Auction" section and click on the "Mark as Interested". Auction will move to Interested Auctions, go to Interested Auctions Click "Request Auction" as shown in the below figures.

	Tend	lers • II	Forward Auctions +	Reverse Auctions •	My Documents 📰	Dashboard 🛛 🛱 Change (epartment 🛛 🛔 My Profile -	& Welcome:				
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+ 1		Auction Nun	nber Aud	tion Plot ID Name	Published Date & Time	Auction Start Date & Tin	ie 💲 Auction End Date & Time 💲	END 🛟	Estimated Cost			
	2	021-22/54	7771		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00			
Descr	View A	Auction	ree Hole Plat									
۲	View	Documents	2772		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.00			
Descri	Marks	as Interested	ree Hole Plat									
0	-		7773		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00			
Descri	ption E	Auction for P	Free Hole Flat									
۲	2	021-22/54	7774		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00			
Descri	ption E	Auction for P	Free Hole Flat									
0	2	021-22/54	7775		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00			
Descri	ption E	Auction for P	ree Hole Flat									
0	2	021-22/54	7776		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 30,000.00	₹ 4,00,000.00			
Descrip	ption E	Auction for P	Free Hole Flat									
0	2	021-22/54	7777		28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00			
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	2	021-22/52	Car-9	Sarage-No-155	28-08-2023 16:50	28-08-2023 17:00	28-08-2023 17:35	₹ 1,22,802.00	₹ 24, 56, 024.00			
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	View Documents	73	772	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.0	0 ₹ 6,00,000.00	Auction Marked As Interes			
Descr	Request Auction	Free Hole Plot										
	View Logs	75	773	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.0	3,00,000.00 ₹ 3,00,000.00	Auction Marked As Interes			
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0	2021-22/54	77	775	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.0	₹ 3,00,000.00	Auction Marked As Interes			
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Fig 2

B. Pay Form Fee/EMDthrough "DD/e-Payment" modes available on the portal.

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	Scheme I							
	Auction Plot ID	7771		Starting Price (₹)): 4,00,000.00			
	Auction Start Date & Time	28-09-2023 12:40		Auction End Date & Tim	e: 28-09-2023 12	50		
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Fig 3





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	Auction Plot ID :	7772		Starting Price (₹)	6,00,000.00				
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C. Attach all documents as mentioned in auction document/ T&C through the "Attach Document", then Click "Submit" to submit your Request for Auction Participation.

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—	Department J CIL Aution Damo Auction Number 1 Test/Auction1									
		Auction Type :	Forward Auction Bid Type :			: Value				
		Auction Created Date & Time :	18-09-2023 11:40		Auction Published Date & Time	: 18-09-2023 11:40				
		Item ID :	TestPlot1		Starting Price (₹)	40,00,000.00				
		Auction Start Date & Time:	18-09-2023 12:04		Auction End Date & Time	a: 18-09-2023 12:35				
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		Description :	Test Description							
		Bidder Department Name :	ITI LTD							
		Bid Token Reference :	254320230918114506		Latest Submitted Date	* 18-09-2023 11:45				
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Fig 6

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Fig 7

D. Once the auction starts on the given date and time, go to Forward/Reverse Auctions Click "Live Auctions", then Auction Dashboard to Bid.

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	Fig 10												

For detailed process refer the Detailed Vendor Help Manual at the Home page under "Download" link.

Thank You

Technical Helpdesk -

301-302, 3rd Floor, The Cloverleaf, Plot no.37, Sector-11, Dwarka, New Delhi – 110075 Contact No.: 9355030617, 9355030616,9355030630 Tel: 011-49606060 Email ID - ddaeauction@ewizard.in

----- Document End -----