

Instruction to Bidder for e-Auction

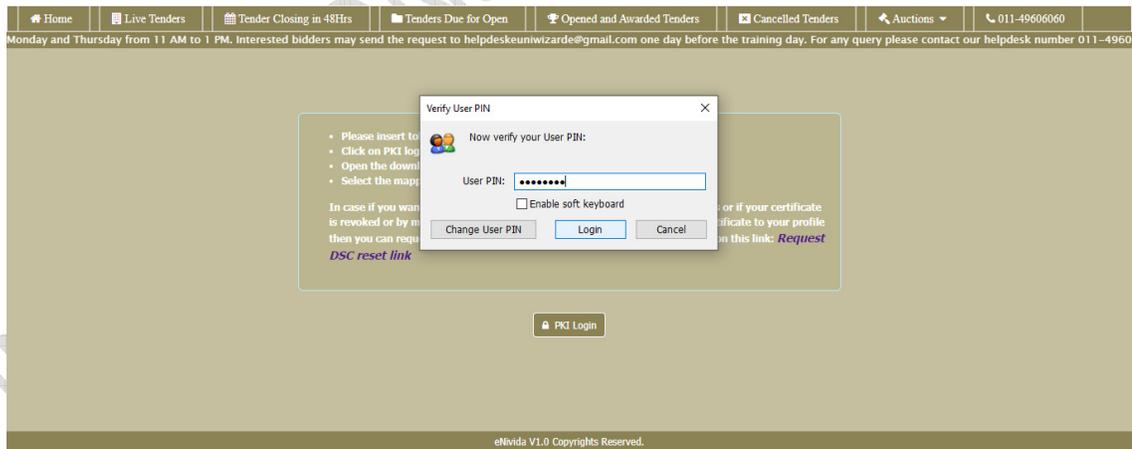
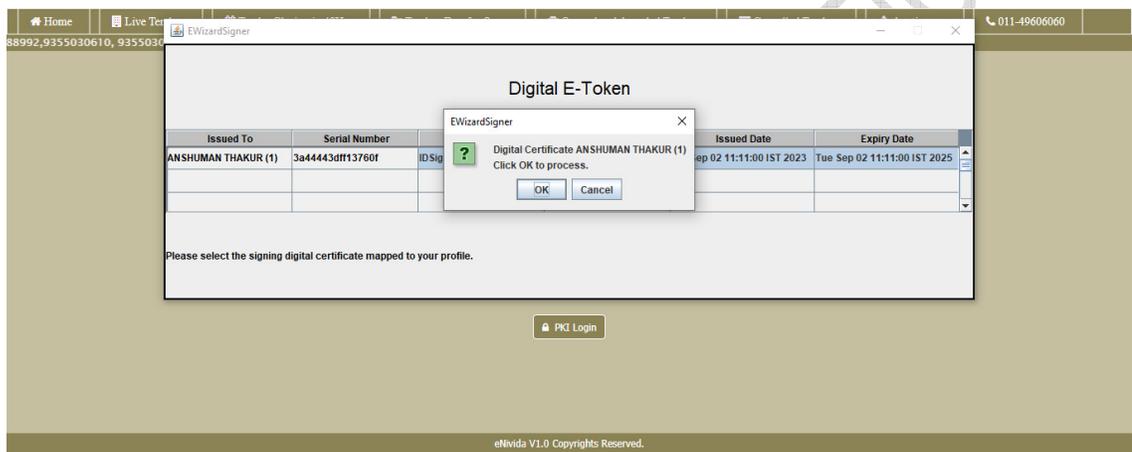
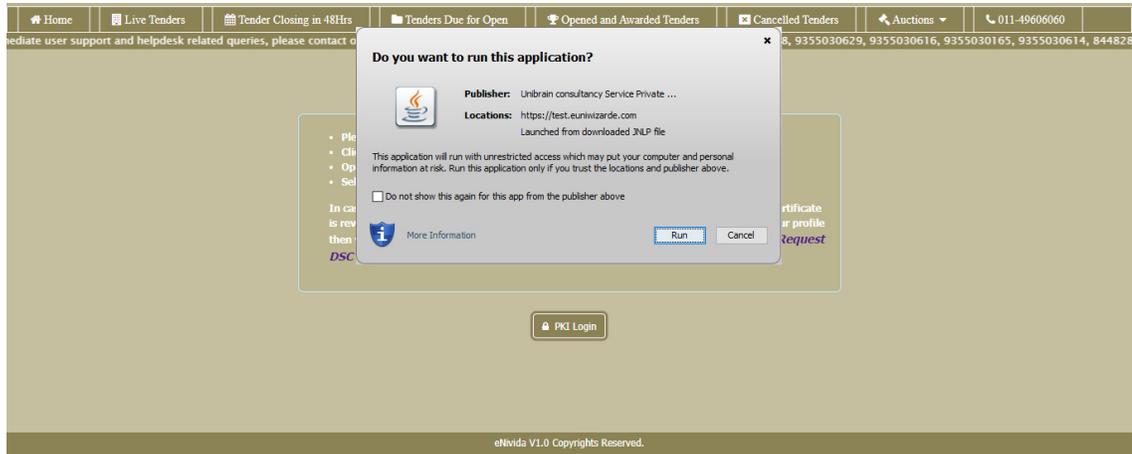
1. For participation in e-Auction, vendors have to enrol/register themselves on the e-Auction Portal of seller i.e. <https://ddaeuction.ewizard.in/> with the link "Register With Us" available on the Home Page.

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. <https://ddaeuction.ewizard.in/>

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 for one 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.



3. After login User may choose from Forward Auctions/Reverse Auctions options available on the top of the screen.



Tenders - Forward Auctions - Reverse Auctions - My Documents - Dashboard - Change Department - My Profile - Logout

Addendum

Published Auctions (Forward)

Search

CIL Auction Demo

Interested Auction
Live Auctions
Completed Auctions
Awarded Auctions
Cancelled/Disqualified Auctions

Auction Number	Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost
2021-22/54	7771	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7772	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7773	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7774	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7775	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7776	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 30,000.00	₹ 4,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7777	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/52	Car-Garage-No-156	28-08-2023 16:50	28-08-2023 17:00	28-08-2023 17:35	₹ 1,22,802.00	₹ 24,56,024.00
Description	Car Garage No. 156 , Pkt. 1, Sector-22, Dwarka, plinth area 17.03 sqm					

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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.

Tenders - Forward Auctions - Reverse Auctions - My Documents - Dashboard - Change Department - My Profile - Logout

Addendum

Published Auctions (Forward)

Search

CIL Auction Demo

Auction Number	Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost
2021-22/54	7771	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7772	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7773	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7774	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7775	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7776	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 30,000.00	₹ 4,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/54	7777	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
Description	E Auction for Free Hole Plot					
2021-22/52	Car-Garage-No-156	28-08-2023 16:50	28-08-2023 17:00	28-08-2023 17:35	₹ 1,22,802.00	₹ 24,56,024.00
Description	Car Garage No. 156 , Pkt. 1, Sector-22, Dwarka, plinth area 17.03 sqm					

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Tenders - Forward Auctions - Reverse Auctions - My Documents - Dashboard - Change Department - My Profile - Logout

Addendum

Confirmation Message

Department : CIL Auction Demo	Auction Number : 2021-22/54
Auction Type : Forward	Auction Bid Type : Value
Auction Plot ID Name : 7771	

Are you sure you want to mark this auction as interested ?

Ok Cancel

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[Tenders](#) - [Forward Auctions](#) - [Reverse Auctions](#) - [My Documents](#) - [Dashboard](#) - [Change Department](#) - [My Profile](#) - [Logout](#)

[Addendum](#)

Success Message

Department : CIL Auction Demo	Auction Number : 2021-22/54
Auction Type : Forward	Auction Bid Type : Value

Marked this auction as interested successfully

[Ok](#)

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- Go to the Interested Auctions from the Forward/Reverse Auctions option available on the screen Click “Request Auction”, then “Proceed For Auction Form Submission”. Here, you need to upload all the required documents (as per the auction document of Seller), and Click on “Submit For Approval” and complete your submission against Auction.

[Tenders](#) - [Forward Auctions](#) - [Reverse Auctions](#) - [My Documents](#) - [Dashboard](#) - [Change Department](#) - [My Profile](#) - [Logout](#)

[Addendum](#)

Interested Auctions (Forward)

CIL Auction Demo

	Auction Number	Auction Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost	Status
	2021-22/54	7771	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00	Auction Marked As Interes...
Descr	Free Hole Plot							
		7772	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.00	Auction Marked As Interes...
Descr	Free Hole Plot							
		7773	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00	Auction Marked As Interes...
Descr	Free Hole Plot							
	2021-22/54	7774	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00	Auction Marked As Interes...
Descr	E Auction for Free Hole Plot							
	2021-22/54	7775	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00	Auction Marked As Interes...
Descr	E Auction for Free Hole Plot							

1

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[Addendum](#)

Interested Auctions (Forward)

CIL Auction Demo

	Auction Number	Auction Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost	Status
	Test/Test	9999	28-09-2023 16:33	28-09-2023 16:45	28-09-2023 16:52	₹ 7,000.00	₹ 4,00,000.00	Auction Requested

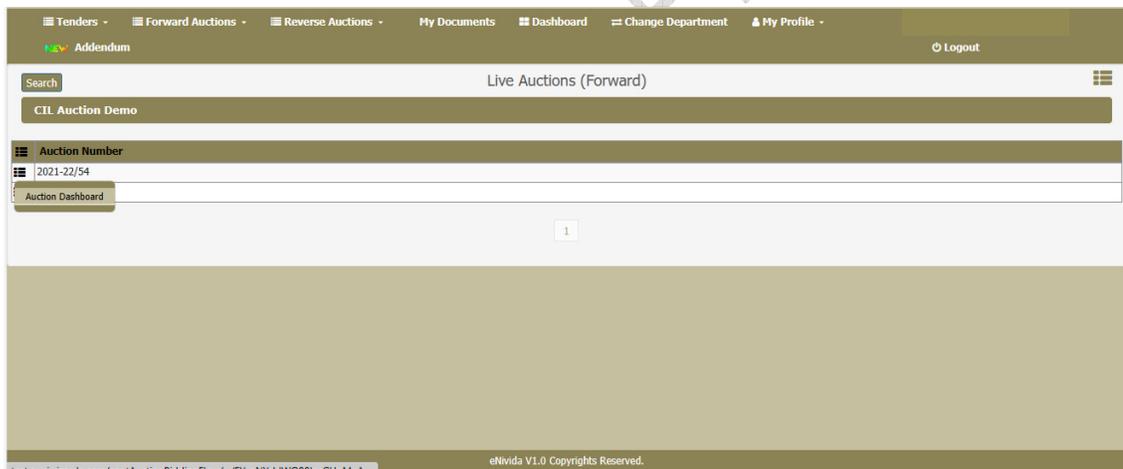
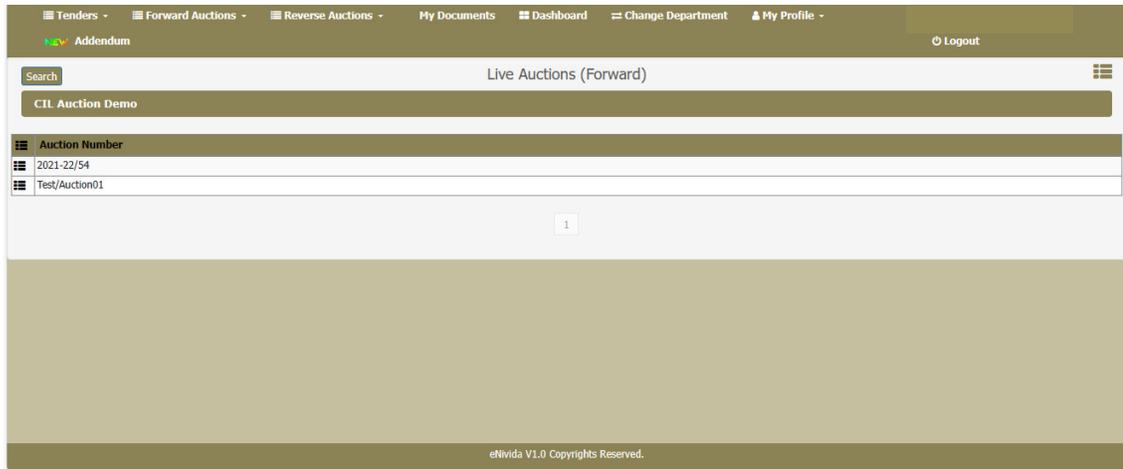
Descr

- [View Auction](#)
- [View Documents](#)
- [Proceed For Auction Form Submission](#)
- [View Payments](#)
- [View Logs](#)

1

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- 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.



- 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.

[Tenders](#) - [Forward Auctions](#) - [Reverse Auctions](#) - [My Documents](#) - [Dashboard](#) - [Change Department](#) - [My Profile](#) - [Logout](#)

[Addendum](#)

[Hide](#) [Add Items](#) [Add All Items To Dashboard](#)

Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo	
Auction Number : 2021-22/54	Bidder : THAKUR
Auction Type : Forward	Auction Bid Type : Value

Auction Plot ID	Auction Description	Auction Quantity	Starting Price (₹)	Actual EMD (₹)	Max Allowed Increment	Increment (₹)	My Bid (₹)	Auction Ranks & Values	Time Remaining/Status (HH:MM:SS)
No data available in table									

[Back](#)

1

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[Addendum](#)

[Hide](#) [Add Items](#) [Add All Items To Dashboard](#)

Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo	
Auction Number : 2021-22/54	Bidder : ITI LTD
Auction Type : Forward	Auction Bid Type : Value

Modify Dashboard Items

Show entries

S No	Auction Plot ID No	Sort No
1	7771	<input type="text"/>
2	7772	<input type="text"/>
3	7773	<input type="text"/>
4	7774	<input type="text"/>
5	7775	<input type="text"/>

Previous Next

[Update](#)

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[Tenders](#) - [Forward Auctions](#) - [Reverse Auctions](#) - [My Documents](#) - [Dashboard](#) - [Change Department](#) - [My Profile](#) - [Logout](#)

[Addendum](#)

[Hide](#) [Add Items](#) [Add All Items To Dashboard](#)

Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo	
Auction Number : 2021-22/54	Bidder : ITI LTD
Auction Type : Forward	Auction Bid Type : Value

Modify Dashboard Items

Show entries

S No	Auction Plot ID No	Sort No
1		
2		
3	7773	3
4	7774	4
5	7775	5

Previous Next

[Update](#)

Confirm

Are you sure you want to do changes to Live Dashboard items ?

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- 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.

Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo
 Auction Number: 2021-22/54
 Auction Type: Forward
 Bidder: ITI LTD
 Auction Bid Type: Value

Modify Dashboard Items

Show 5 entries

S No	Auction Plot ID No	Sort No
1	7771	1
2	7772	5
3	7773	3
4	7774	2
5	7775	4

Previous 1 Next

Submit Bid

Update

Auction Plot ID Auction Description Auction Quantity Starting Price (₹) Actual EMD (₹) Max Allowed Increment Increment (₹) My Bid (₹) Auction Ranks & Values Time Remaining/Status

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Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo
 Auction Number: 2021-22/54
 Auction Type: Forward
 Bidder: ITI LTD
 Auction Bid Type: Value

Modify Dashboard Items

Show 5 entries

Confirm

Are you sure you want to do changes to Live Dashboard Items ?

Ok Close

S No	Auction Plot ID No	Sort No
1	7771	1
2	7772	5
3	7773	3
4	7774	2
5	7775	4

Previous 1 Next

Submit Bid

Update

Auction Plot ID Auction Description Auction Quantity Starting Price (₹) Actual EMD (₹) Max Allowed Increment Increment (₹) My Bid (₹) Auction Ranks & Values Time Remaining/Status

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Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo
 Auction Number: 2021-22/54
 Auction Type: Forward
 Bidder: ITI LTD
 Auction Bid Type: Value

Modify Dashboard Items

Show 5 entries

Message

Dashboard Items updated successfully

Close

S No	Auction Plot ID No	Sort No
1	7771	1
2	7772	5
3	7773	3
4	7774	2
5	7775	4

Previous 1 Next

Submit Bid

Update

Auction Plot ID Auction Description Auction Quantity Starting Price (₹) Actual EMD (₹) Max Allowed Increment Increment (₹) My Bid (₹) Auction Ranks & Values Time Remaining/Status

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9. Start Bidding in “My Bid” on the Dashboard page.

Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo
 Auction Number: 2021-22/54 Bidder: THAKUR
 Auction Type: Forward Auction Bid Type: Value

Auction Plot ID	Auction Description	Auction Quantity	Starting Price (₹)	Actual EMD (₹)	Max Allowed Increment	Increment (₹)	My Bid (₹)	Auction Ranks & Values	Time Remaining/Status (HH:MM:SS)
7772	E Auction for Free Hole Plot	6465.00	600000.00	60000.00	2	20000.00	62000	H1 : 620000.00 (My Rank)	00:07:39 Extension: 1
7773	E Auction for Free Hole Plot	2344.00	300000.00	40000.00	2	20000.00	32000	H1 : 320000.00 (My Rank)	00:07:39 Extension: 1
7771	E Auction for Free Hole Plot	4444.00	400000.00	50000.00	2	20000.00	44000	H1 : 440000.00 (My Rank)	00:07:39 Extension: 1

Refresh Submit Bid Back

1

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- Screens enclosed (Step by Step) for more clarity

Steps for Submit required documents, EMD& Request: -

- 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.

Published Auctions (Forward)

CIL Auction Demo

Auction Number	Auction Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost
2021-22/54	7771	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00
2021-22/54	7772	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 4,00,000.00
2021-22/54	7773	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00
2021-22/54	7774	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00
2021-22/54	7775	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
2021-22/54	7776	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 4,00,000.00
2021-22/54	7777	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00
2021-22/52	Car-Garage-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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Fig 1

Interested Auctions (Forward)

Auction Number	Auction Plot ID Name	Published Date & Time	Auction Start Date & Time	Auction End Date & Time	EMD	Estimated Cost	Status
2021-22/54	Free Hole Plot	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 50,000.00	₹ 4,00,000.00	Auction Marked As Interes...
2021-22/54	Free Hole Plot	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 60,000.00	₹ 6,00,000.00	Auction Marked As Interes...
2021-22/54	Free Hole Plot	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 40,000.00	₹ 3,00,000.00	Auction Marked As Interes...
2021-22/54	Free Hole Plot	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 2,00,000.00	Auction Marked As Interes...
2021-22/54	Free Hole Plot	28-09-2023 11:58	28-09-2023 12:40	28-09-2023 12:50	₹ 20,000.00	₹ 3,00,000.00	Auction Marked As Interes...

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Fig 2

B. Pay Form Fee/EMD through “DD/e-Payment” modes available on the portal.

Auction EMD

Department	CL Auction Demo	Auction Number	2021-22/54
Auction Type	Forward	Auction Bid Type	Value
Auction Created Date & Time	28-09-2023 11:33	Auction Published Date & Time	28-09-2023 11:58
Scheme 1			
Auction Plot ID	7771	Starting Price (₹)	4,00,000.00
Auction Start Date & Time	28-09-2023 12:40	Auction End Date & Time	28-09-2023 12:50
Department Hierarchy	CL Auction Demo >> CLDEMO >> Kolkata		
Description			
Bidder Name	ITI LTD		

Auction Request Ends In : 11 Minutes : 18 Seconds Please Make A Payment

Pay Auction EMD

EMD Paid Amount (₹)	EMD Balance Amount (₹)	EMD Initiated Amount (₹)	Payment Mode
0	50000.00	50000.00	E-Payment

Select Payment mode
 DD
 EMD Exemption
 E-Payment
 eWallet

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Fig 3

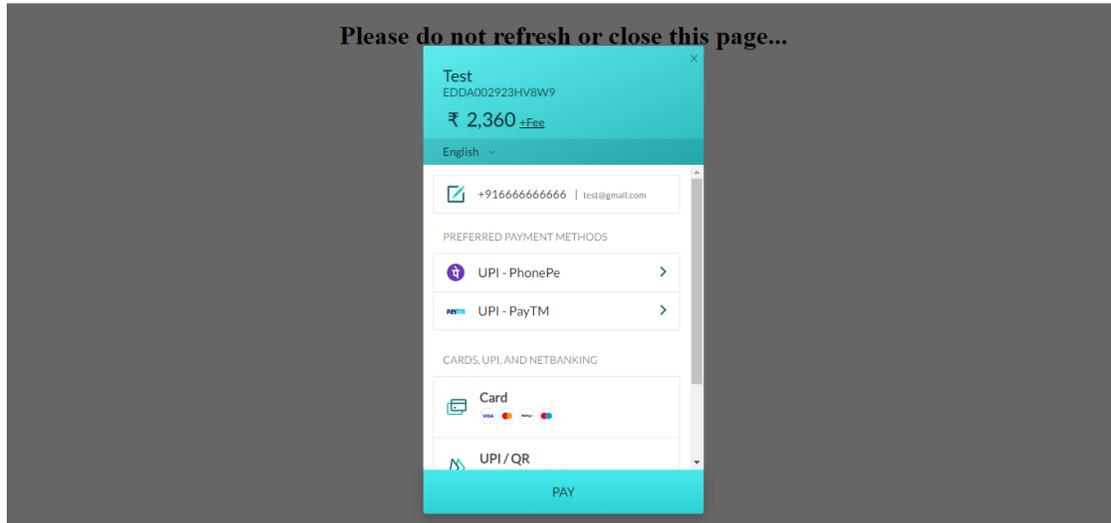
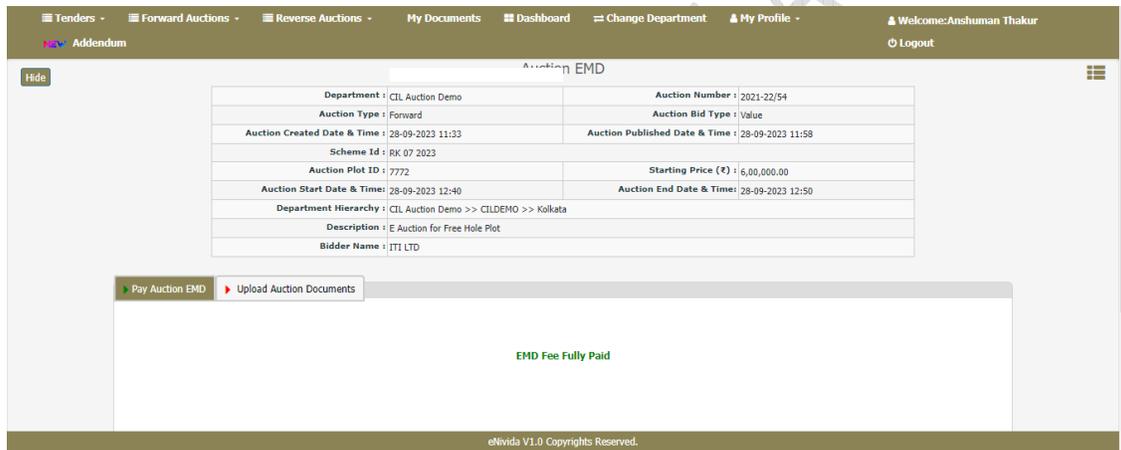


Fig 4



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.

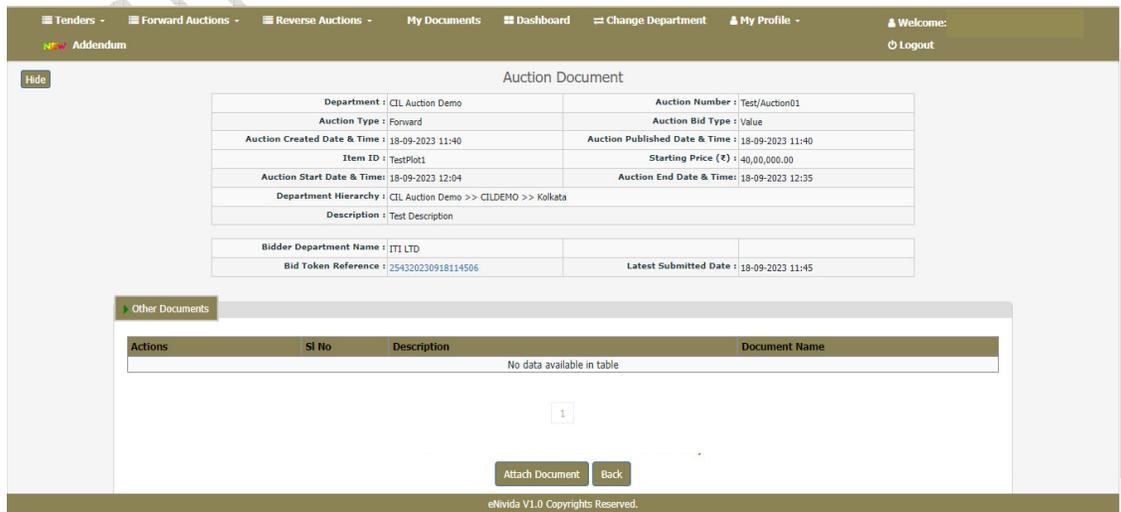


Fig 6

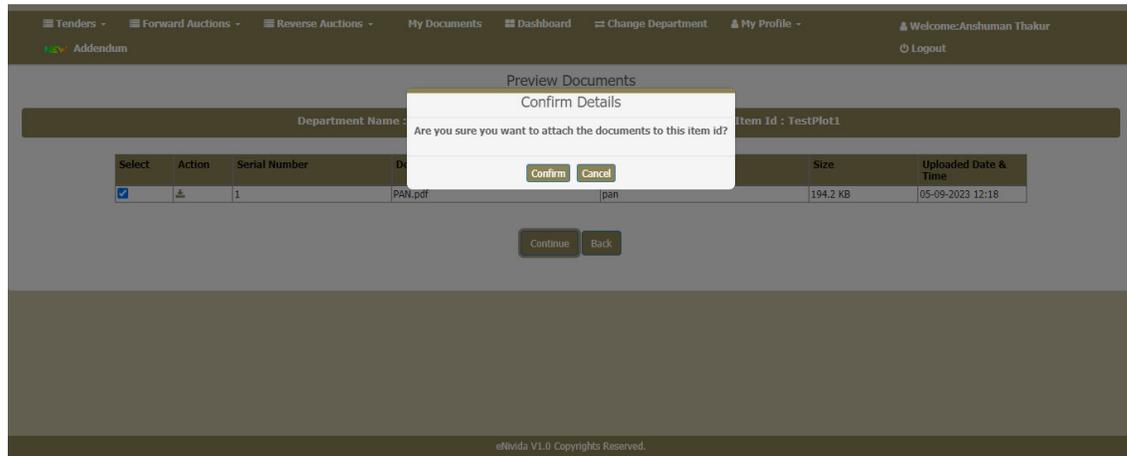


Fig 7

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



Fig 8

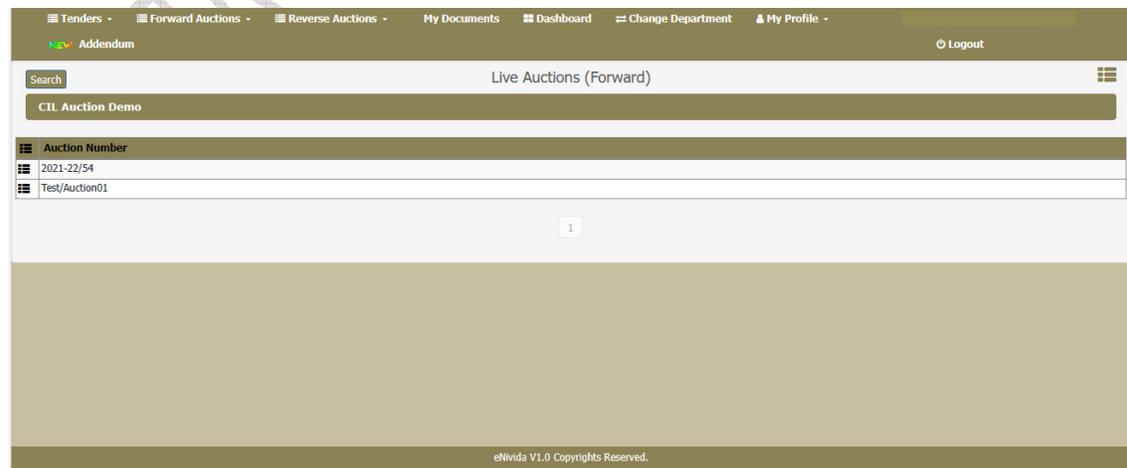


Fig 9

ADDENDUM Logout

Hide Add Items Live Dashboard (Forward)

CIL Auction Demo

Department: CIL Auction Demo	
Auction Number: 2021-22/54	Bidder: THAKUR
Auction Type	Auction Bid Type: Value

Auction Plot ID	Auction Description	Auction Quantity	Starting Price (₹)	Actual EMD (₹)	Max Allowed Increment	Increment (₹)	My Bid (₹)	Auction Ranks & Values	Time Remaining/Status (HH:MM:SS)
7772	E Auction for Free Hole Plot	6465.00	600000.00	60000.00	2	20000.00	620000 <input type="button" value="thumbs up"/>	H1 : 620000.00 (My Rank) <input type="button" value="dropdown"/>	00:07:39 Extension: 1 <input type="button" value="refresh"/>
7773	E Auction for Free Hole Plot	2344.00	300000.00	40000.00	2	20000.00	320000 <input type="button" value="thumbs up"/>	H1 : 320000.00 (My Rank) <input type="button" value="dropdown"/>	00:07:39 Extension: 1 <input type="button" value="refresh"/>
7771	E Auction for Free Hole Plot	4444.00	400000.00	50000.00	2	20000.00	440000 <input type="button" value="thumbs up"/> <small>Bid submitted successfully</small>	H1 : 440000.00 (My Rank) <input type="button" value="dropdown"/>	00:07:39 Extension: 1 <input type="button" value="refresh"/>

1

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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 —