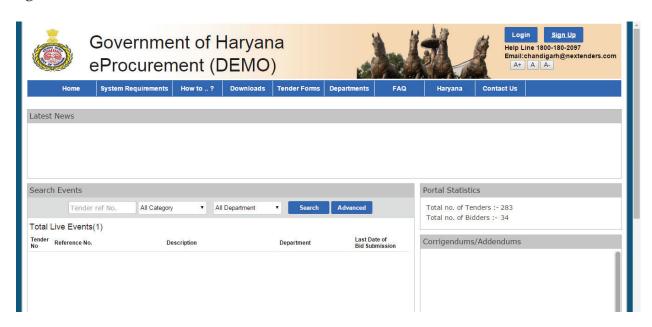
1. E-Auction Portal Signup & Bidding Process

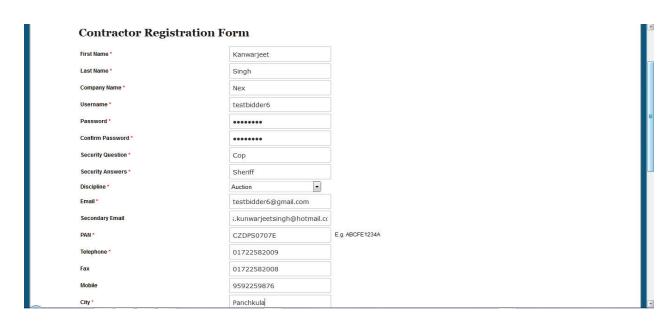
Web portal for e-Auction at Haryana Single e-Procurement portal at https://haryanaeprocurement.gov.in

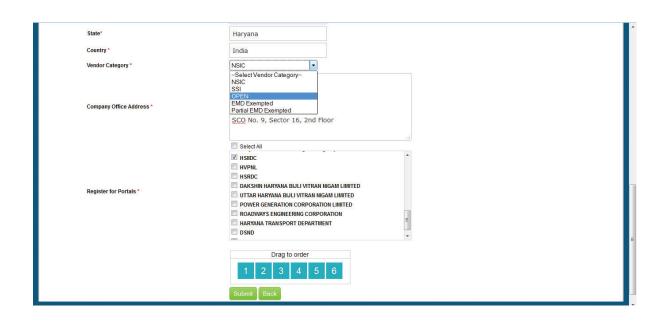
1. <u>Signup</u>. Bidder must required to create a login ID and password on the e-Procurement Portal by providing the basic information. Signup on the portal is free. Bidder has to create the login account for participating online into e- auction.

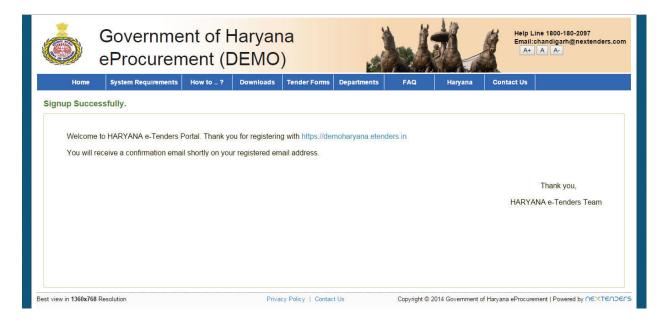
After filling up all the required details carefully, bidder has to click on submit button in order to complete the Sign-up process.

On completion of the Sign-up process, bidder will receive a registration activation mail on the registered email ID.



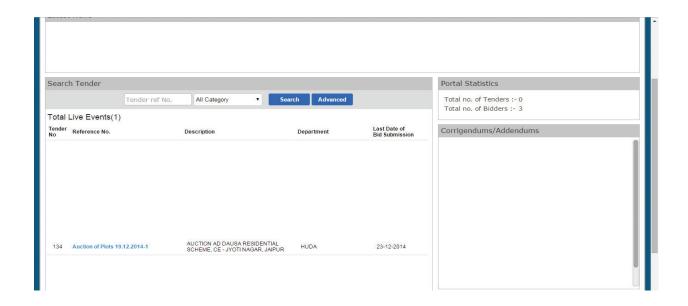




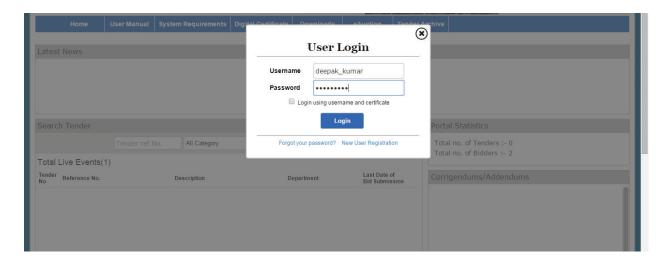


Note: (a) In case of Individual the bidder must entre his/her name or mentione Individual against company Name.

- (b) For vendor Category select 'OPEN' from the drop-down.
- 2. <u>Search Auction</u>: Bidder can view the live auction events and download the related documents without login to the portal.



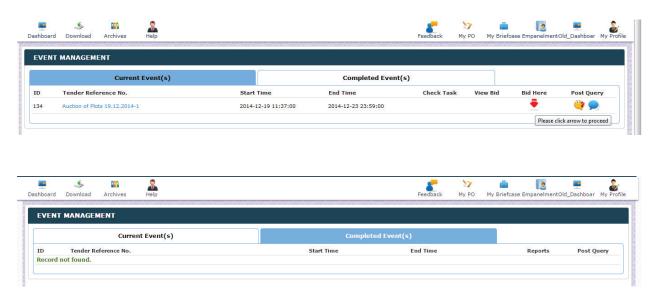
3. <u>Bidder Login</u>: Login to the eAuction portal for online participation on Auction event.Interested bidders have to enter their online registered login ID and password with the portal. If the bidder forgets his/her password, the same can be retrieved by clicking on the "forget your password" link at the website, and thereby furnish their registered security question and answer to recover password at the e-Auction website. After receiving the correct security question and answer, bidder will receive auto-generated email from the system containing the password reset link.



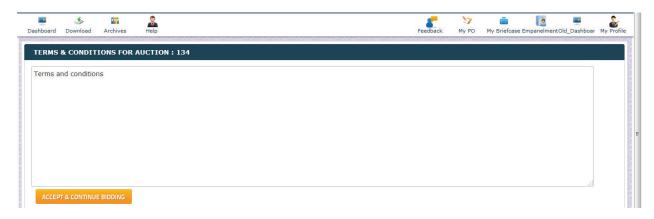
- 4. <u>Dashboard</u>: After successful login, bidder will be redirected to the dashboard. Dashboard is divided into 2 Sections.
 - <u>a.</u> <u>Current Events.</u> Current events will display the live auctions. Bidder can be able to participate in any of the live auction as per the scheduled date and time.

<u>b.</u> <u>Completed Events.</u> Once the auction will be concluded, it will shown in this section Current event tab. Bidder can check for the reports in this section after the auction will be concluded.

Bidder has to click on "Bid Here" link in order to bid on the auction he/she wish to participate.



5. Acceptance of terms and conditions. Bidder has to read carefully & accept the auction terms and conditions before bidding online on the e-Auction portal. And the bidder will be redirected to the e-Payment page.

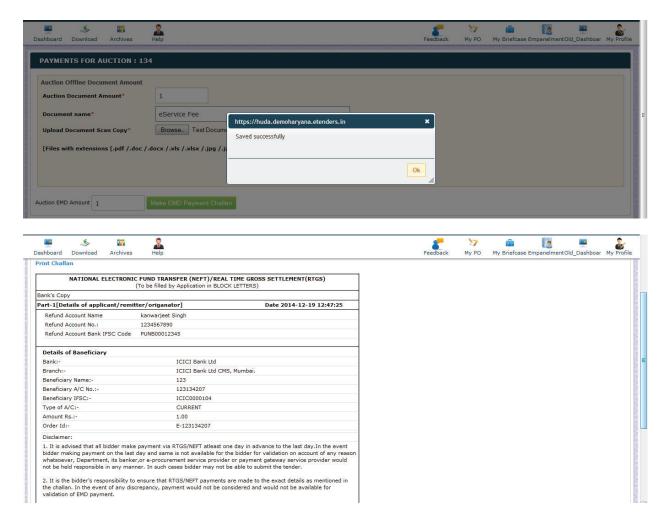


6. Online payment for eService and EMD/ Registration fee. Bidder is mandatorily required to pay eService fee of Rs. 1000/– using the online payment gateway through their Debit Card/Internet Banking.

For EMD/Registration fee payment bidders can have the option to make online payment of the amount through Debit Card/Internet Banking/RTGS/NEFT/OTC.

To make payment through RTGS/NEFT/OTC a pre-filled Challan shall be generated at the e-Auction portal for EMD/Registration fee payment. And remit the funds at least T+1 working day in advance to the closing date of e-Bidding.

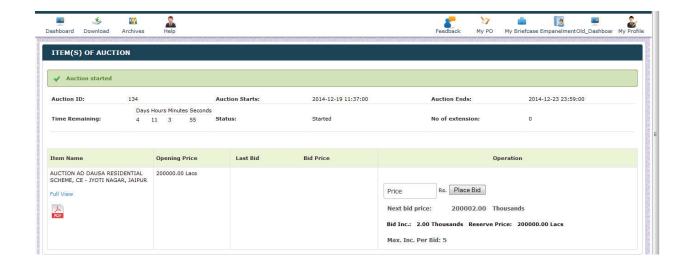
So therefore all the intending bidders are require submitting of their EMD / Registration fee amount well in advance keeping in view the closing date & time of the e-Auction event / Online Registration.



7. Auction Bidding. Once the e- challan generated by respective bidder is verified by the system, he/she can enter into the online auction hall by clicking on the button "Go for Auction Bid".



On the bidding page, bidder is required to bid on the auction. Bidder can check for the Auction Documents/attachments in the real time. Page can also have a view to see the time remaining in the auction bidding.



2. Closing

Closing takes place automatically or at the instance of the initiator as per business rules governing the auction.

3. Account Management

- The buyer accounts can be added, modified and deleted
- The buyer to category amenability can be carried out

There is also provision to provide a host of information through the following features:

- Auction Hall View and Bidding form for bidders
- Auction hall View for buyer
- Graphical Representation of in progress Auctions
- Automatic Refreshing of the screen
- Real Time saving analysis
- Conversion of Bid History reports to excel or txt formats
- Auto scaling graph
- Message Tickers
- Reverse clock timer