Bidder Manual for e-Auction Portal of Varanasi Development Authority

Bidders are requested to open website –https://vda.procure247.com.

Home Page would be looks like as below
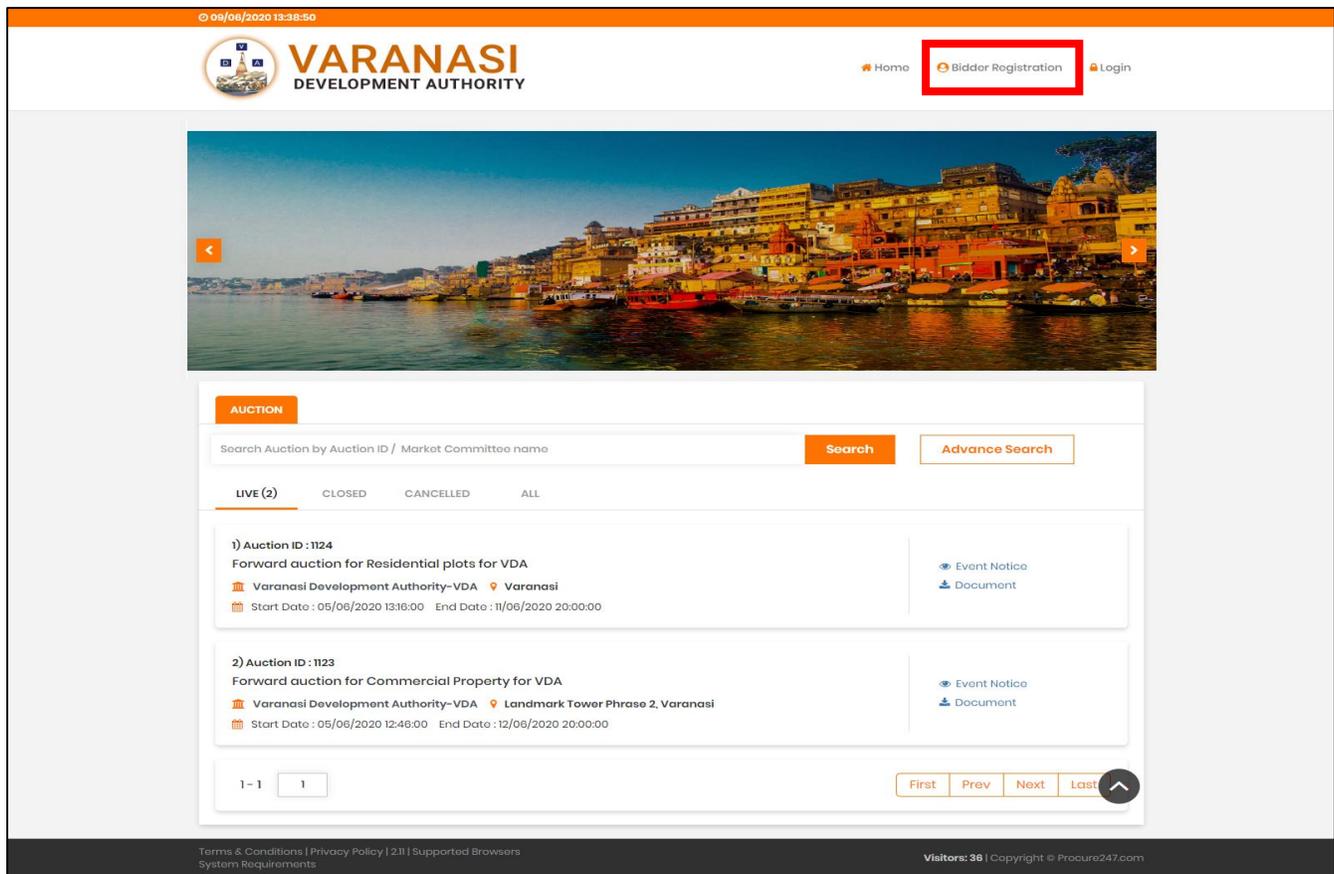
For participation in any auction – bidders are required to do the registration first- to do the registration bidders need to click on Bidder Registration on home page.

As the same can be seen highlighted in above screen.

Bidder Registration:

Step 1 – Profile Registration – Bidders are requested to fill the complete details required to be filled in the form.

NOTE:

Password: Bidders can enter new password – which they would like to use for this website. Original Password for bidders email account is not mandatory.

Also note - bidders are required to fill the exact Bank details and Pan no – because all the refund process will be done to this bank details only.

Hence please fill the details carefully.

Step 2 – Upload Supporting Document

In continuation to proceed for bidder registration – bidders have to upload the mandatory documents like Identity Proof / Pan Card / Aadhar Card.

And Click "Next" to proceed further.

As the same can be seen in above screen:

Step 3 – Registration Fees Payment:

Now the final Steps for bidders to complete the registration process is to pay the registration fees using available online payment options. Process are:

User can check the Registration Fees and click on Pay button to proceed for payment.

As the same can be seen in above mention screen

Step 3.1 – SmartHub

When user clicks to "Pay" options he will get the screen as below, wherein he/she can check the details like – Amount / Customer ID / Customer Name / Transaction Date / Email ID / Mobile No:
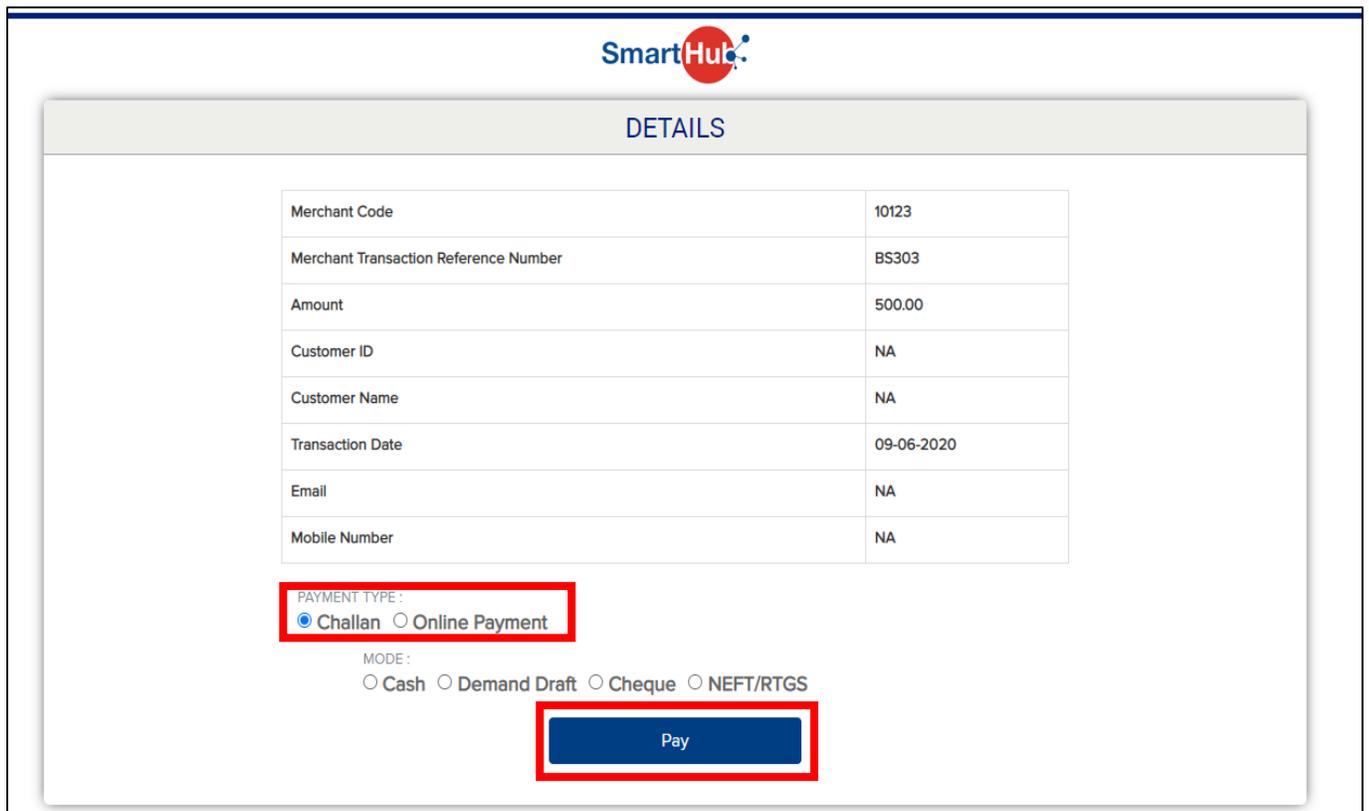
User can select the option to make the payment like pay trough challan or pay via online payment

On selecting challan option bidders will get the option to download system generated challan receipt to pay by visiting any nearest bank.

And on selecting Online Payment Option user will get the option to Pay via credit/debit card and net banking. As the same can be seen in next screens.

Copy of Challan Receipt:

HDFC BANK		CORPORATE PRODUCTS AND SERVICES
SmartHub EDUCATION		

No convenience fee or service charge will be levied on Debit Card Payments to the Remitter

	NEFT/RTGS	
Date: 09/06/2020		
Merchant Ref No.:		BS303
Beneficiary Name:		
Account No.:		
IFSC Code:		
Bank:		HDFC Bank Ltd.
Branch:		
Government No:		
Customer ID:		NA
Customer Name:		NA
Government Name:		CEO CHIPS
Contact No:		1111111111
Amount:		500.00

Disclaimer: 1. It is the remitter's responsibility to ensure that RTGS/NEFT payment are made to the exact details as mentioned in the challan.In the event of any discrepancy, payment would not be considered and would be refunded to the account from which the payment is made
2.Remitter is required to generate challan for every payment since the account number in challan is unique to the payment.

Signature of Depositor

(FOR BANK USE ONLY)	
Rupees:	
Dr. Application A/c:	
Remittance No:	

Authorised Signatory
Branch Stamp

Online Payment Options (Credit Card / Debit Card / Net Banking):

CEO CHIPS

Reference No : BS304
Amount : 500.00

CARDS	NET BANKING

Pay using

For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.

◉ Credit card

Select Credit Card Option : VISA

Card number : *   Enter Your Card Number

Card holder name :   test

Expiry date : *   MM   YYYY

CVV number : *

PAY NOW

Cancel

No convenience fee or service charge is payable by the customer on debit card / UPI transactions.

VeriSign Trusted | PCI Compliant ControlCase Click to Validate | VERIFIED by VISA | MasterCard SecureCode | HDFC BANK

Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.

IP address 10.10.102.147 and access time Tue Jun 09 14:07:40 IST 2020.

On selecting pay through card – user will get the option to switch credit / debit card option – enter card details and proceed to make payment.

And

On Selecting Net Banking Options – user will get the option to select his/her bank and enter customer id and password for net banking account and pay the fees. As the same can be seen in below mentioned screen.
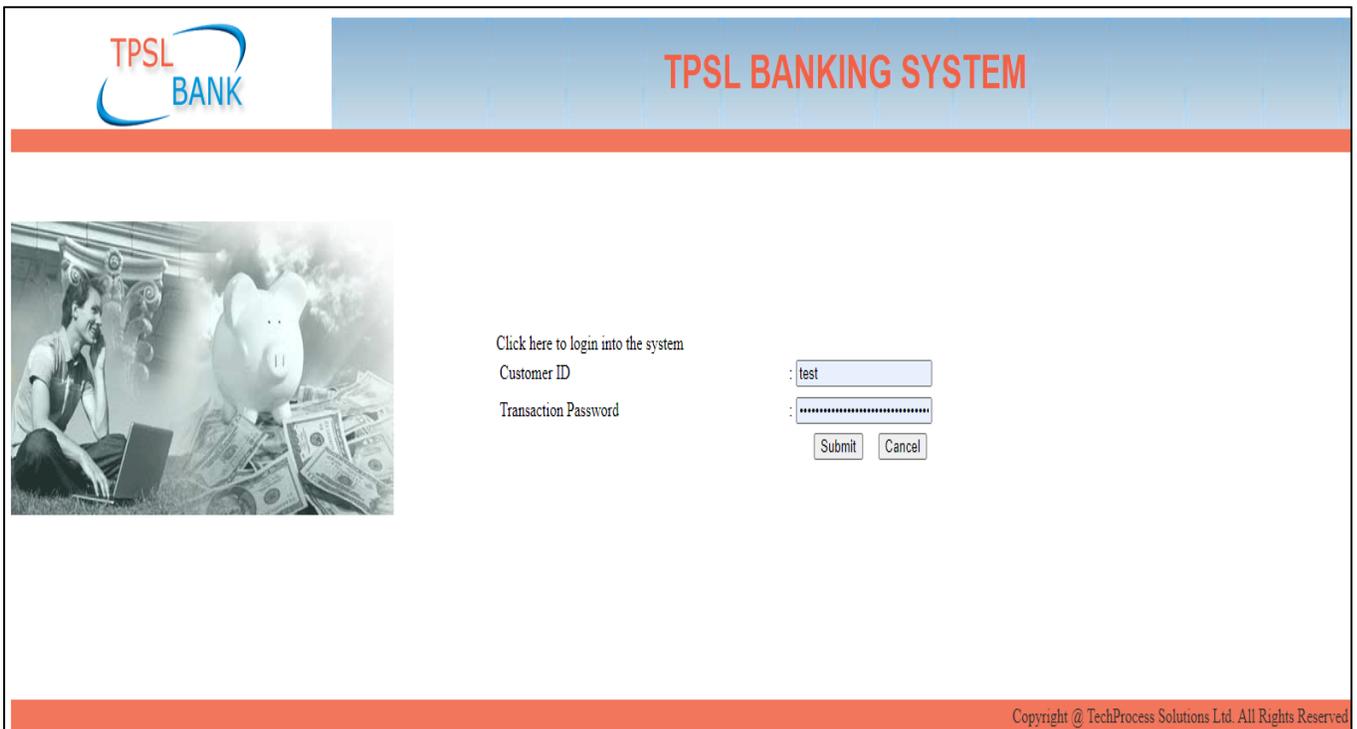
Registration process will be completed after successful payment of registration fees, and user can login with their registered user id and password and participate in any auction.

Registration Process Ends Here

EMD Payment Process and Bidding in Auction.

Step 1 – Login

Enter registered email and password used at the time of bidder registration: and Click to Login Button.

User will get the 4 Digit OTP Number on his registered mobile number entered at the time of Bidder Registration

On successful login, bidder would be able to check the all available auction details / download documents if available / Pay EMD fees and etc.

Which can be seen in next screens I

Home Page view after login:

After login – Bidders can search his interested auction and can check the complete details like document and emd amount and proceed further to bidding part.

Bidders will get the option like, **Event Notice / Document / Payment Dashboard / Accept T & C**, which has been highlighted in above screen. We will check the details in our next screens.

Event Notice View:

Bidders can able to check the details like – Department Name who published the auction, Authority Officers Name / Designation.

Auction Brief / Project Location / EMD Details (Payment Start / End Date)
Auction Timing (State / End Date for Bidding) in this page.

Download Document Page:

If any documents has been uploaded by the publishing authority it would be visible here in document download section.

Bidders can download the documents with single click from this section.

Payment Dashboard – For EMD Payment

To Pay the EMD – bidders have to click on Payment Dashboard Option and as the same can be seen in above screen.

After clicking Payment Dashboard Option – bidders have to enter the EMD Amount and click on Pay option to proceed further for the payment options. As per below screen.

Once the bidder fills the EMD Amount and click on Pay – System will ask to confirm EMD amount and click Ok to proceed further as per below mentioned screen.

When bidder click "Ok" then they will get below mentioned screen to check the details of EMD amount and may choose payment option accordingly.

On selection of pay through challan option bidder will get the option to download the system generated receipt to visit the bank and pay the amount. The copy of challan would be as per below mentioned screen.

Important Note – Bidders are requested to use the receipt which has been downloaded after login to the website from their registered user id and password.

In case bidders uses any other bidders challan receipt and makes payment onwards – system will reflect that amount in that particular bidders account who has actually downloaded the receipt from website. And the one who has actually paid the amount will not be able to participate as well as can't be able to get the refund of that amount in their bank account.

Hence bidders are advised to download receipt by their own after login to the website. And avoid using someone else receipt to make payment of EMD.

Now – On selection of Online Payment Options bidders will again get the option to choose between Credit / Debit Card / Net Banking Options to make the payment.
As the same can be seen in below mentioned screen.

On selection of Net Banking Option bidders will get the option to select their bank – enter customer Id and password for net banking and make their payment with ease. Below is the screen for bidders to enter the Customer Id and Password.

Once login by entering Customer ID and password- System will ask bidders to enter / confirm transaction amount and click "Submit" Button to make the payment.

And the same can be seen in below mentioned screen.
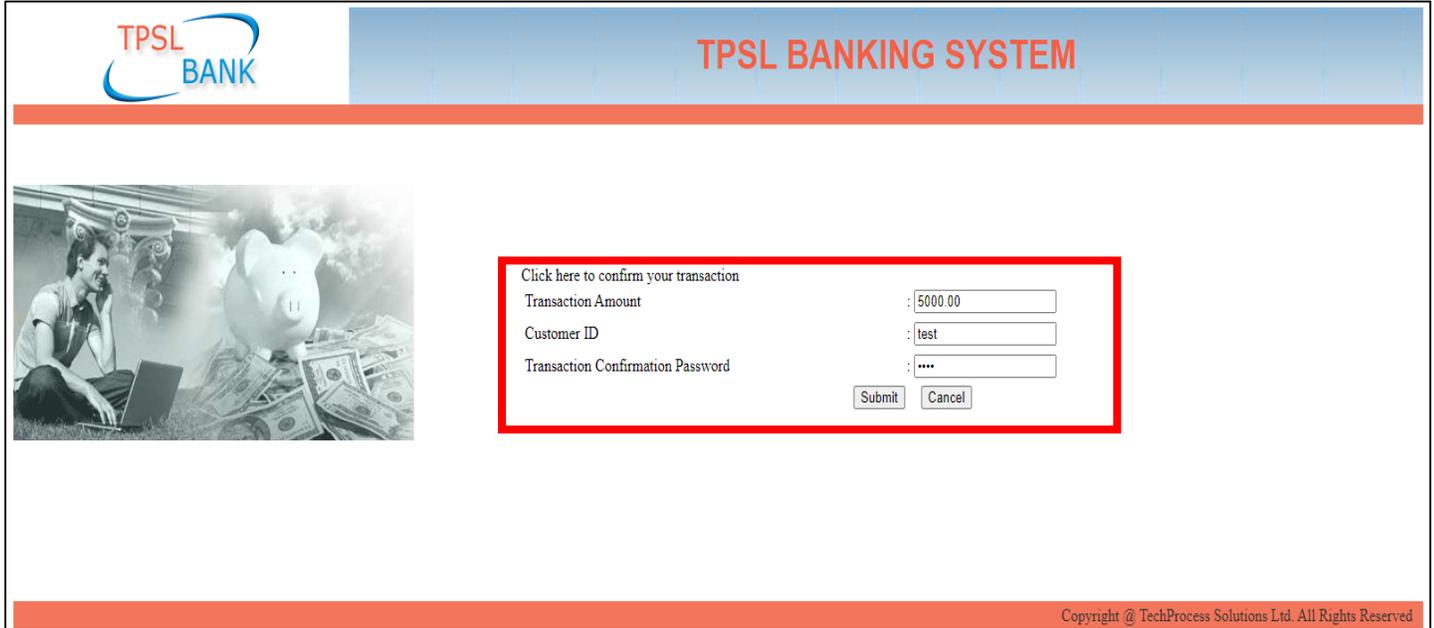
Once the bidders pays the EMD Amount, bidder would be eligible to participate in auction. Bidders would also get the option to download the EMD Payment receipt from system and the screen is as below.

Payment Transaction History

Transaction ID	Amount	Payment Mode	Payment Status	Payment Initiation Date	Payment Date	PG Bank Ref No./UTR No.	Remarks	Payment Receipt
AS1809	5,000.00	Payment Gateway	Success	09/06/2020 16:24	09/06/2020 16:28	AS1809	NA	Download
AS1808	5,000.00	Challan(N EFT/RTGS)	Pending	09/06/2020 16:19	---	---	Pending	---

Refund Transaction History

Refund Transaction ID	Amount in Figure (INR)	Refund Initiation Date	Bank Account No.	IFSC	Bank Name	Refund Status	Bank Ref No./UTR No.	Bank Processing Date & Time	Remarks
					No records found				

After successful payment –Bidders in order to bid first have to accept terms and condition and click I agree option to proceed further.

Screen to check the Term and Condition and click on I Agree option to proceed further as per below mentioned screens.

Now bidders would be able to see all available assets / house / property details which has been published for auction. As the same can be seen in below screen.

➡ **Note** – Bidders can select multiple fields as per their requirements – but they can only be able to be the H1 (Highest) Bidder in only one property at a time.

➡ There may be a possibilities of property with less EMD amount which does not allows bidders to be the H1 (Highest) Bidder for multiple property.

➡ Which means once the bidder is H1 in any property, he / she may not be able to bid in any other property selected in asset selection. Yes in case if he/she gets out bided by any other bidders on that particular property at that moment he/she would be able to bid for any selected property and can be the H1 (Highest)Bidder for that particular property.

➡ One bidder cannot be the H1 Bidder for two or more property in any condition.

➡ And the same can be understand from below mentioned screens

Below is the screen of Bidding hall – where in bidders can check their selected property list with their details like – Reserve Price / Increment Price / Next Bid Price to be H1 / and the due time of bid.

Also there would be an option to check the time extension.

Time extension refers to the condition like if system receives any bid from any bidders in last pre-decided minutes of due time, system will automatically add the time (pre-fix minutes) in the due time of the auction.

Time extension may be limited or unlimited as per the requirement by the publishing authority. Bidders will get the details regarding the same in the document.

In order to make bid for any property bidder will get the option (a drop down menu) of "No. of Increment" in bidding hall. Bidders can select any numbers from 1,2,3,4,5 and clicks to submit their bid.

On selection of any number from drop down menu of increment options, system will multiply the rates with the increment price mentioned in the bidding hall and will add on the reserve price in it. And the total amount will be display as the quoted rate of bidders.

The same can be understand from below formula: i.e
Reserve Price- 500000/- , Increment Price – 10000/-

Now in case bidder select number 2 from increment option – system will perform as below
Increment Price 5000/- X Increment Option Selected (2) = 20000 + Reserve Price (500000/-)

Total Quoted Price by bidder would be: **520000/-**
Below is the screens for more understanding -

As we can see in above screen that system will also ask bidders to confirms their bid with amount in numbers and words so that no error or mistakes occurs.

On successful submission of bid, system will show the Rank to the bidder as per below mentioned screen.

We can see that the bidders rank is 1 in above screen, hence the bidder couldn't be able to bid for any other property in bidding hall until unless he gets out bided by any other bidder.

Also the system will change the Rank as per below mentioned screen.

This is how the whole process will go on.

If H1 Bidders out bided by any other bidders, he/she can bid again and be the H1 for the particular property.

Thank you