

Step 1: Register on home page menu by clicking "Bidder Registration".

- A) Full Name (InCapital)
- B) Address with Pin Code.
- C) Mobile Number
- D) e-mailID.
- E) Bank account Number & IFSCNumber. Etc...

Step 2: Login with user credentials and Verify OTP sent to registered email id and mobile number for secure Login.

Step 3: Select Live Tender from Dashboard

Step 4 : Pay e-Tender cum e-Auction brochere fee is Rs. 1180(Fee - 1000+ GST @18% Rs.180) Non-Refundable and pay EMD amount though online mode. Print receipt option is available.

Step 5 : Pay e-Tender cum e-Auction EMD Amount

Step 6: Upload required Documents (if any) as per brochure.

Step 7: Submission of **CLOSED BID (e-Tender)** by bidder.

(Note: "CLOSED BID (e-Tender)" means the best price OR offer amount given by the bidder in advance, which none of the bidders knows how much the other participants have bid. The bidder shall participate in e-auction during the scheduled time period. If bidder does not wish to participate in e-auction, the closed bid (e-Tender) shall be considered as final offer.)

Step 8: Opening of Technical Bid (e-Tender):

Scrutiny of bidder application form and uploaded documents in Closed Bid (e-Tender). Bidder eligibility will be decided on the basis of documents submitted by bidders. Thereafter, bidders will be either rejected or approved. The approved bidders shall participate in e-Auction

(Note: Approval for participation will be given by MDA)

Step 9: Conduct of e-Auction/ Online auction:

As per time schedule, bidder shall participate in e-Auction by logging in the website. During e-Auction every bidder can bid in multiple of amount as specified in booklet.

Step 10: Opening of Close Bid (e-Tender):

After completion of e-Action Closed bid will be opened.

(Note: Approval for participation will be given by MDA)

Step 9: e-Tender cum Auction Final Result:

After completion of e-Tender cum e-Auction process,, the highest e-auction bid amount will be compared with highest closed bid (e-Tender) amount submitted and then result will be displayed.

Step 10: Refund of EMD:

After completion of e-Auction and approval of Competent Authority, the EMD amount received from Bidders other than the highest Bidder will be returned online in the Bank Account provided by the bidder at the time of Registration.