



## Bidder Help Manual on eAuction

[www.tenderwizard.com/GHBGOA](http://www.tenderwizard.com/GHBGOA)



## **PREREQUISITES AT USER SIDE:**

### **A. System configuration (minimum):**

- ✓ Minimum P-IV Processor System, 40 GB HDD or above recommended, 1GB RAM and above.
- ✓ Internet Connection – Minimum of 1Mbps Dedicated Broadband connection.

### **B. System Software's:**

- ✓ Operating System: Windows XP and above.
- ✓ Browser: Microsoft Internet Explorer version 9 and above, Mozilla Firefox, Google Chrome.
- ✓ Microsoft Office 2003.
- ✓ Utilities: Java Version 8 update 201 and above, Win-Zip, Win-Rar, and Adobe Acrobat Reader.

## LOGIN PROCEDURE IN THE WEBSITE:

Step 1: Open the Browser and enter the website URL [www.tenderwizard.com/GHBGOA](http://www.tenderwizard.com/GHBGOA) as shown in below Fig. 1.

Step 2: Click on LOGIN



Fig. 1

Step 3: Enter the “USER ID” & “PASSWORD” in the textbox provided. The User ID and Passwords have been shared to your registered Email Address. Click on “LOGIN” button, the screen directs you to the OTP based login screen as shown in Fig. 2.

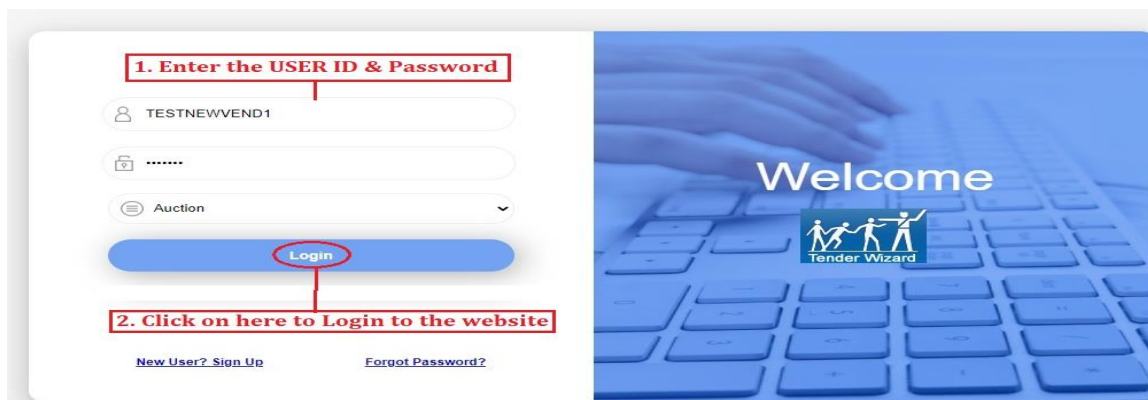


Fig. 2

Step 4: Enter the OTP (One Time Password) Received on the Registered Mobile Number and Click on Login as shown in below Fig. 3.

Note: In case the OTP is not received for 30 sec, Click on **RESEND OTP** to regenerate the OTP again.

**Two Step Verification-Validate OTP**

A One Time Password(OTP) has been sent to your registered mobile number 8\*\*\*\*\*6107 and Email-Id.  
Please enter the same here to login

Enter the OTP received in the registered mobile no.

Resend OTP

After entering the OTP, click on Login to enter the website

Login

Note : In case you have not received OTP, please wait for 30-45 secs to Re-generate new OTP

Fig. 3

### **BIDDING PROCEDURE IN THE WEBSITE:**

Step 5: After the successful authentication of the OTP, you will be redirected to the **Live Auction** screen.

Step 6: For Bidding, click on the Hammer Button as shown in the below Fig.4



Action	Department	Auction Number
	Goa Housing Board (GHB)	NewManual
	Goa Housing Board (GHB)	Test 20-07-2021

Fig. 4

Step 7: Select the Check Box to accept the Terms and Conditions as in the below Fig.5

**Auction Terms and Conditions**

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Buyer: Goa Housing Board (GHB)      Auction Number: Manual29122020

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**Terms and Conditions:**

1. I agree that I have read and accepted all the terms and conditions mentioned in auction documents and on the website.  
2. I also accept that I will be liable for disqualification in case of any discrepancy.  
3. I agree that online bids submitted by me will be considered to be legally valid and in case I do not honour the bid department can take necessary action.  
4. I agree that I will not share my user ID and password and If I do, I will do it on my own risk.  
5. I agree that SMS and email sent by the e-Procurement website are value added features; hence Website and the service provider will not be liable for any missed SMS or email.

☒ I/We hereby agree to the above terms and conditions.

Accept and ContinueCancel

1. Tick the Check Box to Accept the Terms & Conditions.

2. Click on Accept and Continue

Fig. 5

Step 8: After Accepting the Terms and Condition, **MY DASHBOARD** screen will be available for bidding. Here the description of the tenements will be displayed along with the Rate Per Sq. Mt. and My Bid Option. Also it displays the Increment Value. Refer Below Fig.6.

Description of Fields:

**Increment Value** : The bid price per sq. mt. to be increased by this mentioned value each time or in multiples of this value.

**Tenement No** - Describes the Tenement No. put-up for eAuction.

**Description of Tenement** - Explains in brief about the Tenement.

**My Bid** – Option to enter your bid.

**My Total Value** – System displays the total value of the Tenement.

**Current Bid** – Displays the current Highest Bid.

**Time Left / Auction Extension** – Displays the time left for the closure of eAuction and also mentions about the No. of Extensions of time occurred.

**Remarks** – As per the bylaws of There shall be at least 2 applicant bidders present for the auction proceedings for each tenement, failing which, the bidding shall defer. That means to start bidding there should be 2 bidders logged in to the eAuction system. Until then bidding will be disabled. Hence, bidders need to wait till someone logs in. As soon as someone logs in the eAuction bidding process starts automatically.

**My Dashboard** **CONTACT US**

Auction Number >> NewManual Bidder: TESTING DEPT

Auction Type : Value Bidding

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	<div style="border: 1px solid red; padding: 2px;">+</div> <div style="border: 1px solid red; padding: 2px;">-</div>	1001200.00	Current Bids <span style="border: 1px solid red; padding: 2px;">3</span>	23:39:36 (hh:mm:ss)	You are the Single bidder. Please wait till another Bidder participates In the Auction

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Fig.6

Here the bidding takes place only if there are atleast 2 applicants / bidders are logged in for the auction proceedings, That means unless there are 2 bidders logged in, the eAuction does not start.

Bidding will be disabled if there only 1 bidder logged. Here bidders need to make a note of remarks Coloumn, which displays the message as You are the single bidder and wait for another bidder to login.

Once the minimum bidders entered the eAuction website, the eAuction bidding process automatically starts. Here the bidder can enter the bidding amount under My bid value and click on Bid Now option.

Step 9: In My Dashboard screen, Enter the Bidding amount under My Bid option as shown below Fig. 7, and click on Bid Now option. A pop-up window will appear to confirm the amount. Click on OK to confirm the amount.

**My Dashboard** **CONTACT US**

Auction Number >> NewManual Bidder: TESTING DEPT1


Auction Type : Value Bidding

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	15500.00	1001200.00	Current Bids	23:22:53 (hh:mm:ss)	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Fig. 7

Step 10: The H1 price (Current Highest Bid) will be displayed in coloumn "Current Bid". Also, the time will be extended. Now, other bidders have to bid above the H1 Value.

The Bidders can Click on  button, instead of manually entering the values in My Bid Option. This avoids confusion while bidding the amount. System automatically increases the value by minimum Increment Value against H1 price and enters the value.

Once the bidder enters the bid amount, the Rank/ current highest bid will be displayed in the Rank Coloumn. A hammer image will also appear on the screen (Ref Fig 8). This indicates that he is the current highest bidder.

**My Dashboard** **CONTACT US**

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Auction Number >> NewManual Bidder: TESTING DEPT **Bid Now**

Auction Type : Value Bidding Increment Value : 500.00

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	11000.00	1101320.00	H1: 11000 	23:20:23 (hh:mm:ss)	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

**Refresh** **Bid Now** **Auto Bid**

*eAuction system displays this image only to the H1 bidder saying that he is the CURRENT HIGHEST BIDDER.*

Fig 8

There is a checkpoint provided in the system, where in the Highest bidder will not be allowed to bid again if he is the Current H1 Bidder. Eg. If you are the highest bidder, then u will not be allowed to bid again unless some other bid above your rate. Refer Fig. 9

enderwizard.com/ROOTAPP/servlet/otpbasedrequest.controller.OTPBasedRequestController

www.tenderwizard.com says


You are the H1 Bidder for SI No. 1

\*\*\*\* Bid Not Accepted \*\*\*\*

**OK**

Auction Number >> NewManual Bidder: TESTING DEPT **Bid Now**

Auction Type : Value Bidding Increment Value : 500.00

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	11500	1101320.00	H1: 11000 	23:17:30 (hh:mm:ss)	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

**Refresh** **Bid Now** **Auto Bid**

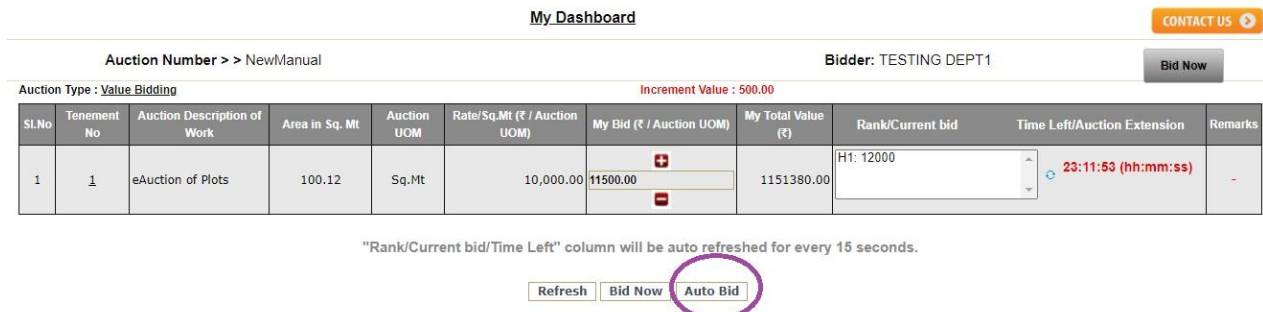
Fig. 9

Likewise the Bidding process continues for an unlimited time. The Auction ends, if NO BID is received in the Last Extended Time.

## **AUTO BID OPTION:**

The eAuction System has been provided with the option of AUTO BID for the convenience of the bidders while bidding. The Procedure to enable the AUTO BID option is as below.

9Step 1: Click on the Option AUTO BID in the My Dashboard Screen. Ref. Below Fig. 10



My Dashboard

Auction Number >> NewManual Bidder: TESTING DEPT1

Auction Type : Value Bidding Increment Value : 500.00

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	11500.00	1151380.00	H1: 12000	23:11:53 (hh:mm:ss)	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Refresh Bid Now **Auto Bid**

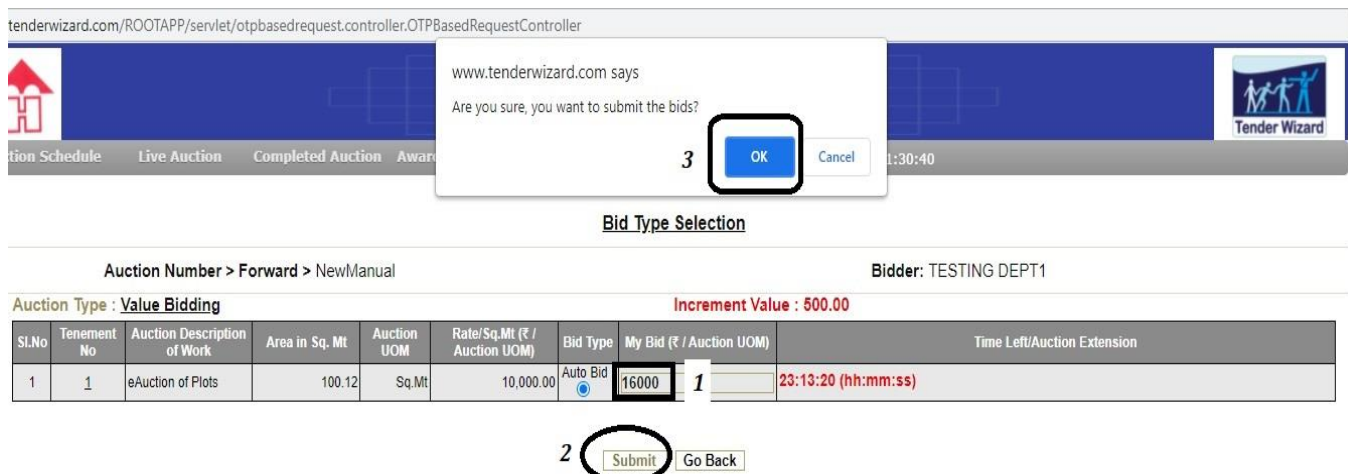
Fig. 10

Step 2: Bid Type Selection screen appears after clicking on Auto Bid Option.

Click on Auto Bid and enter the Upper Cap of MY BID and Click On Submit.

**Note: Here bidders needs to understand that My Bid Amount is Rate Per Sq. Mt.**

Ref. Below Fig. 11



tenderwizard.com/ROOTAPP/servlet/otpbasedrequest.controller.OTPBasedRequestController

www.tenderwizard.com says  
Are you sure, you want to submit the bids?

3 OK Cancel

Bid Type Selection

Auction Number > Forward > NewManual Bidder: TESTING DEPT1

Auction Type : Value Bidding Increment Value : 500.00

SL.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	Bid Type	My Bid (₹ / Auction UOM)	Time Left/Auction Extension
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	Auto Bid	16000	23:13:20 (hh:mm:ss)

2 Submit Go Back

Fig. 11

Step 3: Now Manual Bidding option will be disabled as the eAuction System Automatically bids the values by minimum Increment value against the H1 Price. Refer below Fig. 12. Once the Upper limit is reached, the Manual Bidding option enables automatically in the system if the bidder wish to continue bidding manually after the Auto Bid.

**My Dashboard** [CONTACT US](#)

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Auction Number >> NewManual Bidder: TESTING DEPT Bid Now

Auction Type : Value Bidding Increment Value : 500.00

Sl.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	eAuction of Plots	100.12	Sq.Mt	10,000.00	Auto Bid (15000.00)	1201440.00	H1: 12000	23:08:18 (hh:mm:ss)	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Refresh Bid Now Auto Bid

Fig. 12

## **AUCTION RESULTS:**

The Bidding process automatically ends, if No bid is received in the last extension time. The eAuction System Displays the message that Auction has Ended (Refer Fig. 13).

**My Dashboard** [CONTACT US](#)

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Auction Number >> Test 20-07-2021 Bidder: TESTING DEPT

Auction Type : Value Bidding Increment Value : 500.00

Sl.No	Tenement No	Auction Description of Work	Area in Sq. Mt	Auction UOM	Rate/Sq.Mt (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	My Total Value (₹)	Rank/Current bid	Time Left/Auction Extension	Remarks
1	1	Test 20-07-2021	100.123	Sq.Mt	10,000.00	12500.00	1251537.50	H1: 13500	Auction has Ended	-

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Refresh Auto Bid

Fig. 13

After the Bidding process ends, the Auction moves to Completed Auction link to view the results of the eAuction.

Step 1: Click on **Completed Auction** Link as in the below Fig. 14. Click on the Hammer Button under Actions for viewing the results.

Approved Auction Live Auction Completed Auction Awarded Auction Cancelled Auction 29

**Click on Completed Auction section, after the completion of Bidding time and end of eAuction.** Forward > Completed Auction Summary

Actions	Buyer	Auction Number	Sr. No	Auction Request Closing Date and Time	Auction Start Date and Time
	Goa Housing Board (GHB)	DEMO FORWARD AUCTION	01	01-12-2020 17:05	01-12-2020 17:10
Auction Description of Work: Demo Auction for GOA Housing Board					
	Goa Housing Board (GHB)	Manual29122020	1	--	29-12-2020 12:05
Auction Description of Work: Flats					

**Click on Hammer Icon to view the results of the eAuction.** 1

Fig. 14

Step 2: The eAuction System displays the Current Position of your bid as mentioned below Fig. 15

Auction	User : TESTNEWVEND2	Time Zone : Asia/Calcutta
<hr/>		
Auction Number : Test 01-07-2021	Tenement No : Test 1	
Rate/Sq.Mt(₹): 32,000.00	End Date : 01-07-2021 10:35	
Increment Value : 500.00		
Final Total Value : 33,00,000.00		
<hr/>		
<div>Back Print Log</div>		
<hr/>		
Log Details		
My Current Rank : 1		
Bid is Accepted		
KINDLY CONTACT GOA HOUSING BOARD FOR FURTHER PROCESS.		
<hr/>		
Date/Time	My Bids (₹)	
01-07-2021 10:26:25	(DB) 33,000.00	

Fig. 15

