<u>Housing & Urban Development Corporation Ltd. (HUDCO)</u>

Bidder Manual for e-Auction
(NPA / Asset Disposals as per DRT/ Bank Guidelines)

Bidders are requested to get register by clicking on **"BIDDER REGISTRATION"** link on given eauction portal.

<u>Screen Shot – 01</u>

→ (*) fields are mandatory for online portal registration. As given in below screen shot.

<u>Screen Shot - 02</u>

→ Once bidders get register on eauction portal, it is requested to send login id on fasupport@abcprocure.com, chintan.makwana@abcprocure.com, ravi@abcprocure.com for approval purpose.

Please do below mentioned things to operate this website smoothly:

- Please install CAPICOM from the browser which will be available on user's screen.
- Please add the URL in trusted sites.
- Please enable **ActiveX Controls & Plug-ins. (Tools->Internet Options-> Security->Custom Level)**

  Active-X controls need to be enabled in your Internet browser. In order to ensure this, please do the following:
  1) In Menu Bar ---Click on Tools - Internet Options – Security – Click on Trusted Sites Icon – Click on Sites button
  Add 2 Website in Trusted Sites……
  https://hudcoauction.abcprocure.com
    OK……
  After Click on Custom Level button –
  Below ActiveX controls and plug-ins ---- Select below 5 Items Enable
  1) Download signed ActiveX controls –select Enable
  2) Download unsigned ActiveX controls – select Enable
  3) Initialize and script ActiveX controls not marked as safe for scripting – select Enable
  4) Run ActiveX controls and plug-ins-select Enable
  5) Script ActiveX controls marked safe for scripting – select Enable
  After completed this above selection----Below option has available---**Reset custom settings---Reset To : Select low ---Click on OK**

  2) Tools - Internet Options – Security – Click on Internet Icon

  After Click on Custom Level button –
  Below ActiveX controls and plug-ins ---- Select below 5 Items Enable
  1) Download signed ActiveX controls –select Prompt or Enable
  2) Download unsigned ActiveX controls – select Prompt or Enable
  3) Initialize and script ActiveX controls not marked as safe for scripting – select Prompt or Enable
  4) Run ActiveX controls and plug-ins-select Enable
  5) Script ActiveX controls marked safe for scripting – select Enable

After completed this above selection----Below option has available---**Reset custom settings---Reset To : Select low or Medium ---Click on OK**

3) Tools - Internet Options – Security – Click on Local intranet
After Click on Custom Level button –

Below ActiveX controls and plug-ins ---- Select below 5 Items Enable
1) Download signed ActiveX controls –select Enable
2) Download unsigned ActiveX controls – select Enable
3) Initialize and script ActiveX controls not marked as safe for scripting – select Enable
4) Run ActiveX controls and plug-ins-select Enable
5) Script ActiveX controls marked safe for scripting – select Enable
After completed this above selection----Below option has available---Reset custom settings---Reset To : Select low or Medium ---Click on OK

Also, please check your system Date & Time it should be set as current date & time.

Note : As per the new Inter-operability guidelines released by Controller of Certifying Authorities (CCA), the Secured Socket Layer (SSL) certificate for a e-procurement application is generated on a new algorithm, SHA2. Also, the Digital Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. For the same, the users have to ensure that they have Windows XP (SP3) / Windows Vista / Windows 7 installed in their respective PC / Laptop. In case of Windows XP service pack -3, if you get any issue you can install the SSL patch, which is available at our download section of our e-Auction Portal and also at our corporate website www.abcprocure.com just below the label of "knowledge section".

→ Once bidder login id gets activated then by clicking on Login button, it can be proceed further.
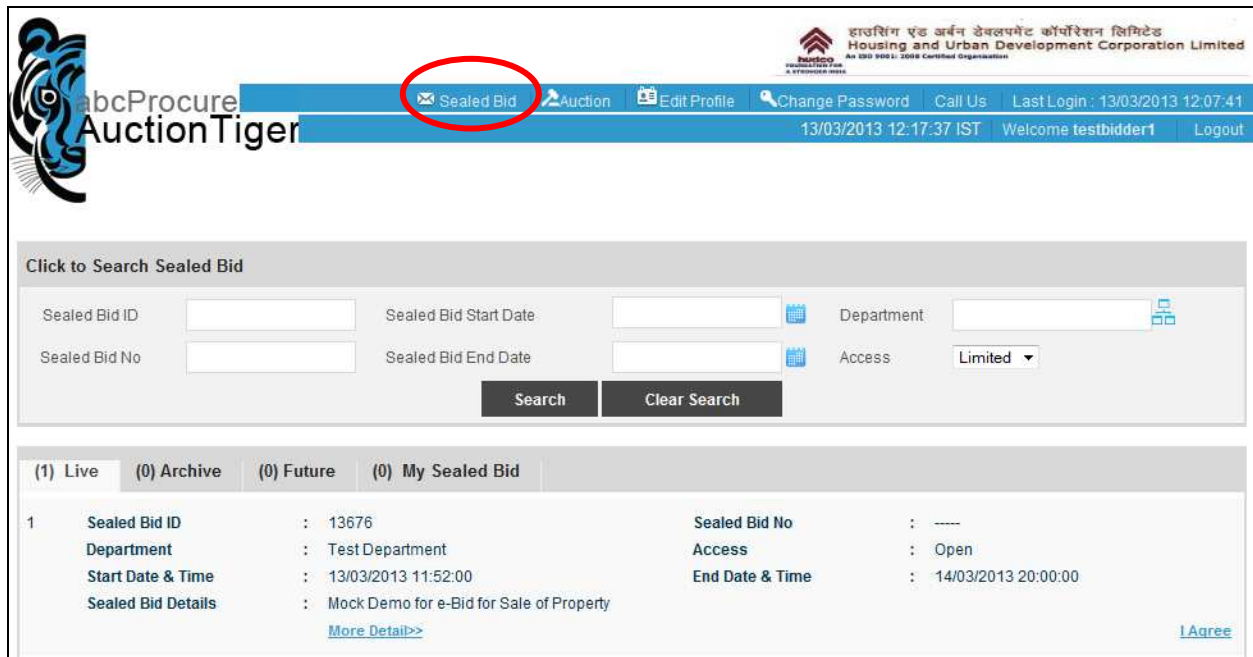
Screen Shot - 03

→ Bidder has to select digital signature certificate & then click on Login button to access a website.

Screen Shot - 04

Online Receipt of Response from Bidders (eBid Form)

→ If DRT/ Bank is asking to upload KYC documents online i.e Pancard, Driving Licence, VoterId, Passport etc. alongwith initial quotation & scanned copy of EMD receipt then bidders are requested to click on SEALED BID icon.
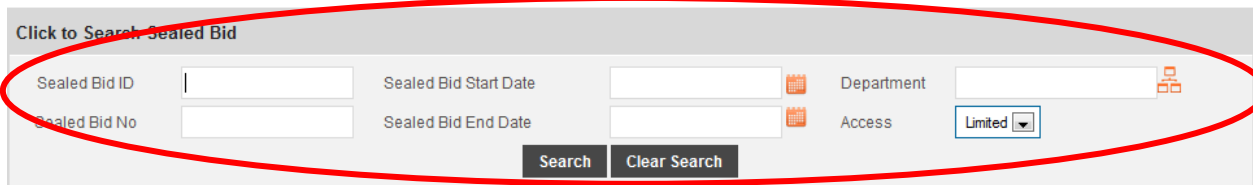
<u>Screen Shot - 05</u>

→ To find out exact property eauction, bidders are requested to mentioned i.e. DRC No/ RP No in **sealed bid no.** or put **sealed bid** or **select dept**. from where eauction to be conducted in given searching criteria. Pl. refer <u>Screen Shot 06</u>

→ Once sealed bid is searched and then click on **I Agree** button to fillup ebid form.

→ Click on **I Agree** Check Box & then click on **Agree** Button.

→ To fill the required details of e-Bid form by Bidders.

<u>Screen Shot - 09</u>

.	(iii) Branch Name	Vejalpur
6	Date of Submission of bid	20/02/2013
7	PAN Number	123DCB123
8	Property Item No.	Dummy
9	Whether EMD remitted	Yes ▾
10	EMD remittance details * Date of remittance	NA
	Name of Bank	NA
	Branch	NA
	A/c No.	NA
	IFSC Code No.	NA
	UTR No.	NA
11	Bid Amount quoted (In Rs. Fig. & In Words)	NA
.	I declare that I have read and understood all the terms and conditions of auction sale and shall abide by them. I also undertake to improve my bid by one bid incremental value notified in the sale notice if I am the sole successful-bidder.	NA

After filling required details of ebid form, pl. click on **SIGN & SUBMIT button &** by clicking on **Upload doc.,** bidder can upload all required doc.

Sign   Submit Bid   Upload Documents   Print

After clicking on sign & submit bid button, A message is prompted as per below given

<u>Screen Shot - 10</u>

Message from webpage ⌧

⚠ Bid Submitted Successfully

OK
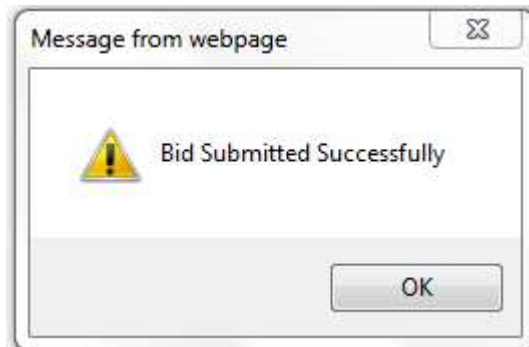
→ If bidder wants to change his quotation before due date then it is requested to click on **Edit Bid** button then make correction in given ebid form and then again click on **SIGN & SUBMIT BID** button.

<u>Screen Shot - 11</u>

6	Date of Submission of bid	20/02/2013
7	PAN Number	123DCB123
8	Property Item No.	Dummy
9	Whether EMD remitted	Yes
10	EMD remittance details * Date of remittance	NA
.	Name of Bank	NA
.	Branch	NA
.	A/c No.	NA
.	IFSC Code No.	NA
.	UTR No.	NA
11	Bid Amount quoted (In Rs. Fig. & In Words)	NA
.	I declare that I have read and understood all the terms and conditions of auction sale and shall abide by them. I also undertake to improve my bid by one bid incremental value notified in the sale notice if I am the sole successful-bidder.	NA

Edit Bid   Sign   Submit Bid   Upload Documents   Print

→ By clicking on **BROWSE** button, bidders can upload their required scanned documents.

<u>Screen Shot - 12</u>

Sealed Bid Summary

Department	:	Test Department
Sealed Bid ID	:	12302
Start Date & Time	:	17/01/2013 10:
Bidding Type	:	NCB
Sealed Bid Brief	:	Mock Demo for

Uploaded Document(s)

Select a file to upload * : Browse...

Brief * :

Upload

1. Field Marked (*) is Mandatory.
2. Any Number of files can be uploaded. Maximum File Siz
3. Acceptable File Types:
   (*.txt, *.zip, *.pdf, *.jpeg, *.jpg, *.gif, *.bmp, *.png, *.tif, *.tif

Uploaded Document(s)

Choose File to Upload

Desktop ▶

Organize ▾   New folder

Favorites
  Desktop
  Downloads
  Recent Places

Libraries
  Documents
  Music
  Pictures
  Videos

Computer

PRITI SHEET
Microsoft Office Excel 97-2003 W...
180 KB

Sealed Bid+e-Auction_SBI_PKI
Microsoft Office PowerPoint 97-2...
1.05 MB

shot
Microsoft Office Word 97 - 2003 ...
262 KB

ShowMyPC3105
27-Feb-12 2:51 PM
2.18 MB

TeamViewer_Setup
TeamViewer GmbH

File name: shot   All Files (*.*)

Open   Cancel

→ Uploaded documents can also be deleted or download

Screen Shot - 13

Uploaded Document(s) <<Go Back

Select a file to upload * : [ ] Browse...
Brief * : [ ]

Upload

1. Field Marked (*) is Mandatory.
2. Any Number of files can be uploaded. Maximum File Size should not Exceed 10 MB.
3. Acceptable File Types:
   (*.txt, *.zip, *.pdf, *.jpeg, *.jpg, *.gif, *.bmp, *.png, *.tif, *.tiff, *.doc, *.xls, *.ppt, *.pps, *.dxf, *.docx, *.xlsx, *.eml)

File Uploaded successfully

Uploaded Document(s)

Sr. No	Document Name	Size	Brief	Delete	Download
1	shot1.doc	262 KB	shot	Delete	Download

Online Auction Participation Procedure

→ DRT/ Bank will finalize a list of bidders for online participation into eAuction. So only those bidders are allowed for eAuction on given date & time.

→ To participate into online Auction, pl. click on **AUCTION** icon.

Screen Shot - 14

✉ Sealed Bid   ⚡Auction   📋Edit Profile   🔍Change Password   Call Us   Last Login : 13/03/2013 12:07:41

→ Click on I Agree as per below given Screen Shot - 15

→ Click on I Agree Check Box & Agree Button.

Screen Shot - 16

→ Ongoing eAuction will be displayed as per below given

Screen Shot – 17

⚠ 1. Back space button of keyboard would not work on this page.
2. Best viewed in 1024 x 768 and above resolution. Browsers Supported:Internet Explorer 7.x and above.
3. Please don't use comma(,) between numbers.
4. Decimal Point (.) should be preceded by numeric value. i.e. 0.15/1.15/2.15 etc

Remaining Time : 8 Hr - 44 Minutes - 54 Seconds   **Start Date :** 13/03/2013 12:00:00   **End Date :** 13/03/2013 22:00:00
Current Time : 13/03/2013 13:15:06   **Total Extension :** 3   **Completed Extension :** 0

Bidding Hall   << Go Back To Home Page | View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice | Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price			Sign And Bid	Not Bidded.	No Bid.	10,00,000.00000 | 10,000.00000

The Bidder has to quote the Total Price.

Print

Price/Bid need to enter into the "Rate (In Rs. In Fig.) "the pink border box .(Note: while entering the price "Star Price and Increment " need to be considered.)

Start date & End Date of Eauction with Current Time, Remaining Time of eAuction

1. Back space button of keyboard would not work on this page.
2. Best viewed in 1024 x 768 and above resolution. Browsers Supported:Internet Explorer 7.x and above.
3. Please don't use comma(,) between numbers.
4. Decimal Point (.) should be preceded by numeric value. i.e. 0.15/1.15/2.15 etc

Remaining Time : 8 Hr - 5 Minutes - 6 Seconds   **Start Date : 13/03/2013 12:00:00**   **End Date : 13/03/2013 22:00:00**
Current Time : 13/03/2013 13:54:54   **Total Extension : 3**   **Completed Extension : 0**

Bidding Hall   << Go Back To Home Page | View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Start price/ Reserve Price & Increment Value

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice	Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000	TEN LAKH TEN THOUSAND	Sign And Bid	Not Bidded.	No Bid.	10,00,000.00000 | 10,000.00000

The Bidder has to quote the Total Price.

Print

Bidder will type Bid in Figures as per Reserve Price / Start Price & Increment Value mentioned herein.

After type Bid, Click on "Sign and Bid" button to bid for the Particular Item

Screen Shot – 19

1. Back space button of keyboard would not work on this page.
2. Best viewed in 1024 x 768 and above resolution. Browsers Supported:Internet Explorer 7.x and above.
3. Please don't use comma(,) between numbers.
4. Decimal Point (.) should be preceded by numeric value. i.e. 0.15/1.15/2.15 etc

Click on "Ok" Button to Confirm the Price/ Bid

Remaining Time : 8 Hr - 0 Minutes - 5   **End Date : 13/03/2013 22:00:00**
Current Time : 13/03/2013 13:59:55   **Completed Extension : 0**

Message from webpage

Please Confirm Your Price Bid 1010000 (TEN LAKH TEN THOUSAND Only.)

OK   Cancel

Bidding Hall   View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice	Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000	TEN LAKH TEN THOUSAND	Sign And Bid	Not Bidded.	No Bid.	10,00,000.00000 | 10,000.00000

The Bidder has to quote the Total Price.

Print

Click on "OK "Button to RE-Confirm the Price/Bid

(Note: Click on "Cancel" button to cancel the Price/Bid if required)

1. Back space button of keyboard would not work on this page.
2. Best viewed in 1024 x 768 and above resolution. Browsers Supported:Internet Explorer 7.x and above.
3. Please don't use comma(,) between numbers.
4. Decimal Point (.) should be preceded by numeric value. i.e. 0.15/1.15/2.15 etc

Message from webpage

PLEASE RE-CONFIRM YOUR BIDDING AMOUNT 1010000 (TEN LAKH TEN THOUSAND Only.)

OK   Cancel

Remaining Time : 8 Hr - 0 Minutes - 5 | **End Date :** 13/03/2013 22:00:00
Current Time : 13/03/2013 13:59:55 | **Completed Extension :** 0

Bidding Hall | View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice	Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000	TEN LAKH TEN THOUSAND	**Sign And Bid**	Not Bidded.	No Bid.	10,00,000.00000	10,000.00000

The Bidder has to quote the Total Price.

Print

→ Confirmation pop-up for Acceptance of Bid.

Message from webpage

⚠ Your bid is accepted.

OK

→ Display of Respective Rank & H1 Bid Amount on
   Bidders Screen.

Rank and Accepted Price/Bid will be displayed respectively in "My Rank Column " and "H1 Bid Amount Column"

Screen Shot - 22

Bidding Hall							<< Go Back To Home Page | View Notice & Document | Bid History
Form Name : Online Forward Auction							
Online Forward Auction							
Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice | Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000.00000		Sign And Bid	1	10,10,000.00000	10,00,000.00000 | 10,000.00000
The Bidder has to quote the Total Price.								
								Print

→ Display of Revise Bid on Bidders Screen.

Bidder can change or revise the Price/ Bid in case the "Rank" get is increase from 1 to 2, 3 or 4…etc

Screen Shot - 23

Remaining Time : 7 Hr - 45 Minutes - 55 Seconds			Start Date : 13/03/2013 12:00:00		End Date : 13/03/2013 22:00:00		
Current Time : 13/03/2013 14:14:05			Total Extension : 3		Completed Extension : 0		

Bidding Hall							<< Go Back To Home Page | View Notice & Document | Bid History
Form Name : Online Forward Auction							
Online Forward Auction							
Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice | Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000.00000		Sign And Bid	2	10,20,000.00000	10,00,000.00000 | 10,000.00000
The Bidder has to quote the Total Price.								
								Print

Screen Shot – 24

| Remaining Time : 7 Hr - 28 Minutes - 41 Seconds | | | | Start Date : 13/03/2013 12:00:00 | | End Date : 13/03/2013 22:00:00 | |
| Current Time : 13/03/2013 14:31:19 | | | | Total Extension : 3 | | Completed Extension : 0 | |

Bidding Hall   << Go Back To Home Page | View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice | Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1010000.00000	TEN LAKH TEN THOUSAND	Sign And Bid	2	10,20,000.00000	10,00,000.00000 | 10,000.00000

The Bidder has to quote the Total Price.

Print

Screen Shot – 25

| Remaining Time : 7 Hr - 23 Minutes - 19 Seconds | | | | Start Date : 13/03/2013 12:00:00 | | End Date : 13/03/2013 22:00:00 | |
| Current Time : 13/03/2013 14:36:41 | | | | Total Extension : 3 | | Completed Extension : 0 | |

Bidding Hall   << Go Back To Home Page | View Notice & Document | Bid History

Form Name : Online Forward Auction

Online Forward Auction

Sr. No.	Item Description	Price Basis	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	Bid	My Rank	H1 Bid Amount	StartPrice | Increment in Figure
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	Package Price	1030000.00000		Sign And Bid	1	10,30,000.00000	10,00,000.00000 | 10,000.00000

The Bidder has to quote the Total Price.

Print

→ Bidder's BID History

Screen Shot – 26

			Sr. No.	Bid Amount		Bid Date & Time	IP Address	Bid Status

Start Date : 13/03/2013 12:00:00   End Date : 13/03/2013 22:00:00
Total Extension : 3   Completed Extension : 0

Bidder Specific Bid History   << Go Back To Bidding Hall

			Sr. No.	Bid Amount		Bid Date & Time	IP Address	Bid Status
1	Mock Demo for e-Bid for Sale of Property Properties No. 1	1 Package	Package Price	1	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	13/03/2013 14:02:46	122.170.103.77	Accepted
				1010000.00000	TEN LAKH TEN THOUSAND			
			2	Rate [In Rs. In Fig.]	Rate [In Rs. In Words]	13/03/2013 14:36:19	122.170.103.77	Accepted
				1030000.00000	TEN LAKH THIRTY THOUSAND			

→ **Change Password Screen :**

When bidder Logged in first time the system will prompt to change the password. (Note: the new password would be minimum of 8 character and comprise of Alphanumeric & special Character e.g. test@123, testbuyer@2013)

Buyer can change your password by performing below given steps:

- Click on Change password icon available on top of the dash board page as shown in the below given screen shot

Change Password

Field marks with (*) are Mandatory

Old Password *	:	•••••••
New Password *	:	••••••••••• Minimum 8 characters are required for password
		Password must comprise of Alphanumeric & Special characters
Re-Type New Password *	:	••••••••••••
Change Hint Question - Answer	:	☑
Hint Question *	:	Which is your favorite colour ▼
Hint Answer *	:	blue

Change Now

For any further support free feel to call/ mail us on…

e-Procurement Technologies Ltd.

→ Landline - 079 – 4023 0816 / 0813 / 0818 / 0817 / 0814 / 0815

→ Email – fasupport@abcprocure.com, chintan@abcprocure.com, ravi@abcprocure.com