FORWARD AUCTION

Vendor Manual

Auction Vendor Manual

TCS AND ANTARES SYSTEMS LTD.

Vendor Auction Manual

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Vendor Registration & Login Screen:

Vendor has to Register on MP e-Procurement Portal i.e. **www.mpeproc.gov.in** by clicking New User link as shown in the below Figure1.
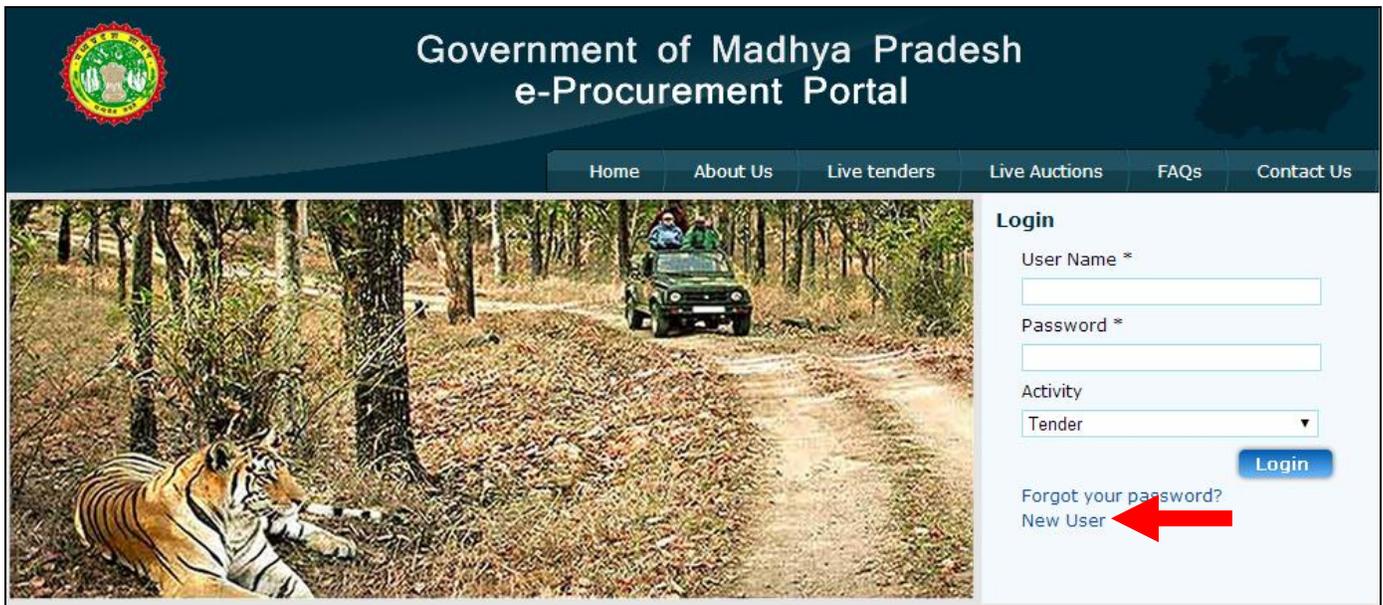
Figure 1

There is no profile creation fees charged from PWD Registered Bidders. Your PWD contractor ID will be used as eprocurement user ID

Other users shall register themselves by clicking on 'Profile Creation'.
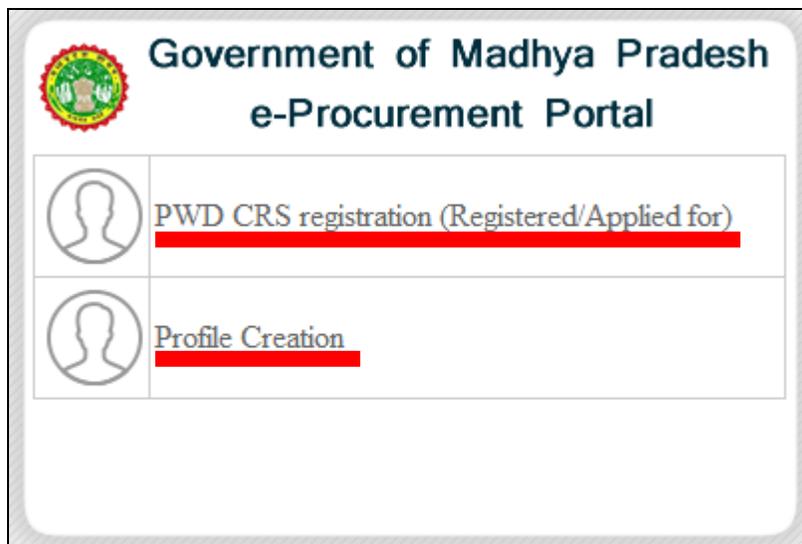
* indicates mandatory fields

Important Information

- Contractors those who dont want to register in CONTRACTORS CENTRALISED REGISTRATION SYSTEM done by MP PWD on behalf of Govt. of MP, should register on this portal. This is applicable only for suppliers who want to execute the job other than works department

[Click here to retrieve information](#)

Bidder Information

Nationality :	Preferred Currency :
Indian Bidder ▼ *	Indian Rupee (INF ▼

Type of Organization :	Company Name :
Individual ▼	*

Contact Person :	Designation :
*	

PKI Based Login :	PKI Signature :
No ▼	No ▼

Update Serial No.

Dig Cert Serial No :	Dig Cert User Name :

Dig Cert Issuer :	Certificate Owner :

Cert Expiry Date :	Cert Class :

Hint Question :	Hint Answer :
Select ▼ *	*

Hint Question & Answer will be used for forget password facility

Contact Information

Address Line1 : *

Address Line2 :

City : *

PIN Code : *

Country : India ▼ *

State : Select ▼ *

Landline No : *
(Including STD/ISD Code)

Mobile No : *

Fax No :
(Including STD/ISD Code)

Email Address : *

Website(URL) :

Alternate Email Address :

PAN No : *

Bank Name : Select ▼

Branch :

Bank Account No :

Bank Code(IFSC Code) :

Tender Category *

Select All ☐

☐ PROCUREMENT   ☐ SERVICES   ☐ WORKS

☐ TEST

Note :

SMS Details

Mobile No :

1

2

3

Figure 2

Once Registered vendor will get User ID & Password, Enter the **User ID and Password** in the Home page and then select Activity "**Auction**" as shown in the Figure 3.

Figure 3

Figure 4

IMPORTANT: If downloading PKI COMPONENTS screen appears, wait until certificate selection screen appears. (It may take around 5minutes to download Data Singing Control component) as shown in the Figure 5

Select your certificate and press Authenticate. As shown in the Figure 5
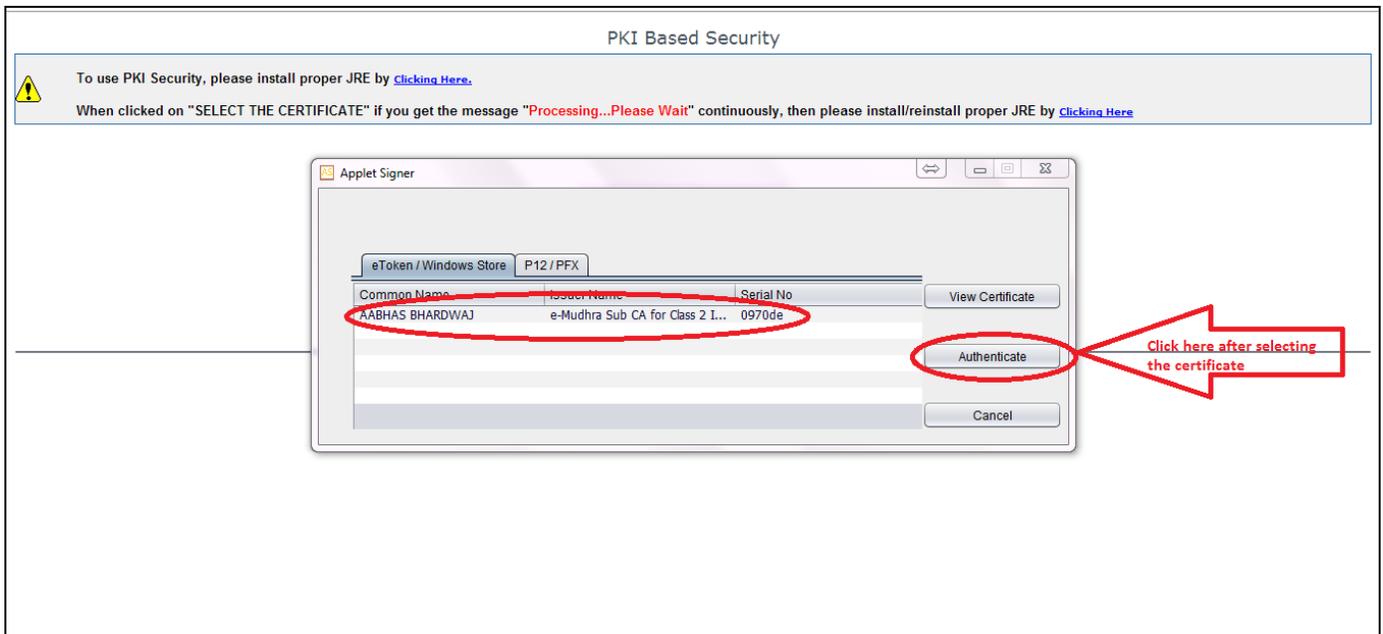
Figure 5

There are two types of Auctions

1. **Reverse Auction**
2. **Forward Auction**

Select Type of Auction as "**Forward**" and click on Submit as shown in the Figure 6.
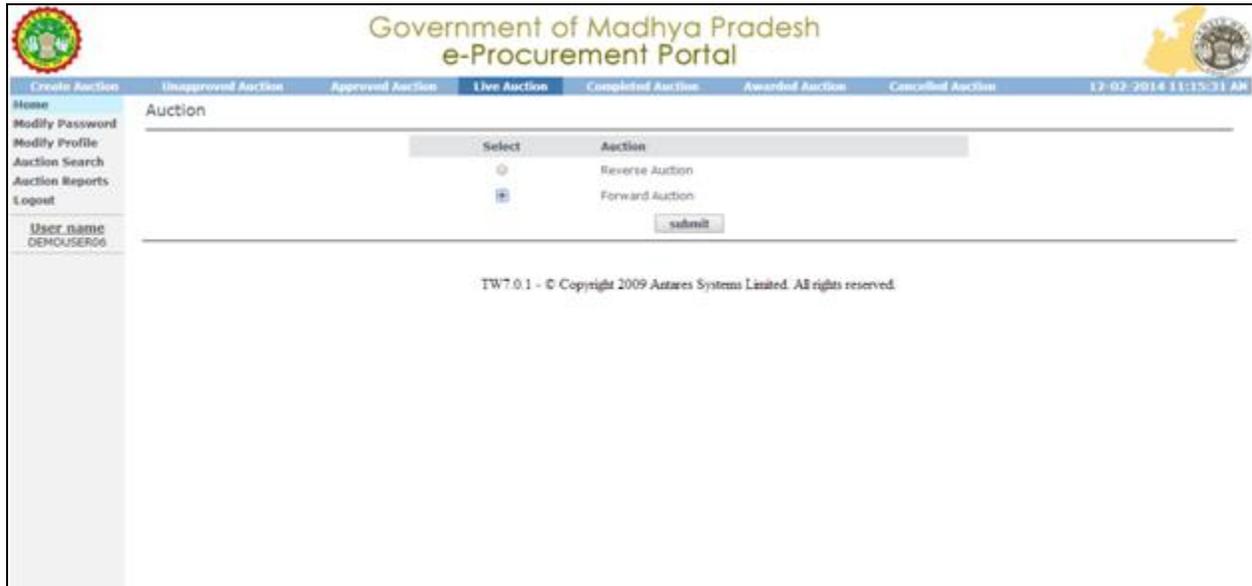
Figure 6

Click on the request icon to request to for tender [icon] after searching the desired auction.
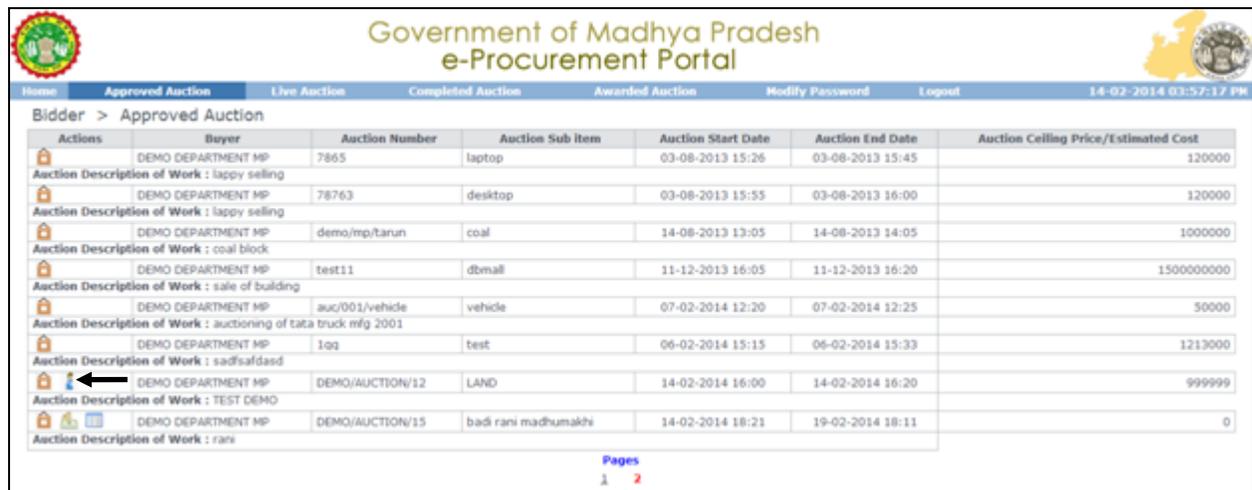
Figure 7

Upload the required document.
NOTE: Attach Name and Description should have minimum 5 characters.

Figure 8

After filling in all the details, click on '**Upload'**

Figure 9

Once the document is uploaded, click on **'Click Here To Register'** to register for the auction.

Figure 10

To make the registration payment such as Form Fees, Processing Fees and EMD for the auction, follow the steps shown in the below screens:

Figure 11

In case, if you desire to make online payment, click on **'All Types of E-Payment'** for Net Banking and Credit/Debit Card Payment and click on '**CITIN NEFT/RTGS Challan'** for NEFT/RTGS.

In case of Manual Payment mode i.e. DD, enter the details of the DD as shown below and then click on **'Click Here Submit The Payments'**

Click on **'OK'**, your payment details has been sent to the department for the approval. Once it is approved by the department, you will be able to participate in the tender.

Go to "**Live Auction**" & click on "**Auction**" icon to start Bidding as shown below

Enter the amount that is to be quoted in the multiples of the increment value given in the auction and click on **'Bid Now'.**

The bid will not be accepted if the amount entered is not in the multiple of Increment Value.

Once the bid is submitted successfully, a hammer icon will come up . The icon signifies that the bid is the highest at this moment. If the icon disappears, it means someone else has quoted a higher price. The highest value will be shown to all the bidders but will not display the name of any bidder.

NOTE: Other bidders name will not appear to neither department nor the participants till the auction is completed and stopped by the department.