

# **Instructions to bidders**

1. For any clarification regarding e-auction Process, The details of work other terms & conditions and auction documents can be seen on website [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP) as well as, in the Trust Office (Ph. 01636-239779) of Improvement Trust, Moga during Office hours on any working day.
2. Any corrigendum or addendum to the NIT or any change in terms and conditions will be uploaded on the following website only: [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP). No separate corrigendum will be issued in Newspaper. Therefore all interested bidders should remain in touch with these Websites.
3. Bidders will have to deposit Earnest money along with online submission of technical bid on the E-Auction website as mentioned in the NIT on or before the last date of registration.
4. The bidders will have to pay processing fee and registration fees through E payment (Online).
5. Each prospective Bidder shall have to register himself on the portal [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP).
6. The bidding is non-transferable.
7. The bidder will have to quote the amount in figures clearly.
8. The Chairman, Improvement Trust, Moga reserves the right to include any new term/condition or exclude any of the above-mentioned condition and property
9. All disputes shall be subject to jurisdiction of Moga Civil Courts.
10. Broad outline of activities from Bidders prospective:
  - (i) Procure a Digital Signing Certificate (DSC).
  - (ii) Register on [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP) portal.
  - (iii) View Notice and terms and conditions on tenderwizard portal.
  - (iv) Download official copy of Documents from tenderwizard portal.
  - (v) Bid-Submission on tenderwizard portal.
  - (vi) Result on tenderwizard portal
11. For participating in this auction online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP).
12. Digital Certificates: It is mandatory for all the bidders to have Digital Signature Certificate (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-E-Auction.
13. Registration: The Bidder has to register (if not registered earlier) with [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP).

The procedure for the registration is as under:

- 1) Go to the url:-[www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP)
- 2) In the home page, click on New Registration.
- 3) In the Registration form, bidder has to fill up the applicant details, upload minimum any of self-attested documents (PAN Card, GST, Any ID Proof, Registration of firms), digital signature information.
- 4) After submission of the form and registration fees online (Internet Banking / Credit / Debit Card/UPI) ,the User-id and Password are generated in the form of Acknowledgement and also sent to registered email ID.

Note: After successful submission of Registration details bidder got an email for activation of ID by clicking on activation link.

1. Helpdesk landline No: 011-49424365
2. In case of any query regarding e-auction the bidder can contact Tender Wizard Office No. 01636-239779, 9257209340, 8146699866 (Chandigarh)

**14. Procedure for Participating in E-Auction:-**

- 1) Go to Website [www.tenderwizard.com/DLGP](http://www.tenderwizard.com/DLGP)
- 2) Click on Login
- 3) Enter User ID and Password received in Email while registration
- 4) Choose Auction from drop down menu then submit
- 5) Wait while Java components are verified and loading (Java 8 Update 181 32 Bit or later) is needed for login
- 6) After Java verification an Applet Signer opened then select your digital signature and click authenticate
- 7) Enter PIN of your digital signature
- 8) Now select your department to view latest Auctions
- 9) If you login first time then enter you bank account details for refund of EMD. The Account Name, account no., IFSC code, bank name etc. are enter carefully. Any mistake in account details may lead to delay in refund.
- 10) After login go to Approved Auctions
- 11) Find your property/auction and click on Request Auction icon
- 12) Upload documents (such as any ID and Address proof) if asked by dept
- 13) Go to payment page then choose Processing fees option from drop down menu
- 14) Pay processing fees of as mentioned on site (Internet Banking / Credit / Debit Card/UPI)
- 15) Then choose EMD fees option from drop down menu
- 16) Pay EMD fees as mentioned on portal (Internet Banking / NEFT / RTGS) only
- 17) After paying both fees make sure to click on Complete request/Generate Acknowledgement button, otherwise your request may incomplete.
- 18) After submission of auction save the acknowledgement for future reference.

**15. Procedure for Bidding in Live Auction:-**

- 1) Login the website
- 2) Select desired department for live bidding
- 3) After login go to Live Auction
- 4) In live auction only your participated property/ties will be appeared at specific time. If your property not appeared then it may not be started or rejected as only single or two bidders in auction
- 5) Click on hammer icon
- 6) Click on 'I accept' and submit
- 7) After enter in auction there are option to increase or decrease the bid
- 8) Every time you click on Upside Arrow icon the amount of latest highest bid will be increased by increment value as per govt. instructions and then click BID NOW
- 9) Every time increasing your bid make sure that you have clicked on BID NOW button to submit you bid
- 10) These steps are repeated every time till the end of the auction.
- 11) If you are the H1 (Highest bidder) at the end & if your bid will be accepted by dept then you have to pay Auction Award processing fees.
- 12) Now you have to provide your acceptance and pay the Auction Award processing fees (as per table at condition no. 17) to receive the award letter
- 13) If you are not H1 then your EMD will be refunded to your bank account within 7 to 14 working days.
- 14) Make sure the bank account details in your profile are corrected.

**16. All the bidders are requested to get themselves registered well in advance and no extra time will be considered for the delay in on-line Vendor Registration, if any. In case bidders wait till**

the last moment for e-auction, and if any technical problem is encountered at that time, the Bid closing time may elapse.

**17. Processing Fees Slab for bidder:**

#	Particulars	Proposal for Improvement Trust (Property) Single Bid
A	Registration charges payable by all bidders /participant in e-Auction portal	Rs. 590/- + Bank charges
B (i)	e-Auction Processing fee payable by all participating Vendors Per Auction Item / work for value Zero to 1 Crore	Rs.400/- + GST per bidder per auction item/work. (Plus Rs.5,000/- + GST from H1 bidder per auction item/work.
B (ii)	e-Auction Processing fee payable by all participating Vendors Per Auction Item / work for value above 1 Crore to 1.5 Crore	Rs.400/- + GST per bidder per auction item/work. (Plus Rs.5,000/- + GST from H1 bidder per auction item/work.
B (iii)	e-Auction Processing fee payable by all participating Vendors Per Auction Item / work for all value above 1.5 Crore	Rs.400/- + GST per bidder per auction item/work. (Plus Rs.7,000/- + GST from H1 bidder per auction item/work.

**0 to 1.5 cr --- 400 + GST and H1 5000.00 + GST**  
**Above 1.5 cr - 400 + GST and H1 7000.00+GST**

**18. Increment value of per bid is as per table mentioned below:**

Sr. No.	Reserve Price Range	Minimum increment bid to be in multiple of Rs.
1	Upto Rs. 50 Lakhs	10000/-
2	Above Rs, 50 Lakhs and upto Rs. 1 Cr.	25000/-
3	Above Rs. 1 Cr. and upto Rs. 5 Cr.	50000/-
4	Above Rs. 5 Cr.	100000/-