

eAuction

For

Bidders for usage

Of eProcurement Solutions

From

Nextenders (India) Pvt. Ltd.

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1. What the Manual is about

The manual is for user who is willing to work on Nextender's e-Procurement application as eAuction bidder. This manual informs the users about the process involved

Last Updated On	14/12/2017
Language	English
Applicable URL	https://Maharashtra.nextprocure.in

2. Search e-Auctions

The screenshot displays the Nextenders e-procurement portal. At the top, there is a navigation menu with links: Home, Help manual and tutorials, Digital Signature Forms, Downloads, FAQ, Test Certificate, Main Portal, and Contact Us. A date-time display shows 14/12/2017 10:41:08. Below the navigation is a search bar with the following fields: Event No., Event Description, Start Date (with a calendar icon), and Last Date (with a calendar icon). There are Search and Clear buttons. Below the search bar, a table titled 'Online Event (1)' is shown. The table has the following columns: Event No., Event Ref.No., Event Type, Type, Event Description, Last Date/Time, and Corrigendum Document / Count. The table contains one row of data:

Event No.	Event Ref.No.	Event Type	Type	Event Description	Last Date/Time	Corrigendum Document / Count
353	Test e-Auction No 353	Auction	Open	Test e-Auction No 353	Start: 14/12/2017 12:01:00 End: 15/12/2017 18:00:00	

At the bottom of the page, there is a footer with the text: Best view in 1360x768 Resolution, Terms of Use | Privacy Policy | Contact Us | Terms for Online Payments, Copyright © 2016 nextenders eProcurement | Powered by NEXTENDERS.

To search Limited e-Auctions, you need to login with the user id & password and digital certificate. on the concerned portal e.g. <https://demo.maharashtra.nextprocure.in>

[maharashtra e-Procurem](#) x
 Secure | https://demo.maharashtra.nextprocure.in/dashboard_vendors/auctionhome

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:42 | [vkttestbidder1 \(Vendor\)](#)

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[Auctions](#) [My Briefcase](#) [Alerts Setting](#) [My Profile](#)

TENDER MANAGEMENT

Live Tenders(s)		Submitted Tender(s)		Re Submitted Tender(s)		Opened Tender(s)	
ID	Event Ref. No.	Event Description	Tender Type	Start Date and Time	End Date and Time	Operation	
Record not found.							

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[maharashtra e-Procurem](#) x
 Secure | https://demo.maharashtra.nextprocure.in/manageauctions/vendor_auction_grid

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:43 | [vkttestbidder1 \(Vendor\)](#)

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[Auctions](#) [My Briefcase](#) [Alerts Setting](#) [My Profile](#)

AUCTION MANAGEMENT

My Auctions for which i have been invited

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
353	Open	Forward	Test e-Auction No 353	2017-12-13 15:12:00	2017-12-14 12:01:00	2017-12-15 18:00:00	Preview	Details

Concluded/Aborted/Suspended Auctions

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
Record not found.								

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After the login click on, Auction button. You will find all the auctions (Limited: in case you are invited for them & Open). In an open auction any interested bidder can participate. However, to participate in limited auction, the bidder will get eMail alert on his registered email ID with the auction details.

3. Participating in e-Auction

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:43 | vkttestbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

AUCTION MANAGEMENT

My Auctions for which i have been invited

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
353	Open	Forward	Test e-Auction No 353	2017-12-13 15:12:00	2017-12-14 12:01:00	2017-12-15 18:00:00	Preview	

[Details](#)

Concluded/Aborted/Suspended Auctions

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
Record not found.								

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After clicking on Auction tab, you will get the auctions with preview option (if the department has given the same). Through the preview, you can pay the Service Provider Fees, Cost & EMD of e-Auction document, well in advance.

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:44 | vkttstbidder1 (Vendor)

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PAYMENTS FOR AUCTION : 353

Auction Details

Auction ID:	353	Auction ref No:	Test e-Auction No 353
Auction Preview Date:	2017-12-13 15:12:00	Pay registration fee time period	Before Datetime: 13-12-2017 15:12:00
Auction Starts Date:	2017-12-14 12:01:00	Auction Ends Date:	2017-12-15 18:00:00
Event Emd Payment Receipt:	NA	Event Fee Payment Receipt:	NA

GST information

Do you have GST No? Yes

Select GST Number: 27AEMPT5555B1A2

submit

Auction Item Wise Online Payment Amount

Note:- Selection of Items for payment and Bidding can be done only once. Please select Item properly before Payment and Bidding

ID	Auction Item name	Auction Item amount	Select Item(s) for Payment / Bidding
1	Item No 1	Rs: 1180.00	<input type="checkbox"/>
2	Item No 2	Rs: 1180.00	<input type="checkbox"/>
3	Item No 3	Rs: 1180.00	<input type="checkbox"/>

Please file up GST Information on Enrollment form

Auction Document Payment Offline

To pay the Service Provider Fees, first you need to select the GST no. (If having multiple units) with which, you wish to make the payment, online. In case you do not have GST No you can directly make the service provider payment.

demo.maharashtra.nextprocure.in says:
GST information saved

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:44 | vkttstbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

PAYMENTS FOR AUCTION : 353

Auction Details

Auction ID:	353	Auction ref No:	Test e-Auction No 353
Auction Preview Date:	2017-12-13 15:12:00	Pay registration fee time period	Before Datetime: 13-12-2017 15:12:00
Auction Starts Date:	2017-12-14 12:01:00	Auction Ends Date:	2017-12-15 18:00:00
Event Emd Payment Receipt:	NA	Event Fee Payment Receipt:	NA

GST information

Do you have GST No? Yes

Select GST Number: 27AEMPT5555B1A2

submit

Auction Item Wise Online Payment Amount

Note:- Selection of Items for payment and Bidding can be done only once. Please select Item properly before Payment and Bidding

ID	Auction Item name	Auction Item amount	Select Item(s) for Payment / Bidding
1	Item No 1	Rs: 1180.00	<input type="checkbox"/>
2	Item No 2	Rs: 1180.00	<input type="checkbox"/>
3	Item No 3	Rs: 1180.00	<input type="checkbox"/>

Please file up GST Information on Enrollment form

Auction Document Payment Offline

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:45 | vkttstbidder1 (Vendor)

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GST information

Selected GST:	Yes
Selected GST Number For Event	27AEMPT5555B1A2
GST Address	Maharashtra
Change GST Number	Select GST Number ▼
<input type="button" value="Edit"/>	

Auction Item Wise Online Payment Amount

Note:- Selection of Items for payment and Bidding can be done only once. Please select Item properly before Payment and Bidding

ID	Auction Item name	Auction Item amount	Select Item(s) for Payment / Bidding
1	Item No 1	Rs: 1180.00	<input checked="" type="checkbox"/>
2	Item No 2	Rs: 1180.00	<input checked="" type="checkbox"/>
3	Item No 3	Rs: 1180.00	<input checked="" type="checkbox"/>
Total Item Amount Rs.		3540	<input type="button" value="Make Payment"/>

Auction Document Payment Offline

Auction Offline Document Amount

Auction Document Amount*

Document name*

Upload Document Scan Copy* No file chosen

Then, select auction items for which you wish to bid by ticking the box. After that click on Make Payment. You will not be able to add items once the service provider payment is made.

DEMO - ePROCUREMENT Server Time: 12/14/2017 10:46 | vkttstbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

Payment Information

Order Id :

Amount Rs.:

Billing Name :

Billing Email :

Billing Tel :

Billing Address :

Billing City :

Billing State :

Billing Country :

Billing Zip :

Upon clicking Make Payment, the above window will appear. Select the required payment mode & proceed for the payment.

DEMO - ePROCUREMENT Server Time: 12/14/2017 12:08 | vkttestbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

AUCTION MANAGEMENT

My Auctions for which i have been invited

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
353	Open	Forward	Test e-Auction No 353	2017-12-13 15:12:00	2017-12-14 12:01:00	2017-12-15 18:00:00	Started	 Service Fee INVOICE

Concluded/Aborted/Suspended Auctions

ID	Type	Host Type	Ref No	Preview Time	Start Time	End Time	Status	Operations
Record not found.								

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From this window, you can get the receipt towards Service Provider Payment. For this, click on Service Fee Invoice from the Dashboard. Click on the red colored arrow to proceed for next.

Browser: maharashtra e-Procurement | URL: https://demo.maharashtra.nextprocure.in/dashboard_vendors/gst_payment_receipt/353 | Server Time: 12/14/2017 12:08 | vkttstbidder1 (Vendor)

Navigation: Dashboard, Download, Help, Service Enabled | Auctions, My Briefcase, Alerts Setting, My Profile

nextenders Maharashtra e-PROCUREMENT

Supplier Details:						To, Receiver Details:					
1. Date of Invoice:	2017/12/14					Name:	Bidder1				
2. Invoice no:	DEMO-35312-2					Address:	Maharashtra				
3. Name:	NEXTENDERS (INDIA) PVT.LTD.					GSTIN:	27AEMPT5555B1A2				
4. Address:	FIRST FLOOR, YUCHIT, JUHU TARA ROAD, JUHU, MUMBAI-400049, MAHARASHTRA					Auction No.:	353				
5. GSTIN:	27AACCP6924H12A					Auction Ref. No.:	Test e-Auction No 353				
6. HSN:	85437099					Name of portal:	Demo Pune				
						Payment Mode:	ONLINE				

S.no.	Description of Goods/Services	SAC code	QTY/Unit	Rate	Total Value (Rs.)	Discount	Taxable Value (Rs.)	CGST Rate (%)	CGST Rs	SGST Rate(%)	SGST Rs	IGST Rate(%)	IGST Rs
1	Service Provider Fees	998314	1	1000	1000	0	1000	9	90	9	90	-	-
Add: Other Charges, If any													
Total Rs.													
Grand Total (Inclusive of GST)													
Invoice Value (Inwards)													

Grand Total (Inclusive of GST): 1180.00/-
 Invoice Value (Inwards): Rupees one thousand one hundred and eighty Only

Format for the receipt.

Browser: maharashtra e-Procurement | URL: https://demo.maharashtra.nextprocure.in/event_payments/event_payment/MzUz | Server Time: 12/14/2017 10:50 | vkttstbidder1 (Vendor)

Navigation: Dashboard, Download, Help, Service Enabled | Auctions, My Briefcase, Alerts Setting, My Profile

2	Item No 2	Rs: 1180.00	<input type="checkbox"/>
3	Item No 3	Rs: 1180.00	<input type="checkbox"/>
Total Item Amount Rs.		<input type="text"/>	<input type="button" value="Make Payment"/>

Auction Document Payment Offline

Auction Offline Document Amount

Auction Document Amount*

Document name*

Upload Document Scan Copy* Test Document.pdf

[Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 5MB are allowed]

Upload Other Auction Document

Upload Documents No file chosen

Auction EMD / registration fee Offline Payment

Your EMD payment in OPEN

Auction EMD / registration fee Offline

Auction EMD / registration fee

maharashtra e-Procure | https://demo.maharashtra.nextprocure.in/event_payments/event_payment/MzUz

DEMO - ePROCUREMENT | Server Time: 12/14/2017 11:15 | vkttstbidder1 (Vendor)

Dashboard | Download | Help | Service Enabled | Auctions | My Briefcase | Alerts Setting | My Profile

Auction Document Payment Offline

Auction Offline Document Amount
 Auction Document Amount Rs. successfully paid
 Uploaded Document [1513230285_TestDocument.pdf](#)

Upload Other Auction Document

Upload Documents No file chosen
[1513230306_353_12TestDocument2.pdf](#) x

Auction EMD / registration fee Offline Payment

Your EMD payment in OPEN
 Auction EMD / registration fee Offline
 Auction EMD / registration fee Amount*
 Document name*
 Upload Document Scan Copy* No file chosen
 [Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 5MB are allowed]

Above screens shows the offline payment for auction document fees. Fill in the details & upload the DD. Click on Make Payment. The section will not be displayed if EMD and document fee is not applicable

maharashtra e-Procure | https://demo.maharashtra.nextprocure.in/event_payments/event_payment/MzUz

DEMO - ePROCUREMENT | Server Time: 12/14/2017 11:15 | vkttstbidder1 (Vendor)

Dashboard | Download | Help | Service Enabled | Auctions | My Briefcase | Alerts Setting | My Profile

Auction Document Payment Offline

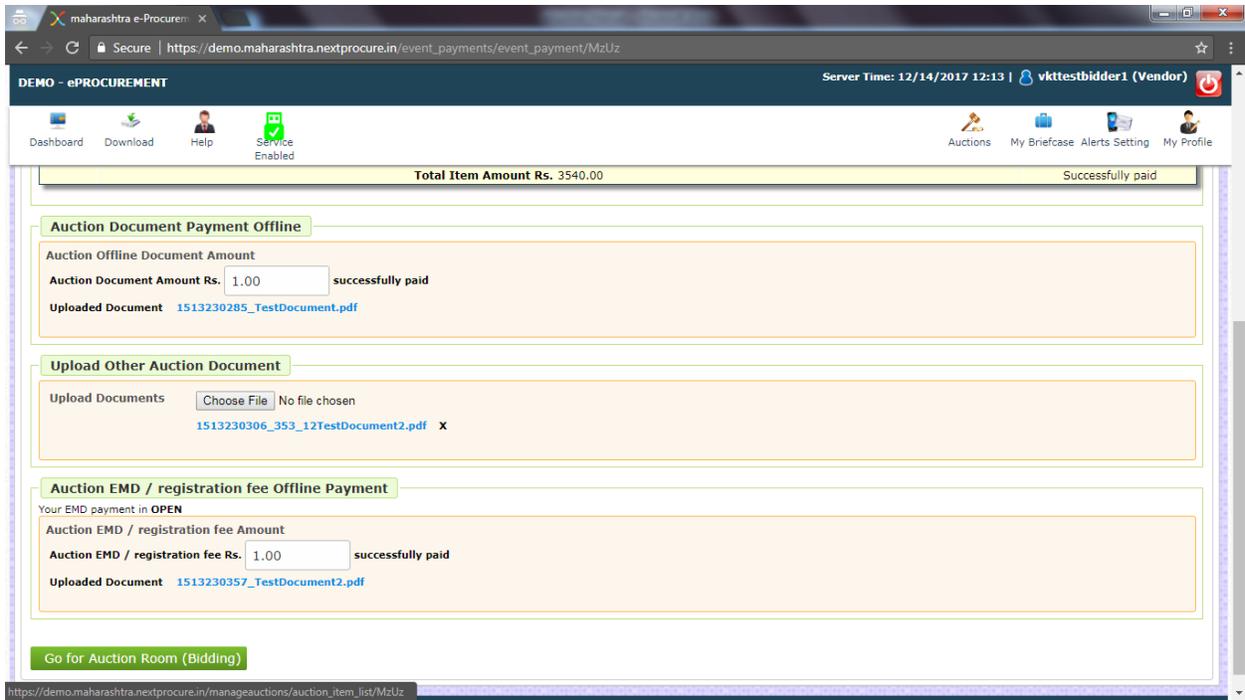
Auction Offline Document Amount
 Auction Document Amount Rs. successfully paid
 Uploaded Document [1513230285_TestDocument.pdf](#)

Upload Other Auction Document

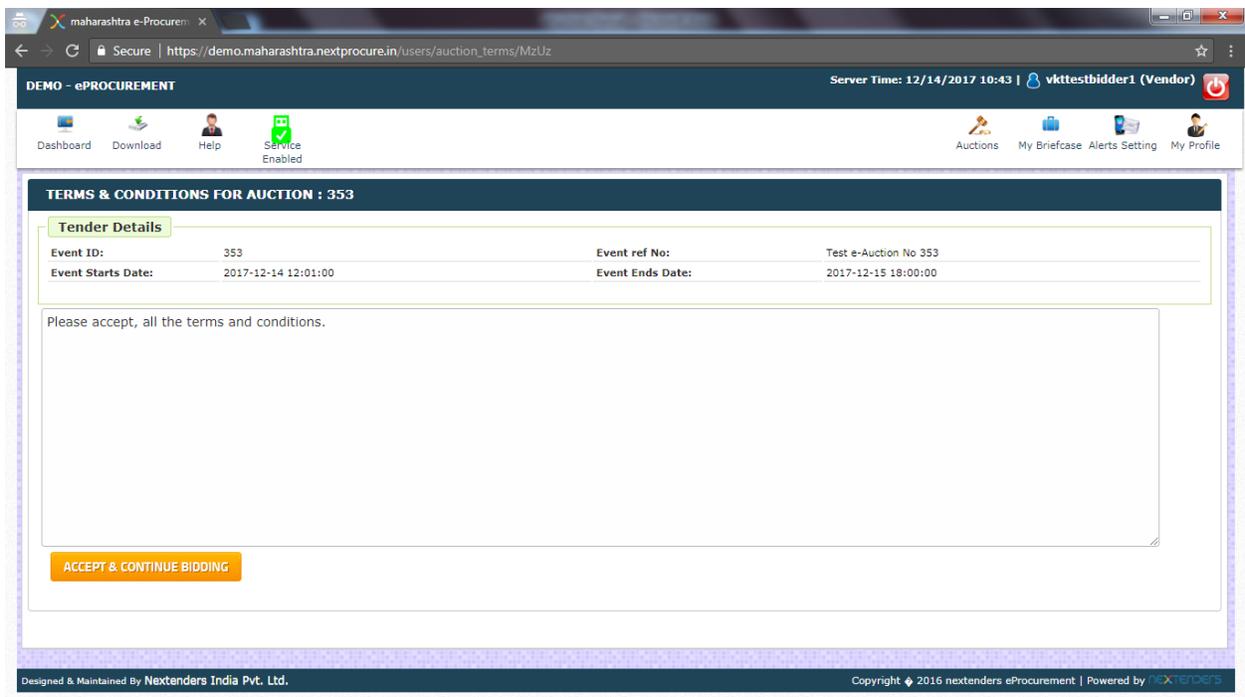
Upload Documents No file chosen
[1513230306_353_12TestDocument2.pdf](#) x

Auction EMD / registration fee Offline Payment

Your EMD payment in OPEN
 Auction EMD / registration fee Offline
 Auction EMD / registration fee Amount*
 Document name*
 Upload Document Scan Copy* Test Document 2.pdf
 [Files with extensions [.pdf /.doc /.docx /.xls /.xlsx /.jpg /.jpeg /.png] with maximum size 5MB are allowed]



Above screens shows offline payment for auction EMD fees. Fill in the details & upload the DD. Click on Make Payment. Click on Go For Auction Room (Bidding)



Now, click on accept & continue bidding.

Browser: maharashtra e-Procurement | URL: https://demo.maharashtra.nextprocure.in/users/auction_terms/MzU0

Server Time: 12/14/2017 15:09 | bhushan (Vendor)

Navigation: Dashboard, Download, Help, Service Enabled, Auctions, My Briefcase, Alerts Setting, My Profile

TERMS & CONDITIONS FOR AUCTION : 354

Tender Details

Event ID:	354	Event ref No:	Test e-Auction No 354
Event Starts Date:	2017-12-14 15:31:00	Event Ends Date:	2017-12-16 15:30:00

Please accept, all the terms and conditions.

A

ACCEPT & CONTINUE BIDDING

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In case of limited e-Auction, the bidder will get eMail alert on his registered email ID with the auction details. In case the auction details in the email contains alias name, you must have to provide the alias name received by you over the email.

Browser: maharashtra e-Procurement | URL: https://demo.maharashtra.nextprocure.in/manageauctions/auction_item_list/MzUz

Server Time: 12/14/2017 12:16 | vkttstbidder1 (Vendor)

Navigation: Dashboard, Download, Help, Service Enabled, Auctions, My Briefcase, Alerts Setting, My Profile

ITEM(S) OF AUCTION

Your current Auction				Your started Other Auction Status												
ID:	353	Starts:	2017-12-14 12:01:00	Ends:	2017-12-15 18:00:00	There is no Auction										
Time Remaining:	Days Hours Minutes Seconds	Status:	Started	No of extension:	0											
	1 5 44 0															
<p>Auction Started</p>																
<p>Item Name: Item No 1</p> <p>Item Attachment: </p> <p>End Date / Time: 2017-12-15 18:00:00</p> <p>Opening Price: 1000000.00</p> <p>Last Bid:</p> <table border="1"> <thead> <tr> <th>Alias</th> <th>Bid Rank</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td>H1</td> <td></td> <td>Bid placed successfully.</td> </tr> <tr> <td>H2</td> <td></td> <td></td> </tr> </tbody> </table> <p>1130000 Rs. 1.00 Place Bid</p> <p>In Words: Eleven Lakhs Thirty Thousand Only</p> <p>Next bid price: 1121000</p> <p>Bid increment: 1000</p>								Alias	Bid Rank	Operation	H1		Bid placed successfully.	H2		
Alias	Bid Rank	Operation														
H1		Bid placed successfully.														
H2																
<p>Item Name: Item No 2</p> <p>Item Attachment: </p> <p>End Date / Time: 2017-12-15 18:00:00</p> <p>Opening Price: 500000.00</p> <p>Last Bid:</p> <table border="1"> <thead> <tr> <th>Alias</th> <th>Bid Rank</th> <th>Operation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>								Alias	Bid Rank	Operation						
Alias	Bid Rank	Operation														

DEMO - ePROCUREMENT Server Time: 12/14/2017 12:16 | vkttstbidder1 (Vendor)

Dashboard Download Help Service Enabled Auctions My Briefcase Alerts Setting My Profile

Item No 2
 Item Attachment: PDF
 End Date / Time: 2017-12-15 18:00:00
 Opening Price: 500000.00
 Last Bid:
 Alias Bid Rank Operation
 600000 Rs. 1.00 Place Bid
 In Words: Six Lakhs Only
 Next bid price: 500000
 Bid increment: 500

Item No 3
 Item Attachment: PDF
 End Date / Time: 2017-12-15 18:00:00
 Opening Price: 100000.00
 Last Bid:
 Alias Bid Rank Operation
 Rs. 1.00 Place Bid
 In Words:
 Next bid price: 100000
 Bid increment: 100

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DEMO - ePROCUREMENT Server Time: 12/14/2017 12:17 | vkttstbidder1 (Vendor)

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Next bid price: 1131000
 Bid increment: 1000

Item No 2
 Item Attachment: PDF
 End Date / Time: 2017-12-15 18:00:00
 Opening Price: 500000.00
 Last Bid:
 Alias Bid Rank Operation
 1 Bid placed successfully.
 Rs. 1.00 Place Bid
 In Words:
 Next bid price: 600500
 Bid increment: 500

Item No 3
 Item Attachment: PDF
 End Date / Time: 2017-12-15 18:00:00
 Opening Price: 100000.00
 Last Bid:
 Alias Bid Rank Operation
 150000 Rs. 1.00 Place Bid
 In Words: One Lakhs Fifty Thousand Only
 Next bid price: 100000
 Bid increment: 100

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Once all the payments done successfully, system will take you to live auction page as, shown above. The option available to you place bid will be as per rules of auction. Now, can start bidding for the required item/s, as shown in above screen shots.

4. Closing Of e-Auction

Closing takes place automatically or at the instance of the initiator as per business rules governing the auction.