

ANNEXURE -II

Users Guide / Manual of e - Auction - For Buyers

(Important Guidelines for Registration and Bidding for bidders)

Requirement :

- I. One PC (Computer with Internet connection)
- II. Email address
- III. Registration with <https://hmda.auctiontiger.net>
- IV. Payment of EMD

Operating System:

- I. Windows 98/Xp-SP3 & above / windows 7.
- II. IE-6 and above internet browser.
- III. To enable all active X controls and disable "use pop up blocker" under Tools - Internet-Options—custom level and protected mode to be turned off/ disabled.

Note : In case PC or Internet connection is not there the website can be accessed from any cybercafé.

HOW TO REGISTER WITH <https://hmda.auctiontiger.net>.

Registration:

- Visit website: <https://hmda.auctiontiger.net>
- Click on the Register tab on right top corner.
- Fill up the necessary details
- Upload KYC Documents as per the guidelines
- Make the Bidder Registration Payment (Rs. 500/-+ GST) on the portal by accepting terms and conditions.
- Profile approval will be done by ETL / HMDA after verifying the details and documents.

Login:

- Visit website: <https://hmda.auctiontiger.net>
- Click on the Login tab on right top corner.
- Input your credentials like user name and password.

EMD Payment:

- After paying Registration charges, Bidder will have to click on "EMD payment" option.
- "EMD payment" can be paid by NEFT/RTGS and Payment Gateway.
- On confirming "EMD payment" bidder can view Balance Available in eWallet.
- Bidder will have to click on "Pay Now" option and the EMD amount will be automatically collected from vendor's eWallet and bidder can download the receipt from the system for the same.

Bidding Hall:

- After making "EMD Payment" bidder will be redirected to the " Bidding Hall".

- In bidding hall vendors can see Property Description, Start Price, Incremental Value, Highest Price, vendor's own last accepted bid and his position.
- Bidders cannot come to know that how many other bidders are there in bidding hall competing them.
- Bidders cannot know the name of other bidders who are in bidding hall.

IMPORTANT RULES FOR BIDDING IN e - AUCTION.

1. Only those customers who are registered with <https://hmda.auctiontiger.net> as a buyer shall be eligible to participate in e-auction.
2. The registered bidders can view the auction catalogue by log in as buyer in <https://hmda.auctiontiger.net>.
3. The e-auction shall be open for a pre defined period (for example three hours or as declared in e-auction catalogue) and registered buyers shall pay EMD.
4. e- auction start at the scheduled date and time. Eligible bidders will only be given access to participate in the e-auction.
5. After the scheduled start time , a registered and activated bidder needs to do the following Log into <https://hmda.auctiontiger.net> and click on 'e-auction for Govt.of Telangana'. A page will appear where you will have to give your username and password and log on as a buyer. Click on "View Live/Forth coming Auctions" on the next page. Then click on view live auction.
6. In e-auction, for any lot, a bidder can increase his bid any no. of times. No downward revision of bid will be allowed.
7. During auction at any time a bidder can see the last ten bids received for a lot through the link bid history. However, name of bidder will not be available.
8. The H-1 bid for the lots put up for auction will be displayed on the auction floor.
9. Against every lot, the time of close of auction will be displayed separately.
10. An auction will close for bidding at the scheduled time or extended time depending upon the bidding.
11. If any bid is received during the last 8 minutes before scheduled close of auction for any lot, its close time will get automatically extended by 8 minutes from the time of last bid in order to give equal opportunity to all bidders. This is auto extension of bid which is available for e-auction only.
12. Bidding will close for a particular lot either at the schedule close time or till there will be a period of 8 minutes during which no bid has been recorded, whichever happens later.
13. When bidding for all the lots in an e-auction close, e-auction will close.
14. **Auto bid facility:** In the e-auction, a bidder may give instruction to the computer to bid on his behalf every time his bid is exceeded by clicking on the auto bid button. Once the bidder clicks on Auto bid button, the computer will ask for incremental value and upper limit of bid. The bidder has to fill up these values and submit. The auction floor will display the upper bid limit against each active auto bid for all the lots.
15. After close of e- auction, system will compare the higher of the H-1 prices (Net Price) received in e- auction with the upset price for that lot, it will be taken on subject to approval (STA) basis.
16. The seller will decide the STA lot and results will be declared after receipt of communications from the seller.
17. All the H-1 bidders will be intimated through Intimation Letter which will be sent automatically through email by the system. However, you may also personally see online through the link provided immediately after closing of e- auction and payment of post -Bid EMD/ID must be made accordingly.

For any further query or assistance regarding e- auction, please contact ETL, Hyderabad on the address and the persons shown below:

“3-6-259, 3rd Floor, 301, Span Chambers, Beside Royal Enfield Show room,
..... Himaythnagar, Hyderabad - 500029”

- A) Mr. Parthiv Trivedi - Jr. Asst. Manager
Contact: 079 6813 5437
E-mail: Parthiv@Auctiontiger.net
- B) Mr. Tilak Maratha - Asst. Manager
Contact: 079 6813 5440
E-mail: tilak@Auctiontiger.net
- C) Mr. Ravikumar Sheladiya - Dy. Manager
Contact: 079 6813 5438
E-mail: Ravi.S@Auctiontiger.net

ICICI Bank:

- A) Nitin Dedhia
Contact: +91-22-61376752
E-mail: Nitin.dedhia@icicibank.com
- B) Ashish Gangwani
Contact: +91-22-61376644
E-mail: Ashish.gangwani@icicibank.com

N.B:- These guidelines are meant to assist the bidders in understanding the process and should not be taken as exhaustive. Modifications/ amendments, if necessary, shall be made from time to time. Bidders are therefore advised to frequently check for any modification / amendments and take clarification well in advance.