

E-PROCUREMENT SYSTEM "E-WIZARD"

Bidder Registration Manual

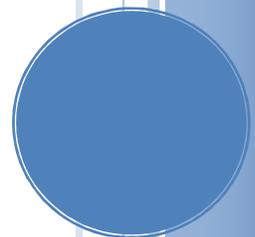


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(1). HOMEPAGE

Visit website <https://ddaeauction.ewizard.in/> E-Procurement portal's home page will be opened. Bidders can view Published Auctions, Auction Closing in 48Hrs, Auction Due for Live, Completed Auctions, Awarded Auctions and Cancelled Auctions under the drop down menu of Auctions on the homepage. In addition to this helpdesk numbers are available on homepage.

Welcome to e-Auction Portal of Delhi Development Authority

Choose Language : English Hindi

Home Auctions 011-49606060

9355030617, 9355030620, 9205898221.

User Guide
DSC Help
FAQ
Site Compatibility
Downloads
Helpdesk

DELHI DEVELOPMENT AUTHORITY GOVT. OF INDIA
OFFERS
AN AMAZING BUSINESS OPPORTUNITY FOR OPERATING TWO FOOD PLAZAS AT DWARKA ON ANNUAL LICENCE FEE BASIS THROUGH E-AUCTION

Amrit Dhara Ambient Open Air Sitting
• 30 Outlets • Opposite Bharat Vandana Park
• Near Sector 9 Metro Station, Dwarka

Amrit Ras In the Lap of Serenity
• 20 Outlets • Right Next to Reliance Mart
• Opposite Sector 13 Metro Station, Dwarka

IMPORTANT DATES & EVENTS

- 22.07.2023 (Friday) from 10.00 AM
Opening of Registration, Commencement of Registration & EMD Submission
- 30.08.2023 (Friday) up to 06.00 PM
Closing Time of Registration & EMD Submission
- 31.08.2023 (Tuesday)
E-Auction for Food Plaza and Sites

For details about specifications and procedure, visit our e-auction website <https://ddaeauction.ewizard.in/> or click the auction link available at our site <https://ddaeauction.ewizard.in/> and download the same through "AUCTION OF PROPERTIES" link available on home page of auction website.

Intending bidders may register themselves/their firms online at the above site through "REGISTRATION OF BIDDERS" link. Bidders need not register separately at all the remaining bidders are mandatory to participate in E-auction of DDA.

For obtaining right registration and registration number of prospective bidders and for any other information on auction process, please contact our help desk No. 011-49606060/9355030617/9355030620/9205898222 or e-mail at ddae@ddaeauthority.in

For further details contact: Communications IED, Vikas Sadak, IIT, New Delhi - 110013

The detailed terms and conditions are available at DDA website: www.dda.gov.in or www.ddaeauction.ewizard.in

Scan for Location Scan for Details Scan for Location Scan for Details

Click here for DDA Bhoomi Portal

Login Here

User ID

Password

y n w n w

Note: Enter above captcha code and click on Submit button to login

Virtual Keyboard

Register With Us Forgot Password

Fig. 1

(2). Register With Us

Home: Home tab redirects users to the homepage of e-procurement website. From fig. 2 bidders can take view of home page. From home page bidders can enroll through Register With Us option.



Fig. 2

a) **Login Setup:** Click on the Register With Us option, Login Setup page will appear. In this Page different fields are available in which bidder needs to fill the required options as per requirement.

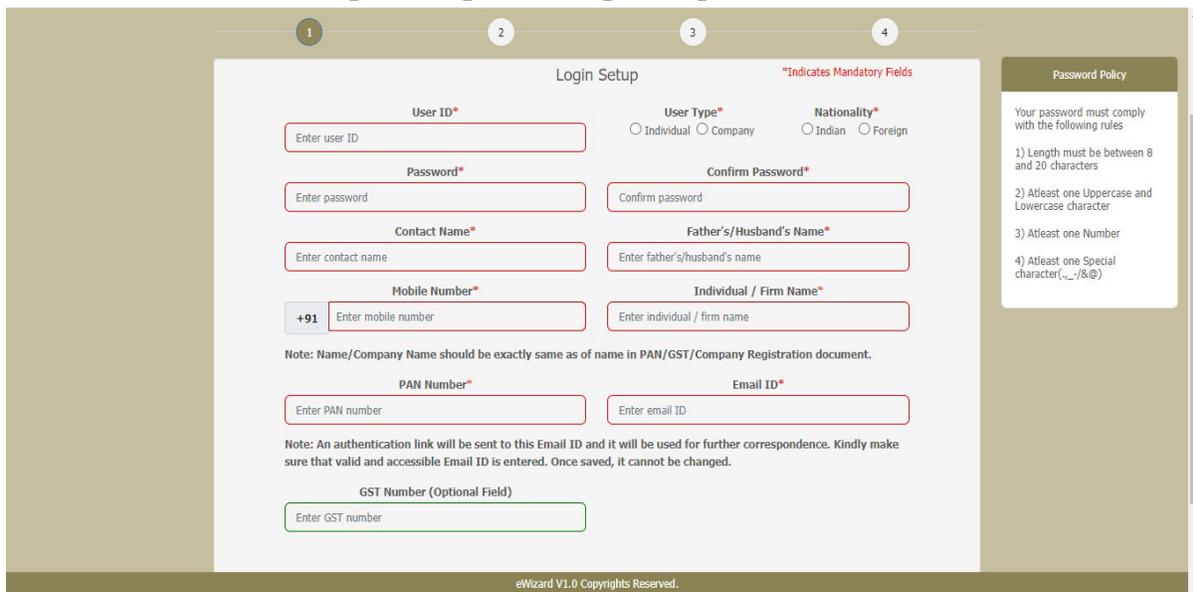


Fig. 3

b) After filling the required fields in Login Setup page, click on the “Save” button and later click on the “Next” button to go to the next page.

The screenshot shows a web form titled "Edit Details" with a red asterisk indicating mandatory fields. The form includes the following elements:

- User ID:** Test001
- User Type:** Radio buttons for Individual (selected) and Company.
- Nationality:** Radio buttons for Indian (selected) and Foreign.
- Contact Name:** Text input with "Test".
- Father's/Husband's Name:** Text input with "Test".
- Mobile Number:** Text input with "+91 7777777777".
- Individual / Firm Name:** Text input with "Test".
- PAN Number:** Text input with "AAAAA1111A".
- Email ID:** Text input with "test@gmail.com".
- GST Number (Optional Field):** Text input with "Enter GST number".

At the bottom of the form, there are two buttons: "Save" and "Next". The "Next" button is highlighted with a red rectangular box.

On the right side, a "Password Policy" sidebar lists the following rules:

- 1) Length must be between 8 and 20 characters
- 2) Atleast one Uppercase and Lowercase character
- 3) Atleast one Number
- 4) Atleast one Special character(.,_/,&@)

At the bottom of the page, the text "eWizard V1.0 Copyrights Reserved." is visible.

Fig. 4

c) **Address Details:** Bidders needs to fill the complete address.

The form contains the following fields and sections:

- Address***: Enter address
- Country***: <-----Select country----->
- State***: <-----Select state----->
- City***: <-----Select city----->
- Pin Code***: Enter pin code
- Landline Phone Number (Optional Field)**: Enter landline number
- Refund Account Details**
 - Bank Account Number***: Enter bank account number
 - IFSC***: Enter IFSC code
 - Account Holder Name***: Enter account holder name
 - Account Type***: <----Select account type---->
 - Bank Name***: <----Select bank name---->
 - Upload File (PDF, JPEG, PNG, JPG)***: Choose File, No file chosen, Or Drag It Here.

Note: Kindly upload image file of cancelled cheque or Bank passbooks first page.

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Fig. 5

d) **Refund Account Details:** Bidders needs to fill the complete bank account details.

The form contains the following fields and sections:

- Address***: Enter address
- Country***: <-----Select country----->
- State***: <-----Select state----->
- City***: <-----Select city----->
- Pin Code***: Enter pin code
- Landline Phone Number (Optional Field)**: Enter landline number
- Refund Account Details**
 - Bank Account Number***: Enter bank account number
 - IFSC***: Enter IFSC code
 - Account Holder Name***: Enter account holder name
 - Account Type***: <----Select account type---->
 - Bank Name***: <----Select bank name---->
 - Upload File (PDF, JPEG, PNG, JPG)***: Choose File, No file chosen, Or Drag It Here.

Note: Kindly upload image file of cancelled cheque or Bank passbooks first page.

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Fig. 6

(3).

Terms & Conditions

After filling the form, check the Terms & Conditions carefully and click on the Accept button. After accepting the Terms & Condition option click on the Save button then click on the NEXT button.



The screenshot shows a web form titled "Terms & Conditions". Inside the form, there is a checkbox and the text "I have read and accepted the Terms & Conditions." Below this, there are three buttons: "Save", "Previous", and "Next". The "Save" and "Next" buttons are highlighted with red boxes. At the bottom of the page, there is a footer that reads "eWizard V1.0 Copyrights Reserved."

Fig. 7

(4). Documents Upload

a) After clicking on next button. Registration Document Upload dialogue box will appear. Bidder need to upload all the required documents through Upload Document tab.

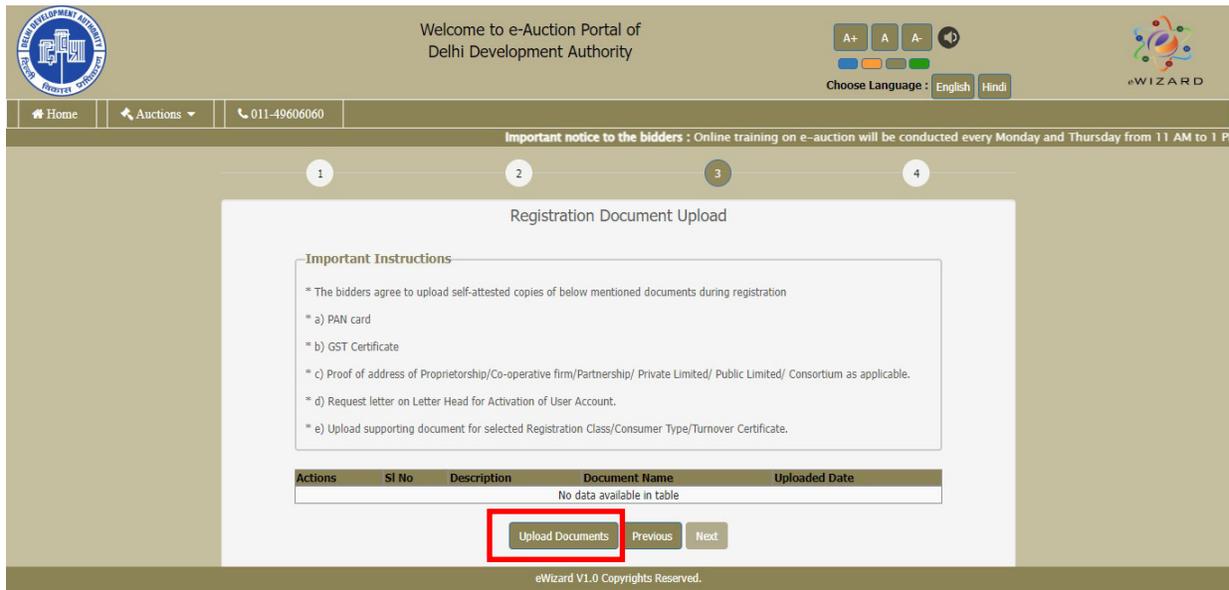


Fig. 8

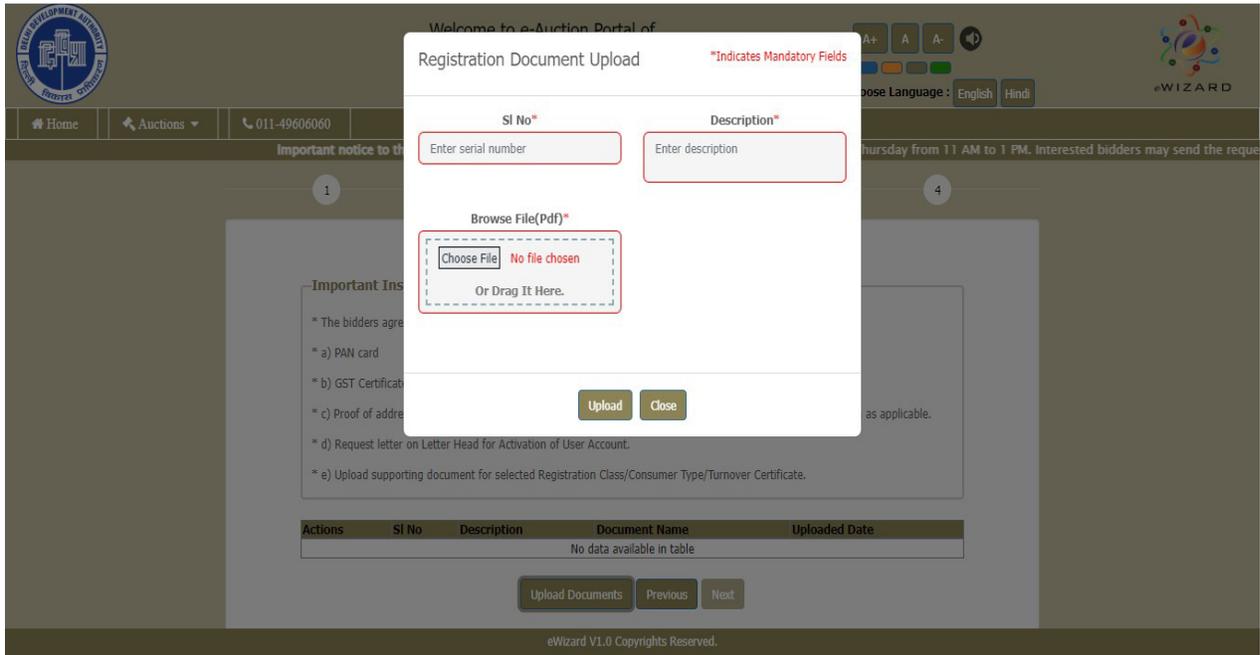


Fig. 9

b) - Upload the required documents from **“Upload Documents”** option. After clicking on **“Upload Documents”** option. Dialogue

Box will appear. Browse the file from Destination source and click on the **Upload Button**.

(5.)Registration Payment

ber 011-49606060 And for immediate user support and helpdesk related queries, please contact on the following numbers:- 9355030613, 9355030608, 9355030625, 844828988, 9355030629, 9355030616, 9355030620, 9205898221.

1 2 3 4

Registration Payment

User Details

Site :	test	Bidder Department Name :	Test
User ID :	Test_001	Contact Name :	Test
Mobile Number :	6666666666	Email ID :	Test@gmail.com
GST Number :		PAN Number :	XXXXXX000Z
Amount (₹) :	2,360.00		

Pay Now Previous

Actions	E-bid Payment Reference	Bank Reference	Amount (₹)	Status	Date Of Payment
No data available in table					

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Fig. 10

After uploading the required Documents, click on **Next** button.
Registration Payment box will appear.

Click on **Pay Now** button. **Payment Gateway** will appear.

30617, 9355030620, 9205898221.

1 2 3 4

Registration Payment

User Details

Site :	test	Bidder Department Name :	Test
User ID :	Test_001	Contact Name :	Test
Mobile Number :	6666666666	Email ID :	Test@gmail.com
GST Number :		PAN Number :	XXXXXX000Z
Amount (₹) :	2,360.00		

Pay Now Previous

PayUbiz**** **Razorpay**

Actions	E-bid Payment Reference	Bank Reference	Amount (₹)	Status	Date Of Payment
No data available in table					

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Fig. 11

(6).Payment Acknowledgement

After the successful payment transaction, **Payment Acknowledgement** will be generated.

Payment Acknowledgement [Print](#) [Generate Invoice](#)

User Details	
User ID : Test_001	Contact Name : Test
Mobile Number : 6666666666	Email ID : Test@gmail.com

Company Details	
User Type : Individual	Organization Type :
GST Number :	PAN Number : XXXXX000Z
City : Central Delhi	State : Delhi

Payment Details	
Site : test	Bidder Department Name : Test
Amount(₹) : 2,360.00	Transaction Date : 18-09-2023 07:55:59
Type Of Transaction : RAZORPAY	Validity : 1 Year
Payment Ebid Reference : ETESTEW29063UBSCR	Payment Bank Reference : pay_MddIoM6kzIs0l0
Payment Status : Success	

THANKS FOR THE PAYMENT ✓

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Thank you

**Technical Helpdesk -301-302, 3rd Floor,
The Cloverleaf, Plot no.37,
Sector-11, Dwarka,
New Delhi – 110075
Contact No.: 9355030616,
9355030617,9355030630
Tel: 011-49606060
Email ID - ddaeauction@ewizard.in**

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