



How to Login & Participate (Bidder Side)

1. Bidder has to register on e-auction Portal of CGEWHO i.e. www.tenderwizard.com/CGEWHO by clicking “Registration or Register with us” link.

Fill in all the details as per the requirement in the registration form opened.

NOTE: You need to fill in the entire Mandatory column marked with * sign.

Participating Bidder have to get themselves registered on the e-Auction portal i.e. www.tenderwizard.com/CGEWHO by making an online payment for Rs. 2360.00 through e-auction portal gateway only i.e. **through Credit/ Debit Card or Net Banking only.**

NOTE: The User Id's gets enable only after making Registration fee payments against the registration charges (payable annually). New registration on www.tenderwizard.com/CGEWHO is valid for one year. Thereafter bidder need to renew their respective accounts.

2. Once Bidder gets registered, Bidder will get **User ID & Password** credentials on their registered e-mail Id and needs to authenticate their mail id to activate their account.
3. Enter the **User ID** and **Password** by clicking on “**LOGIN**” button at the Home page and then select Activity “**Auction**”. Page will redirect to DSC selection. After entering token password, page will redirect to selection of “Forward” and “Reverse” auction
4. User will select Forward auction to participate in “**Forward**” auctions.
5. To check the new/ published Auction click on “**Approved Auction**” at the header part of the page, and for request to the Auction click on icon (Request auction). Bidder can also search auction through “**Auction Search**” link available at left side of the page.

The complete process screen (**Step by Step**) for participation and submission of EMD is as under.

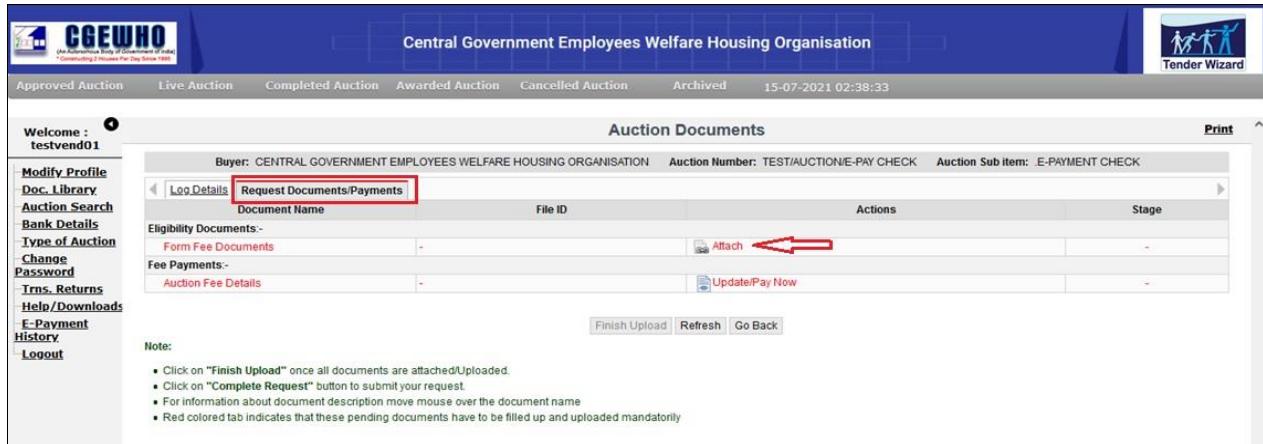
Steps for Submitting required documents & FMD:

- A. Search the auction under the „Approved Auction“ section and click on the “Request Auction” icon.

Forward > Approved Auction Summary						
Actions	Buyer	Auction Number	Auction Sub Item	Auction Request Closing Date and Time	Auction Start Date and Time	Auction End Date and Time
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION/FLOW TEST	TEST/TEAM	05-02-2021 15:19	05-02-2021 15:30	05-02-2021 15:40
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION FORM FEE CHECK	QWERTTY	11-02-2021 17:00	11-02-2021 17:10	11-02-2021 17:20
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTIONE-PAY CHECK	E-PAYMENT CHECK	15-07-2021 15:00	15-07-2021 15:10	15-07-2021 15:20

Fig 1

B. Work on all Tab/ link highlighted in Red colors. Upload documents as mentioned in auction document/ T&C in your profile “**Doc. Library**” attach them in auction through the “**Attach**” link.



Auction Documents

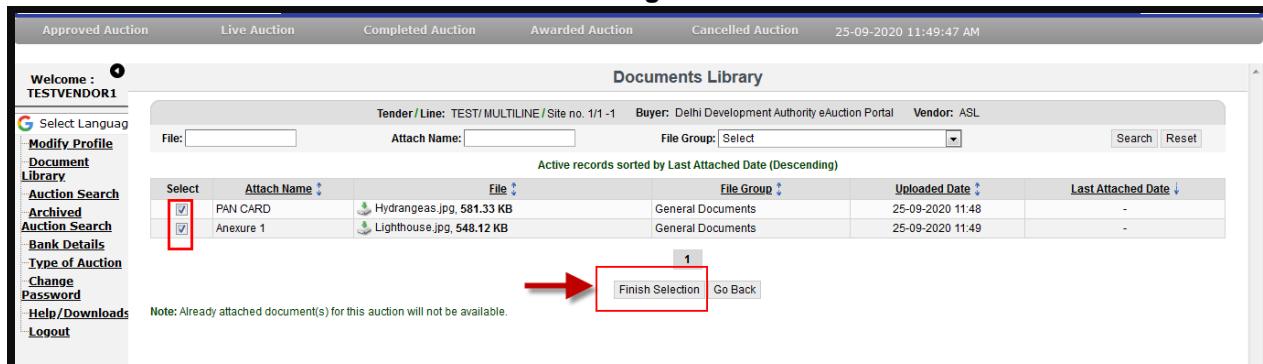
Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION Auction Number: TEST/AUCTION/E-PAY CHECK Auction Sub item: E-PAYMENT CHECK

Document Name	File ID	Actions	Stage
Form Fee Documents		<input type="button" value="Attach"/>	
Fee Payments:- Auction Fee Details		<input type="button" value="Update/Pay Now"/>	

Note:

- Click on "Finish Upload" once all documents are attached/Uploaded.
- Click on "Complete Request" button to submit your request.
- For information about document description move mouse over the document name
- Red colored tab indicates that these pending documents have to be filled up and uploaded mandatorily

Fig 2



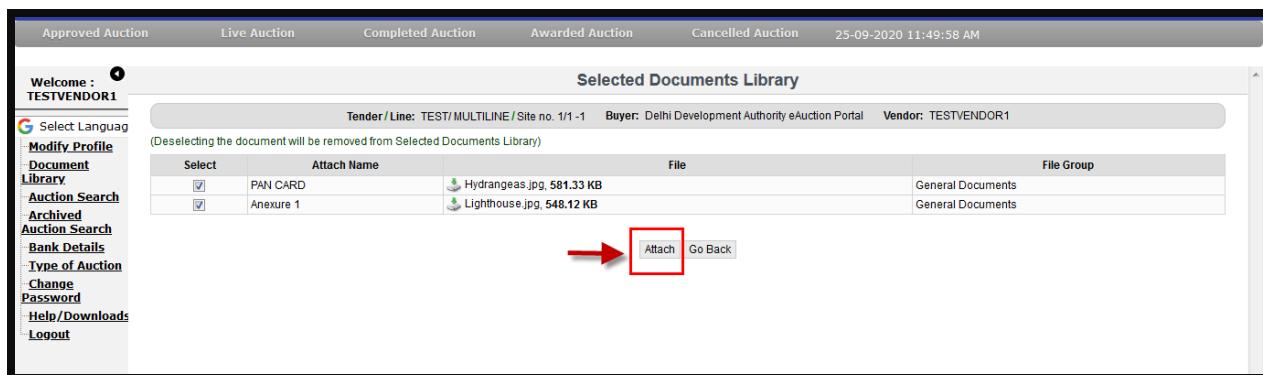
Documents Library

Tender/Line: TEST/MULTILINE / Site no. 1/1-1 Buyer: Delhi Development Authority eAuction Portal Vendor: ASL

Select	Attach Name	File	File Group	Uploaded Date	Last Attached Date
<input checked="" type="checkbox"/>	PAN CARD	Hydrangeas.jpg, 581.33 KB	General Documents	25-09-2020 11:48	-
<input checked="" type="checkbox"/>	Anexure 1	Lighthouse.jpg, 548.12 KB	General Documents	25-09-2020 11:49	-

Note: Already attached document(s) for this auction will not be available.

Fig 3



Selected Documents Library

Tender/Line: TEST/MULTILINE / Site no. 1/1-1 Buyer: Delhi Development Authority eAuction Portal Vendor: TESTVENDOR1

(Deselecting the document will be removed from Selected Documents Library)

Select	Attach Name	File	File Group
<input checked="" type="checkbox"/>	PAN CARD	Hydrangeas.jpg, 581.33 KB	General Documents
<input checked="" type="checkbox"/>	Anexure 1	Lighthouse.jpg, 548.12 KB	General Documents

Fig 4

Note: Maximum allowed of a file size is 5MB.Bidder can upload (N) no of file with mentioned size limit of a file.



- C. Once the entire required documents are updated **and** attached, you need to click on “**Finish Upload**” button to proceed further for making **Auction fee/ EMD** (Earnest Money Deposit) payments, as shown in below steps.

The screenshot shows the 'Auction Documents' section of the CGEWHO website. On the left, a sidebar menu includes 'Modify Profile', 'Doc. Library', 'Auction Search', 'Bank Details', 'Type of Auction', 'Change Password', 'Trns. Returns', 'Help/Downloads', 'E-Payment', 'History', and 'Logout'. The main area displays a table of uploaded documents under 'Request Documents/Payments'. The table has columns for 'Document Name', 'File ID', 'Actions', and 'Stage'. A note at the bottom instructs users to click 'Finish Upload' once all documents are attached/uploaded. The 'Finish Upload' button is highlighted with a red rectangle.

Fig 5

The screenshot shows the 'Auction Documents' section of the CGEWHO website. The sidebar menu is identical to Fig 5. A confirmation dialog box is overlaid on the page, asking 'Are you sure that you are done with document upload?'. It contains an 'OK' button (highlighted with a red rectangle and a green arrow pointing to it) and a 'Cancel' button. Below the dialog, the main table of uploaded documents is visible, showing entries like 'PAN ARD', 'Lighthouse', 'Anexure II', 'Tulips.jpg', 'Anneure III', 'Chrysanthemum.jpg', and 'Form Fee Documents'. The 'OK' button is also highlighted with a red rectangle in this view.

Fig 6



D. After clicking on “OK” tab, the Finish upload button will get disappear and now you can proceed with EMD payment through “Update/ Pay Now” link.

The screenshot shows the 'Auction Documents' section of the CGEWHO website. On the left, there is a sidebar with various links: 'Welcome : testvend01', 'Modify Profile', 'Doc. Library', 'Auction Search', 'Bank Details', 'Type of Auction', 'Change Password', 'Trns. Returns', 'Help/Downloads', 'E-Payment History', and 'Logout'. The main area displays 'Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION' and 'Auction Number: TEST/AUCTION/E-PAY CHECK' with 'Auction Sub item: E-PAYMENT CHECK'. Below this, there is a table titled 'Request Documents/Payments' with columns for 'Document Name', 'File ID', 'Actions', and 'Stage'. Two rows are listed: 'TEST DOC' with file ID 'TEST_DOCUMENTPROCESS.pdf' and 'Form Fee Documents' with file ID '-'. Under 'Fee Payments:', there is a row for 'Auction Fee Details' with file ID '-' and an 'Update/Pay Now' button highlighted with a red box. At the bottom, there are buttons for 'Complete Request', 'Refresh', and 'Go Back', and a note with instructions.

Fig 7

E. After clicking on “Update/ Pay Now” tab for making EMD Payment, the below shown screen shall open. This screen shall confirm with you the details of your refund bank account. You need to verify the same as refund will be processed to this account only. After verifying the details you need to click on the “Submit” tab. As shown in below figure.

The screenshot shows a confirmation screen for refund account details. It includes a dropdown for 'Refund Bank Details' set to 'State Bank of India - 23434'. Below this, there is a section titled 'Refund Account Details' with fields for 'Beneficiary Name' (KUMAR), 'Name of Bank' (State Bank of India), 'Account Number' (?3434), 'IFSC code No.' (SBIN00), and 'City' (DARBHANGA). At the bottom, there is a 'Note:' section stating: 'The refund amount will be credited to same Bank A/c selected during request. Please ensure this Bank A/c is active and operational'. At the very bottom, there are 'Submit' and 'Cancel' buttons.



Fig 8

- In case of E-Payment –** The Bidder has different options, namely, either through Credit/ Debit Card/ IMPS or through Net Banking. You can use it if you have Credit/ Debit Card or Net Banking login id and password.

This screenshot shows the 'Summary of payments done / attempted' page. On the left, a sidebar menu includes 'Modify Profile', 'Doc. Library', 'Auction Search', 'Bank Details', 'Type of Auction', 'Change Password', 'Trns. Returns', 'Help/Downloads', 'E-Payment', 'History', and 'Logout'. The main area displays payment details: Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE H..., Auction Number: TEST/AUCTION/E-PAY CHECK, Vendor: testvend01, Auction Sub item: E-PAYMENT CHECK. It shows a transaction type of FORM FEE AUCTION, Mode: EPAYMENT, and Amount: 60.00. A red arrow points to the 'EPAYMENT' button. Below this, there's a section for 'All Types Of E-Payment' with a 'NET BANKING' option highlighted by a red arrow.

Fig 9

This screenshot shows the 'Payment Gateway Selection' page. It features a header with 'Online Payment Gateway' and logos for IndusInd Bank and Payment Gateway. Below, a 'Select Payment Mode' section lists several options: Credit Card, Debit Card, Net Banking (which is checked), IMPS, International Credit Card (Foreign bidders only), UPI, and BHARAT QR. Red arrows point to the 'Net Banking' checkbox and the 'UPI' logo.

Fig 10

This screenshot shows the 'Summary of payments done / attempted' page again. It displays two tables of payment records. The first table is for an EMD AUCTION with one record: Action: NET BANKING, Payment Mode: NET BANKING, Paid Date & Time: 15-07-2021 17:59:08, Payment Gateway: INDUSINDBANK, Bank: State Bank of India, Detail: 11000033549818, Remarks: PAID THROUGH E-PAYMENT, Amount: 60.00, Status: PAID. The second table is for a FORM FEE AUCTION with one record: Action: NET BANKING, Payment Mode: NET BANKING, Paid Date & Time: 15-07-2021 17:56:17, Payment Gateway: INDUSINDBANK, Bank: State Bank of India, Detail: 11000033548783, Remarks: PAID THROUGH E-PAYMENT, Amount: 60.00, Status: PAID. Red arrows point to the 'PAID' status in both rows.

Fig 11



www.tenderwizardaccept.com says
You have successfully requested for the Auction No: TEST/AUCTION FLOW and Line No: SHOP NO. 12 GF

OK

4-03-2020 09:50:34

Approved Auction	Live Auction	Completed
Auction Documents Buyer: Delhi Development Authority(eAuctions) Auction Number: TEST/AUCTION FLOW Auction Sub item: SHOP NO. 12 GF Document Name File ID Actions Fee Payments:- Auction Fee Details - View ↓ Complete Request Refresh Go Back		

Fig 12

Central Government Employees Welfare Housing Organisation

Tender Wizard

Approved Auction	Live Auction	Completed Auction	Awarded Auction	Cancelled Auction	Archived	19-07-2021 10:33:28																								
Welcome : testvend01 Modify Profile Doc. Library Auction Search Bank Details Type of Auction Change Password Tms. Returns Help / Downloads E-Payment History Logout																														
 CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION Acknowledgement of Auction Document and Payment Submission <table border="1"> <tr> <td>Auction Number:</td> <td>TEST/AUCTION-E-PAY CHECK</td> </tr> <tr> <td>Auction Sub item:</td> <td>E-PAYMENT CHECK</td> </tr> <tr> <td>Description of Work:</td> <td>TEST AUCTION</td> </tr> <tr> <td>Name of the Vendor:</td> <td>test</td> </tr> <tr> <td>Acknowledgement Number:</td> <td>100278</td> </tr> <tr> <td>Last Date and Time of Request:</td> <td>15-07-2021 23:45:00</td> </tr> </table> <table border="1"> <thead> <tr> <th colspan="3">Payment Details</th> </tr> <tr> <th>Payment</th> <th>Details</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr> <td>EMD</td> <td>11000033549818</td> <td>15-07-2021</td> </tr> <tr> <td>Form Fee</td> <td>11000033548783</td> <td>15-07-2021</td> </tr> </tbody> </table> Terms and Conditions: 1. I/We have uploaded our bid documents as per the department's requirement. 2. I/We affirm that we have downloaded the Auction document from the eTender site and uploaded the filled up file (MS Excel version 2003) without changing the format, content for file type. 3. I/We affirm that we have downloaded the documents and attached the files against the appropriate link / section as provided in eTender site. 4. I / We confirm and ensure that I / we have uploaded correct document (s) / file (s). In case of any corrupt document (s) / file (s) is / are received by auction authority for this auction, it will be solely my / our responsibility.							Auction Number:	TEST/AUCTION-E-PAY CHECK	Auction Sub item:	E-PAYMENT CHECK	Description of Work:	TEST AUCTION	Name of the Vendor:	test	Acknowledgement Number:	100278	Last Date and Time of Request:	15-07-2021 23:45:00	Payment Details			Payment	Details	Date/Time	EMD	11000033549818	15-07-2021	Form Fee	11000033548783	15-07-2021
Auction Number:	TEST/AUCTION-E-PAY CHECK																													
Auction Sub item:	E-PAYMENT CHECK																													
Description of Work:	TEST AUCTION																													
Name of the Vendor:	test																													
Acknowledgement Number:	100278																													
Last Date and Time of Request:	15-07-2021 23:45:00																													
Payment Details																														
Payment	Details	Date/Time																												
EMD	11000033549818	15-07-2021																												
Form Fee	11000033548783	15-07-2021																												

Fig 13

***NOTE:**

- Bidder cannot detach any uploaded/ submitted document once EMD Payment is done.
- After Auction request closing date & time, Bidder cannot upload any additional document in that particular auction

2. Request icon will disappear after successful submission of EMD amount and payment details and acknowledgement can be viewed/ downloaded by clicking on icon  . Refer below screen.



CGEWHO
 (An Autonomous Body of Government of India)

* Constructing 2 Houses Per Day Since 1995

Central Government Employees Welfare Housing Organisation

Approved Auction Live Auction Completed Auction Awarded Auction Cancelled Auction Archived 19-07-2021 10:38:53 Tender Wizard

Welcome : testvend01 Forward > Approved Auction Summary CONTACT US

Action	Buyer	Auction Number	Auction Sub Item	Auction Request Closing Date and Time	Auction Start Date and Time	Auction End Date and Time	Auction Ceiling Price/Estimated Cost
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION/FLOW TEST	TEST/ITEM	05-02-2021 15:19	05-02-2021 15:30	05-02-2021 15:40	₹ 1,00,000
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION FORM FEE CHECK	QWERTY	11-02-2021 17:00	11-02-2021 17:10	11-02-2021 17:20	₹ 1,00,000
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION/E-PAY CHECK	E-PAYMENT CHECK	15-07-2021 23:45	15-07-2021 23:46	15-07-2021 23:50	₹ 10,000
Auction Description of Work: TEST AUCTION							

1

Fig 14

Summary of payments done / attempted

Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE H... Auction Number: TEST/AUCTION/E-PAY CHECK Auction Sub item: E-PAYMENT CHECK
 Vendor: testvend01

Transaction Type: EMD AUCTION Total Amount (₹): 60.00 Paid Amount (₹): 60.00 Remaining Amount (₹): 0.00									
Action	Payment Mode	Paid Date & Time	Payment Gateway	Bank	Detail	Remarks	Amount (₹)	Status	
	NET BANKING	15-07-2021 17:59:08	INDUSINDBANK	State Bank of India	11000033549818	PAID THROUGH E-PAYMENT	60.00	PAID	
View Acknowledgement Slip									
Transaction Type: FORM FEE AUCTION Total Amount (₹): 60.00 Paid Amount (₹): 60.00 Remaining Amount (₹): 0.00									
Action	Payment Mode	Paid Date & Time	Payment Gateway	Bank	Detail	Remarks	Amount (₹)	Status	
	NET BANKING	15-07-2021 17:56:17	INDUSINDBANK	State Bank of India	11000033548783	PAID THROUGH E-PAYMENT	60.00	PAID	

Go Back

Fig 15

3. You are requested to kindly check your registered email on regular basis till Live auction date and time for if any corrigendum are issued. **It is also requested to check the “Spam” folder in case of non-receipt of email in the inbox.**
4. Once the auction is started on the given date and time, go to “Live Auction” option & click on “Auction” hammer icon to start Bidding. Refer below screen.

Forward > Live Auction Summary CONTACT US

Action	Buyer	Auction Number
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION/E-PAY CHECK

Fig 16

5. Kindly read the terms and conditions of the auctions and click on “Accept and Continue” in order to start the bidding process.



Auction Terms and Conditions

Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION Auction Number: TEST/AUCTION/E-PAY CHECK

Terms and Conditions:

1. I agree that I have read and accepted all the terms and conditions mentioned in auction documents and on the website.
 2. I also accept that I will be liable for disqualification in case of any discrepancy.
 3. I agree that online bids submitted by me will be considered to be legally valid and in case I do not honour the bid department can take necessary action.
 4. I agree that I will not share my user ID and password and if I do, I will do it on my own risk.
 5. I agree that SMS and email sent by the e-Procurement website are value added features; hence Website and the service provider will not be liable for any missed SMS or email.

I/We here by agree to the above terms and conditions.

Accept and Continue **Cancel**



Accept and Continue Cancel

Fig 17

6. The bid for e-auction will start with minimum one Increment above the Auction ceiling/ Reserve price or multiple thereof. Refer below screen

e-Tendering facility to

Tender Wizard

Approved Auction Live Auction Completed Auction Awarded Auction Cancelled Auction Archived 19-07-2021 11:38:03

Welcome : testvend01 [CONTACT US](#)

My Dashboard

Auction Number >> TEST/AUCTION/E-PAY CHECK Vendor: test **Bid Now**

Auction Type : Value Bidding

SL.No	Auction Sub item	Auction Description of Work	Auction Quantity	Auction UOM	Auction Ceiling Price/Estimated Cost (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	Rank/Current bid	Time Left/Auction Extension
1	E-PAYMENT CHECK	TEST AUCTION	1	.RUPEES	10,000	10,000	Rank Current Bids	00:06:57 (hh:mm:ss)

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

Increment Value : 1,000

Refresh **Bid Now**

Fig 18

ITI Provides

Tender Wizard

Approved Auction Live Auction Completed Auction Awarded Auction Cancelled Auction Archived 19-07-2021 11:41:09

Welcome : testvend01 [CONTACT US](#)

My Dashboard

Auction Number >> TEST/AUCTION/E-PAY CHECK Vendor: test **Bid Now**

Auction Type : Value Bidding

SL.No	Auction Sub item	Auction Description of Work	Auction Quantity	Auction	Auction Ceiling Price/Estimated Cost	My Bid (₹ / Auction UOM)	Rank/Current bid	Time Left/Auction Extension
1	E-PAYMENT CHECK	TEST AUCTION	1		www.tenderwizard.com	Are you sure, you want to submit the bids?	Rank Current Bids	00:06:57 (hh:mm:ss)

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

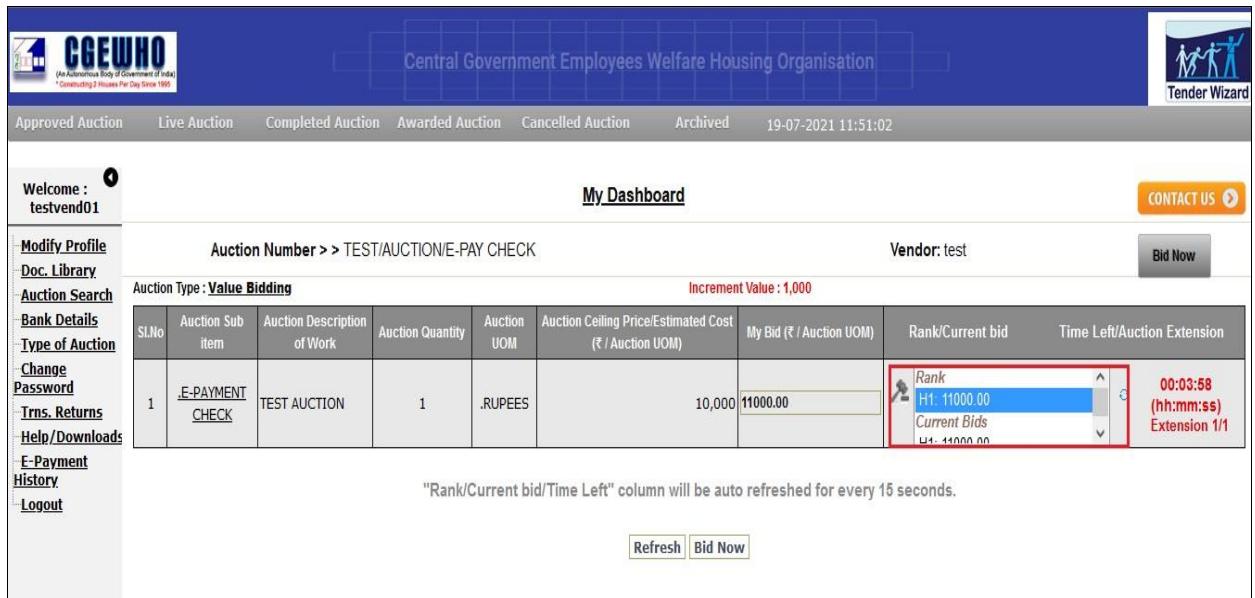
OK **Cancel**

Refresh **Bid Now**

Fig 19

For Example: If the reserve price of a shop is Rs 30,00,000/- and increment value is kept to be as Rs 30,000. Then the min amount to be quoted by bidders Rs 30,30,000. Bidder have to quote the prices as Reserve prices + increment value.

7. The hammer icon will remain appear against the site till the rate quoted by bidder is highest.



Welcome : testvend01 [My Dashboard](#) [CONTACT US](#)

Auction Number >> TEST/AUCTION/E-PAY CHECK Vendor: test

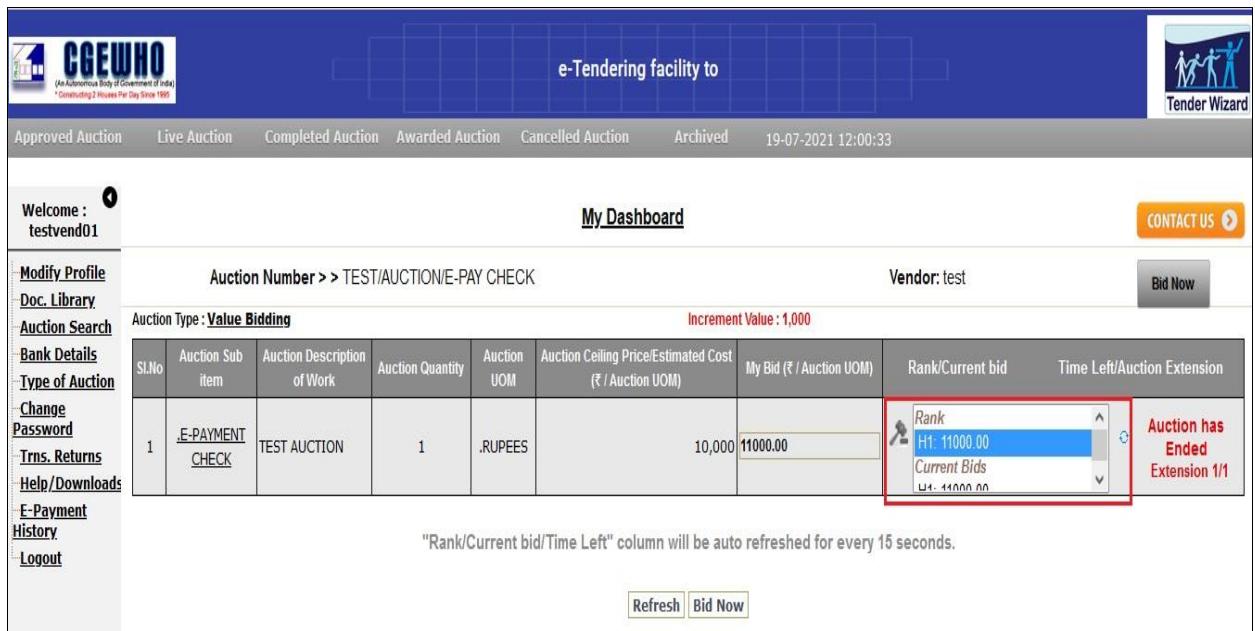
Bid Now

SI.No	Auction Sub item	Auction Description of Work	Auction Quantity	Auction UOM	Auction Ceiling Price/Estimated Cost (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	Rank/Current bid	Time Left/Auction Extension
1	E-PAYMENT CHECK	TEST AUCTION	1	.RUPEES	10,000	11000.00	<div style="border: 1px solid red; padding: 5px;"> Rank H1- 11000.00 Current Bids UH- 11000.00 </div>	00:03:58 (hh:mm:ss) Extension 1/1

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

[Refresh](#) [Bid Now](#)

Fig 21



Welcome : testvend01 [My Dashboard](#) [CONTACT US](#)

Auction Number >> TEST/AUCTION/E-PAY CHECK Vendor: test

Bid Now

SI.No	Auction Sub item	Auction Description of Work	Auction Quantity	Auction UOM	Auction Ceiling Price/Estimated Cost (₹ / Auction UOM)	My Bid (₹ / Auction UOM)	Rank/Current bid	Time Left/Auction Extension
1	E-PAYMENT CHECK	TEST AUCTION	1	.RUPEES	10,000	11000.00	<div style="border: 1px solid red; padding: 5px;"> Rank H1- 11000.00 Current Bids UH- 11000.00 </div>	Auction has Ended Extension 1/1

"Rank/Current bid/Time Left" column will be auto refreshed for every 15 seconds.

[Refresh](#) [Bid Now](#)

Fig 22

For more details or any support, please contact at our Tenderwizard Helpdesk as mentioned under the "**CONTACT US**" Page of the e-Auction portal.

*****THANK YOU*****