



# CGEWHO

(An Autonomous Body of Government of India)

\* Constructing 2 Houses Per Day Since 1995

## How to Login & Participate (Bidder Side)

1. Bidder has to register on e-auction Portal of CGEWHO i.e. [www.tenderwizard.com/CGEWHO](http://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](http://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](http://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 & EMD:

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



Actions	Buyer	Auction Number	Auction Sub item	Auction Request Closing Date and Time	Auction Start Date and Time	Auction End Date and Time	Pr
	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	
Auction Description of Work: TEST AUCTION							
	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	
Auction Description of Work: TEST AUCTION FOR FORM FEE MODE OF PAYMENT							
	CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION	TEST/AUCTION/E-PAY CHECK	E-PAYMENT CHECK	15-07-2021 15:00	15-07-2021 15:10	15-07-2021 15:20	
Auction Description of Work: TEST AUCTION							

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.

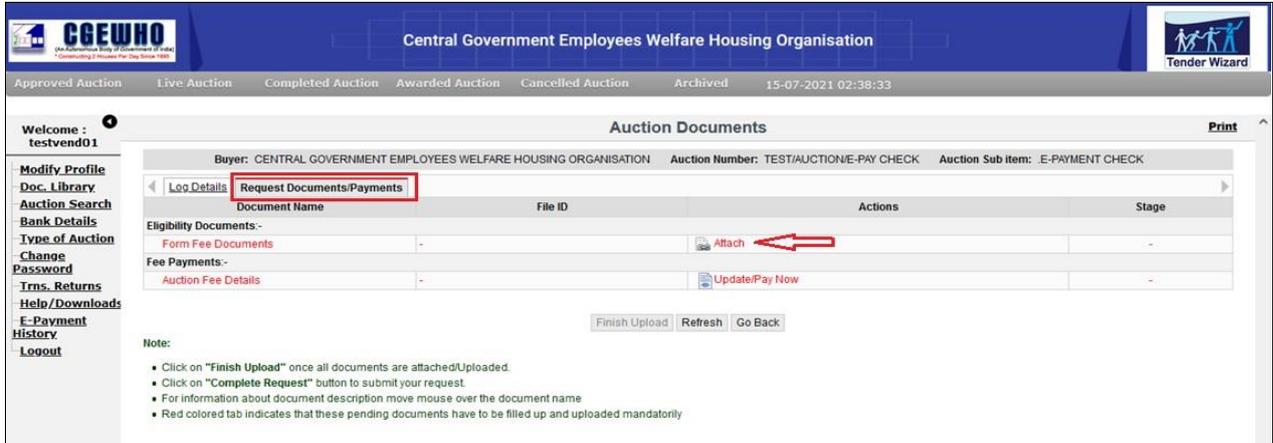


Fig 2

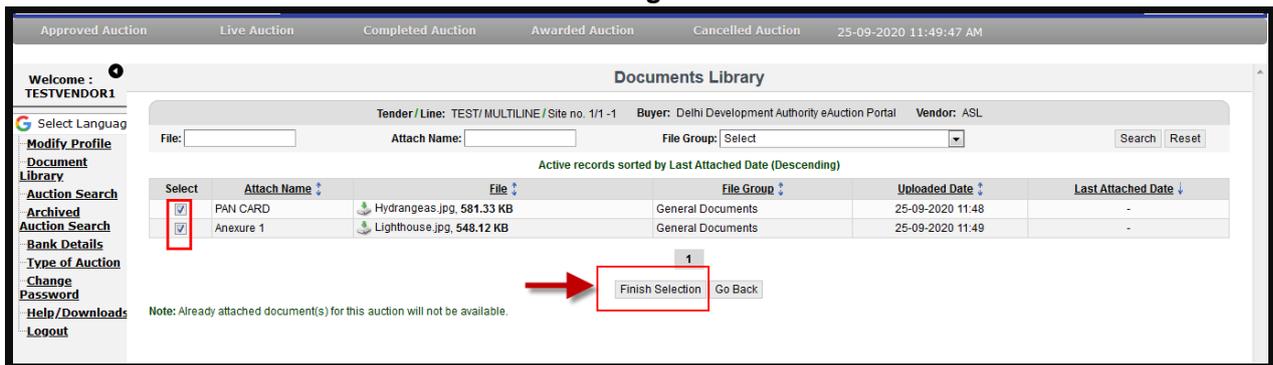


Fig 3

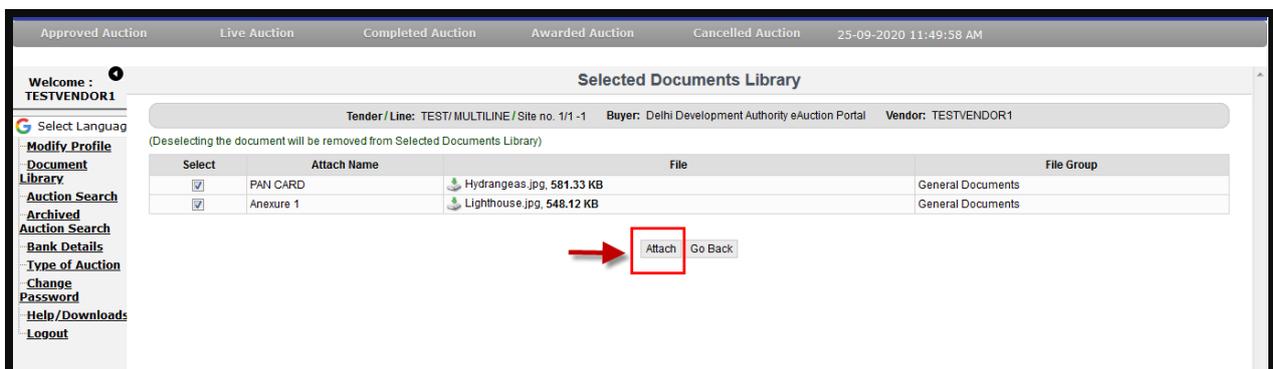


Fig 4

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.

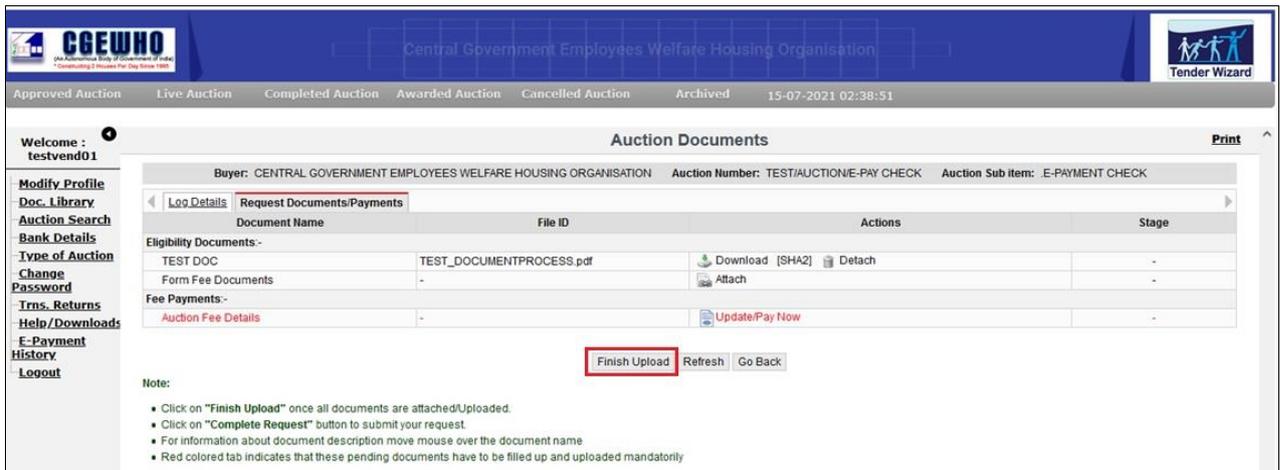


Fig 5

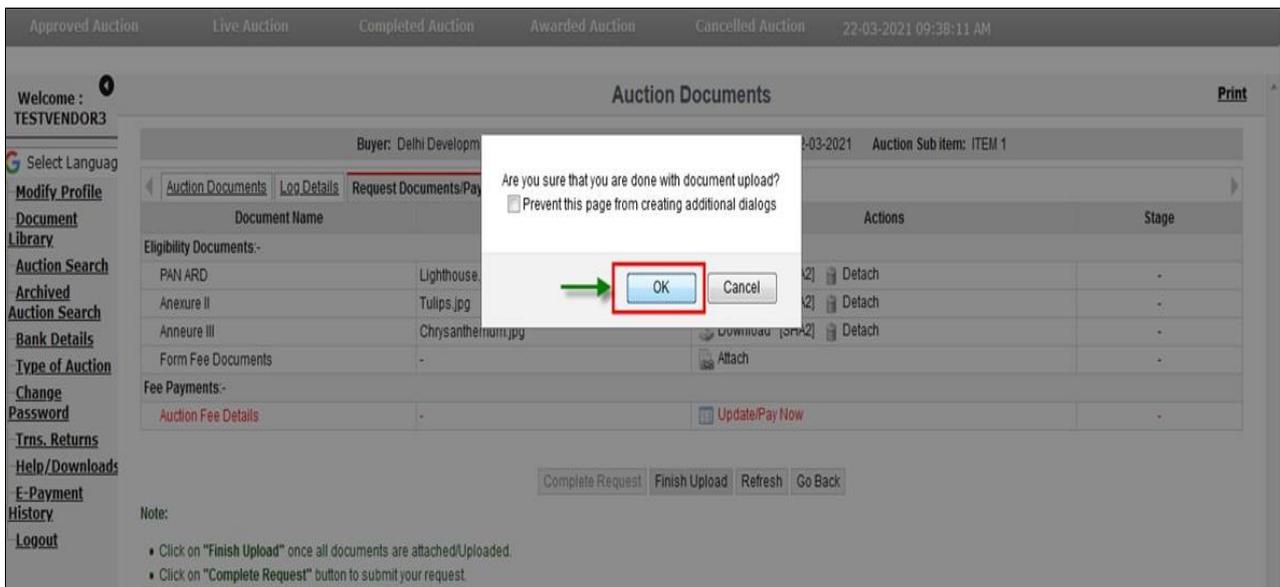


Fig 6



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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' page. At the top, there are navigation tabs: Approved Auction, Live Auction, Completed Auction, Awarded Auction, Cancelled Auction, and Archived. The current date and time are 15-07-2021 02:39:20. The user is logged in as 'testvend01'. The page title is 'Auction Documents'. Below the title, there is a breadcrumb trail: 'Buyer: CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION > Auction Number: TEST/AUCTIONE-PAY CHECK > Auction Sub item: E-PAYMENT CHECK'. The main content area has a tabbed interface with 'Request Documents/Payments' selected. Below the tabs is a table with columns: Document Name, File ID, Actions, and Stage. The table is divided into sections: 'Eligibility Documents -', 'Form Fee Documents', and 'Fee Payments -'. The 'Fee Payments -' section contains one row with 'Auction Fee Details' in the Document Name column and a red 'Update/Pay Now' button in the Actions column. Below the table are buttons for 'Complete Request', 'Refresh', and 'Go Back'. A 'Note' section follows, providing instructions on how to use the 'Finish Upload', 'Complete Request', and 'Update/Pay Now' buttons.

Document Name	File ID	Actions	Stage
Eligibility Documents -			
TEST DOC	TEST_DOCUMENTPROCESS.pdf	Download [SHA2] Detach	-
Form Fee Documents			
Form Fee Documents	-	Attach	-
Fee Payments -			
Auction Fee Details	-	Update/Pay Now	-

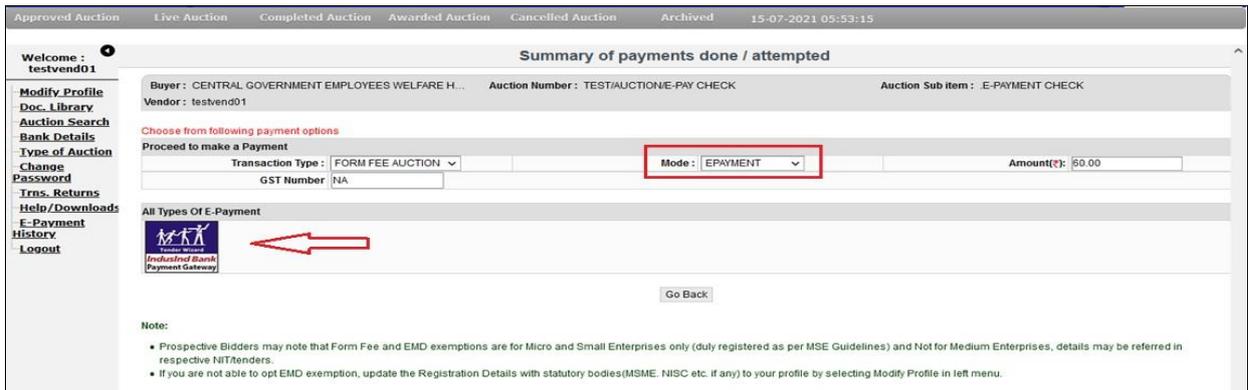
Fig 7

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 the 'Refund Account Details' form. At the top, there is a dropdown menu for 'Refund Bank Details' with 'State Bank of India-' selected and '23434' in a text box. Below this is a section titled 'Refund Account Details' with the following fields: Beneficiary Name: KUMAR, Name of Bank: State Bank of India, Account Number: 23434, 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

1. **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.



Approved Auction | Live Auction | Completed Auction | Awarded Auction | Cancelled Auction | Archived | 15-07-2021 09:53:15

Welcome : testvend01

Summary of payments done / attempted

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

Choose from following payment options

Proceed to make a Payment

Transaction Type : FORM FEE AUCTION Mode : E-PAYMENT Amount(₹) : 60.00  
GST Number : NA

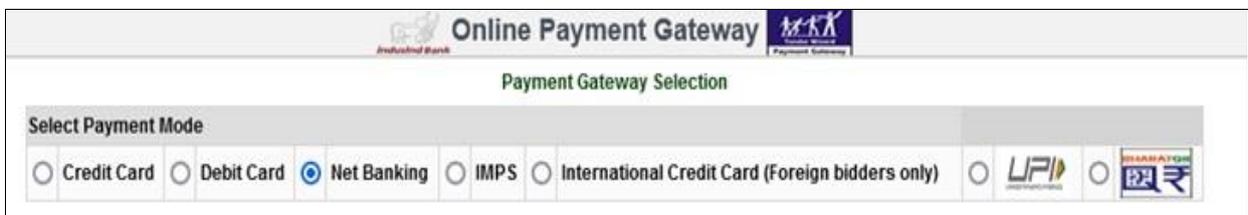
All Types Of E-Payment

IndusInd Bank Payment Gateway

Note:

- Prospective Bidders may note that Form Fee and EMD exemptions are for Micro and Small Enterprises only (duly registered as per MSE Guidelines) and Not for Medium Enterprises, details may be referred in respective NIT/tenders.
- If you are not able to opt EMD exemption, update the Registration Details with statutory bodies(MSME, NISC etc. if any) to your profile by selecting Modify Profile in left menu.

Fig 9



Online Payment Gateway

Payment Gateway Selection

Select Payment Mode

Credit Card  Debit Card  Net Banking  IMPS  International Credit Card (Foreign bidders only)  UPI  BHIM

Fig 10



Summary of payments done / attempted

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

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

Go Back

Fig 11

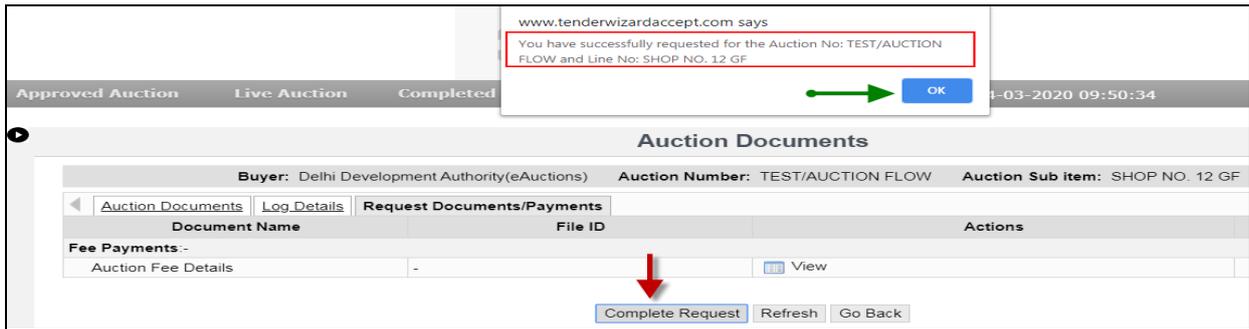


Fig 12

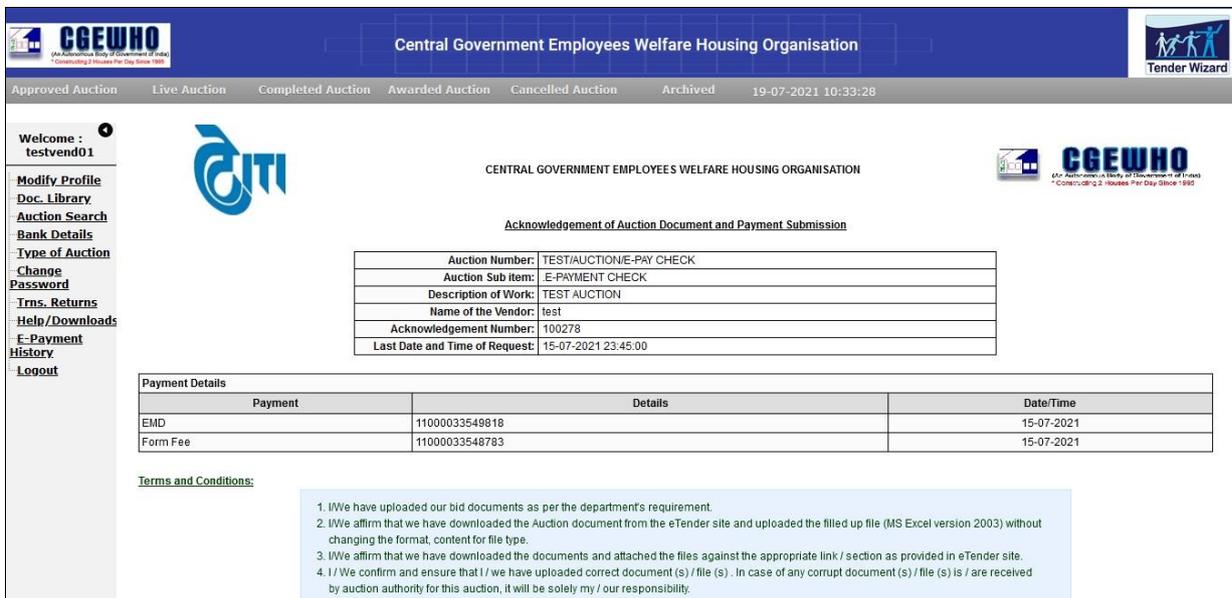


Fig 13

**\*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.



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Central Government Employees Welfare Housing Organisation

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

Welcome : testvend01 Forward > Approved Auction Summary [CONTACT US](#)

Actions	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
Auction Description of Work: TEST AUCTION							
	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	₹ 1,00,000
Auction Description of Work: TEST AUCTION FOR FORM FEE MODE OF PAYMENT							
	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

- 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.**
- 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

- 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.

↓

**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

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

Welcome : testvend01    **My Dashboard**    CONTACT US

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

Auction Type: Value Bidding    Increment Value : 1,000

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		Rank Current Bids	00:06:57 (hh:mm:ss)

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

**Fig 18**

ITI Provides

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

Welcome : testvend01    **My Dashboard**    CONTACT US

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

Auction Type: Value Bidding    Increment Value : 1,000

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		Rank Current Bids	

www.tenderwizard.com

Are you sure, you want to submit the bids?

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

**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.**



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

Approved Auction | Live Auction | Completed Auction | Awarded Auction | Cancelled Auction | Archived | 19-07-2021 11:51:02

Welcome : testvend01 | **My Dashboard** | CONTACT US

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

Auction Type: Value Bidding | Increment Value : 1,000

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	11000.00	Rank H1: 11000.00 Current Bids L4: 11000.00	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

Approved Auction | Live Auction | Completed Auction | Awarded Auction | Cancelled Auction | Archived | 19-07-2021 12:00:33

Welcome : testvend01 | **My Dashboard** | CONTACT US

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

Auction Type: Value Bidding | Increment Value : 1,000

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	11000.00	Rank H1: 11000.00 Current Bids L4: 11000.00	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\*\*\*\*\*