

**Bidder Manual**

**For**

**GDA e-Auction System**

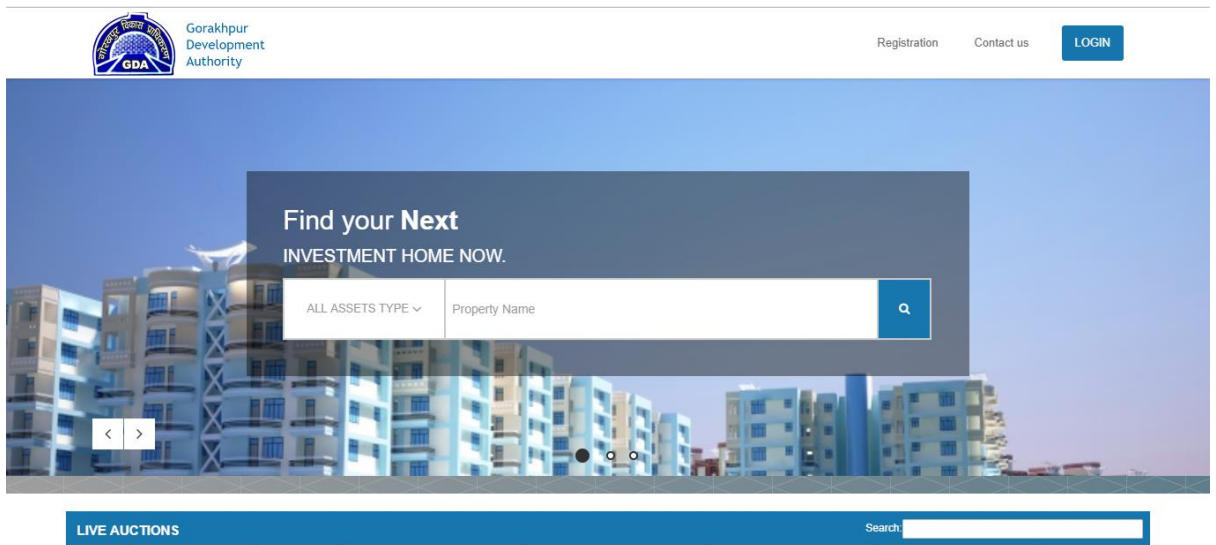
**C1 India Private Limited**

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*Plot No:-301, Udyog Vihar Phase 2, Gurgaon-201301*  
**Phone:** +91-124-4302 00

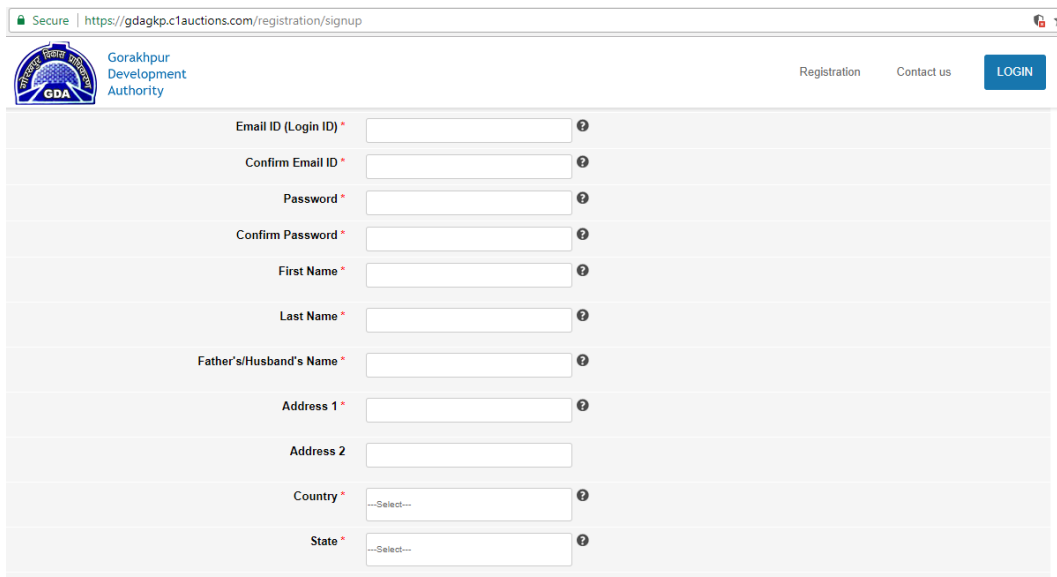
**Fax:** +91 124 4302010

**1. Registering on the Portal:**

On opening <https://gdagkp.c1auctions.com>, the bidder shall see a registration button.



On clicking this button, the registration page shall open:



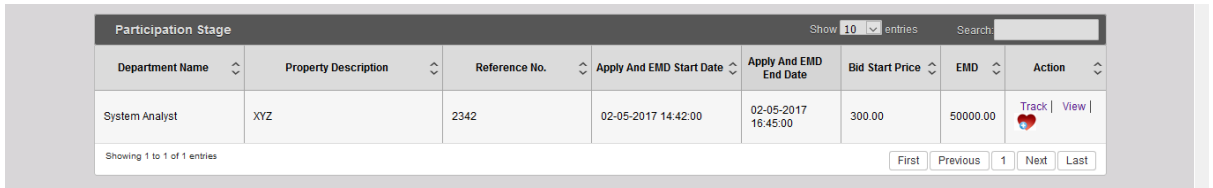
Here, the bidder shall be able to enter the relevant details and click on **Register** to have themselves registered on the portal and their user ID & password created.

**2. Logging Into the Portal:**

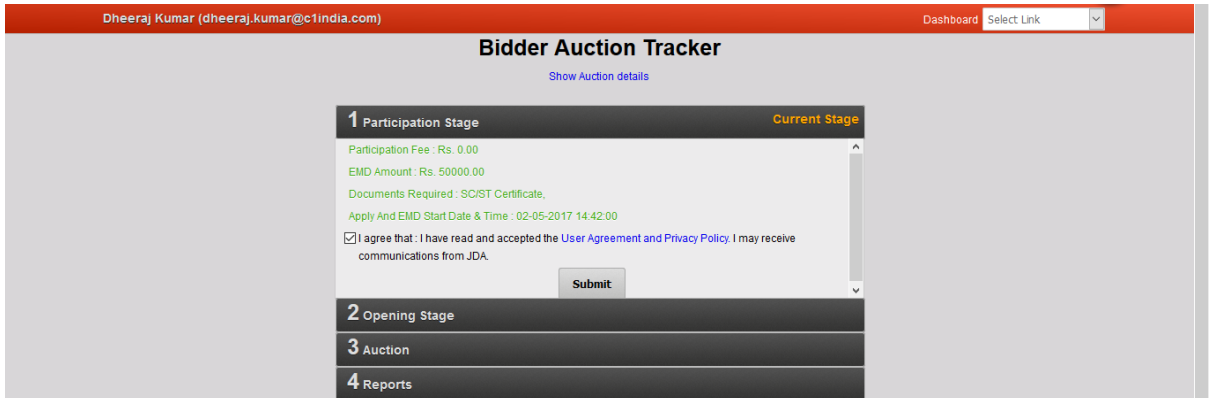
Once the bidder locates an auction they are interested in they can log into the portal by opening the URL of GDA official website, <https://gdagkp.c1auctions.com> and logging on using the **User ID & Password** created by the bidder. On choosing the **e-auction** tab, the user shall be able to access the e-auction portal.

**3. Applying for an Event:**

Under **Participation Stage** section, the bidder shall be able to locate the event they are interested in. They shall click on **Track** on this screen:



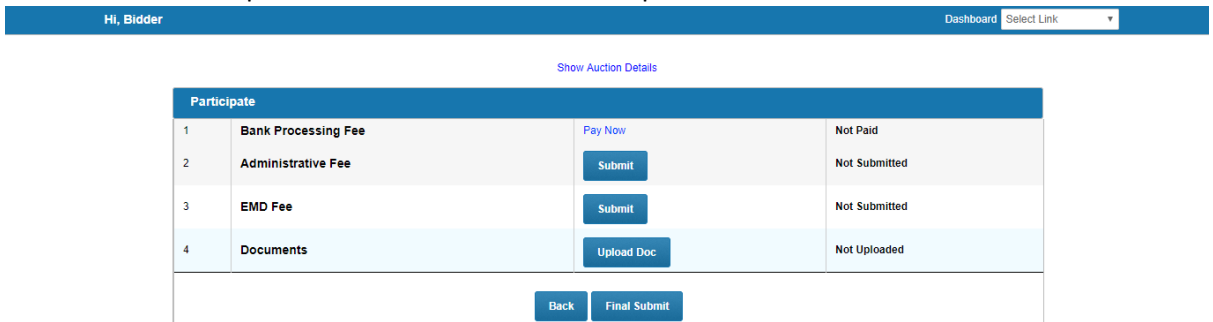
This shall take the bidder to the **Bidder Auction Tracker** page. Here, the bidder shall have to accept the **User Agreement and Privacy Policy** and click on **Submit** button:



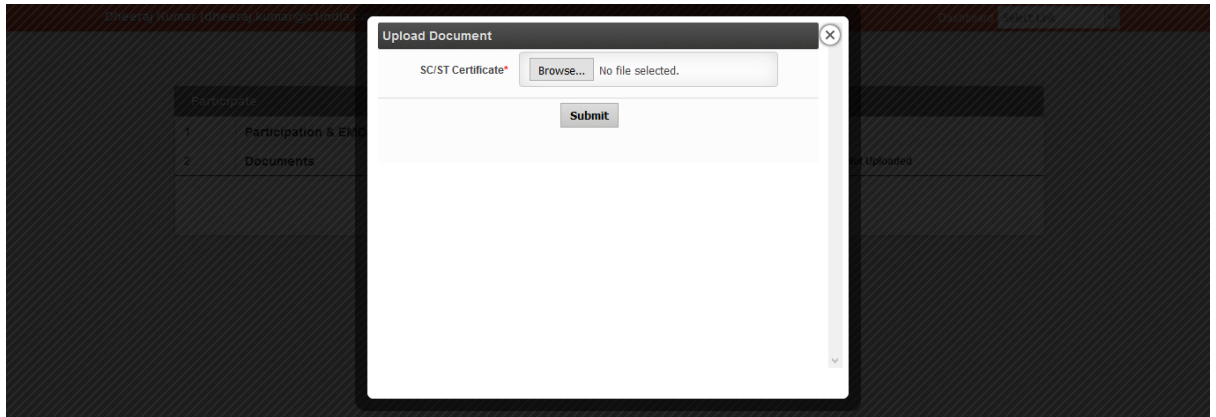
On the next screen, the bidder shall click on **Participate** button:



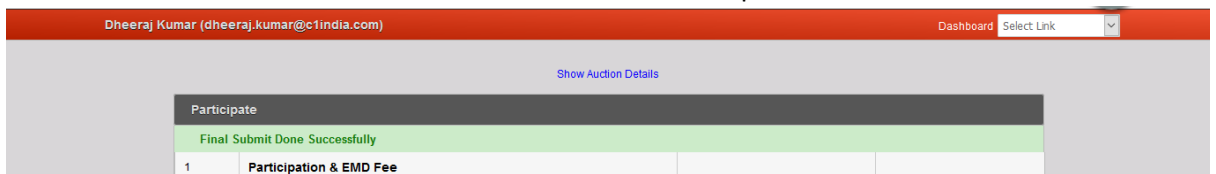
This shall take the bidder to the participation screen. Here, the bidder shall have to make Payment by clicking on **Pay** link for Bank Processing Fee. In case of Administration Fee and EMD, the bidder shall enter the NEFT/RTGS UTR no. The bidder might be asked to supply their DSC on this step if same has been set in auction parameters:



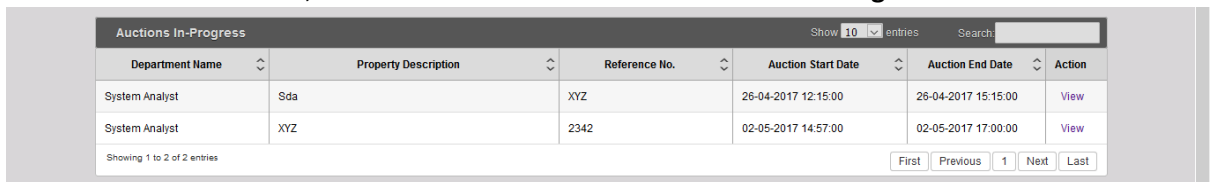
Once the payment has been made and the **Status** of the Payment changes to **Success** in case of **Bank Processing Fee** and **Entered for EMD & Administrative Fee**. The bidder shall click on **Upload Doc** button to upload the required documents. This shall open a popup using which the bidder can upload the relevant document from their system:



After this the bidder shall click on **Final Submit** button to complete their submission:

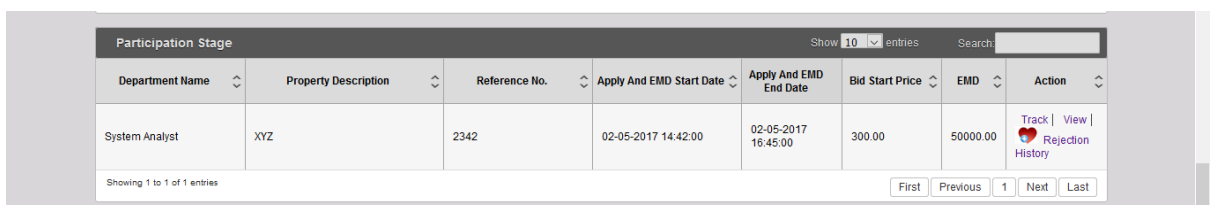


On the bidder dashboard, the auction shall be located in **Auctions In-Progress** section now:



**4. Re-applying in case of Rejection:**

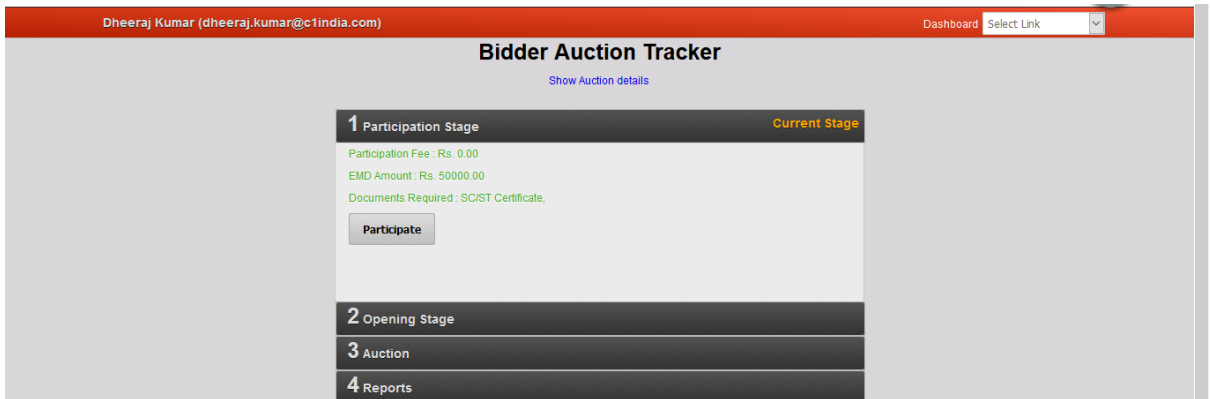
In case the bidder’s bid has been rejected for some reason, they shall be able to reapply for the event by making the required corrections. After login, the bidder shall be able to locate the event for which they have been rejected under the **Participation Stage** section of their dashboard:



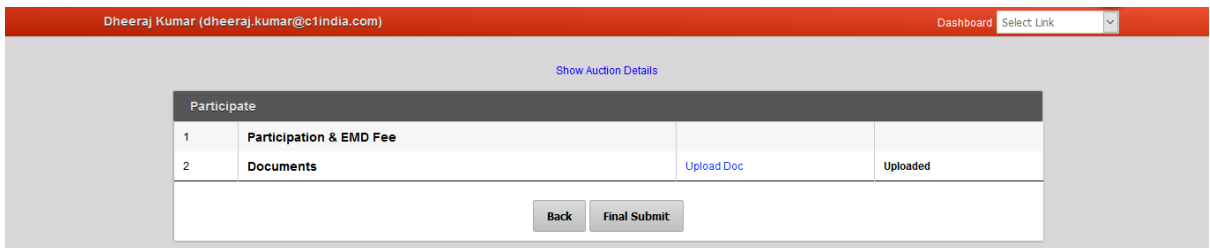
Here, the bidder can click on the **Rejection History** link to see the comment provided by the event approver while rejecting their bid:



By clicking on **Track** the bidder can reach the **Bidder Auction Tracker** page. Under **Participation Stage** section on this page the bidder shall click on **Participate** button:



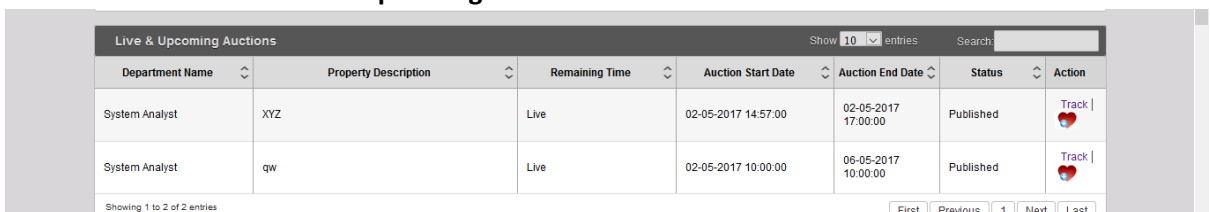
This will take the bidder back to the **Participate** stage. Here, the bidder can make the payment in case the transaction failed and/or upload correct documents in case there was a shortfall in documents:



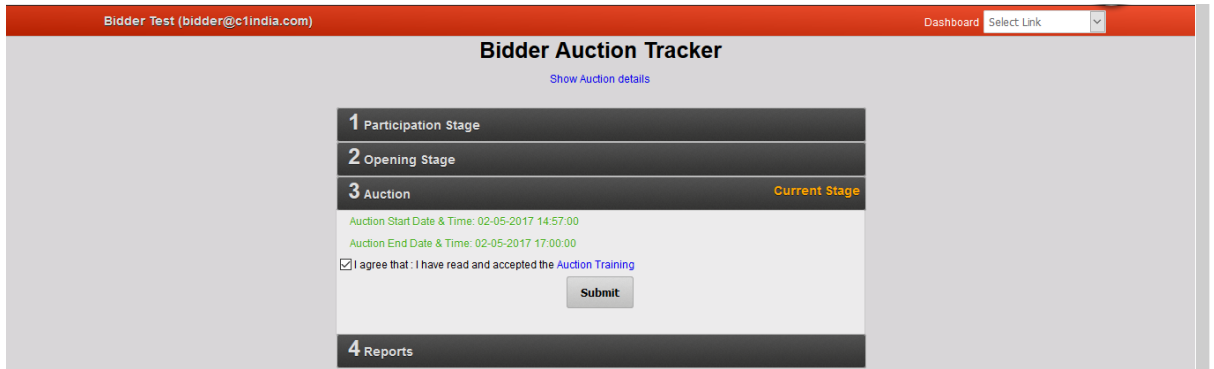
After making the necessary changes the bidder can click on **Final Submit** button to re-submit their bid.

**5. Participating in Live Auction:**

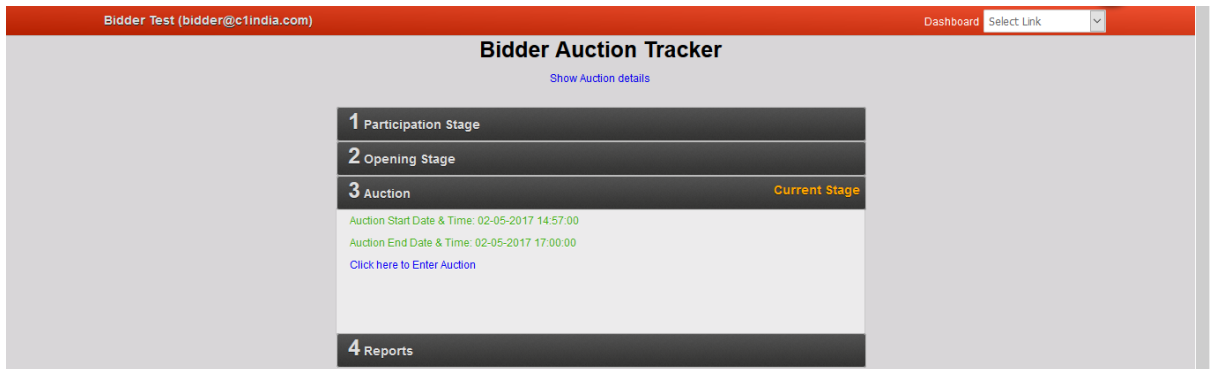
Once the bidder has been approved to participate in an auction, the bidder can login and click on **Track** under **Live and Upcoming Auctions** section:



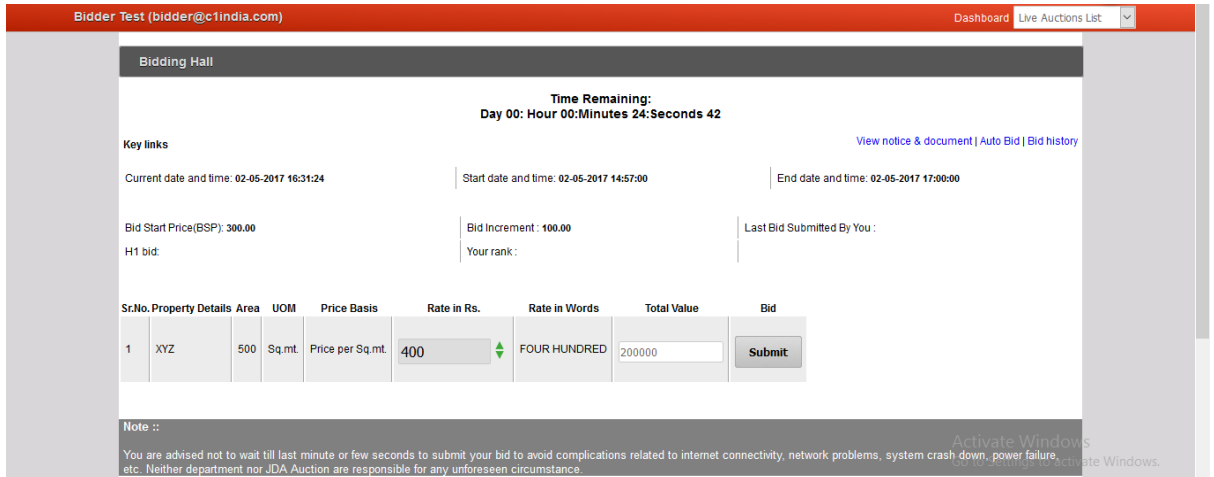
This shall take the bidder to the **Bidder Auction Tracker** screen. Here, under the **Auction** section, the bidder will accept that they have taken Auction Training and click on **Submit** button:



The bidder shall then click on the **Click Here to Enter Auction** link:

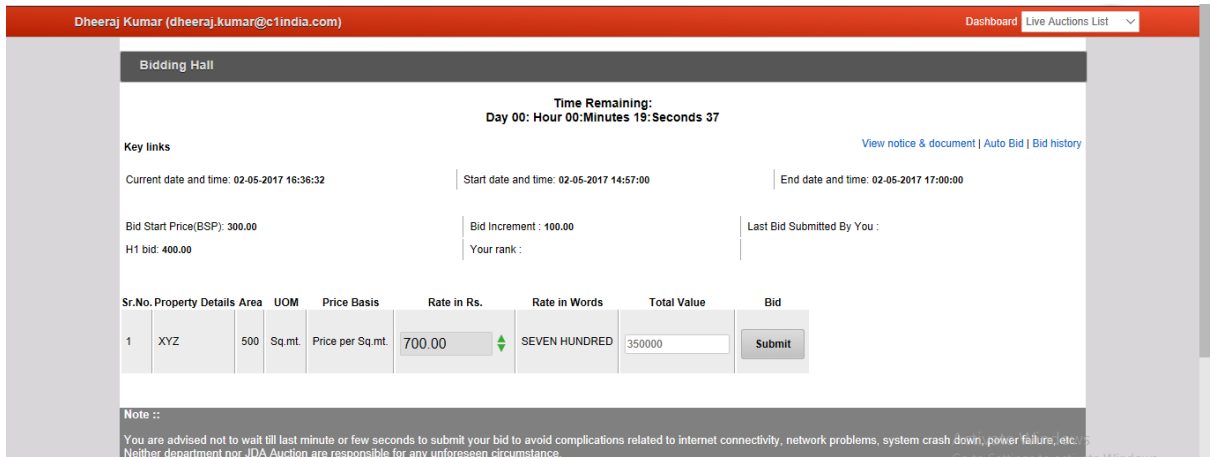


This will take the bidder to the **Bidding Hall** page:

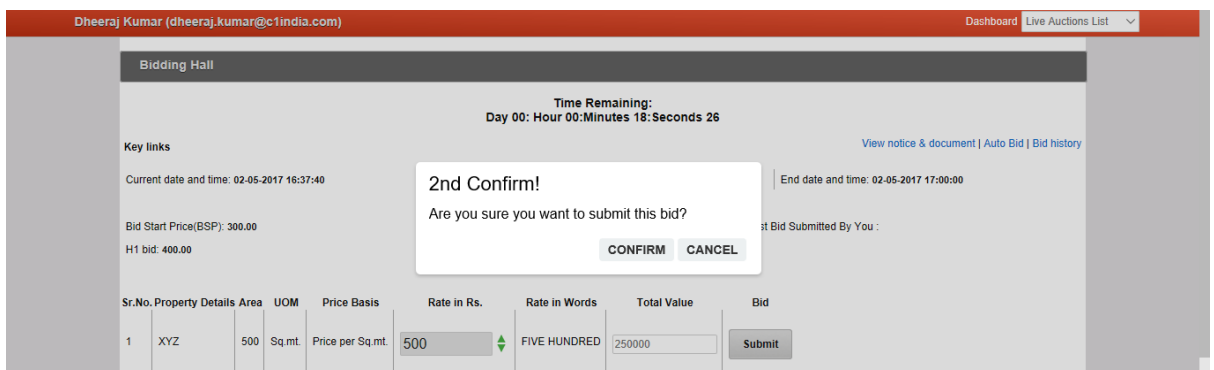
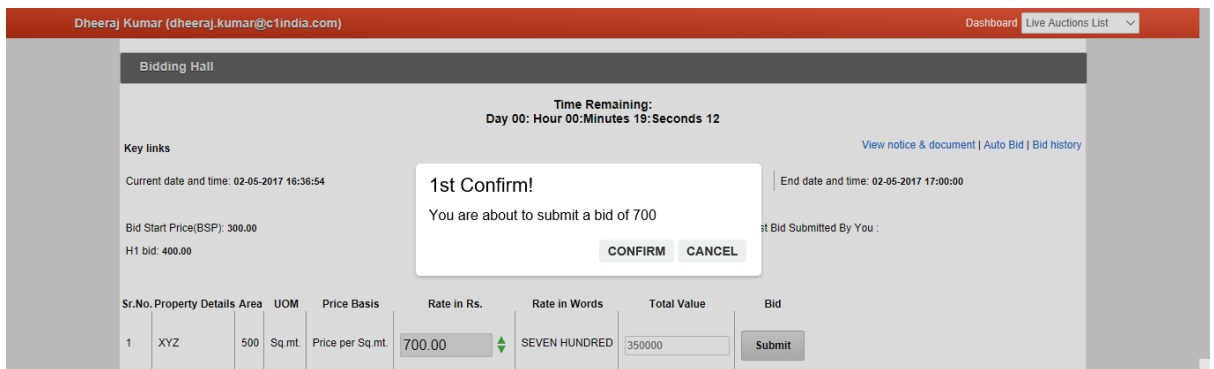


Here the bidder can view the various parameter of the auction like Start Date & Time, End Date & Time, BSP, Bid Increment, current H1 Bid, the bidder’s present rank, the last bid submitted by the bidder etc.

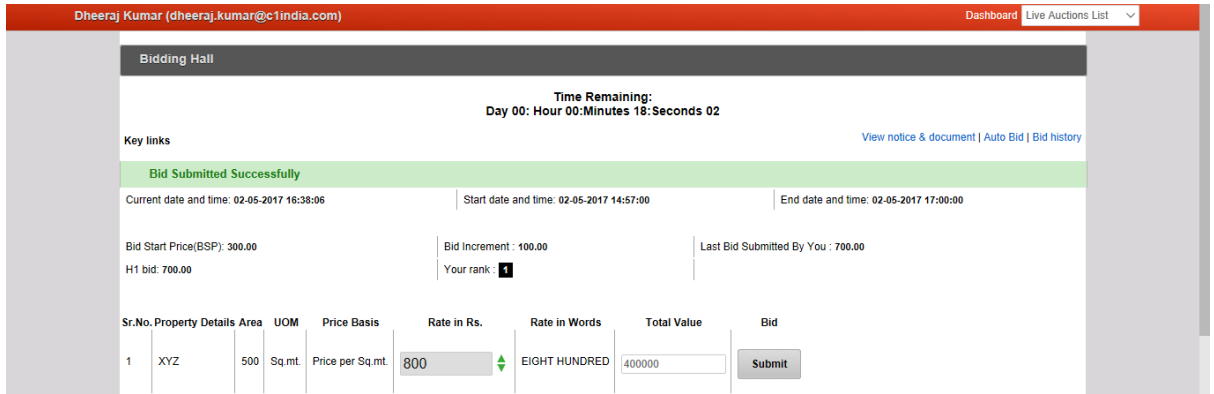
The bidder can put a bid in multiples of the bid increment value:



When clicking **Submit** the bidder shall be asked to confirm their bid twice:



Once confirmed their bid shall be placed:



If a bid is placed within the last X minutes of the auction, the auction end date and time shall get extended to have X minutes remaining. This time X is defined by the parameters set during creation of auction. The bidder shall be able to place counter bids until the auction end date and time. Once the auction end date and time is reached, no further bids are accepted.