# 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.

Auctions -	Welcome to e-Ai Delhi Developn	uction Portal of nent Authority	A+ A A Choose Language	2 English Hindi	wizard
9355030617, 9355030620, 920	5898221.				
User Guide	contraction of the second seco	Amrit Dhara Ambient Open Air Sitting	Amrit Ras In the Lap of Serenity		Login Here
DOG U-I-	DELHI DEVELOPMENT AUTHORITY	30 Dutlets + Opposite Bharat Vandana Park     Near Sector 9 Metro Station, Dwarka	20 Outlets + Right Next to Reliance Mart     Opposite Sector 13 Metro Station, Dwarka	User ID E	nter user ID
DSC Help	GOVT. OF INDIA	Scan for	Scan for		
FAQ	AN AMAZING BUSINESS OPPORTUNITY	Location Details	Location Details	Password	nter password
Site Compatibility Downloads	TWO FOR OPERATING TWO FOR DULZSAS AT DWARKA ON ANNUAL LICENCE FEE BASIS THROUGH E-AUCTION	IMPORTANT D 22.09.2823 (Friday) from 15.00 AM Onning & Helpicitik, Commission of Registration & EMO Submission	ATES & EVENTS out photographics and procedure, lendy whit our exection website conservated in or of the exaction inkl available of our stee and constrained the same through FAXCTON OF MORESTEES insi- regard ex-accidentiable		y n w n w
Helpdesk		22.11.2022 Finishy up to 16 00 PM Clasing Time of Registration & BMO Submission 21.12.2022 (Tursday) 21.12.2022 (Tursday) E-Auction for Food Flazz and Sites For further	lein nuy negate themsekselhen finns celler at the above the through Lein Turk Andriv your and displis systemat of the introdisplis dollars an artificipate ne autoris of DOA (and the autoris of DOA (and the autoris) and the autoris of perspective biblies and for any on en exaction percess plane anotas our help del na. 11.4005600 SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISSINGIO SISI	Note: Enter above o button to login	aptcha code and click on Submit
<b>िागः</b> इत्रिः।		The detailed terms and conditions are ava DDA website: www.dda.gov.in or www.ddaeauct	lable at Scan for Detailed Terms & Conditions	N Register With Us	Virtual Keyboard

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.

Home     Auctions -	Welcome to e-A Delhi Developn	uction Portal of nent Authority	A+ A A Choose Language	2 English Hindi	ewizard
9355030617, 9355030620, 9205 User Guide DSC Help FAQ	B99221.	Ambient Open Art String - Dataire - Strobard Bran Art String - Dataire - Strobard Bran - Near Scater + Mers Station, Dwarta - Starfer Garden	Amerit Ras In the Lap of Serentity • 20 outlete - 19th Mart to Balance Met • Opposite Sector 13 Metro Station, Dwarka	User ID Enter D Password Enter p	in Here
Site Compatibility Downloads Helpdesk	TWO FOOD PLAZAS AT DWARKA DWARKAL LICENCE FEE BASIS THROUGH E-AUCTION         Image: Constraint of the state of the s	IMPORTANT D. 12.01 2020 (Finish from 0.04 at Construction of the second of the Construction of the second of the DO Calebration D. 13.1222 (Finish from 0.04 at D. 14.1222 (Finish from 0.04 at Finish from 0.04 at Finis	ATES & EVENTS with discovery start of the sectors in the sectors in the sectors and discoversation of of the sectors into a least one with the and discoversation of the sectors into a least one of the sec- and discoversation of the sectors into a least one of the sec- strain of the sectors into a least one of the sectors and a least one of the sectors into a least one of the sec- tors into a least one sectors and the sectors in the sectors and a least one sectors and the sectors in the sectors and a least one of the sectors in the sectors in the sec- tors into a least one sectors and the sectors in the sectors and a least one sectors and the sectors in the sectors and the sector sector sectors and the sector sectors and and the sector sector sectors and the sectors in the sectors and the sector sector sectors and the sector sectors and the sector sector sectors and the sector sectors and the sector sector sectors and the sector sectors and the sector sector sectors and the sectors and the sectors and the sector sector sectors and the sector sectors and the sector sector sectors and the sectors and the sectors and the sector sector sectors and the sector sectors and the sector sector sectors and the sector sectors and the sector sectors and the sectors and the sectors and the sector sectors and the sectors and the sectors and the sector sectors and the sectors and the sectors and the sectors and the sector sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sector sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the sectors and the secto	Virtu	wnw 🗢 🔹
	Click here f	or DDA Bhoomi Portal		Register With Us	Forgot Password

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.

	L	Login Setup	*Indicates Mandatory Fields	Password Policy
	User ID*	User Type*	Nationality*	Your password must comply
Enter user ID		○ Individual ○ Compa	ny $O$ Indian $O$ Foreign	1) Leasth must be between
	Password*	Confirm	n Password*	and 20 characters
Enter password		Confirm password		2) Atleast one Uppercase ar Lowercase character
c	ontact Name*	Father's/H	usband's Name*	3) Atleast one Number
Enter contact name		Enter father's/husband's na	ame	4) Atleast one Special
M	obile Number*	Individua	l / Firm Name*	character(.,/&@)
+91 Enter mobile n	number	Enter individual / firm name	e	
Note: Name/Company	Name should be exactly same	e as of name in PAN/GST/Company En	Registration document. nail ID*	
Enter PAN number		Enter email ID		
Note: An authentication sure that valid and acc	n link will be sent to this Emai essible Email ID is entered. O	il ID and it will be used for further nce saved, it cannot be changed.	correspondence. Kindly make	
GST Nun	nder (Optional Field)			

**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.

	Edit Details	"Indicates Mandatory Fields	Password Policy
User ID: Test001	User Type* Individual O Compa	<b>Nationality*</b> ny Indian OForeign	Your password must comply with the following rules
Contact Name*	Father's/H	usband's Name*	1) Length must be between 8 and 20 characters
Test	Test		<ol> <li>Atleast one Uppercase and Lowercase character</li> </ol>
Mobile Number*	Individua	l / Firm Name*	3) Atleast one Number
+91 777777777	Test		4) Atleast one Special
Note: Name/Company Name should be exac	tly same as of name in PAN/GST/Company	Registration document.	
PAN Number*	E	nail ID*	
AAAAA1111A	test@gmail.com		
sure that valid and accessible Email ID is en GST Number (Optional Field) Enter GST number	tered. Once saved, it cannot be changed.		
	Save Next		
	Save		

Fig. 4

Address*	Country*	<b>^</b>
Enter address	<> V	
State*	City*	
<> V	<> ¥	
Pin Code*	Landline Phone Number (Optional Field)	
Enter pin code	Enter landline number	
Refund Account Details		
Bank Account Number*	IFSC*	
Enter bank account number	Enter IFSC code	
Account Holder Name*	Account Type*	
Enter account holder name	<>	
Bank Name*	Upload File (PDF,JPEG,PNG,JPG)*	
<select bank="" name=""> 🗸</select>	Choose File No file chosen	
	Or Drag It Here.	
	L	
Note: Kindly upload image file of cancell	ed cheque or Bank passbooks first page.	
eWizard V1.0 Cop	pyrights Reserved.	

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

Fig. 5

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

Address*	Country*	•
Enter address	<> V	
State*	City*	
<> ~	<> •	
Pin Code*	Landline Phone Number (Optional Field)	
Enter pin code	Enter landline number	
Refund Account Details		
Bank Account Number*	IFSC*	
Enter bank account number	Enter IFSC code	
Account Holder Name*	Account Type*	
Enter account holder name	<>Select account type>	
Bank Name*	Upload File (PDF, JPEG, PNG, JPG)*	
<select bank="" name=""></select>	Choose File No file chosen	
	Or Drag It Here.	
	L	
Note: Kindly upload image file of cancel	lled cheque or Bank passbooks first page.	
eWizard V1.0 Co	pyrights Reserved.	

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.

Terms & Conditions	
eWizard V1.0 Copyrights Reserved.	

Fig. 7

#### **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.

	)		Welcome to e-Auction Portal of Delhi Development Authority	A+ A A  Choose Language : English Hindi	ewizard
🖶 Home	< Auctions 👻	<b>\$</b> 011-49606060			
			Important notice to the bidders : Online t	raining on e-auction will be conducted every Mo	nday and Thursday from 11 AM to 1 P
		1	2 3	•	
			Registration Document Upload		
		Impor	tant Instructions		
		* The bi	dders agree to upload self-attested copies of below mentioned documents during re	egistration	
		* a) PAP	I card		
		* b) GS	F Certificate		
		* c) Pro	of of address of Proprietorship/Co-operative firm/Partnership/ Private Limited/ Publi	c Limited/ Consortium as applicable.	
		* d) Rec	uest letter on Letter Head for Activation of User Account.		
		* e) Upl	oad supporting document for selected Registration Class/Consumer Type/Turnover (	Certificate.	
		Actions	SI No Description Document Name No data available in table	Uploaded Date	
			Upload Documents Previous Next		
			eWizard V1.0 Copyrights Reserved.		

Fig. 8

#### (4).

	Welcome to e-Auction Portal o Registration Document Upload	f *Indicates Mandatory Fields	A+ A A- O Dose Language : English Hindi	WIZARD
# Home Auctions - 4011-49606060	SI No*	Description*		
Important notice to th	Enter serial number	Enter description	hursday from 11 AM to 1 PM.	Interested bidders may send the reque
Important Ins       • The bidders agree       • a) PAN card       • b) GST Certificat       • c) Proof of addree       • d) Request letter       • e) Upload support       Actions     SI	Browse File(Pdf)*	Close sumer Type/Turnover Certificate. t Name Uploaded D e in table Previous Next	as applicable.	
	eWizard V1.0 Copyri			

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 A 629, 9355030616, 4 1 2 3 Registration Payment User Details Site : test Bidder Department Name : Test User ID : Test\_001 Contact Name : Test Email ID : Test@gmail.com Mobile Number : 6666666666 PAN Number : XXXXX0000Z GST Number Amount (₹): 2,360.00 E-bid Payment R Date Of Payn No data available in table

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.

0017, 9355030020, 9205898221.				
1	2	3	4	
			Ŭ	
	Registratio	on 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 :	XXXXX0000Z	
Amount (₹)	: 2,360.00			
		·		
	Pay Now	Previous		
	Davilibia	Dazornav		
	Pay <b>U</b> UI2	anuzorpay		
Actions E-bid Payment R	eference Bank Refere	nce Amount (₹) St	atus Date Of Payment	
	No data ava	ilable in table		
	eNivida V1.0 Cop	oyrights Reserved.		

Fig. 11

### (6).Payment Acknowledgement

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

	Payment Ac	cknowledgement	🖨 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 :	XXXXX0000Z
City	Central Delhi	State :	Delhi
Daymont Datails			
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 🗸	
		_	
		Ok	
	eNivida V1.0	Copyrights Reserved.	

## **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

----- Document End ------

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