



Bhiwadi Integrated Development Authority

Getting Started Guide & User Manual

Citizen Services



Udaipur-313003 INDIA

Revision History			
Name	Date	Description	Version
Sakshi Sanadhya	30-08-2021	First draft	1.0
Review History			
Reviewer	Date	Reviewer Comments	Review Function

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1 **BIDA: Application Overview**

1.1 **Purpose**

Bhiwadi Integrated Development Authority (BIDA) is a Residential and Industrial Hub in Delhi-NCR Region. Bhiwadi is the fastest growing industrial town in the outskirts of Metro City Delhi. It is the prime industrial town of NCR and Rajasthan. BIDA sells some of its properties to prospective buyers through the auction process.

The E-Auction portal is developed with a view to enable citizens bid for the properties through the digital platform. The portal creates a competitive bidding environment with real time information-based system, where buyers get invited on a digital platform to bid simultaneously. Citizens are facilitated to participate in auctions and view their rank as the bidding progresses.

The department users are facilitated to create live auctions. The department users can also track the live auction, receive EMD and participation fee through online payment. This reduces the need to keep hard copies. The most suitable bid is determined in just and transparent manner.

1.2 **Intended Readership**

The purpose of this user manual is to educate the users about the BIDA portal. This user manual is a guide to the employees of BIDA and citizens. It describes details of the various features available on the portal. It is assumed that the user of the present system has Hands-On experience of basic PC Usage and has conceptual understanding about the working of this system.

This document helps the user to understand the structure of the BIDA E-Auction portal. The document covers all the functions of the portal and explains each of them in detail.

This document helps user with:

- Getting Started with the application
- Different functionalities available in the module

2 Getting Started

This manual provides a general walkthrough of the application. The logical arrangement of the information shall enable the citizen to understand the sequence and flow of the system application.

2.1 Accessing Application for the First Time

For accessing BIDA services portal, the user must register himself/herself as a Citizen on BIDA. Once the registration completed successfully, user will be provided User Id and Password to access the portal.

The link to the BIDA portal is: <https://bida.e-auctions365.com>

2.2 Citizen Registration & Login

As the user clicks on the above-mentioned link, the following screen appears:

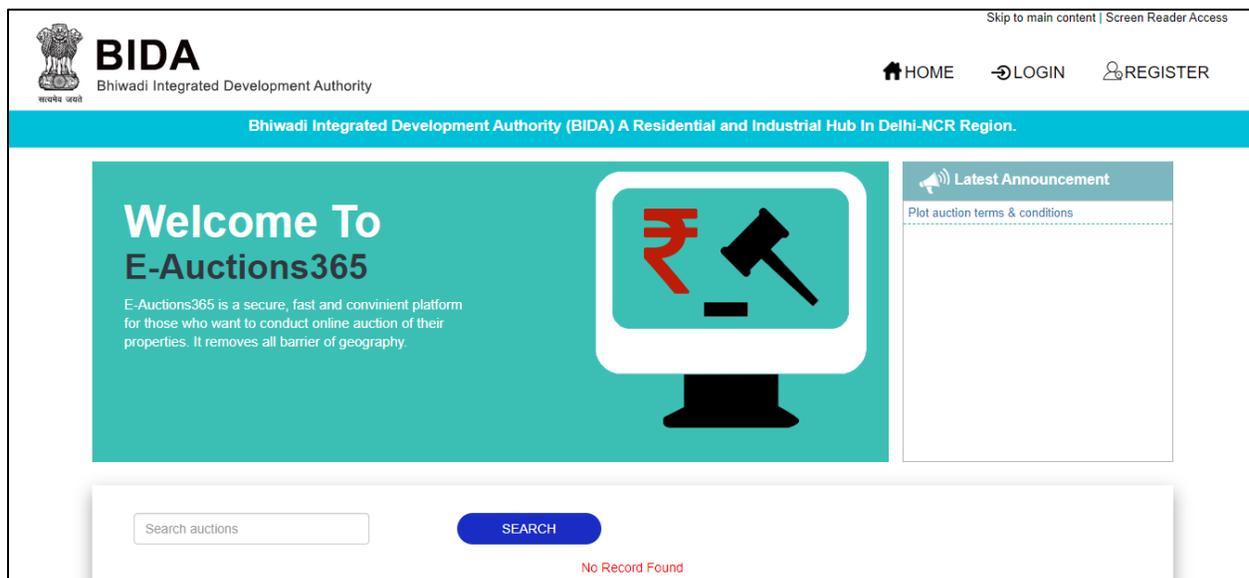
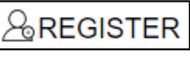


Fig. 2.1: BIDA Main Page

Through this page, the user can login/register to the portal. Initially, the user needs to register to the portal. To do so, click on the “Register” () button available at the right corner of the page.

The following interface is displayed to the user:

Citizen Registration

PERSONAL DETAILS

First Name* **Middle Name** **Last Name***

Date of Birth* **Gender***

CONTACT ADDRESS DETAILS

Mobile Number (OTP will be sent to this number)* **Email Address***

Correspondance Address*

City* **State*** **PIN***

LOGIN CREDENTIALS

User Id* **Password*** **Confirm New Password***

Enter the text as Shown in the image  [Already registered? Login Now](#)

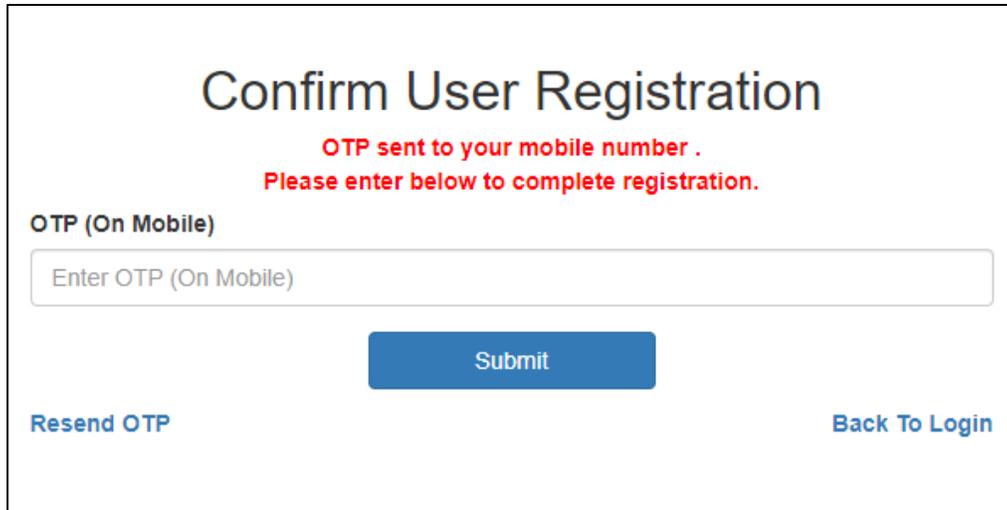
Fig. 2.2: Citizen Registration

The form is divided into three sections viz, personal details, contact address details and login credentials.

- **Personal Details:** Provide details such as first name, middle name, last name, date of birth and gender
- **Contact Address Details:** Details such as mobile number, email address, correspondence address, city, state, and PIN needs to be provided
- **Login Credentials:** Login details such as user ID, password, new password, and captcha needs to be mentioned

Now, click on “Get OTP” () button to get an OTP on the mobile number provided in the form.

The following pop-up opens:



Confirm User Registration

OTP sent to your mobile number .
Please enter below to complete registration.

OTP (On Mobile)

Enter OTP (On Mobile)

Submit

Resend OTP

Back To Login

Fig. 2.3: OTP Registration

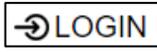
User must enter the OTP received on the mentioned mobile number and then click on the “Submit” () button.

In case, the user hasn’t received the OTP, click on “Resend OTP”.

Once the citizen has been registered, the confirmation message appears as follows:



Fig. 2.4: Confirm Registration

Now, login to the portal by clicking on the “Login” () button available at the top right corner of the page.

The user is directed to the following interface:

Fig. 2.5: Login Page

Provide the login ID, password and captcha and then click on the “Login” (**LOGIN**) button. The citizen will be successfully login to the system.

2.3 Change Password

When the user login to the portal, the system asks to change the password and provide new password. The following interface appears to the user:

Fig. 2.6: Change Password

Provide new password and then click on the “Change Password” (**Change Password**) button to change the password. User can click on the “Back to Login Page” (**Back to Login Page**) to return to the login page.

The pop-up appears as follows:

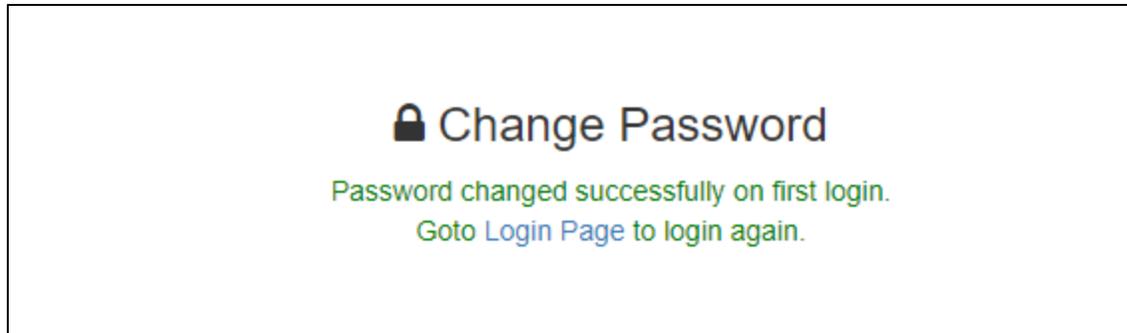


Fig. 2.7: Password Changed Message

Once the password has been changed, the user needs to login to the portal again. Go the login page to login to the portal.

2.4 Dashboard

As the user successfully logs-in BIDA application, the user is directed to the dashboard.



Fig. 2.8: BIDA Dashboard

The dashboard provides complete overview about the services. It consists of summary of all the service applications that the user has subscribed. If the user has not subscribed any services, the dashboard would be clear. On subscribing any service, the summary of the application would be added to the dashboard.

Click on the “Subscribe” (Subscribe) button to subscribe to the E-Auction service.

The following form appears:

Citizen Services

Proceed For Services Subscription

Service Name	:	E-Auction
Subscription Validity	:	Lifetime
Subscription Fee (Rs.)	:	0.00
GST on Fee (Rs.)	:	0.00
Net Payable Amount (Rs.)	:	0.00
Select UIT/Development Authority	:	Bhiwadi Integrated Development Authority

(After successful subscription you will be able to avail this service for above selected uit/development authority only. You will have to subscribe this service by paying subscription fee (if applicable) separately for each uit/development authority.)

(सफल सदस्यता के बाद आप इस सेवा का उपयोग केवल ऊपर चयनित यूआईटी / विकास प्राधिकरण के लिए ही कर सकते हैं। आपको प्रत्येक सेवा / विकास प्राधिकरण के लिए इस सेवा की सदस्यता अलग से सदस्यता शुल्क (यदि लागू हो) का भुगतान करके लेनी होगी।)

I hereby declare that I have carefully read all the terms and conditions of this Service and agree to terms & condition and privacy policy of UIT/DA.

[Back To Services](#) [Proceed to subscribe](#)

Fig. 2.9: Citizen Services

This form describes all the service details such as service name, subscription validity, subscription fee, GST on fee, net payable amount, and UIT/development authority. Select UIT/Development Authority name from the drop-down and check the box for terms & conditions and then click on the “Proceed to subscribe” ([Proceed to subscribe](#)) button for subscription. If there is no need for subscription, then click on the “Back to Services” ([Back To Services](#)) button to return to the main page.

If the user clicks on the “Proceed to Subscribe” button, then the following confirmation pop-up appears:

Do you really want to subscribe this service!

[Cancel](#) [OK](#)

Fig. 2.10: Services Confirmation

Click on “Ok” ([OK](#)) to subscribe the citizen service or click on the “Cancel” ([Cancel](#)) button to cancel the subscription.

After the subscription, the message for successful subscription appears as follows:

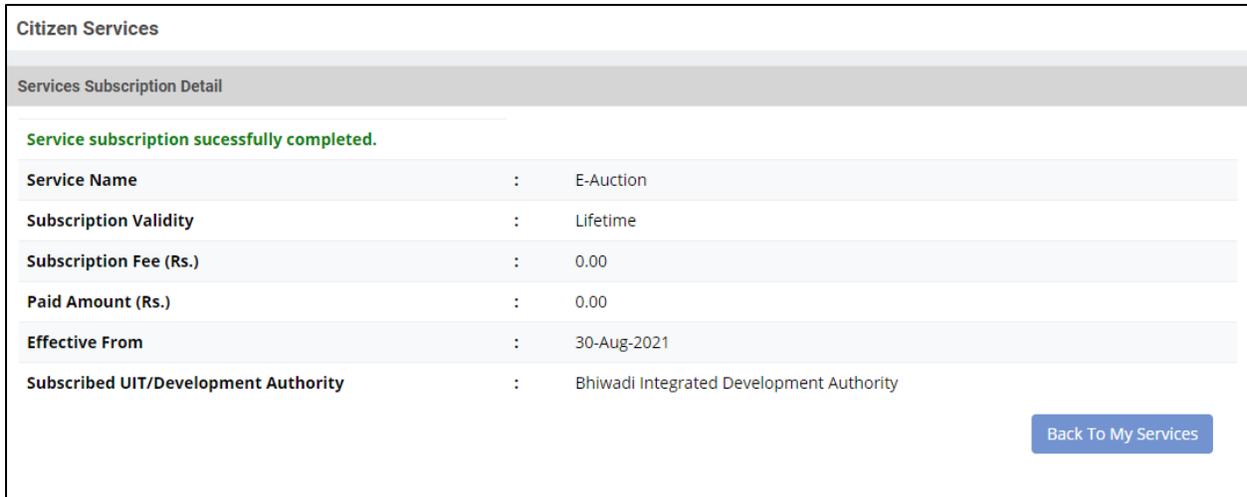


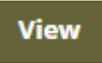
Fig. 2.11: Successful Subscription Message

Click on the “Back to My Services” () button to return to the landing page.

Now, the landing page shows the subscribed services as shown in the figure below:



Fig. 2.12: Service Available for Subscription

The user can click on the “View” () button to view the service details. The details are displayed as follows:

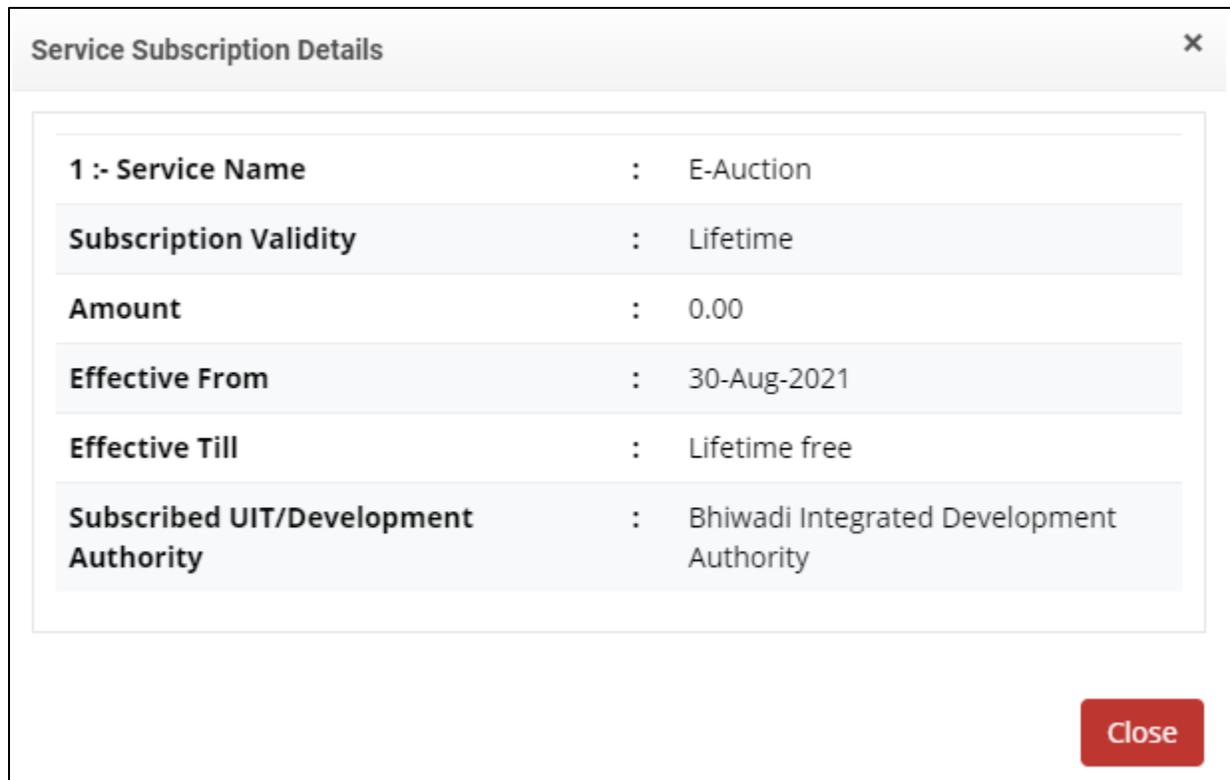


Fig. 2.13: Service Subscription Details

The details such as service name, subscription validity, amount, effective from, effective till, and subscribed UIT/development authority name is displayed.

Click on the “Close” () button to close the pop-up.

The user will return to the landing page. Now, click on the “Proceed” () button to view the auction details.

For detail description, refer to the section [Participating in Auction](#).

3 Creating Refund Account

The system allows the citizen to add refund account through his/her profile. This account is used to refund the bid amount if the concerned citizen is not the highest bidder of the auction.

Follow the given navigation to reach the Refund Accounts page:

BIDA Dashboard >> Refund Accounts

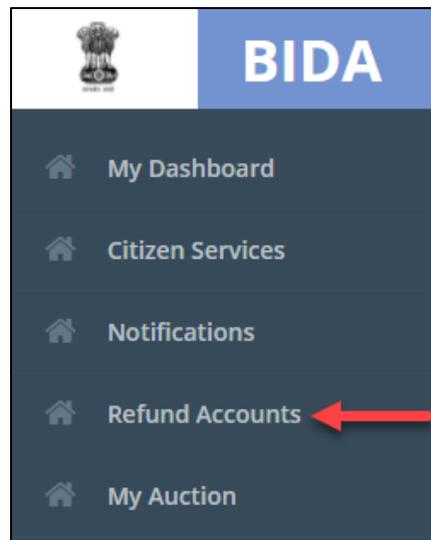


Fig. 3.1: Refund Accounts Menu

As the user clicks on the Refund Account on the left side menu, the following page is displayed:

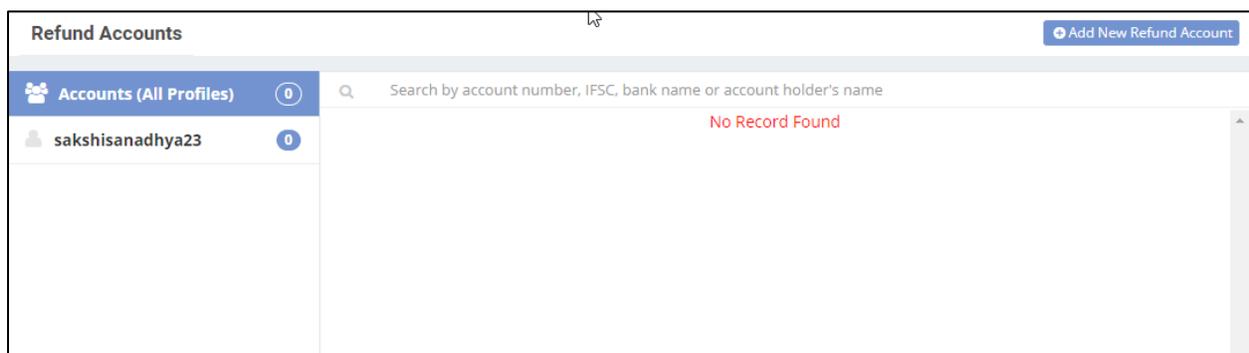


Fig. 3.2: Refund Account Landing Page

To add a new refund account, click on the “Add New Refund Account” () button available at the top right corner of the page.

The following pop-up appears:



Add Edit Account ×

Account Type * **Bank Name *** **IFSC Code**

--Select--

Account Number * **Account Holder Name ***

Upload Document * **Proof of Bank Account** 

Note: We take your bank account details for issuing refunds. After submit, bank account details will be verified and approved by us. Please wait till we approve your bank account details.
 हम आपके बैंक खाते का विवरण रिफंड जारी करने के लिए लेते हैं। सब्मिट करने के बाद बैंक खाते का विवरण हमारे द्वारा सत्यापित और अनुमोदित किया जाएगा। कृपया जब तक हम आपके बैंक खाते के विवरण को अनुमोदित नहीं करते प्रतीक्षा करें।

Save as Draft **Save and Submit** **Cancel**

Fig. 3.3: Add/Edit Account

Here, provide account details such as account type, bank name, IFSC code, account number and account holder's number.

The user needs to attach a proof of the bank account. Click on the uploader icon to attach the document. The document format can be jpeg or PDF.

Note: The fields marked with * are mandatory fields.

As the user clicks on the "Save as Draft" () button, the application will be saved in the draft mode. The status of the application will be shown on the refund accounts page as shown in the figure below:

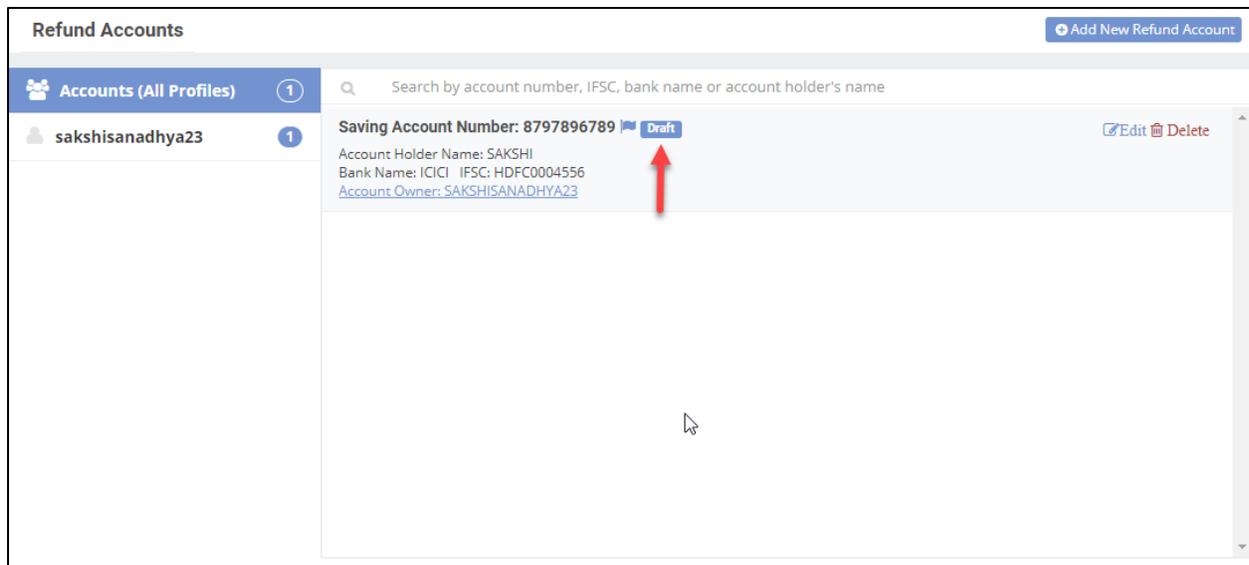


Fig. 3.4: Refund Account Draft Mode

Click on the “Edit” () icon to submit the application. The user needs to click on “Update and Submit” () button to submit the application. The “Update” () button is used to update the details, if changed.

 The screenshot shows a form titled "Add Edit Account" with a close button (X) in the top right corner. The form contains several input fields:

- Account Type ***: A dropdown menu with "Saving" selected.
- Bank Name ***: A text input field containing "ICICI".
- IFSC Code**: A text input field containing "HDFC0004556".
- Account Number ***: A text input field containing "8797896789".
- Account Holder Name ***: A text input field containing "SAKSHI".
- Upload Document ***: A section with a "Proof of Bank Account" label and a download icon.

 Below the input fields, there is a red-bordered box containing a note in English and Hindi:

Note: We take your bank account details for issuing refunds. After submit, bank account details will be verified and approved by us. Please wait till we approve your bank account details.
 हम आपके बैंक खाते का विवरण रिफंड जारी करने के लिए लेते हैं। सब्मिट करने के बाद बैंक खाते का विवरण हमारे द्वारा सत्यापित और अनुमोदित किया जाएगा। कृपया जब तक हम आपके बैंक खाते के विवरण को अनुमोदित नहीं करते प्रतीक्षा करें।

 At the bottom of the form, there are three buttons: "Update" (green), "Update and Submit" (green), and "Cancel" (red).

Fig. 3.5: Submit Application

As the user clicks on “Update and Submit” () button, the application will be submitted and sent for its approval.

The status of the application will be changed to the ‘Submitted’ state as shown in the figure below:

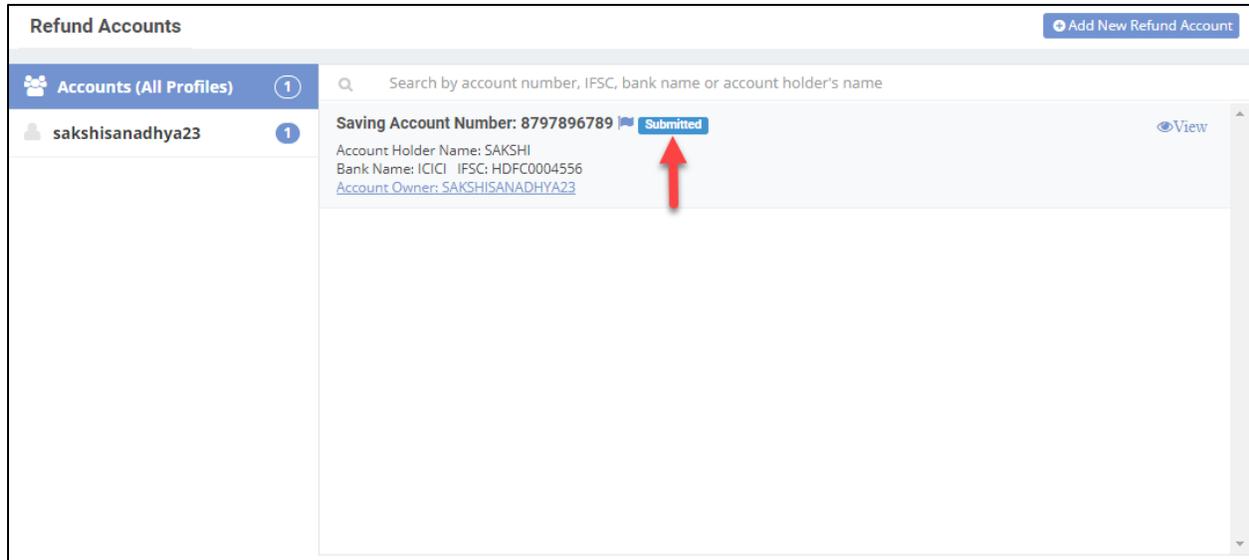


Fig. 3.6: Submitted Application

Now, click on the “View” () icon to view the details and workflow of the application.

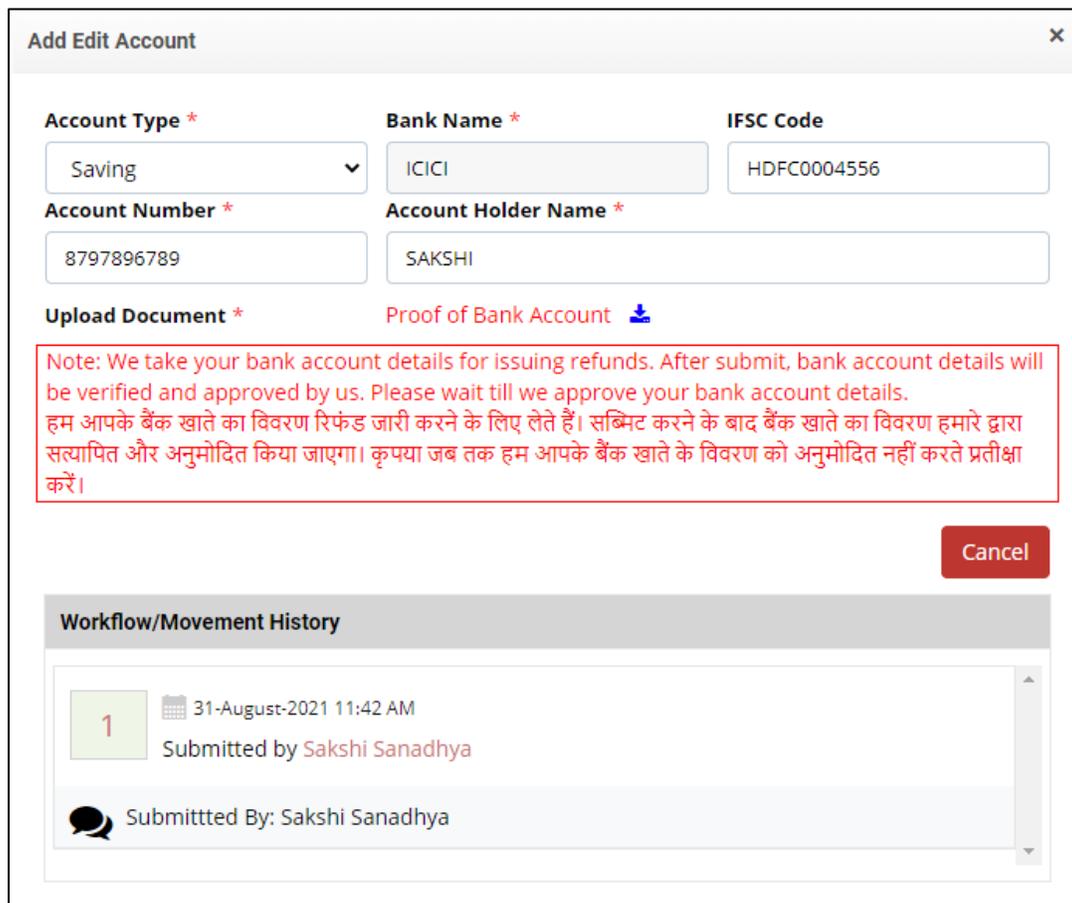


Fig. 3.7: View Application

4 Setting up Citizen Profile

This page is used to create individual or non-individual profile of the registered citizens.

To reach My Profiles page, follow the given navigation:

BIDA Dashboard >> My Profiles

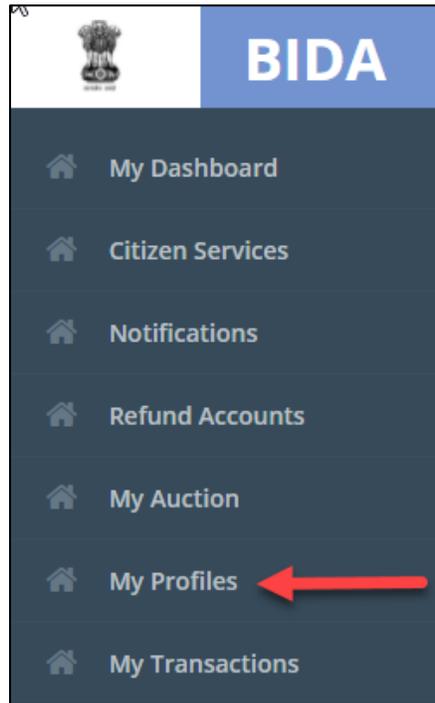


Fig. 4.1: My Profiles Menu

The following page is displayed to the user:

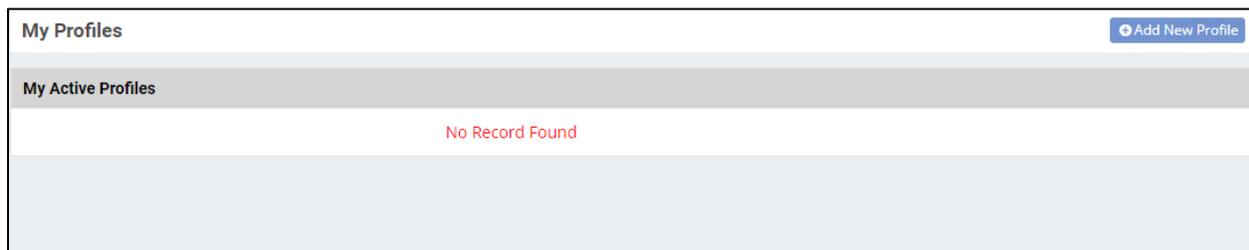
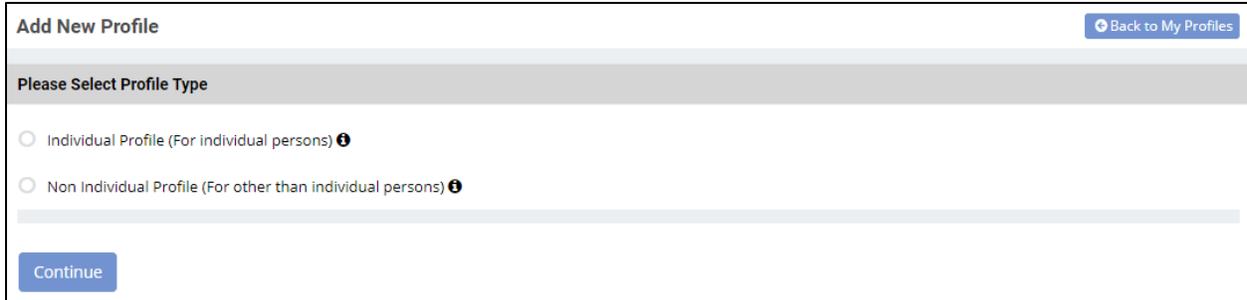


Fig. 4.2: My Profiles Landing Page

To add a new profile, click on the “Add New Profile” () button available at the top right corner of the landing page.

The following interface is displayed:



The screenshot shows a web interface titled "Add New Profile" with a "Back to My Profiles" link in the top right. Below the title is a grey header bar with the text "Please Select Profile Type". Underneath, there are two radio button options: "Individual Profile (For individual persons)" and "Non Individual Profile (For other than individual persons)". A blue "Continue" button is located at the bottom left of the form area.

Fig. 4.3: Select Profile Type

The user is asked to select the type of the profile i.e., Individual Profile or Non-Individual Profile. The individual profile type is created when the citizen is the only one who is participating in the auction whereas non-individual profile type is created when the citizen is participating on behalf of any authorized firm.

Select the type of profile by checking the box and then click on the “Continue” () button available at the top right corner of the page.

The following interface is displayed to the user:

Add New Profile (Individual Profile)

[Change Profile Type](#)
[Back to My Profiles](#)

Individual Details (SSO ID:) - 1

Profile Name *

Date of Birth *

Gender *

Mail Personal *

Mobile Number *

Individual Details - 2

Father Name *

Adhar Number *

PAN [Permanent Account Number] *

Permanent Address

Address *

City *

State *

PIN (Postal Code)

Communication Address Same As Permanent Address

Complete Address *

City *

State *

PIN (Postal Code) *

Sr. No.	Mandatory	Instructions	Documents
1.	Yes	PAN Card	PAN Card

Save As Draft
Cancel

Fig. 4.4: Add New Profile

Individual details-1 are automatically fetched to the form. The citizen needs to provide the following details:

- **Individual Details-2:** Fill father’s name, Aadhaar number and PAN number
- **Permanent Address:** Provide address, city, state, and PIN
- **Communication Address:** Add details such as complete address, city, state, and PIN

Note: The fields marked with * are mandatory fields.

Now, attach the relevant document and then click on the “Save as Draft” (Save As Draft) button to save the application in draft mode.

Once the application is saved in draft mode, it needs to be submitted for the profile creation. To do so, click on the “Submit” (Submit) button to submit the application as shown in the figure below:

Add New Profile (Individual Profile)
[Back to My Profiles](#)

Individual Details (SSO ID: sakshisanadhya23) - 1

Profile Name *

Date of Birth *

Gender *

Mail Personal *

Mobile Number *

Individual Details - 2

Father Name *

Adhar Number *

PAN [Permanent Account Number] *

Permanent Address

Address *

City *

State *

PIN (Postal Code)

Communication Address Same As Permanent Address

Complete Address *

City *

State *

PIN (Postal Code) *

Sr. No.	Mandatory	Instructions	Documents
1.	Yes	PAN Card	PAN Card

Update
Submit
Cancel

Fig. 4.5: Submit Application

The “Update” (Update) button is used when the citizen needs to change and update the form details.

Click on the “Cancel” (Cancel) button to discard the submission of the application.

As the citizen clicks on the “Submit” (Submit) button, a pop-up appears for confirmation:



Fig. 4.6: Confirmation Pop-up

Click on the “Ok” () button for confirmation. The profile of the citizen will be created successfully as displayed in the figure below:



Fig. 4.7: My Active Profiles

To view the profile of citizen, click on the “View Profile” () button available at the right corner of the profile.

The profile will be displayed as follows:

sakshisanadhya23 (Individual Profile)
[Back to My Profiles](#)

Individual Details (SSO ID: sakshisanadhya23) - 1

Profile Name	: Sakshi Sanadhya	Date of Birth	: 01-Aug-1993
Gender	: FEMALE	Adhar Number	: 589657589654
Mail Personal	: sakshi [REDACTED]	Mobile Number	: [REDACTED]

Individual Details - 2

Father Name	: abc	PAN [Permanent Account Number]	: AWE45565
-------------	-------	--------------------------------	------------

Permanent Address

Address	: 21, Shakti Nagar		
City	: Udaipur	State	: Rajasthan
Postal Code	: 313001		

Communication Address

Address	: 21, Shakti Nagar		
City	: Udaipur	State	: Rajasthan
Postal Code	: 313001		

Upload Document

Sr. No.	Mandatory	Instructions	Documents
1.	Yes	PAN Card	PAN Card

Workflow/Movement History

1

31-August-2021 02:55 PM

Submitted by Sakshi Sanadhya

Profile Submitted By: Sakshi Sanadhya

Fig. 4.8: View Profile

The application also shows the workflow history including its date, time and the name of the person who submitted the application.

Note that, the refund account and profile must be approved by the department. Only then a citizen can participate in the auction process.

5 Participating in Auction

This section gives description of all the auctions taking place in BIDA. This page shows auction details such as upcoming/running auctions, ongoing auctions, and archived auctions.

To reach the My Auction page, follow the given navigation:

BIDA Dashboard >> My Auction

At first, the E-Auction notification appears as shown in the figure below:



Fig. 5.1: E-Auction Notification

Click on “Ok” () button and the user will be directed to the following interface:

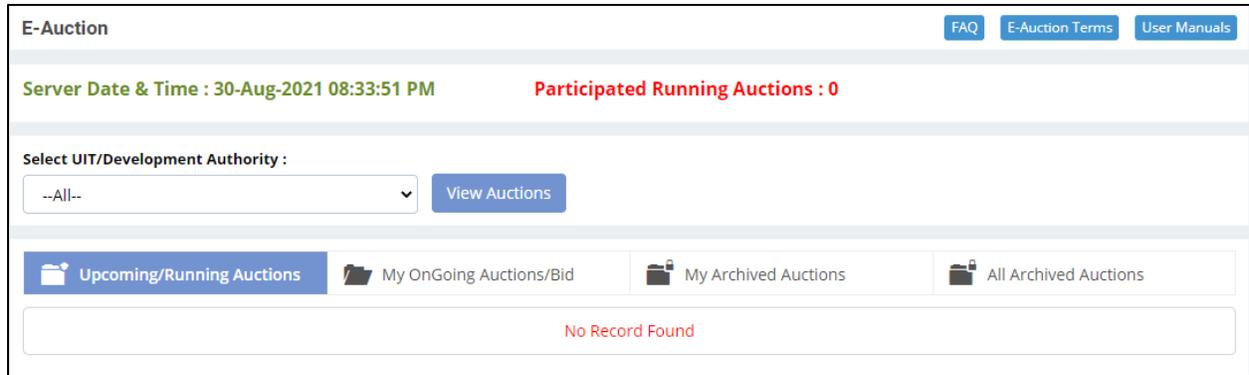


Fig. 5.2: My Auction Landing Page

The user needs to provide the UIT/development authority name and then click on the “View Auctions” () button.

The list is displayed as follows:

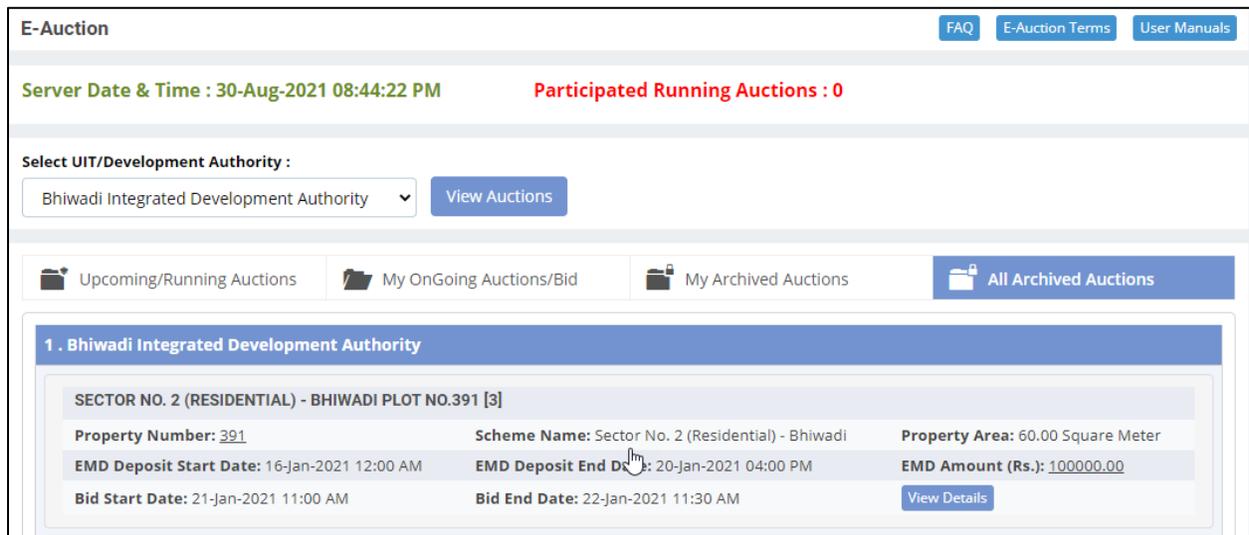


Fig. 5.3: View Auctions

The system allows the user with FAQs, E-Auction terms, and User Manuals. User can click on their respective buttons available at the top right corner of the page.

To bid for a property, the citizen will select “Bid Now” option visible on the selected property. Property details for bidding will be displayed to the user. Citizen can enter the bid amount. This will be updated only when user confirms by entering the password and captcha. The screen shall also display the highest bidder.

Note that, it is a Forward Auction. The bidder has to bid in the multiple of incremental price and value higher than the base price. Bidders can continuously monitor the competitor’s bid amount.

6 View Transactions

My Transactions page will show all the transactions done by the citizen in any of the auctions. The mode of the transactions allowed here is online mode.

To reach the My Transactions page, follow the given navigation:

BIDA Dashboard >> My Transactions

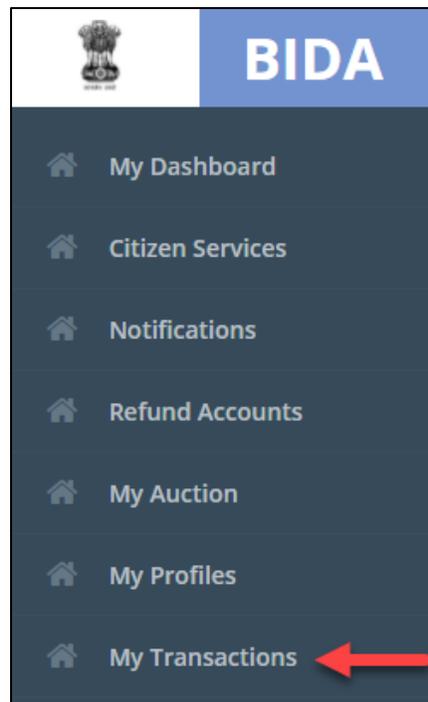


Fig. 6.1: My Transactions Menu

As the user clicks on the menu, the following interface is displayed:

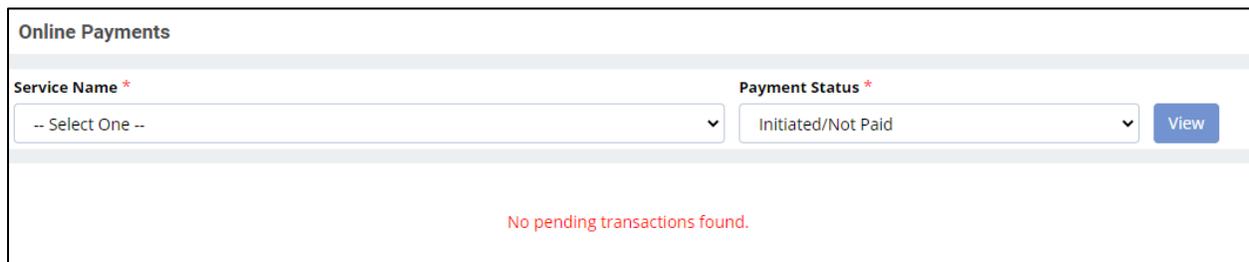


Fig. 6.2: My Transactions Landing Page

The user needs to select the service name, payment status and then click on the “View” () button. This will show the concerned transactions.