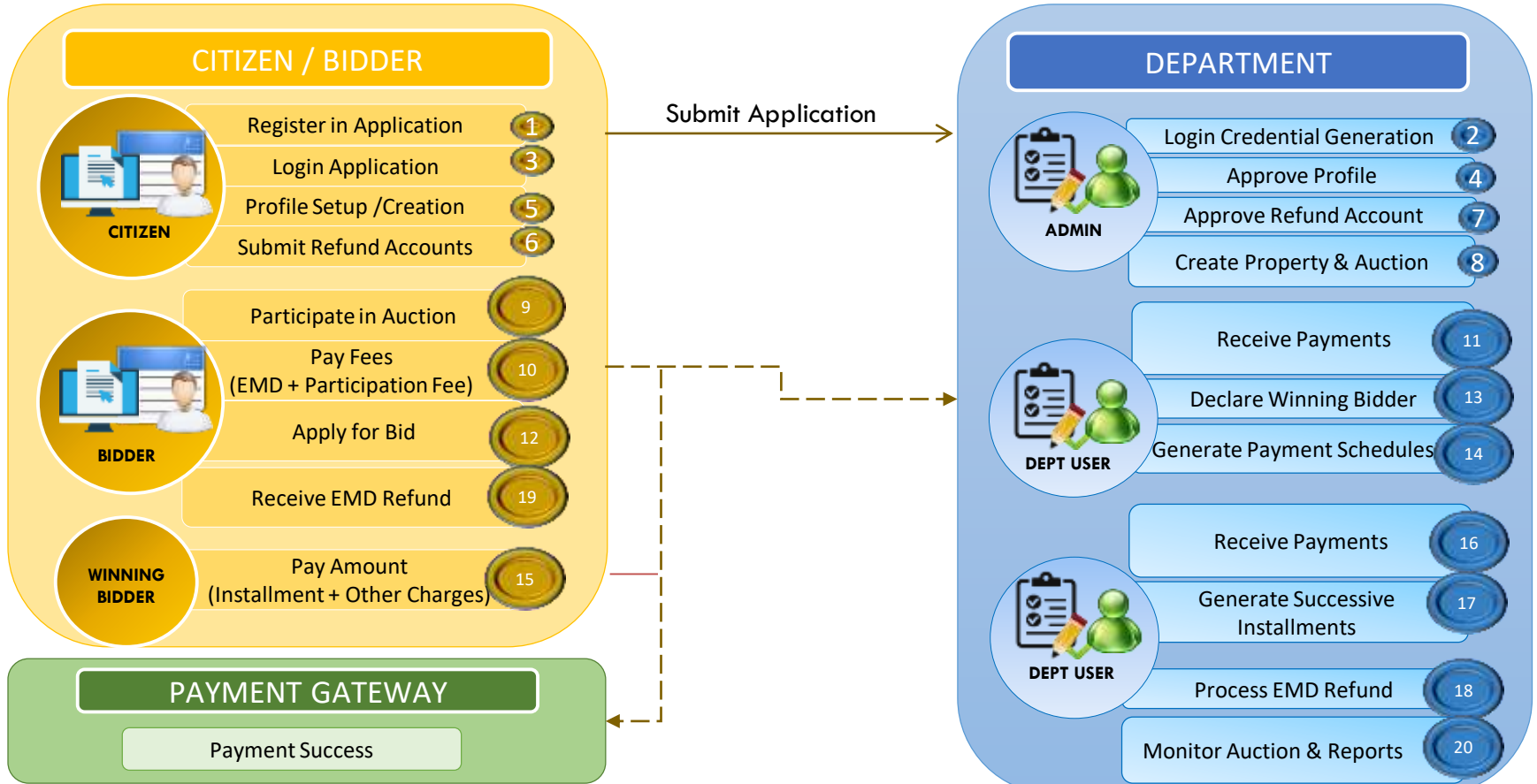


# ANYTIME AUCTION – BIDDER USER GUIDE

# Workflow of Anytime Auction

Anytime Auction is a real time electronic platform for buying and selling properties/ goods/ services online through the electronic bidding process.



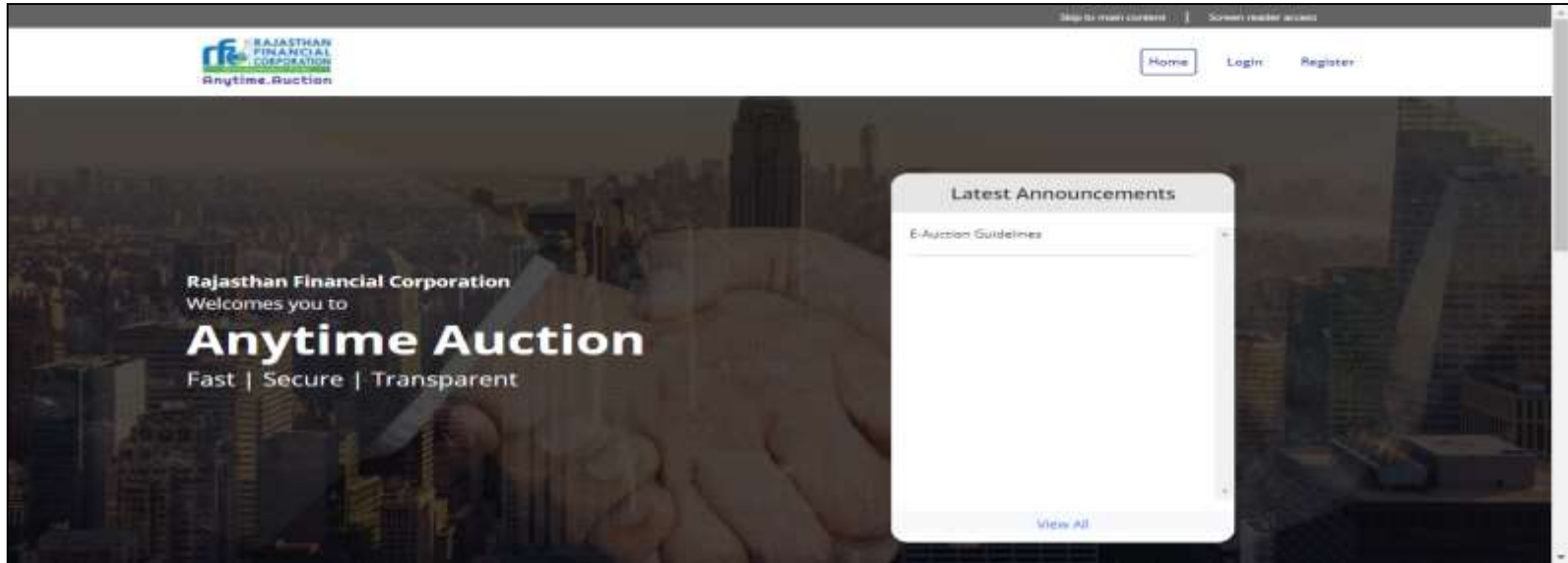
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# 1. Getting Started

## HOME PAGE

- ❑ Visit the auction portal from URL -- [anytime.auction](http://anytime.auction)
- ❑ Home Screen has Login, Register, Auctions published.
- ❑ Auction Guidelines can be referred from Announcement section.
- ❑ Published auctions/ live auctions are visible to the user.



- ❑ Published auctions/ live auctions are visible to the Bidder.



## LOGIN

- ❑ Bidder user login credentials – Id and Password.

The screenshot shows a login form titled "Login to Anytime Auction". It has three input fields: "User ID" with the placeholder "Enter User Id", "Password" with the placeholder "Enter Password", and "Captcha" with the placeholder "Enter Captcha". Below the captcha field, there is a CAPTCHA image showing the number "125849". At the bottom, there is a "Login" button. Below the button, there are two links: "Forgot Password" and "Not a Registered User - Register Now".

# FORGOT PASSWORD

## STEP 1 : Enter Username

**Forgot password**

Kindly follow the steps

Step 1 **Step 2** Step 3

**Username Verification**

Enter Your User Name

Enter your username here

[Next](#)

[Go back to login page](#)

## STEP 2 : Reset with Email Id or Mobile No

**Forgot password**

Kindly follow the steps

Step 1 Step 2 **Step 3**

**Login Id**

lokeshpaliwal

**Email Address**

Enter registered email address

**OR**

**Mobile Number**

Enter registered mobile number

Enter Number shown below in the picture

Enter Number shown below in the picture

627985 9

[Previous](#) [Next](#)

[Go back to login page](#)

## STEP 3 : Password Sent to Email/No.

**Forgot password**

Kindly follow the steps

Step 1 Step 2 Step 3

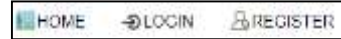
Your password has been sent to your email address / mobile number.

[Previous](#) [Next](#)

[Go back to login page](#)

# 2. Bidder Registration

- Bidder can register from REGISTER option on Home Page.
- Submit the registration form with OTP verification. Login with User Credentials received on SMS/Email.



### Personal Details

First Name*	Middle Name	Last Name*
<input type="text" value="Enter your first name"/>	<input type="text" value="Enter your middle name"/>	<input type="text" value="Enter your last name"/>
Date of Birth*	Gender*	
<input type="text"/>	<input type="text" value="-Select one-"/>	

### Contact Address Details

Mobile Number (OTP will be sent to this number)*	Email Address*	
<input type="text" value="Enter your mobile number"/>	<input type="text" value="Enter your email address"/>	
Correspondance Address*		
<input type="text" value="Enter your Address"/>		
City*	State*	PIN*
<input type="text" value="Enter your city"/>	<input type="text" value="Enter your state"/>	<input type="text" value="Enter your Pin"/>

### Login Credentials

User ID*	Password*	Confirm New Password*
<input type="text" value="Enter your User Id"/>	<input type="text" value="Enter new password"/>	<input type="text" value="Enter confirm new password"/>
Enter Number shown below in the picture*		
<input type="text" value="Enter Number shown below in the picture"/>		

993953

[Get OTP](#)

[Already Registered? Login here](#)

# 3. Bidder Profile Setup

- Bidder can proceed with Profile setup as – Individual / Joint(Non- Individual).
- Go to **Profiles** from menu.
- Add new profile. [+ Add New Profile](#)



- The Profile submitted is subjected to Auctioneer Approval.



# Individual Profile Setup

An Individual Profile is a profile which can be created for an individual person. User can create only one Individual Profile.

Submit the Profile information and Save the form

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

*Note: You do not have any Bank Account detail for refund purpose created. Please add at least one Bank Account Details from Refund Account menu*

**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

## 4. Submit Bank Details

- Select **Refund Accounts** from Menu.
- Add new Refund Account. 
- Fill Bank Account Details. Submit the form.
- Bidders bank account details are approved by Auctioneer/Departmental users.
- Multiple Bank accounts can be saved.

Add Edit Account ✕

<b>Account Type *</b>	<b>Bank Name *</b>	<b>IFSC Code</b>
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
<b>Account Number *</b>	<b>Account Holder Name *</b>	
<input type="text"/>	<input type="text"/>	
<b>Upload Document *</b>	<b>Proof of Bank Account</b> 	

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।

# 5. Participate in Auction

- For the first time registered citizen, auction service needs to be subscribed.
- Open the Menu -> Citizen Services.
- Click on the Subscribe option. [Subscribe](#)
- Click on Proceed. [Proceed](#)
- Participate in Auctions and Select menu – Auctions.
- List of Bidder Ongoing/Upcoming/Running/Archived auctions displayed.

The screenshot displays the 'E-Auction' web application interface. On the left is a dark sidebar menu with options: Dashboard, Citizen Services, Auctions (highlighted with a red box), Profiles, Refund Accounts, Transactions, and Notifications. The main content area is titled 'E-Auction' and includes links for 'FAQ', 'Anytime.Auction Terms & Conditions', and 'User Manual'. Below the title, there are three tabs: 'My OnGoing Auctions/Bid', 'Upcoming/Running Auctions', and 'My Archived Auctions'. The 'Upcoming/Running Auctions' tab is active, showing a list of auctions. The first auction is titled '1. Rajasthan Financial Corporation' and 'AUCTION FOR TEST PROPERTY1 [222]'. The auction details are as follows:

Property Type: <a href="#">Land, Building &amp; Plant</a>	Usage Type: Commercial	Property Area: 1500.00 Square Meter
EMD Deposit Start Date: 14-Sep-2021 12:00 AM	EMD Deposit End Date: 16-Sep-2021 12:00 AM	EMD Amount (Rs.): <a href="#">200.00</a>
Bid Start Date: 14-Sep-2021 12:00 AM	Bid End Date: 16-Sep-2021 12:00 AM	<a href="#">View Details</a> <a href="#">Participate</a>
EMD Deposit Ends In: <b>1d 6h 12m 39s</b>	Bid Ends In: <b>1d 6h 12m 39s</b>	

A red arrow points to the 'Participate' button in the 'View Details' row.

- Select Bidder Profile and Bank Account (for refund).
- Check the terms & conditions and proceed.

**Auction Title - Auction for Test Property1**

**Available Payment Modes**

Option:- Payment Gateway (Aggregator)

**Note:-**

- The claim against payment made through EFT in any other client bank account other than "Paying Slip for EFT (NEFT/RTGS)" will not be acceptable and the bidder will be disqualified from participation in the bid applied for.
- Option to make payment through EFT (NEFT/RTGS) will not be available three days prior to closing date of apply for bid.

**Participation**

Select Participant's Profile \* Note: If Profile is not created please [Create New Profile](#) Payment Mode \*

lokeshpaliwal (Individual) Online/NEFT

**Important Notes for Transactions:-**

- Your application will be marked as submitted but cannot participate in the bid until payment is successful.
- You will have to pay the EMD and participation fee separately.

**Refund Account Details**

Note:- Please select preferred refund account. Amount (if any) will refunded to selected refund account.

Do you want to add a new Refund Account into your Individual Profile if not showing in below list? Please go through Refund Accounts menu OR [Click Here](#) to add new Refund Account into your Individual Profile. Refresh page after creating a new Refund Account.

Available Refund Accounts						
#	Account Holder Name	Bank Account Number	Bank Name	IFSC Code	Account Type	Select
1.	TEST	0123456789	TEST	TEST1234567	Saving	<input checked="" type="radio"/>

We have read, examined and understood the auction details and accept the [terms and conditions](#) pertaining to this auction and have no reservation to the same. hereby declare that I have carefully read all the [terms and conditions](#) and agree to [terms & condition](#) and [privacy policy](#) of online payment.

[Proceed](#) [Back to List](#)

- Pay the Participation, EMD Fees.
- It will redirect to Payment Gateway. Online NEFT/Credit Card/Debit Card payment is available.

Fees Payment Details				
Demand Note Number	Head Name	Amount	Payment Status	Action
DN/RFC/FY21-22/37	Participation Fee	1120	Not Paid	<a href="#">Pay Now</a>
DN/RFC/FY21-22/38	Earnest Money Deposit	200	Not Paid	<a href="#">Pay Now</a>

[Back to List](#)

- Enter the Bidding Room.

My OnGoing Auctions/Bid
 Upcoming/Running Auctions
 My Archived Auctions

### 1 . Rajasthan Financial Corporation

**AUCTION FOR TEST PROPERTY1 [222]**

<b>Property Type:</b> <a href="#">Land, Building &amp; Plant</a>	<b>Usage Type:</b> Commercial	<b>Property Area:</b> 1500.00 Square Meter
<b>EMD Deposit Start Date:</b> 14-Sep-2021 12:00 AM	<b>EMD Deposit End Date:</b> 16-Sep-2021 12:00 AM	<b>EMD Amount (Rs.):</b> <u>200.00</u>
<b>Application No.:</b> RFC/FY21-22/PJA/24	<b>Profile Name:</b> lokeshpaliwal	
<b>Bid Start Date:</b> 14-Sep-2021 12:00 AM	<b>Bid End Date:</b> 16-Sep-2021 12:00 AM	
<b>EMD Deposit Ends In:</b> <span style="color: red;">1d 5h 50m 51s</span>	<b>Bid Ends In:</b> <span style="color: red;">1d 5h 50m 51s</span>	

Enter to Bidding Room

# 6. Bidding Process

- Bidding Window: It provided a room for the Bidder to Bid.
- **Top Section** : View the Property, Participant Details.
- **Mid Section** : Current Bid, Bidder last bid amount, bidder rank will be displayed.
- Bid End Date and Time. Remaining Time Left to apply for Bid.
- **Bottom Section** : It facilitates to apply bid in fixed increments as configured for the auction. There is a (-) and (+) scale from where Bidder can add and minus bidding amount as per the increment value.
- Bid Now to Bid for Auction. [Bid Now](#)
- Refresh the window in case of bad internet connection. [Refresh Price](#)

The screenshot displays the 'Bid Room' interface for Rajasthan Financial Corporation. It includes the following elements:

- Header:** Rajasthan Financial Corporation
- Property Details:**
  - Auction Id/Title : [222] Auction for Test Property1
  - Property Type : Land, Building & Plant
  - Usages Type : Commercial
  - Participant's Name : Lokesh Paliwal
  - Minimum Bid Increment Value : 1000 [INR/Lumpsum]
- Current Bid (INR):** 0.00
- My Last Bid (INR):** 0.00
- My Rank:** 0
- Bid End Date & Time:** 16-Sep-2021 12:00 AM
- Time Left:** 01 Days 05 Hr. 48 Min. 24 Sec.
- Your New Bid (INR/Lumpsum):** A control panel with minus (-), a text input field containing '1000', and plus (+) buttons.
- Buttons:** Refresh Price (blue), Bid Now (green), and Close (red).
- Important Notes :-**
  - > It is suggested to press "Refresh" button at regular interval to ensure proper internet connectivity and fetch the latest updated status.
  - > In case of break in internet connectivity you will have to re-enter to bid room.

# 7. Schedule Payment

- Once Auction is conducted and closed, department evaluates the auction and gives Approval on the same.
- The winning bidder is declared and notified through SMS/Email.
- After this Department prepared payment schedules in instalments for the property cost.
- The demand for the instalment amount of the property is notified to the successful bidder.
- Successful Bidder can view the same information on his login also, in the 'My Auctions' menu.
- The bidder will Pay Amount and Generate Challan.
- He can also Print Schedule of his payments.
- Click on **Dashboard->more**
- **Click on the Auction and option of 'Generate Challan & pay' will be displayed.**

# Schedule Payment

## My Awarded Auction Detail

[Back to Search List](#)

### Auction Detail

<b>Id/Title</b>	[142] 5th Ramkrishnapuram A Commercial Plot No. 6a
<b>Reference No</b>	1
<b>Reference Dispatch Date</b>	25-Jul-2021 12:00 AM
<b>Auction Start Date</b>	30-Jul-2021 12:00 AM
<b>Auction End Date</b>	30-Jul-2021 03:30 PM

### Property Detail

<b>Scheme Name</b>	BIDA Plots Scheme
<b>Property Id</b>	RJBWD1/0001/000001H
<b>Property Number</b>	BD-110
<b>Area</b>	1200 Square Feet
<b>Usage Type</b>	Commercial

## Confirmation of Auction Gen Demand Letter

**Confirmation Date** | 30-Jul-2021      **Confirmation Remarks** | Demand Generation

[Auction Confirmation Letter](#)

## Property Cost Details

### As Per Property Cost

<b>Head Name</b>	<b>Amount (Rs.)</b>
Nazrana	2,42,40,000.00
<b>Total Amount</b>	2,42,40,000.00

Two Crore Forty Two Lakh Forty Thousand Rupees

## Schedule Details

### Schedule Test

Schedule Details		Payment Schedule Details				
Schedule Name	Schedule Test	#	Head Name	Schedule Amount (Rs.)	EMD (Adjusted) (Rs.)	To be Paid (Rs.)
Valid From	30-Jul-2021 12:00 AM	1.	Nazrana	24,240.00	0.00	24,240.00
Valid Till	31-Jul-2021 12:00 AM		<b>Total Amount</b>	24,240.00	0.00	24,240.00
Interest Rate (in %)	0					
Dispatch Date	30-Jul-2021 04:46 PM					
Payment Status	Not Paid					

#	Challan Number	Amount Paid (Rs.)	TDS (Rs.)	Total Amount (Rs.)	Status	Payment Receipt
					No Challan Generated	

[Generate Challan and Pay](#)[Print Schedule](#)

### Refund Account Details

**Note:-** Below refund account is linked with your profile and used in auction application. This account will use to refund all payments.

<b>Account Holder Name</b>	<b>Bank Account Number</b>	<b>Bank Name</b>	<b>IFSC Code</b>	<b>Account Type</b>
TEST	9784400232	TEST BANK	TEST0123456	Saving



- Pay Instalment Amount.
- Successful bidder is redirected to payment gateway.
- Allotment is done after complete payment is done for the property.

Create Challan
✕

---

Schedule Name : **Schedule Test**

Valid From : 30-Jul-2021 12:00 AM	Valid Till (For Online Payment) : 31-Jul-2021 12:00 AM	Valid Till (For NEFT/RTGS Payment) : 31-Jul-2021 12:00 AM
Extended Date (For Online Payment) : 31-Jul-2021 12:00 AM	Extended Date (For NEFT/RTGS Payment) : 31-Jul-2021 12:00 AM	Interest Rate (In %) : 0

#	Head Name	Current Due (Rs.)	To be Pay (Rs.)	TDS (Rs.)	Net Payable (Rs.)	Remaining Due (Rs.)
1.	Nazrana	24,240.00	24240	0.00	0.00	0.00

**TDS Deposit Declaration**

I hereby declare that I will deposit TDS of this property which is 1% of Nazrana [Account Head] by my self to Income Tax Department. This 1% TDS amount will be deduct from Nazrana [Account Head] during final payment.

**Note:** \* If EMD is adjusted with challan then 1% TDS of EMD payment also deducted from first challan during payment.  
\* TDA is applicable if "Nazaran" amount is greater than Rs. 50,00,000 (Fifty Lac).

Please select one payment option \*

--Select One-- ▼

I hereby declare that I have carefully read all the [terms and conditions](#) and agree to [terms & condition](#) and [privacy policy](#) of online payment.

Pay Challan
Cancel

**Thank You!**