

**Bidder Manual**

**For**

**MCG e-Auction System**

**C1 India Private Limited**

**C1 India Private Limited**  
*Plot No:-301, Udyog Vihar Phase 2, Gurgaon-201301*  
**Phone:** +91-124-4302000  
**Fax:** +91 124 4302010

## 1. Registering on the Portal:

On opening <https://mcg.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 MCG official website, <https://mcg.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:

Participation Stage							Show 10 entries	Search:
Department Name	Property Address	Property ID	Apply And EMD Start Date	Apply And EMD End Date	Reserve Price	EMD	Action	
IT Cell	XYZ	173C239U2	06-05-2019 12:35:00	10-05-2019 12:35:00	16200000.00	324000.00		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

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:

Hi, Bidder Kumar
Dashboard
Select Link

### Bidder Auction Tracker

[Show Auction details](#)

1 Participation Stage
Current Stage

Bank Processing Fee : Rs. 2950.00  
EMD Amount : Rs. 324000.00  
Documents Required : Affidavit,  
Apply And EMD Start Date & Time : 06-05-2019 12:35:00  
☒ I agree that : I have read and accepted the [User Agreement and Privacy Policy](#). I may receive communications from Municipal Corporation Gurugram .

Submit

2 Opening Stage
3 Auction
4 Reports

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

Hi, Bidder Kumar
Dashboard
Select Link

### Bidder Auction Tracker

[Show Auction details](#)

1 Participation Stage
Current Stage

Bank Processing Fee : Rs. 2950.00  
EMD Amount : Rs. 324000.00  
Documents Required : Affidavit,

Participate

2 Opening Stage
3 Auction
4 Reports

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 EMD, the bidder shall enter the NEFT/RTGS UTR no.

Hi, Bidder Kumar Dashboard Select Link

[Show Auction Details](#)

Participate			
1	Bank Processing Fee	<a href="#">Pay Now</a>	Not Paid
3	EMD Fee	<a href="#">Submit</a>	Not Submitted
4	Documents	<a href="#">Upload Doc</a>	Not Uploaded

[Back](#) [Final Submit](#)

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 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:

Hi, Bidder Kumar Dashboard Select Link

[Show Auction Details](#)

Participate			
1	Bank Processing Fee		
3	EMD Fee		
4	Documents		

**Upload Document**

Affidavit\*  No file chosen

[Submit](#)

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

Hi, Bidder Kumar Dashboard Select Link

[Show Auction Details](#)

Participate			
Final Submit Done Successfully			
1	Bank Processing Fee	--	Success
3	EMD Fee	--	Submitted
4	Documents	--	Uploaded

[Back](#)

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

Auctions In-Progress						Show 10 entries	Search:
Department Name	Property Address	Property ID	Auction Start Date	Auction End Date	Action		
IT Cell	2 bhk flat	123456	25-04-2019 17:38:00	25-04-2019 18:13:00			
IT Cell	XYZ	173C239U2	06-05-2019 12:36:00	10-05-2019 12:36:00			

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

#### 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:

Participation Stage							Show 10 entries	Search:
Department Name	Property Address	Property ID	Apply And EMD Start Date	Apply And EMD End Date	Reserve Price	EMD	Action	
IT Cell	XYZ	173C239U2	06-05-2019 12:35:00	10-05-2019 12:35:00	16200000.00	324000.00	<a href="#">Rejection History</a>	
Showing 1 to 1 of 1 entries							First	Previous

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

Rejection History	
Rejection Comment:	Reject
Rejection Date & Time	06-05-2019 14:40:41 PM

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:

Hi, Bidder Kumar Dashboard [Select Link](#)

### Bidder Auction Tracker

[Show Auction details](#)

1 Participation Stage Current Stage

Bank Processing Fee : Rs. 2950.00  
EMD Amount : Rs. 324000.00  
Documents Required : Affidavit,

Participate

2 Opening Stage

3 Auction

4 Reports

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:

Hi, Bidder Kumar Dashboard [Select Link](#)

[Show Auction Details](#)

Participate			
1	Bank Processing Fee	--	Success
3	EMD Fee	<a href="#">Submit</a>	Submitted
4	Documents	<a href="#">Upload Doc</a>	Uploaded

[Back](#)
[Final Submit](#)

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

Hi, Bidder Kumar
Dashboard
Select Link

[Show Auction Details](#)

Participate



Final Submit Done Successfully

1	Bank Processing Fee	--	Success
3	EMD Fee	--	Submitted
4	Documents	--	Uploaded

Back

## 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:

Live & Upcoming Auctions						Show 10 ▾ entries	Search <input type="text"/>
Department Name ▾	Property Address ▾	Property ID ▾	Remaining Time ▾	Auction Start Date ▾	Auction End Date ▾	Status ▾	Action ▾
IT Cell	XYZ	173C239U2	Live	06-05-2019 12:36:00	10-05-2019 12:36:00	Published	 
Showing 1 to 1 of 1 entries							
						First	Previous
						1	Next
						Last	

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:

Hi, Bidder Kumar
Dashboard
Select Link

### Bidder Auction Tracker

[Show Auction details](#)

1 Participation Stage

2 Opening Stage

3 Auction Current Stage

Auction Start Date & Time: 06-05-2019 12:36:00  
Auction End Date & Time: 10-05-2019 12:36:00  
☒ I agree that : I have read and accepted the [Auction Training](#)

Submit

4 Reports

Activate Windows  
Go to Settings to activate V

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

Hi, Bidder Kumar

Dashboard Select Link

## Bidder Auction Tracker

[Show Auction details](#)

1 Participation Stage

2 Opening Stage

3 Auction **Current Stage**

4 Reports

Auction Start Date & Time: 06-05-2019 12:36:00

Auction End Date & Time: 10-05-2019 12:36:00

[Click here to Enter Auction](#)

Activate Windows  
Go to Settings to activate V

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

Hi, Bidder Kumar

Dashboard Select Link

## Bidding Hall

**Time Remaining - 03 Day 21 34 28**

[View notice & document](#) | [Bid history](#)

Key links

Current date and time: 06-05-2019 14:59:01	Start date and time: 06-05-2019 12:36:00	End date and time: 10-05-2019 12:36:00
Reserve Price: 16200000.00	Bid Increment : 10000.00	Last Bid Submitted By You :
H1 bid:	Your rank :	

[Back](#) [Refresh](#)

Sr.No.	Property Details	Plot Area	Plot UOM	Carpet Area	Carpet UOM	Rate in Rs.	Rate in Words	Bid
1	XYZ	20250	Square Ft.	N/A	Lumpsum	16210000	ONE CRORE SIXTY-TWO LAKH TEN THOUSAND	Submit

**Note ::**  
You are advised not to wait till last minute or few seconds to submit your bid to avoid complications related to internet connectivity, network problems, system crash down, power failure, etc. Neither department nor Municipal Corporation Gurugram Auction are responsible for any unforeseen circumstance.

Here the bidder can view the various parameter of the auction like Start Date & Time, End Date & Time, Reserve Price, 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:

Hi, Bidder Kumar Dashboard Select Link

**Bidding Hall**

**Time Remaining - 03 Day 21 12 01**

Key links [View notice & document](#) | [Bid history](#)

Current date and time: 06-05-2019 15:21:28	Start date and time: 06-05-2019 12:36:00	End date and time: 10-05-2019 12:36:00
Reserve Price: 16200000.00	Bid Increment : 10000.00	Last Bid Submitted By You :
H1 bid: 16210000.00	Your rank :	

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Sr.No.	Property Details	Plot Area	Plot UOM	Carpet Area	Carpet UOM	Rate in Rs.	Rate in Words	Bid
1	XYZ	20250	Square Ft.	N/A	N/A	16220000	ONE CRORE SIXTY-TWO LAKH TWENTY THOUSAND	<a href="#">Submit</a>

**Note ::**  
You are advised not to wait till last minute or few seconds to submit your bid to avoid complications related to internet connectivity, network problems, system crash down, power failure, etc. Neither department nor Municipal Corporation Gurugram Auction are responsible for any unforeseen circumstance.

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

Hi, Bidder Kumar Dashboard Select Link

**Bidding Hall**

Key links [View notice & document](#) | [Bid history](#)

Current date and time: 06-05-2019 15:23:06  
Reserve Price: 16200000.00  
H1 bid: 16210000.00

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Sr.No.	Property Details	Plot Area	Plot UOM	Carpet Area	Carpet UOM	Rate in Rs.	Rate in Words	Bid
1	XYZ	20250	Square Ft.	N/A	N/A	16220000	ONE CRORE SIXTY-TWO LAKH TWENTY THOUSAND	<a href="#">Submit</a>

**Note ::**  
You are advised not to wait till last minute or few seconds to submit your bid to avoid complications related to internet connectivity, network problems, system crash down, power failure, etc. Neither department nor Municipal Corporation Gurugram Auction are responsible for any unforeseen circumstance.

Once confirmed their bid shall be placed:

Hi, Bidder Kumar Dashboard Select Link

**Bidding Hall**

**Time Remaining - 03 Day 21 06 15**

Key links [View notice & document](#) | [Bid history](#)

Current date and time: 06-05-2019 15:27:14	Start date and time: 06-05-2019 12:36:00	End date and time: 10-05-2019 12:36:00
Reserve Price: 16200000.00	Bid Increment : 10000.00	Last Bid Submitted By You : 16220000.00
H1 bid: 16220000.00	Your rank : <b>1</b>	

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Sr.No.	Property Details	Plot Area	Plot UOM	Carpet Area	Carpet UOM	Rate in Rs.	Rate in Words	Bid
1	XYZ	20250	Square Ft.	N/A	N/A	16230000	ONE CRORE SIXTY-TWO LAKH THIRTY THOUSAND	<a href="#">Submit</a>

**Note ::**  
You are advised not to wait till last minute or few seconds to submit your bid to avoid complications related to internet connectivity, network problems, system crash down, power failure, etc. Neither department nor Municipal Corporation Gurugram Auction are responsible for any unforeseen circumstance.

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.