

**User Manual for Bidders to Upload
Documents for Residential Plots
at Kirba Housing Scheme,
Burla, Sambalpur**

Process of Bidder Registration

To participate in eAuction, bidder need to click on : <https://sdasambalpur.procure247.com/home> and click “Bidder Registration” Tab from Home page and follow the steps to complete the bidder registration for eAuction participation.


Follow the steps as per below given screen. Step 1” Click “Bidder Registration”

The screenshot displays the Sambalpur Development Authority's eAuction portal. At the top, there is a navigation bar with the date and time '30-06-2023 16:49:53', a 'Skip to Main Content' link, and a 'Contact Us : 9276860124' number. The logo of the Sambalpur Development Authority is on the left, and navigation links for 'Home', 'Bidder Registration', and 'Login' are on the right. A blue callout box with a pointer highlights the 'Bidder Registration' link, containing the text 'Click here for New Bidder Registration'. Below the navigation, there are two tabs: 'Tender' (active) and 'AUCTION'. A search bar is present with the placeholder text 'Search Tender by Event ID / Ref. No. / Department Name / Tender Brief', a 'Search' button, and an 'Advance Search' button. Below the search bar, there are filters for 'LIVE (2)', 'CLOSED', 'CANCELLED', and 'ALL'. The main content area shows two event listings. The first listing is for Event ID 30496, titled 'e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR OFFLINE PAYMENT)'. It is from the 'Test Department' and has a bid submission end date of '30-06-2023 18:00:00', which is highlighted as 'Today'. The second listing is for Event ID 30494, titled 'e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR ONLINE PAYMENT)'. It is also from the 'Test Department' and has a bid submission end date of '30-06-2023 18:00:00', also highlighted as 'Today'. Both listings have links for 'Event Notice' and 'Document'.

Step 1: Fill the details as specified in registration form

Once Bidder Clicks on “Bidder Registration Form”, they have to follow steps as below to complete Bidder Registration Process

© 30-08-2023 17:33:58 Contact Us : 9278860124

 [Home](#) [Bidder Registration](#) [Login](#)

Bidder Registration (*) Mandatory

1 **Profile Registration** 2 Upload supporting documents 3 Registration Fees

Registration Fees Payment

Login Detail

Email ID : * shivamtest@gmail.com Enter Valid Email ID Option

✓ Okay

Password : * Enter Password

Confirm Password : * Enter Confirm Password

Company D

User Type : * Company / Co-operative Society / Public Trust / Others Select User Type

Entity Name : * ABC Enter Entity Name

Person Name, J ABC

GSTIN : Enter GSTIN Number

Country : * India

Address : *

State : *

Step 2: Fill the details specified in registration form and proceed ahead.

Address : * **Enter Address**

State : *
Odisha

City : *

Mobile No. : *

Phone No: **Enter Mobile Number**

Website :

Bank Account Detail for EMD Refund

PAN No. : **Enter PAN No.**

Account Holder Name: **Enter Bank Account Details**

Bank Account No. : *

Confirm Bank Account No. : *

IFSC Code : *

Bank Name : *

Name of the Bank in which you have opened the Account

- It will be the responsibility of the Bidder to ensure the validity & authenticity of the details entered.
- Please note that any Amount to be Refunded, if required, will be in this specific Account only.

Verification Code: * **Enter verification code**

(Enter the text you see in this image)

I Agree to Terms & Conditions and Privacy Policy

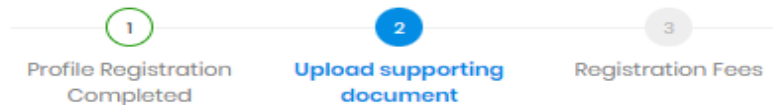
Click for Final Submission of Bidder Registration For,

Submit Clear

Option to Upload Supporting Documents

Once Bidder will Submit “Bidder Registration Form”, bidder will have option to upload required supporting documents for further process

Upload Registration Supporting Document(s) (*) Mandatory



Entity Name: ABC

Please Upload all the Mandatory Documents to Complete your Profile Registration.

Select File :

(Allows pdf,doc,docx,xls,xlsx,ppt,jpg,jpeg,png,gif,tif,zip,rar & upto 20 MB size max only)

Document Type : *

Document Description : *

Option to upload Supporting Documents

Sr. No.	Document Description	Document Type	Size (MB)	Uploading Date & Time	Action
1	TEST	Pan Card	1.35	30-06-2023 17:38	Download Delete

Click Next to Pay Registration Fees

Payment Option to Pay Registration Fees

Bidder upload supporting documents, bidder have to pay Bidder Registration charges as below for their registered profile

29-06-2023 12:30:42

Contact Us : 9276860124



SAMBALPUR
DEVELOPMENT
AUTHORITY

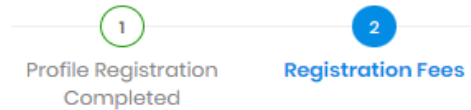
[Home](#)

[Bidder Registration](#)

[Login](#)

Registration Fees

(*) Mandatory



In case of the payment being made through the mode of Challan (RTGS/ NEFT), Bidders are requested to make the payment at least Two (Bank) Working Days before the Payment Submission Deadline to avoid any issues related to non-receipt of the Payment.

Registration Fees	:	1180
Payment Type	:	Payment Gateway (Net Banking, Cards as applicable)
Payment Gateway	:	EasyPay


Pay

Click to Pay Bidder
Registration Charges

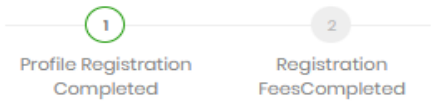
Bidder Registration Profile Confirmation After Payment

Once Bidder will pay “Bidder Registration Charges” they have to click like as below for Completion of Profile;

© 29-06-2023 13:55:40 Contact Us : 9276860124

 [Home](#) [Bidder Registration](#) [Login](#)

Registration Fees (*) Mandatory



1 Profile Registration Completed 2 Registration Fees Completed

In case of the payment being made through the mode of Challan (RTGS/ NEFT), Bidders are requested to make the payment at least Two (Bank) Working Days before the Payment Submission Deadline to avoid any issues related to non-receipt of the Payment.

Transaction History

Transaction ID	PG Order ID	Amount	Payment Mode	Payment Status	Payment Initiation Date	Payment Date	PG Bank Ref No.	Remarks	Payment Type	Payment Receipt
BP72681	---	1.00	Payment Gateway	Success	29-06-2023 13:54	29-06-2023 13:55	140399129	success	Regular Payment	Download

[Complete Profile Registration](#)

Click to Complete Profile Registration

Log in Page For Sambalpur Development Authority Bidders

To Login Bidders are requested to visit <https://sdasambalpur.procure247.com/home> and click “Login” by entering registered email id and password


© 28-06-2023 14:47:25 Contact Us : 9276860124


SAMBALPUR DEVELOPMENT AUTHORITY [Home](#) [Bidder Registration](#) [Login](#)


Enter Login ID & Password Option For Bidder

Login

[Bidder Registration](#) | [Forgot Password?](#)

 Convenient


 Secure

 Fast

Acceptance of T & C for Uploading Documents

Once bidder will gets log in on <https://sdasambalpur.procure247.com/home> bidders have to accept T & C as below

© 30-08-2023 16:53:38 Contact Us : 9276860124
Hi, testsda2 | Last Login on 29-08-2023 14:50:41 from 182.76.214.22


 **SAMBALPUR DEVELOPMENT AUTHORITY** [Document Library](#) [Tender](#) [Auction](#) [MIS](#) [My Profile](#)


Search Tender

Search Tender by Event ID / Ref. No. / Department Name / Tender Brief [Search](#) [Advance Search](#)

LIVE (2) [CLOSED](#) [CANCELLED](#) [ALL](#) [LIMITED](#) [MY TENDER](#)

1) Event ID : 30496 PQ
e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000
(FOR OFFLINE PAYMENT)

 **Test Department**
Ref. No : -

 Bid Submission End Date & Time : 30-06-2023 18:00:00 Today

[View](#)
[Download Document](#)
[Accept T&C](#)

Accept T & C

Accept Terms & Conditions

[« Go Back](#)

Event ID	: 30494	Reference No.	: -
Department	: Test Department	Event Type	: PQ
Event For	: Buy	Bid Submission End Date & Time	: 30-06-2023 18:00
Brief Scope of Work	: e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR ONLINE PAYMENT)		

[View Notice](#) | [Download Document](#)

Terms & Conditions : (*) Mandatory

1. We have read and understood all the conditions/ clauses mentioned in the Pre-Qualification conditions, including various documents forming part of it and the Corrigendum/ Addendum issued subsequently, and confirm that our offer is in conformity with the same.
2. We understand that it is not bound to accept the offer either in part or in full, and that Our offer can be rejected in full or in part, without assigning any reasons whatsoever.
3. We confirm that all the details submitted as part of the response are true and correct to the best of our knowledge, and if proved otherwise, can lead to rejection of our Offer and forfeiture of the Security Deposit/ Earnest Money Deposit.

Accept T & C

Payment Option for EMD Payment

Once Bidder agrees T & C, they will have option for Pay EMD as provided below screen

The screenshot displays the 'Bid Dashboard' for the Sambalpur Development Authority. It includes a header with navigation links for Document Library, Tender, Auction, MIS, and My Profile. The main content area shows bid details such as Event ID (30494), Department (Test Department), and Event Type (PQ). A prominent orange 'EMD' button is highlighted among other tabs like Declaration, Processing Fees, Bid Preparation, Final Submission, and Bid Clarification. Below this, a yellow warning box states that payments using Challan (RTGS/NEFT) must be made at least two working days before the submission deadline. A table specifies the payment start and end dates and times. At the bottom, the 'EMD Payment' section shows a table with EMD Amount (1.00), Payment Type (Payment Gateway), and Payment Gateway (EasyPay). An orange 'Pay' button is located at the bottom right of this section, with a callout box pointing to it that says 'EMD Payment Option'.

SAMBALPUR DEVELOPMENT AUTHORITY

Document Library | Tender | Auction | MIS | My Profile

Bid Dashboard

Event ID : 30494 | Reference No. : -
Department : Test Department | Event Type : PQ
Event For : Buy | Bid Submission End Date & Time : 30-06-2023 18:00
Brief Scope of Work : e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR ONLINE PAYMENT)
Time Left : **0 days 01:04:45**

View Notice | Download Document

DECLARATION | **EMD** | PROCESSING FEES | BID PREPARATION | FINAL SUBMISSION | BID CLARIFICATION

In case if you want to pay using Challan(RTGS/NEFT), you are requested to pay at least Two (Bank) Working Days before the Bid Submission Deadline to avoid any issues related to non-receipt of the payment to the Account of the respective Department.

Payment Start Date & Time	Payment End Date & Time	
30-06-2023 15:23	30-06-2023 18:00	You can Pay only between Payment Start Date & End Date and Time

(*) Mandatory

EMD Payment	
EMD Amount	1.00
Payment Type:	Payment Gateway (Net Banking, Cards as applicable)
Payment Gateway :	EasyPay
	Pay

EMD Payment Option

Payment Process



SAMBALPUR DEVELOPMENT AUTHORITY

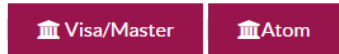
e mail ID: 12771 Transaction ID: AD143719
Amount: 1.00

URN : 140255711
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :
personal data including without limitation details relating to debit card/ credit card/Netbanking transmitted over the Internet may be susceptible to misuse, hacking, theft and/ or fraud and that Axis Bank have no control over such matters. The User is hereby informed that

Payment Options

UPI INTERNET BANKING CARDS



(*) Mandatory

Processing Fees Payment	
Processing Fees *	1.00
Payment Type:	Payment Gateway (Net Banking, Cards as applicable)
Payment Gateway :	EasyPay
55ACE315F613C161436A0B56B	
<input type="button" value="Pay"/>	

Processing Fess
Payment Option

On Successful Payment of EMD, Processing Feesnt – A detailed payment transaction history would be generated wherein a system generated payment receipt can also be downloaded through the system.

Below is the draft payment receipt downloaded through the system.



Payment Receipt

Transaction ID	AD143724
Event ID	12771
Organisation	Sambalpur Development Authority
Department	Test Department
Brief Scope of Work	Demo E-Auction of Residential Plots at Kirba Housing Scheme Burla, Sambalpur
Company/Payee Name	Test SDA 1
Email ID	testsda1@gmail.com
Payment Mode	Payment Gateway
Payment For	EMD Payment
EMD Fees	1.00
Payment Date & Time	28-06-2023 15:15
Bank Ref No./UTR No./e-Wallet ID	140258325
Payment Status	Successful

(This is system generated acknowledge receipt, which does not required signature and stamp on it.)

Option to Upload Supporting Documents

Once Bidder, pays EMD & Processing Fees, they have fill necessary details and have to upload documents against that documents

Bid Dashboard « Go Back

Event ID	: 30494	Reference No.	: -
Department	: Test Department	Event Type	: PQ
Event For	: Buy	Bid Submission End Date & Time	: 30-06-2023 18:00
Brief Scope of Work	: e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR ONLINE PAYMENT)		
🕒 Time Left	: 0 days 01:00:41		

[View Notice](#) | [Download Document](#)

DECLARATIONEMDPROCESSING FEESBID PREPARATIONFINAL SUBMISSIONBID CLARIFICATION

(*) Mandatory

You need to prepare all the Mandatory bidding forms to complete the Final Submission before Bid Submission End Date & Time. Final Bid Submission is the last step for your bid submission. By completing final bid submission, you are handing over your ebids to the buying organization online.

EMD Paid : 1.00

Technical

Form Name	Action	Status	Ref. Document(s)
Application Form *	Fill	Pending	
Affidavit Form *	Fill	Pending	
Bank Account Details For EMD Refund *	Fill	Pending	

Please complete following activities to complete your final submission of your bid:

- Fill all the Mandatory Bidding Forms


[Go to Final Submission](#)

Option to Fill Forms

Final Submission

Once Bidder Fills details and upload documents bidder will have option for final submission provided screen as below

30-06-2023 17:23:37 Contact Us : 9276860124
Hi, testsda2 | Last Login on 29-06-2023 14:50:41 from 182.76.214.22

 [Document Library](#) [Tender](#) [Auction](#) [MIS](#) [My Profile](#)

Bid Dashboard << Go Back

Event ID	: 30494	Reference No.	: -
Department	: Test Department	Event Type	: PQ
Event For	: Buy	Bid Submission End Date & Time	: 30-06-2023 18:00
Brief Scope of Work	: e-Tender cum e-Auction for properties at Kirba, Burla, Block - C, Block No : 1, Area(In Sft.) : 1000 (FOR ONLINE PAYMENT)		
Time Left	: 0 days 00:36:23		

[View Notice](#) | [Download Document](#)

[DECLARATION](#) [EMD](#) [PROCESSING FEES](#) **[BID PREPARATION](#)** [FINAL SUBMISSION](#) [BID CLARIFICATION](#) (*) Mandatory

You need to prepare all the Mandatory bidding forms to complete the Final Submission before Bid Submission End Date & Time. Final Bid Submission is the last step for your bid submission. By completing final bid submission, you are handing over your ebids to the buying organization online.

Technical

Form Name	Action	Status	Ref. Document(s)
Application Form *	View Edit Delete Upload Documents	Filled	Display
Affidavit Form *	View Edit Delete Upload Documents	Filled	Display
Bank Account Details For EMD Refund *	View Edit Delete Upload Documents	Filled	Display

[Go to Final Submission](#)

Final Submission