

# Instructions to Bidders for Online Payment (STEP-BY-STEP)

## **ESSENTIAL INFORMATION TO THE VENDORS:**

It is always advised to submit your payment and bid at the earliest to avoid any last minute / hour rush. Vendors in their own interest are advised not to wait until the last date and time to submit their payment and bids. E-Procurement Technologies Limited (ETL) shall not be responsible if vendors are not able to submit their bids due to the last minute / hour rush.

All the Tenderers are requested to do not wait to complete Final Submission in last hour. Tenderers are advised to complete final submission at least one day prior to due date and time. This will help us to trouble shoot the errors that you might face during the submission or payment of e-Tender, the error could be taken care of, and you could complete Final Submission successfully



## Procedure and Instructions to Bidders for Online Payment

- Bidders will get unique Bidder code / account details for NEFT / RTGS Payment, once their User ID is activated and it will take 24 hrs to 48 hrs. (2 working Days) time to get the Bidder code from the approval of User ID.
- 2. Bidder Code will be sent on Bidder's Registered **Valid** e-Mail ID Address and it will be available on our e-Auction Portal after login. (Please find below screen for reference)., Bidder have to Go through NEFT/RTGS Instruction Details and make available balance in wallet.



- 3. Kindly note that the payment via RTGS / NEFT is required to be made one working day in advance in order to make it available in your Unique Bidder ID. Hence, please ensure that you remit funds at-least one day in advance before you would like to make the EMD payment through RTGS / NEFT option on payment gateway..
- 4. We would request you to do the payment of NEFT / RTGS once your bidder code will be generated on e- Auction portal after login.
- 5. Kindly note payment made for NEFT/RTGS will be credited to bidders Wallet A/c within 24 hrs or 1 working day.
- 6. Bidders can check their available balance on NEFT/RTGS instructions page after login.
- 7. BIDDER NEEDS TO ADD THE URL: https://www.tpsl-india.in TO THE TRUSTED ZONE. Before making any payment through Debit Card / Credit Card / Net banking. (Mandatory)
- 8. Do not use / open multiple tabs while making online payment.
- 9. Please note while transaction is processing do not Refresh or Close the webpage.
- 10. Keep available balance in Wallet to pay EMD via NEFT / RTGS in the auction.
- 11. In case of successful transaction, bidders will receive receipt for their successful transaction on screen.
- 12. For Refund payment, bidders needs to first confirm with the concern department whether they have release their EMD or not?
- 13. After releasing the EMD from department, it will be credited to bidder's a/c from which he/she has made payment within 6-8 working days.
- 14. In case of successful transaction, payment for refund request will be credited to bidder's mentioned a/c as per bank's TAT, 2-4 working days.



- 15. Payment via corporate internet banking is not available in E-Auction. Since the auction portal requires real time confirmation and in corporate internet banking, the response comes after one day hence only Net banking, (retail) option is enable for e-Auction. Hence, for high value transactions bidders are advised to pay through NEFT/RTGS mode.
- 16. Contact us for more details or refer the Instruction of Online Payment document on homepage.
- 17. Bidders are requested to NOT to transfer the payment from ICICI Bank to ICICI Bank coz it will not be credited to your e-wallet, hence request you to transfer the payment by using other Bank except ICICI Bank.
- 18. In case of non-receipt of payment / Failure, bidders are requested to send their latest bank statement / payment details to us through mail on <a href="mailto:support@auctiontiger.net">support@auctiontiger.net</a>.

### EMD Payment Thruout NEFT/RTGS

In order to participate in the e-Auction, bidder need to pay EMD as per mentioned EMD amount in the Sale notice.

#### Steps to pay for EMD:

- **1.** Keep Available balance in the wallet.
- 2. Search Auction, and Click on 'Click here to bid'.
- **3.** Agree to terms and condition by 'Tick in' I Agree check box.
- 4. View Payment Details
- 5. Select Payment Type 'NEFT/RTGS'
- 6. Verify Available balance and EMD amount.
- 7. Click on submit and Pay button.

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insouction.	
<ol> <li>Please note that before initiati</li> <li>Bidders are requested to add I steps: Go to the Tools menu of the II https://secure.ccavenue.com</li> </ol>	ng the transaction, ensure that the Pop-Up Blocker in Tools options is <b>Turned Off</b> . https://secure.ccavenue.com/ website in trusted site, For that perform below given nternet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type n/ - > click on Add -> Close -> then click on OK button
3. Bidders are requested that "De	o not open the Multiple tab / Multiple window during the payment process"
Payment detail	
Amount (In number)	100.00
Payment type	C Payment gateway  © NEFT/RTGS
Security Deposit Account	Available balance:499696.92000
	Submit



Payment detail	
Payment type	NEFT/RTGS
Company name	ETL1
Amount (In number)	100.00
Amount (In words)	ONE HUNDRED
Receipt No	DocumentFee/2015/3176
Payment date	

Sr. No.	Order-Id	Amount	Receipt No.	Date & time	Status	Action
1	46127	100	383540253	07/10/2017 15:22:22	Successful	View

### EMD Payment Thru out Payment Gateway

#### Steps to pay for EMD:

- 1. Search Auction, and Click on 'Click here to bid'.
- 2. Agree to terms and condition by 'Tick in' I Agree check box.
- 3. View Payment Details
- 4. Select Payment Type 'Payment gateway'.
- 5. Verify EMD amount.
- 6. Click on submit and Pay button.
- 7. Select payment option and Bank name.
- 8. Fill required information and pay the EMD.

<ul> <li>Instruction:         <ol> <li>Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is Turned Off.</li> <li>Bidders are requested to add https://secure.ccavenue.com/ website in trusted site, For that perform below given steps:</li></ol></li></ul>					
Payment detail					
Amount (In number)	100.00				
Payment type	Payment gateway     C NEFT/RTGS				
	Submit				



Pay By	Net Banking			
Net Banking Credit Card Debit Card OnLine PayMent INSTANT Control	Please Select Your Bank Account Andhra Bank Axis Bank Bank of Bahrain and Kuwait Bank of Bahrain Bank of Maharashira Canara Bank Catholic Syrian Bank Ceritral Bank of India City Union Bank Continue to Playment	nt Corporation Barik DCB BANK Personal DCB BANK Personal Pederal Barik HDFC Barik Retail DEC Barik DEBI Barik Indian Barik Indian Overseas NetBanlong Indusind Barik ancel	Jammu and Kashmir Bank Kanut Vysya Bank Kanut Vysya Bank Kanut Vysya Bank Kahu Kahu Ka Bank Onental Bank Of Commerce Punjab National Bank South Indian Bank Standard Chartered Bank State Bank Of Bikaner and Japur State Bank of Hyderabad	<ul> <li>State Bank of India</li> <li>State Bank of Mysore</li> <li>State Bank of Tavancore</li> <li>SyndicateBank</li> <li>Union Bank of India</li> <li>United Bank Of India</li> <li>Vijaya Bank</li> <li>Yes Bank</li> </ul>
* Banks whic	Amount (in Rs.) Transaction Fee (in Rs.) Taxes (in Rs.) Total Amount (in Rs.) Confirm Back	1.00         0.02           0.0         1.02	nance activity being carried out. Reg	ret the inconvenience
PERSONAL BANKING	PRIVILEGE BANKING WEALTH MARA	ICICI Bank Hotte	About Us   Stemap   Customer Care   Find ATM BANKUNG CORPORATE BANKING May   help you? New User? Get UserID Password? Get Password	/Branch /



Barri Barria				
Pay From				
Pay To	E Procurement Tech Ltd(TECHPROCESS SOLUTIONS LTD PG)			
Amount (INR)	1.02			
Remarks	Wardha Co			
Please enter these details to authori	ze the transaction			
Grid Card				
Please enter the following digits of your Debit Grid (This will be on the back of your card)				
F К М				
SUGMIT Some transactions may not require debit card security of your transactions.	grid validation, to improve convenience. ICICI Bank has implemented a behavior based validation system that ensures			

#### Payment Successful

Your payment of INR 1.02 has been made successfully to E Procurement Tech Ltd(TECHPROCESS SOLUTIONS LTD PG)

Your Merchant Reference Number is L3177\_E Procurement Tech Ltd

Your Transaction Reference Number is 1307913191

Kindly wait while we pass on your payment confirmation to E Procurement Tech Ltd(TECHPROCESS SOLUTIONS LTD PG)

Please Note: For any transaction related queries, please contact the merchant and quote the Merchant Reference Number mentioned above.



## **Refund Request**

#### Steps for Refund request:

- 1. Click on Refund request
- 2. Configure all the required details
- 3. Click on submit button

On successful submission, system will notify you with a message as "Refund request posted successfully". You can then see transaction history in order to know the status of your refund request.



Defined Manager	
Refund Money	400005 00000
Available balance :	999096.92000
Amount to be refunded* .	10000
Beneficiary Current Account Det	ails
Previous account details :	Please Select 💌
Account Number* :	•••••
Confirm account number* :	•••••
IFSC code" :	ICIC0000215
	Bank Name :
	Branch :
	Address :
	• I
	IFSC Code : MICR Code :
	City : State :
Account Name* :	KOCI
	Submit
Transaction History	

Refund request posted successfully

Transaction History							
Sr. No.	Refund request Date	Refund Amount	Account Number	Account Name	IFSC code	Status	
1	13/07/2015 11:58:10	10000.00	007090	ICICI	r ~	Pending	
D 🗇	1						



# Fund Deposition and Release TAT for all the following payment modes with respective Bank types.

- ✓ Debit Card- It will take 7 working days after released an EMD
- ✓ Credit Card- It will take 7 working days after released an EMD
- ✓ Net Banking- It will take 2 working days after released an EMD
- ✓ NEFT- Same day; if file processed NEFT cut off @ 06:30 PM every working day including a working Saturday
- ✓ RTGS- On real time basis

Users can contact us for more information. Contact Numbers are available on respective website.

## End of the Document