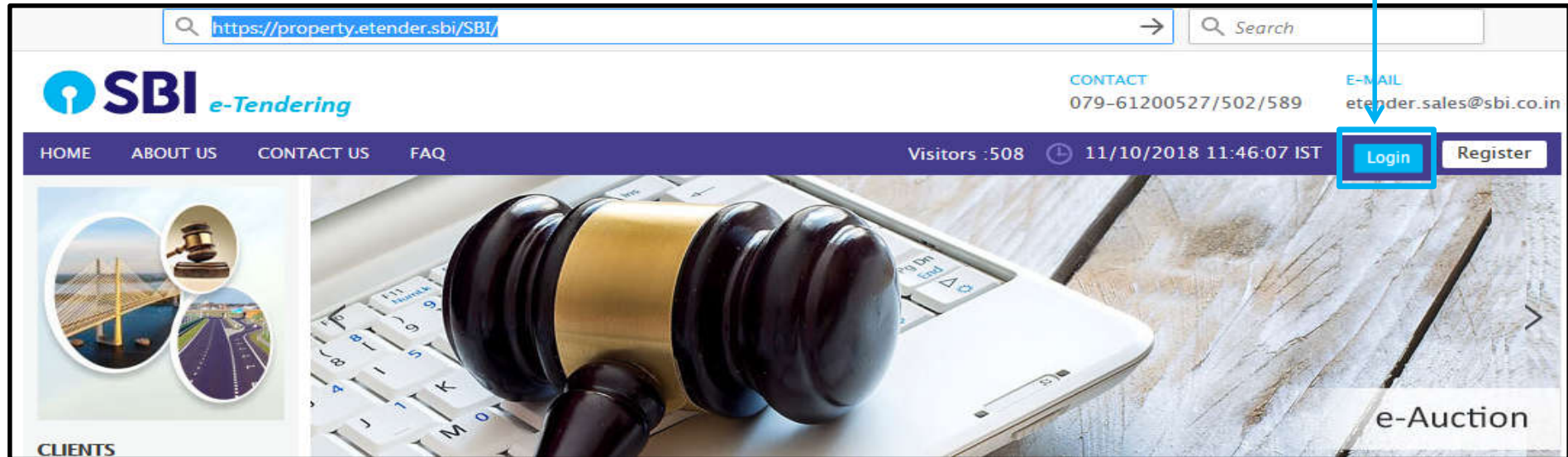


Noida Development Authority

Process of Submission and Participate in Auction

Sr. No.	Process Steps	Slide No.
1	Login	3
2	Steps to Download The BROCHURE and Pay Document Fees.	4,5,6,7
3	Filling the Form and Upload Mandatory Document.	8,9
4	Payment of Processing Fees & EMD	10,11,12,13
5	Final Submission	14
6	Do's & Don'ts	15

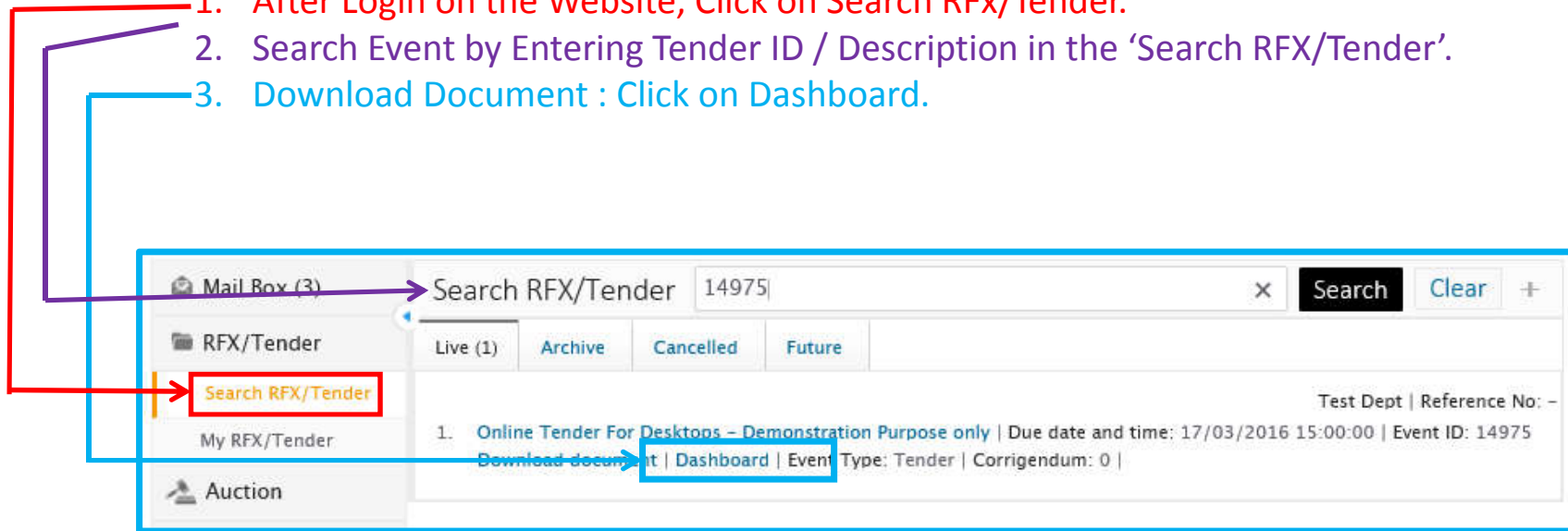
1. Open the website <https://property.etender.sbi/SBI/>
2. Click on Login.



3. Enter Registered Email id and password & Click on 'Login'.

STEPS OF DOWNLOAD THE BROCHURE

1. After Login on the Website, Click on Search RFX/Tender.
2. Search Event by Entering Tender ID / Description in the 'Search RFX/Tender'.
3. Download Document : Click on Dashboard.



6. Click on 'I Agree' on Declaration TAB.

Remaining time: 0 Hrs 48 Mins 39 Seconds

Declaration	Participation fees	Document fees	EMD	Prepare bid	Final submission	Result
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We, hereby declare that,
We have read, examined and understood the Tender Document pertaining to this tender notice and have no reservations to the same. We offer to execute the works in conformity with the Tender Documents. Our bid shall be valid for a period as mentioned in the tender document and it shall remain binding upon us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

To Pay 'Document Fees'.

1. Follow Given Instruction before Process.
2. Click on Submit & Pay.
3. Do the Next Payment Process.

The screenshot shows a web interface for paying document fees. At the top, there is a navigation bar with tabs: Declaration, Participation fees, Document fees (highlighted with a green box), EMD, Prepare bid, Final submission, and Result. Below the navigation bar is a yellow instruction box with a warning icon on the left. The instructions are as follows:

Instruction:

1. Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
2. Bidders are requested to add <https://Onlinesbt.com/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type <https://Onlinesbt.com/> -> click on Add -> Close -> then click on OK button
3. Bidders are requested that **"Do not open the Multiple tab / Multiple window during the payment process"**
4. Payment via corporate Internet banking is not available in e-Tendering and e-Auction. Since the tendering/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 and e-Tendering.
"Hence for high value transactions bidders are advised to pay through NEFT/RTGS mode"
5. Please pay Document Fees before **10/09/2018 15:35:00** to complete final submission

For Exemption certificate

1. You can upload the Exemption certificate through **briefcase** -> **Common Docs** -> **Exemption certificate** -> **Submit details**.
2. Valid exemption certificates uploaded in briefcase will be available in "Select exemption certificate" dropdown.

Below the instruction box is a section titled "Document Fees payment detail" with the following information:

Amount (in number)	10.00
Payment Mode :	<input checked="" type="radio"/> Online
Payment type	<input checked="" type="radio"/> Payment gateway

At the bottom of the form is a blue button labeled "Submit & Pay" which is highlighted with a green box. A purple line with arrows points from the first step of the instructions to the instruction box, and a green line with arrows points from the second step to the "Submit & Pay" button.

Once Document Fees Payment Success, then Download the document by clicking of Download Document.

[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: Bidding time over Bid submission end date: 11/10/2018 16:55:00

Declaration	Participation fees	Document fees	EMD	Prepare bid	Final submission	Result
-------------	--------------------	----------------------	-----	-------------	------------------	--------

Document Fees payment detail

Sr. No.	Order-Id	Amount	Receipt No.	Date & time	Status	Action
1	1747	1.00	IGAENYJCM6	11/10/2018 16:50:24	Successful	View

Payment type	Payment gateway
Company name	*****
Amount (In number)	1.00
Amount (In words)	ONE
Receipt No	IGAENYJCM6
Payment date	11/10/2018 16:50:24

Participant Can Check their Payment Status and Download the Receipt for Record.
i.e. Document Fees, Processing Fees & EMD

Go To 'Prepare Bid' TAB and Click on 'Fill' Link

Remaining time: 0 Hrs 40 Mins 11 Seconds Bid submission end date: 01/09/2018 17:00:00

Declaration Participation fees Document fees EMD **Prepare Bid** Final submission Result (*) Mandatory forms

After preparing/filing all the mandatory bidding forms, click on 'Final submission' button to submit your bid to the department. Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking 'bid withdraw' link. On successful final submission, you would get an online receipt.

✉ Financial bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)
Bid Submission form* (Min. mandatory table / lot(s):1)	Fill	-

Select Upload Document 'YES' and Click on 'SAVE'

Financial Bid

Sr.No.	Description	Upload document (Yes/ No)	Processing Fees (in Rs.)	EMD (in Rs.)
1	Uploaded scan copy of Annexure-A, B, KYC documents (as per the brochure) with duly signed & stamp	Yes	*****	*****

INSTRUCTIONS:

1. If the e-bidder is a Partnership firm, all partners are required to sign the tender form alongwith Form A & B and Partnership Deed.
2. If the e-bidder is a Pvt./Public Ltd. Company, Co-operative Society, resolution duly signed and attested, authorizing the e-bidder to submit tender on behalf of the company, Co-operative Society, is to be enclosed alongwith tender form alongwith List of Director(s)/Shareholder(s)/ Trustee(s) duly attested by Chartered Accountant is required to be submitted.
3. In case of e-bid on behalf of an Individual he/she is required to submit a copy of Aadhar card, PAN Card, Passport, Driving License etc.

Save

Document Upload Process

Form Name	Action	Reference document(s)
Bid Submission form* (Min. mandatory table / lot(s):1)	View Edit Delete Map documents	-

After filled the forms, click on Map Document to Upload the Document

Map documents « Go back to Event Dashboard

Form name:

Map from briefcase [View Event information](#)

Select a file to upload*

Document brief*

Mandatory document*
Please Select
Annexure-A As per the brochure
Annexure-B As per the brochure
KYC Document

Folder name

Instruction
Any number of files can be uploaded. Maximum file size should not exceed 10 MB.
Acceptable file types: (*.txt,*.zip,*.pdf,*.jpeg,*.jpg,*.gif,*.bmp,*.png,*.tif,*.tiff,*.doc,*.xls,*.ppt,*.pps,*.dxf,*.docx,*.xlsx,*.eml,*.rar)

Click on Upload Document

Click on Browse and Select the document

Type Document Brief

Select Mandatory Document

Upload

To Pay 'Processing Fees'.

1. Follow Given Instruction before Process.
2. Click on Submit & Pay.
3. Do the Next Payment Process.

The screenshot shows a web portal interface with a navigation bar at the top containing tabs: Declaration, Participation fees (highlighted with a green box), Document fees, EMD, Prepare bid, Final submission, and Result. Below the navigation bar is a yellow instruction box with a purple border. The instructions are as follows:

Instruction:

1. Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
2. Bidders are requested to add <https://Onlinesbi.com/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type <https://Onlinesbi.com/> -> click on Add -> Close -> then click on OK button
3. Bidders are requested that **"Do not open the Multiple tab / Multiple window during the payment process"**
4. Payment via corporate Internet banking is not available in e-Tendering and e-Auction. Since the tendering/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 and e-Tendering
"Hence for high value transactions bidders are advised to pay through NEFT/RTGS mode"
5. Please pay Document Fees before **10/09/2018 15:35:00** to complete final submission

For Exemption certificate

1. You can upload the Exemption certificate through **Briefcase -> Common Docs -> Exemption certificate -> Submit details**.
2. Valid exemption certificates uploaded in briefcase will be available in "select exemption certificate" dropdown.

Below the instruction box is a section titled "Document Fees payment detail" with the following information:

Amount (in number)	10.00
Payment Mode :	<input checked="" type="radio"/> Online
Payment type	<input checked="" type="radio"/> Payment gateway

At the bottom right of the page, there is a blue button labeled "Submit & Pay" which is highlighted with a green box. A purple arrow points from the instruction box to the "Submit & Pay" button, and a green arrow points from the "Submit & Pay" button to the "Submit & Pay" button.





[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: Bidding time over Bid submission end date: 11/10/2018 16:55:00

[Declaration](#)
[Participation fees](#)
[Document fees](#)
[EMD](#)
[Prepare bid](#)
[Final submission](#)
[Result](#)

Sr. No.	Order-Id	Amount	Receipt No.	Date & time	Status	Action
1	1747	1.00	IGAENYJCM6	11/10/2018 16:50:24	Successful	View

Payment type	Payment gateway
Company name	*****
Amount (In number)	1.00
Amount (In words)	ONE
Receipt No	IGAENYJCM6
Payment date	11/10/2018 16:50:24

**Participant Can Check their Payment Status and Download the Receipt for Record.
i.e. Document Fees, Processing Fees & EMD**

To Pay 'EMD'

1. Follow Given Instruction before Process.
2. Click on Submit & Pay.
3. Do the Next Payment Process.

The screenshot shows a web interface for EMD payment. At the top, there are tabs: Declaration, Participation fees, Document fees, EMD (highlighted with a green box), Prepare bid, Final submission, and Result. Below the tabs is a yellow instruction box with the following text:

Instruction:

1. Please note that before initiating the transaction, ensure that the Pop-Up Blocker in Tools options is **Turned Off**.
2. Bidders are requested to add <https://Onlinesbi.com/> website in trusted site, For that perform below given steps:
Go to the Tools menu of the Internet Explorer -> Internet options -> Security -> Trusted Site -> Sites -> type <https://Onlinesbi.com/> -> click on Add -> Close -> then click on OK button
3. Bidders are requested that **"Do not open the Multiple tab / Multiple window during the payment process"**
4. Payment via corporate Internet banking is not available in e-Tendering and e-Auction. Since the tendering/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 and e-Tendering
"Hence for high value transactions bidders are advised to pay through NEFT/RTGS mode"

For Exemption certificate:

1. You can upload the Exemption certificate through Briefcase -> Common Docs -> Exemption certificate -> Submit details.
2. Valid exemption certificates uploaded in briefcase will be available in "select exemption certificate" dropdown.

Below the instructions is the 'EMD payment detail' section:

Amount (in number)	10.00
Payment Mode :	<input checked="" type="radio"/> Online
Payment type	<input checked="" type="radio"/> Payment gateway

At the bottom right of the form is a blue button labeled 'Submit & Pay' (highlighted with a green box). A purple line with an arrow points from the 'EMD' tab to the instruction box. A green line with an arrow points from the 'Submit & Pay' button to the instruction box. Another green line with an arrow points from the 'Submit & Pay' button to the 'Submit & Pay' button.

[Show more detail](#) [View notice](#) | [Download document](#)

Remaining time: Bidding time over Bid submission end date: 11/10/2018 16:55:00

[Declaration](#)
[Participation fees](#)
[Document fees](#)
EMD
[Prepare bid](#)
[Final submission](#)
[Result](#)

Sr. No.	Order-Id	Amount	Receipt No.	Date & time	Status	Action
1	1747	1.00	IGAENYJCM6	11/10/2018 16:50:24	Successful	View

Payment type	Payment gateway
Company name	*****
Amount (In number)	1.00
Amount (In words)	ONE
Receipt No	IGAENYJCM6
Payment date	11/10/2018 16:50:24

Participant Can Check their Payment Status and Download the Receipt for Record.

Declaration Participation fees Document fees EMD Prepare bid **Final submission** Result (*) Mandatory forms

After preparing/filing all the mandatory bidding forms, click on "Final submission" button to submit your bid to the department. Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking "bid withdraw" link. On successful final submission, you would get an online receipt.

Financial bid (Min. mandatory form(s) :1)

Form Name	Action	Reference document(s)				
Bid Submission Form* (Min. mandatory table / lot(s):1)	View Edit Delete Map documents	<table border="1"><thead><tr><th>Mandatory document name</th><th>Mapped documents</th></tr></thead><tbody><tr><td>Price Bid</td><td>Test02 Complete tender document</td></tr></tbody></table>	Mandatory document name	Mapped documents	Price Bid	Test02 Complete tender document
Mandatory document name	Mapped documents					
Price Bid	Test02 Complete tender document					

Final submission

Go to Final Submission

Verify Uploaded document

Click on Final Submission.

Message from webpage

ⓘ Please note that final submission is the last step and once completed, bid can be withdrawn / modified on clicking "bid withdraw" link. Are you sure you want to complete final submission?

OK Cancel

Click on ok to confirm your Submission

Do's & Don'ts

- Remember your User ID & Password to access the website.
- Don't share your User ID & Password.
- Change your password after every month.
- Password should comprise of alphanumeric & special characters and should be preferably more than 8 characters. (i.e. password@489)

Note: Above given Steps are only For Training purpose and It may get changed as per Client's Requirement in the Actual Event.

For Guidance, Please Contact to website's contact us Page or send email.

• **Thank You...**