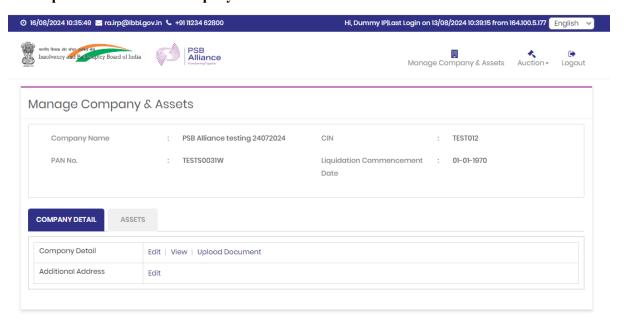
Insolvency and Bankruptcy Board of India (IBBI)

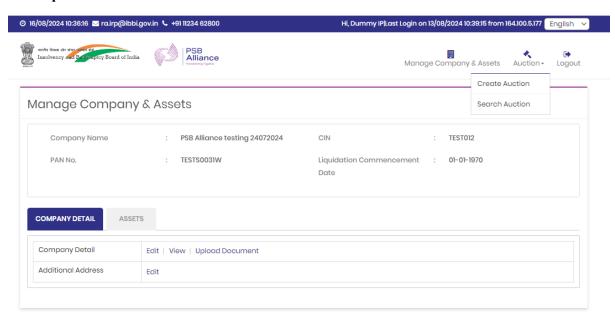
Step by Step guide for publishing auction notice and conducting auction

PUBLISHING AUCTION NOTICE

Step 1. Access the Company dashboard

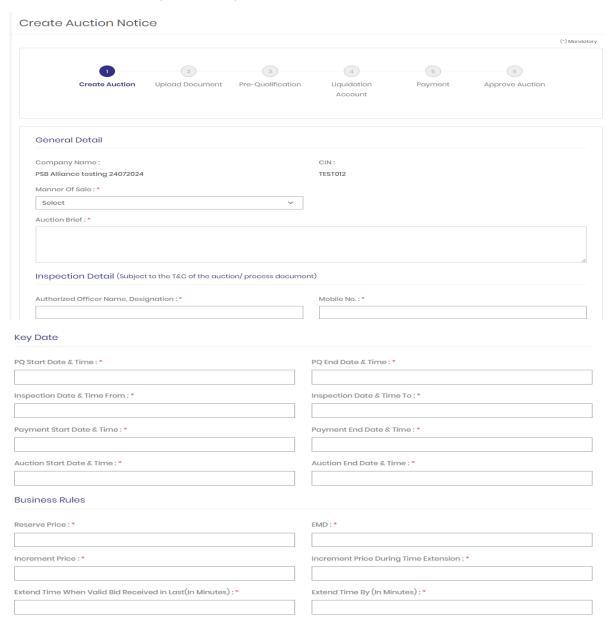


Step 2. Click on 'Auction' to create a new auction

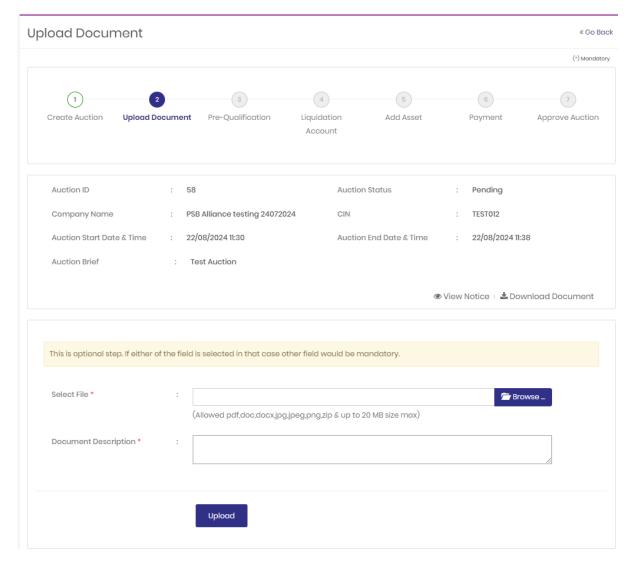


Step 3. Auction notice wizard will guide you to create a new auction.

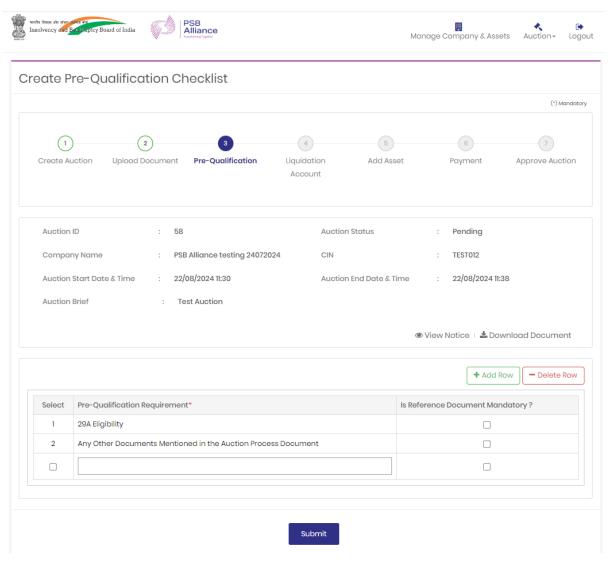
- a. Manner of Sale Select the appropriate manner of sale of assets
- b. Auction Brief Brief description of the proposed auction
- c. Inspection Detail Name and contact details of the 'Authorised Officer' whom a prospective buyer should contact.
- d. PQ Dates: Dates of submission of EOI and eligibility documents by prospective buyers
- e. Inspection Dates: Dates within which prospective buyers can inspect asset
- f. Payment Dates: Dates of submission of EMD
- g. Business Rules:
 - i. Add Reserve Price and EMD
 - ii. Increment Price: Increment Price during the auction
 - iii. Increment Price: Increment Price during the period the auction is extended beyond the scheduled time.
 - iv. Extend time when Bid received in Last: Cut off time for extending the auction time after received of bid.
 - v. Extend time by: Minutes by which the auction should extend in case a bid received



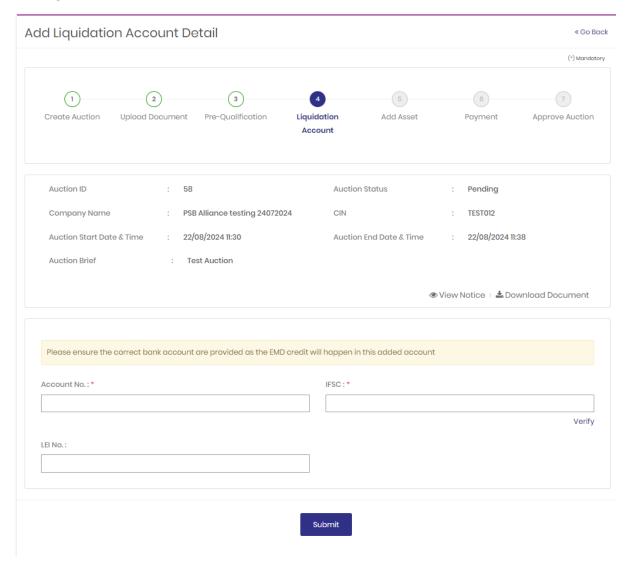
Step 4. Upload auction documents



Step 5. Create Pre-qualification requirements

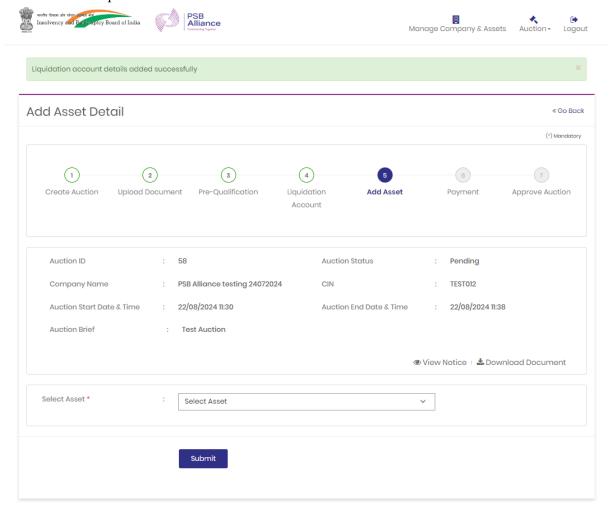


Step 6.Add details of the liquidation account. In case of a successful auction, the EMD of the highest bidder will be transferred to this account

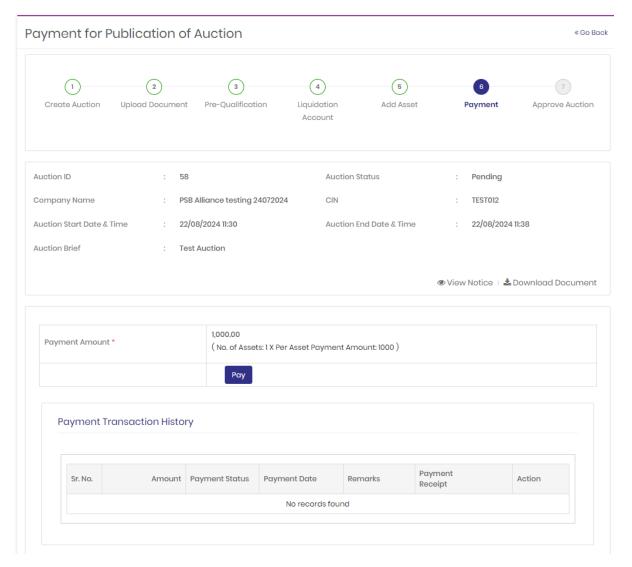


Step 7. Select the asset proposed to be auctioned.

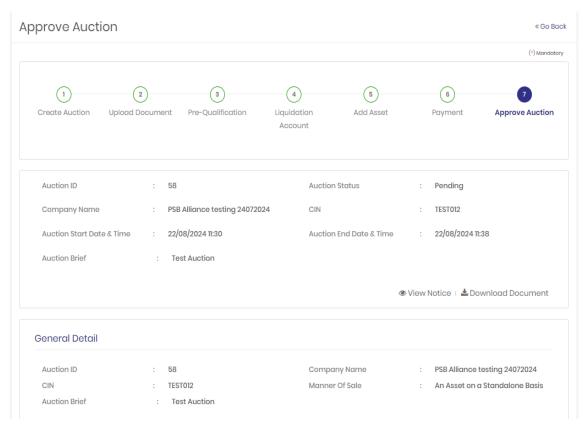
- a. The asset proposed to be auctioned should have first been listed.
- b. If the manner of sale is selected as 'a set of assets collectively' or 'the assets in parcels' or 'the business(s) of the corporate debtor as a going concern)', multiple assets can be selected for auction
- c. If the manner of sale is selected as 'an asset on a standalone basis', a single asset can be selected from dropdown



Step 8. Make Payment



Step 9. Recheck the detail added and submit the form with an OTP.

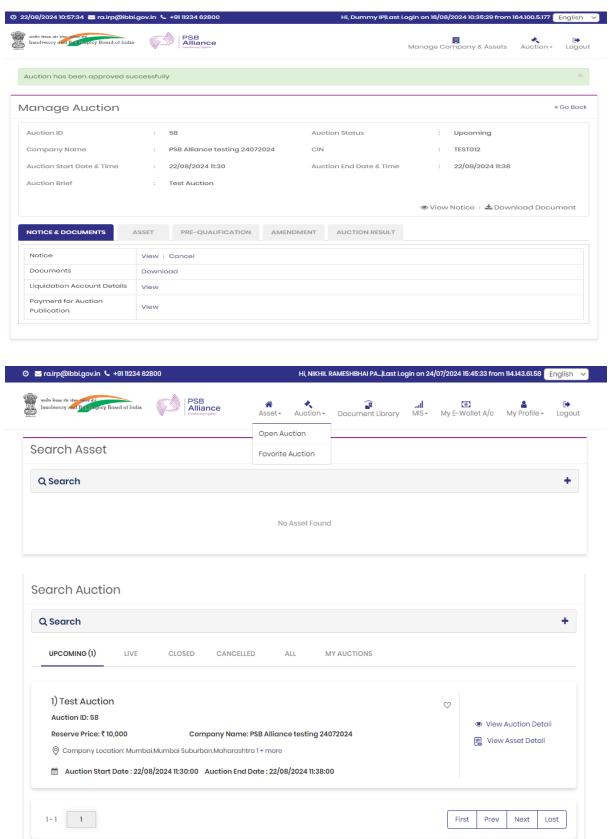


uthorized Officer Name, esignation	:	Anil	Mobile No.	:	8527319715
y Date					
Q Start Date & Time	:	22/08/2024 11:00	PQ End Date & Time	÷	22/08/2024 11:10
nspection Date & Time From	:	22/08/2024 11:11	Inspection Date & Time To	:	22/08/2024 11:15
ayment Start Date & Time	:	22/08/2024 11:19	Payment End Date & Time	:	22/08/2024 11:26
uction Start Date & Time	:	22/08/2024 11:30	Auction End Date & Time	:	22/08/2024 11:38
siness Rules					
eserve Price	:	10000.00	EMD	÷	1000.00
ncrement Price	:	100.00	Increment Price During Time Extension	:	100.00
xtend Time When Valid Bid eceived in Last(In Minutes)	:	5	Extend Time By (In Minutes)	:	5

Remarks * :

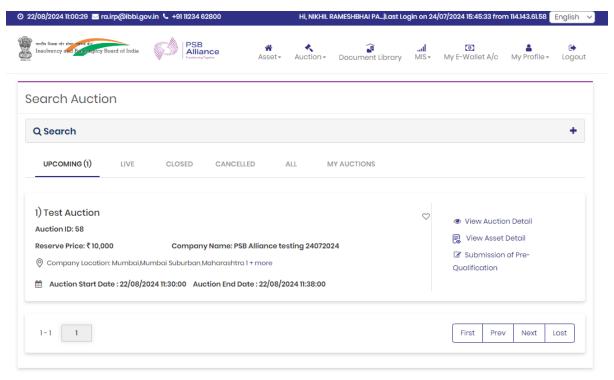
Generate OTP

After submitting, the auction notice will be visible to the general public.



CONDUCTING AUCTION

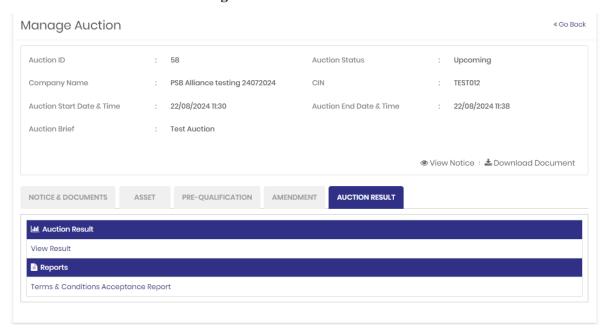
Step 1. On the commencement of the date for Pre-Qualification, the buyers would see the option of submitting PQ

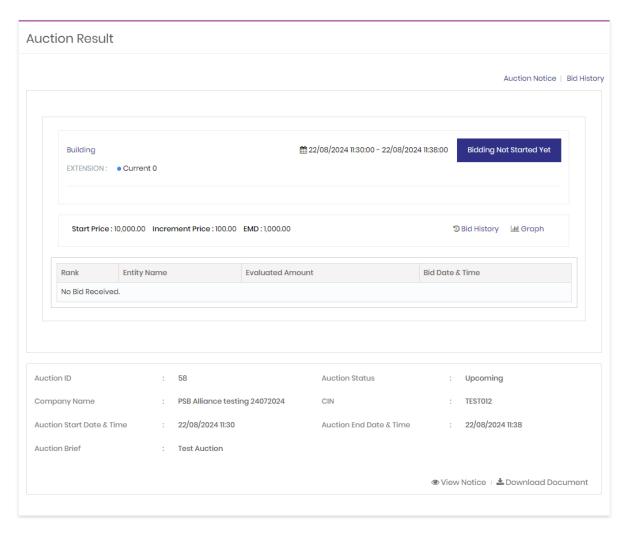


Note: You will not be able to see the names or the number of parties who have submitted their PQ documents. All prospective bidders will be able to participate in the auction by submitting the EMD.

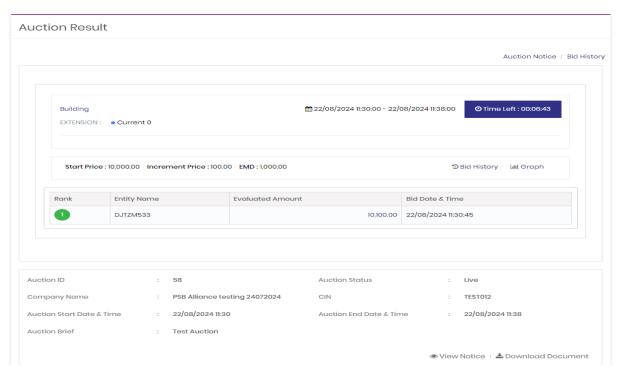
Step 2. On the date of the auction, you can see the ongoing auction by visiting: Auction

→ Search Auction → Manager Auction → Auction Result

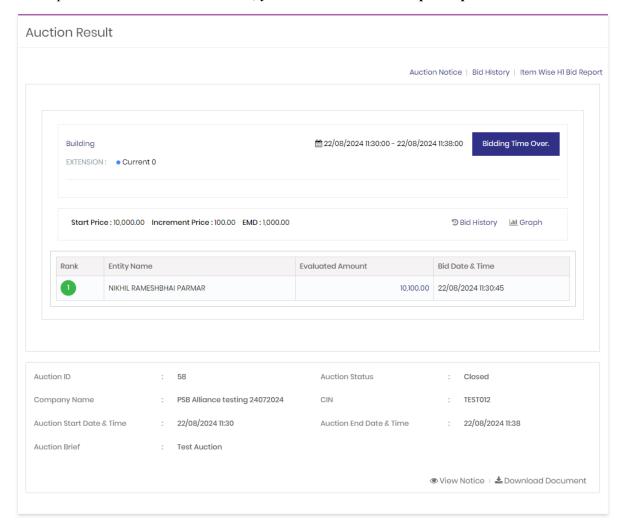




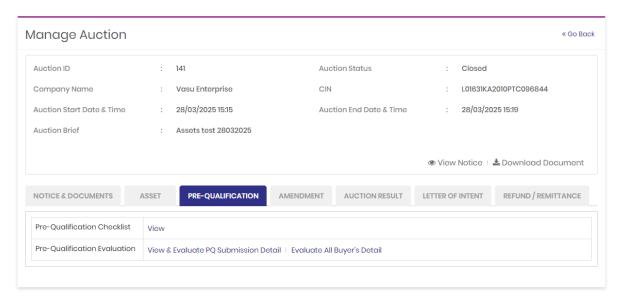
Step 3. During the auction, you will see the number of participants and their bids. You cannot see the names of the participants.



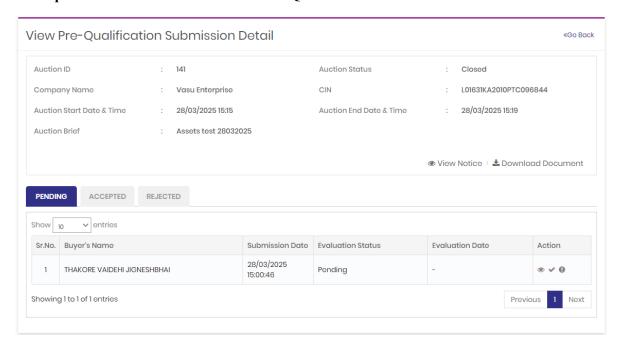
Step 4. On close of the auction, you will see the details of participants and their bids



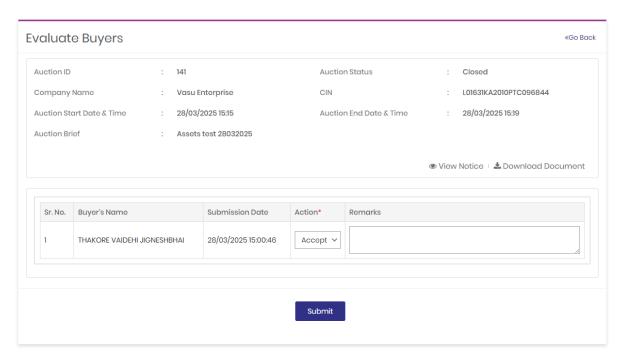
Step 5. On the close of the auction, go to "Pre-Qualification" tab to see the documents submitted by bidders.



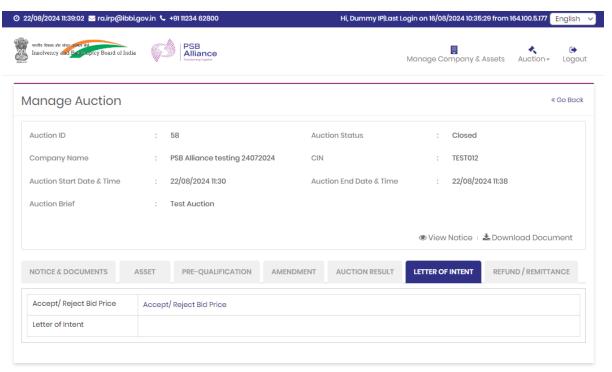
Step 6. Click on "View & Evaluate PQ Submission Detail"

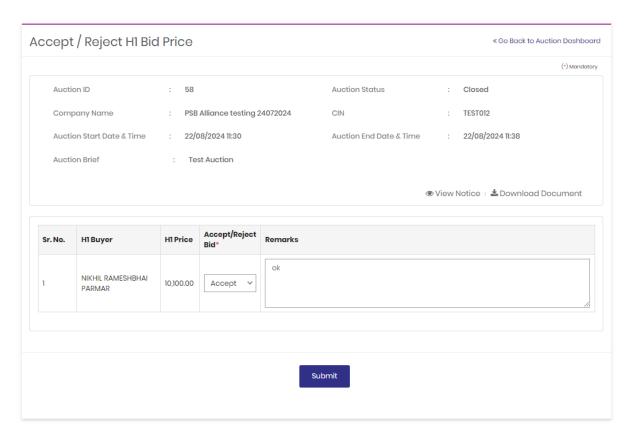


Step 7. Click on the tick symbol to evaluate the documents. Accept or Reject as per the documents.

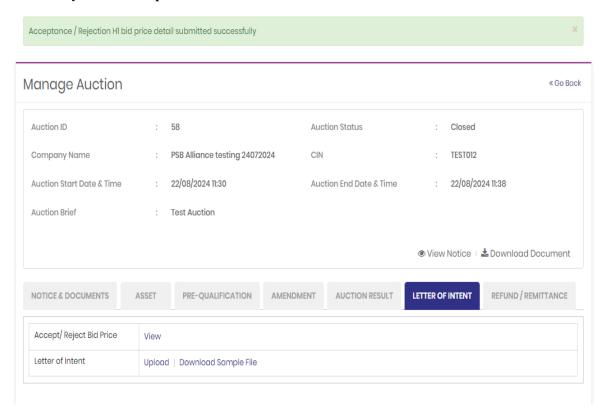


Step 8. Once the highest bidder is found eligible as per the PQ documents, you can accept or reject the H1 Bid.

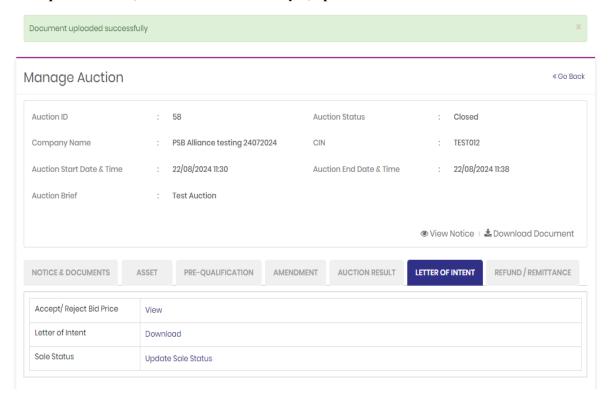




Step 9. Once the bid is accepted, you can upload the letter of intent for the buyer. You may use the sample LoI



Step 10. Once, the LoI is sent to the buyer, update the sale status



Step 10. Update the Sale Status Accordingly

