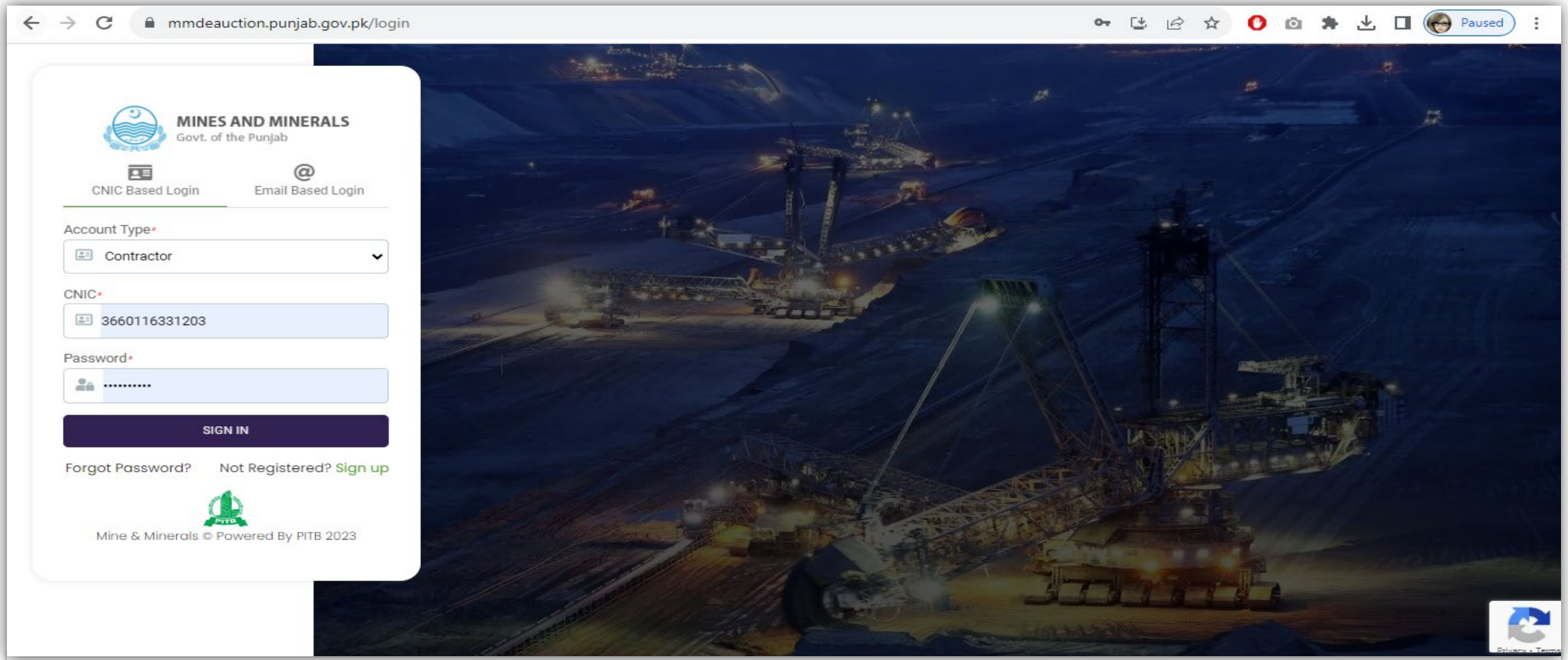
USER MANUAL

E-AUCTION MODULE

MINES & MINERALS DEPARTMENT
GOVERNMENT OF THE PUNJAB

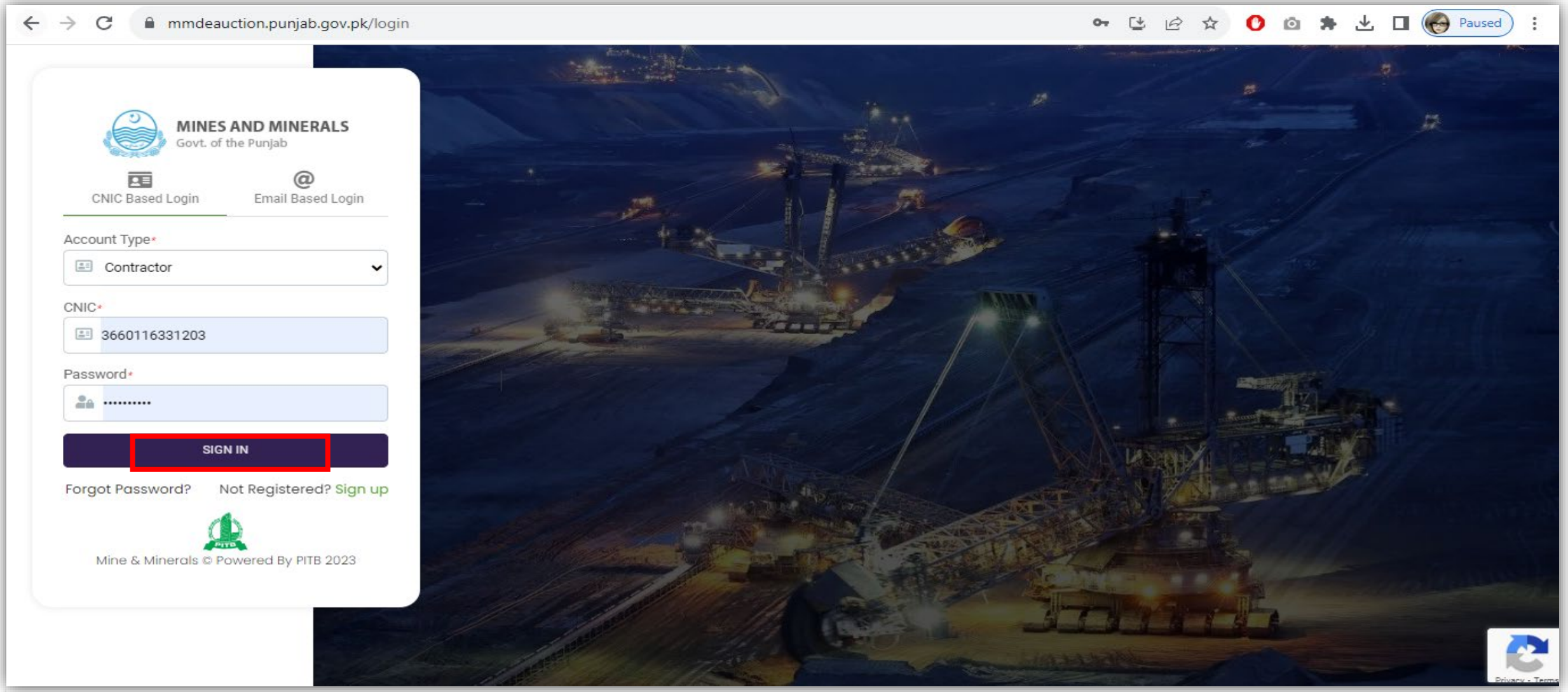
A. GETTING STARTED LOGIN SCREEN



Description :

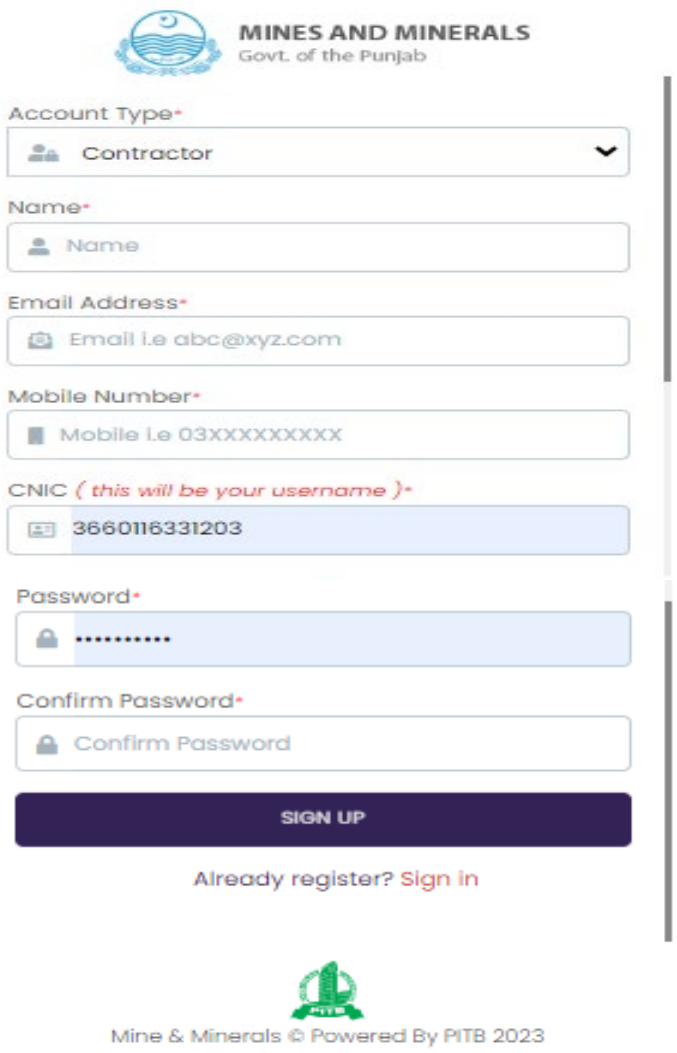
After Opening Your Login Screen Home Page: After opening your browser page, enter the link https://mmdeauction.punjab.gov.pk/login. Once the portal is opened, a home page appears.

B. STEP -1 SIGNUP/REGISTER:



1. Click on Signup for register as a contractor.

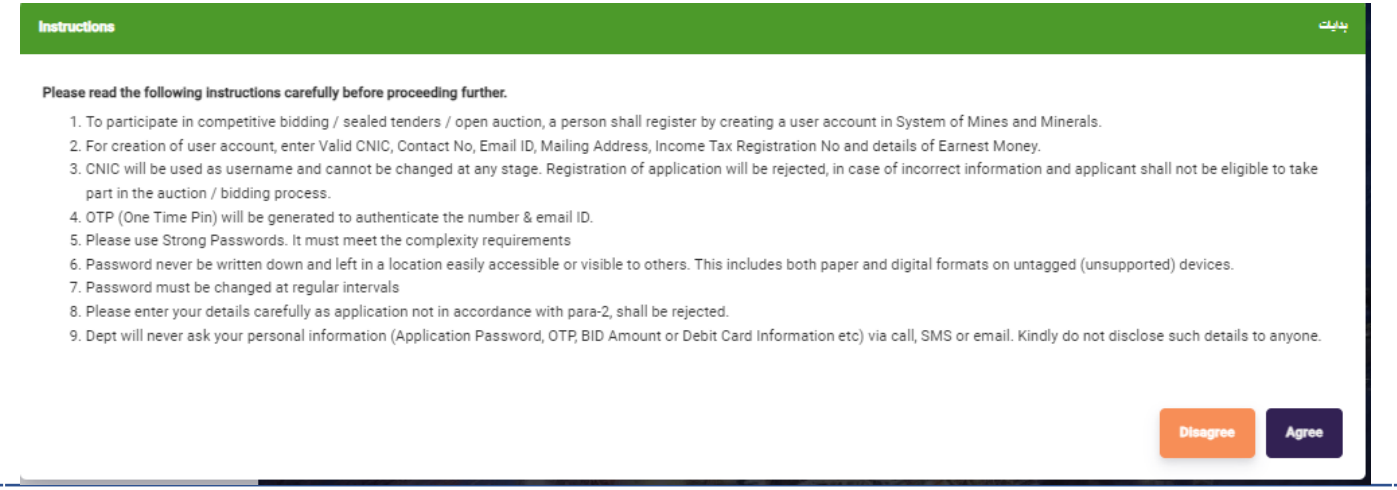
STEP -2 : SIGNUP /REGISTRATION FORM BY CONTRACTORS



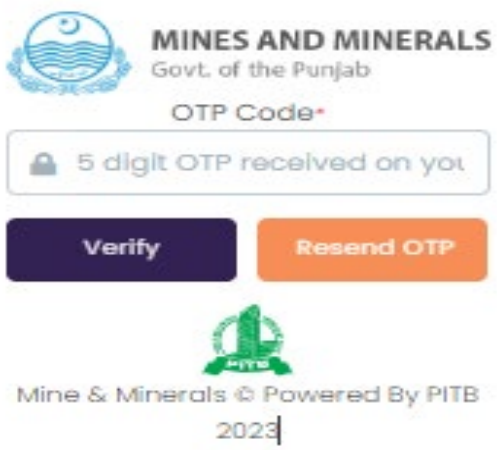
Step 2: Fill out the registration form.

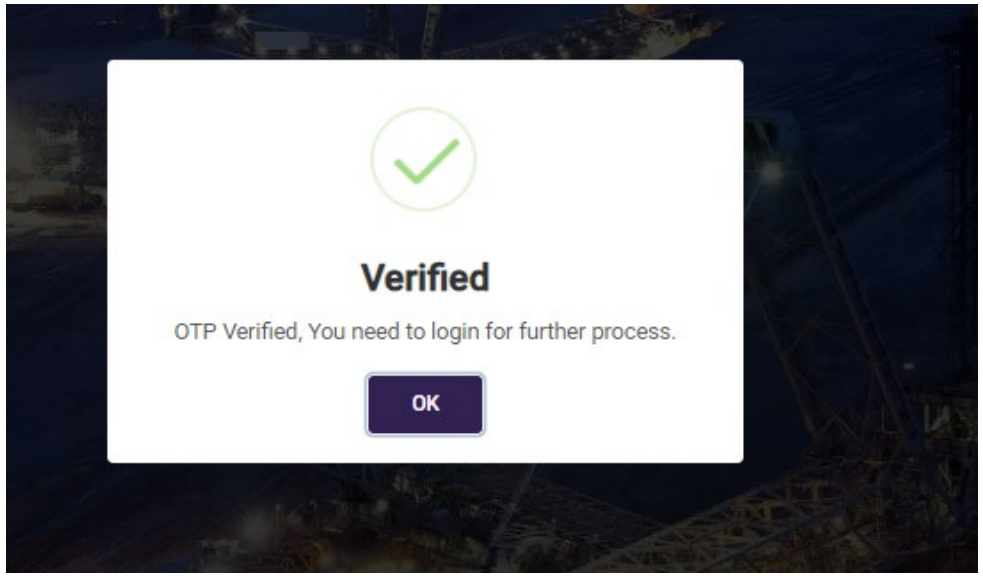
1. Select Account Type as Contractor.
2. Enter the full name of the Contractor (mandatory).
3. Enter your email address. NOTE: Valid email is required: ex@abc.xyz) (mandatory)
4. Enter your contact number. (Example:03xxxxxxxxx) (mandatory)
5. After Enter Contact Number OTP code Received on Mobile Phone for confirmation.
6. Enter your CNIC number without dashes. (Example: 3520185345608) (mandatory)
7. Enter your password. (mandatory)
8. Confirm your password. (mandatory)
9. After submitting the form, a new dialog box will be opened.

Click on the signup button Instruction window is open Click on Agree button for next step



STEP -3 : VERIFICATION



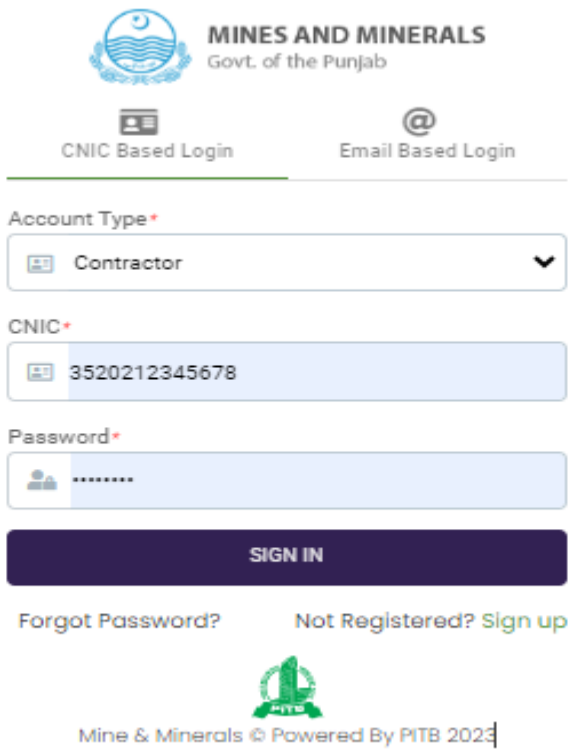


Step -3 :

Enter OTP code Received on Your Number which should be valid for verification.
You will get a verification email on the mentioned email address from the Auction for login.

Step 4:

After submitting the form, a new dialog box will be opened
OTP Verified Successfully Registered application
Then you can log in to the system.



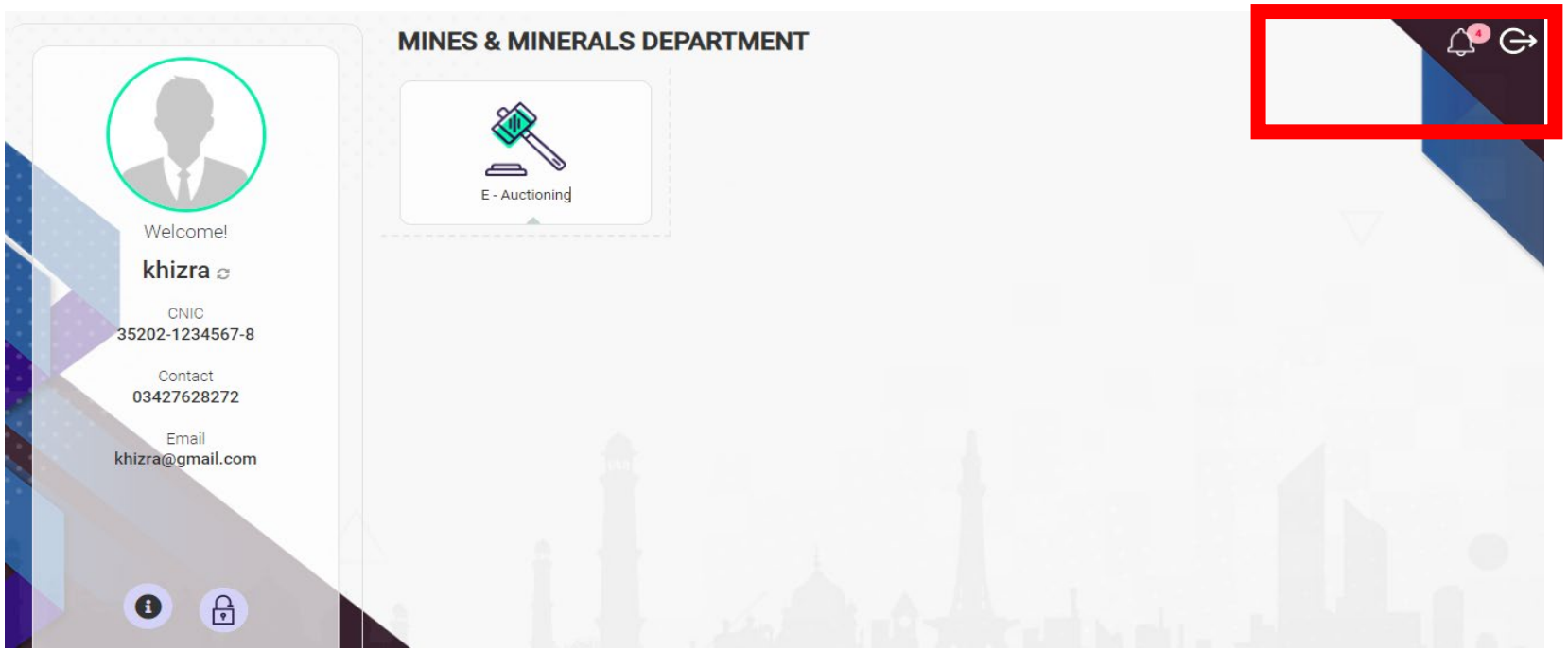
STEP -5 : LOGIN

After your account is registered then verified from CIM. Once it is approved then you can log in to the system as follows.

Step 1: Enter your CNIC .

Step 2: Enter your password.

Step 3 : click on the sign-in button.



LOGOUT:

You can log out of the system as follows.

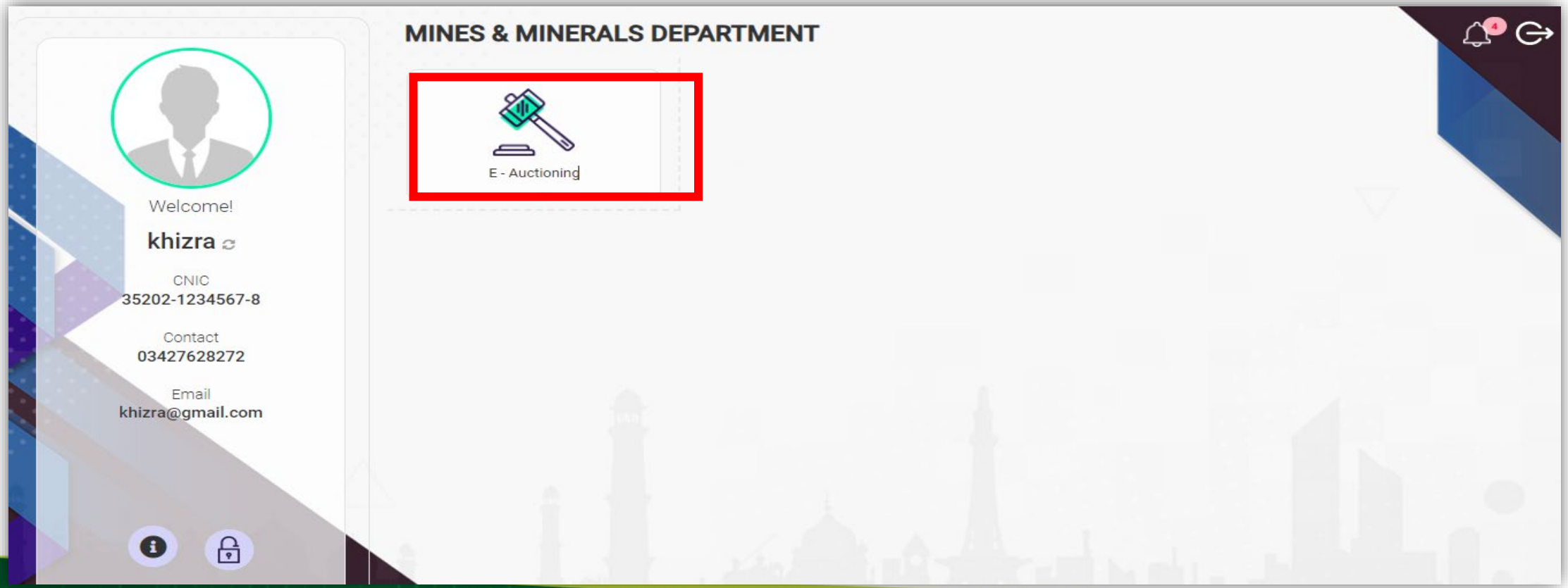
Step 1: Click on the user name in the upper right corner.

E-AUCTION MODULE :

1.1 E-Auction Module:

The E-Auction module provides the core activities of the Contractors.
Following are the responsibilities of Contractor:

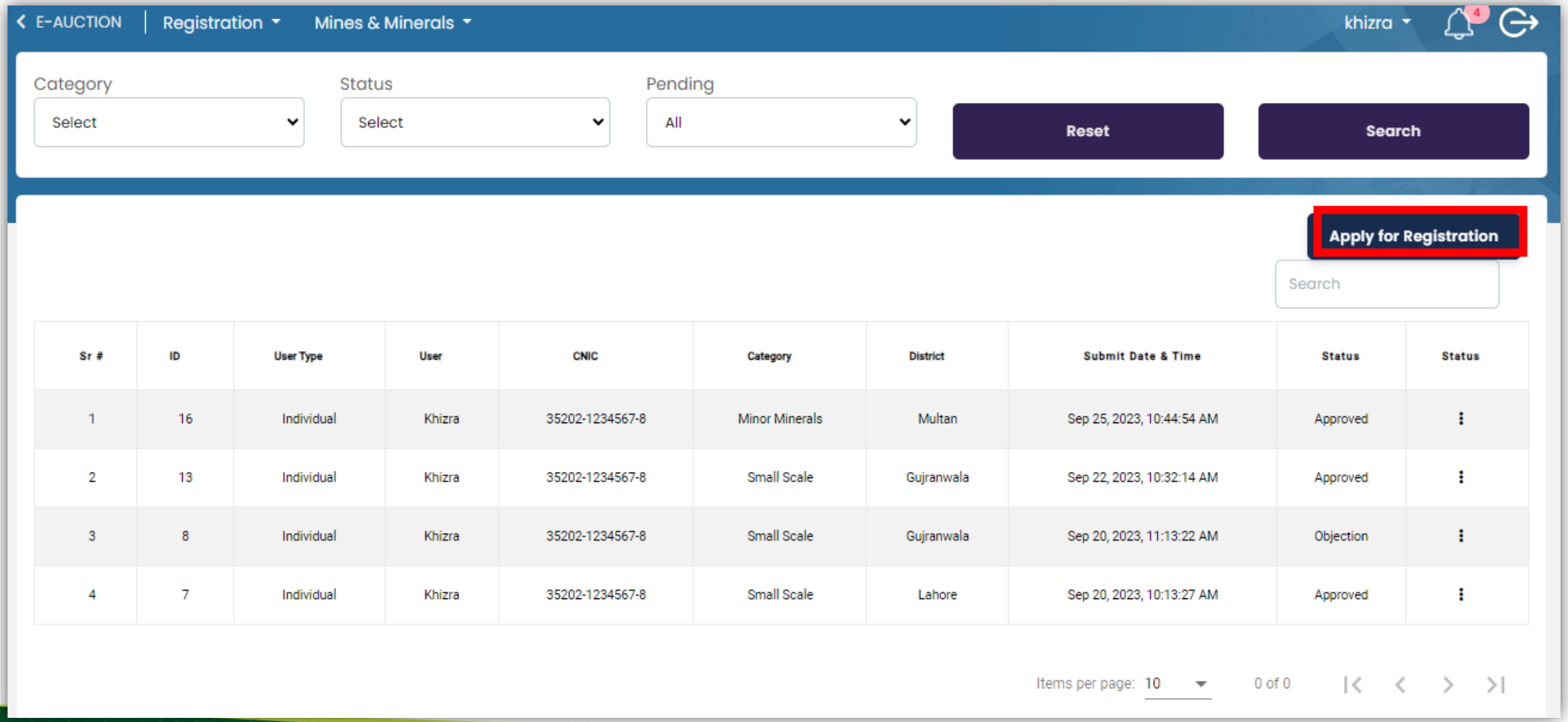
- Contractor has to Submit the Application for registration in Bidding.
- After Submit Application Staff is responsible for approve the applications
- Moreover, they are also responsible to add auction sites and bidding creating.
- After Approval Contractor can Participate in Live auction are also submitted the reserve price in specific date and time. This is the main screen shown to mine owner the after logging in to the system. Let’s discuss them in detail as follow:



E-AUCTION MODULE :

1.2 Apply For Registration :

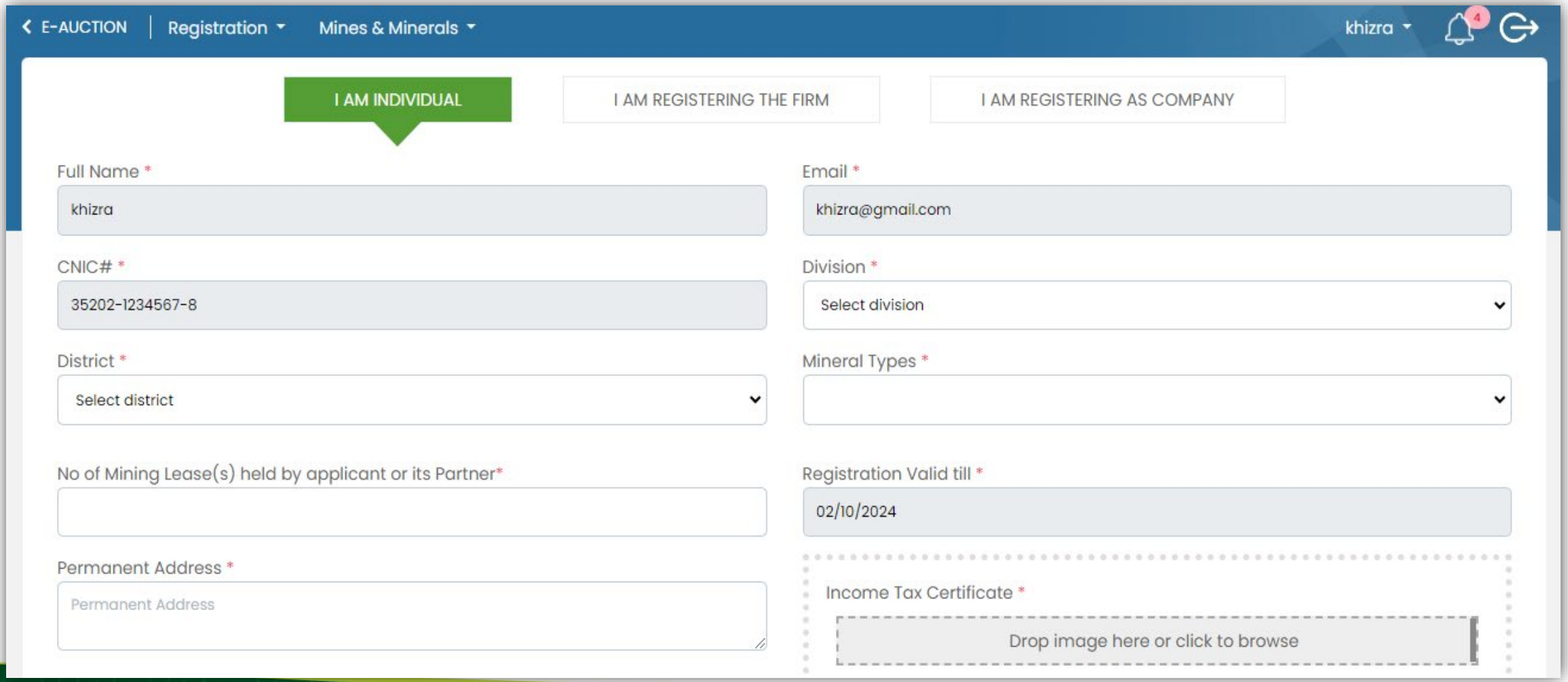
The E-Auction module provides the core activities of the Contractors and staff.
Click on Apply for Registration application.

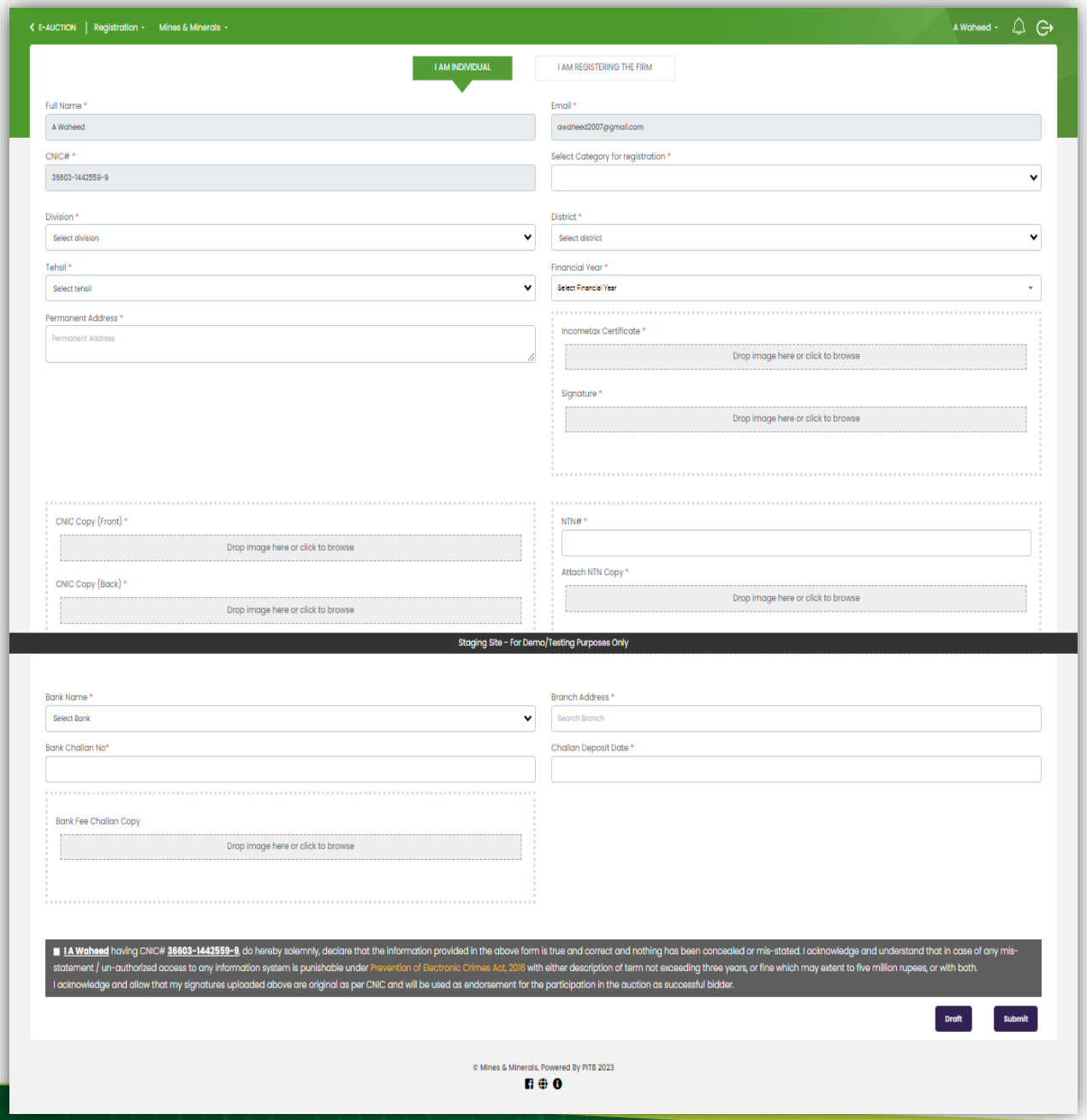


REGISTRATION FORM:

Click on registration form a form will be open .

1. Enter full name (mandatory)
2. Email (mandatory)
3. CNIC (mandatory)



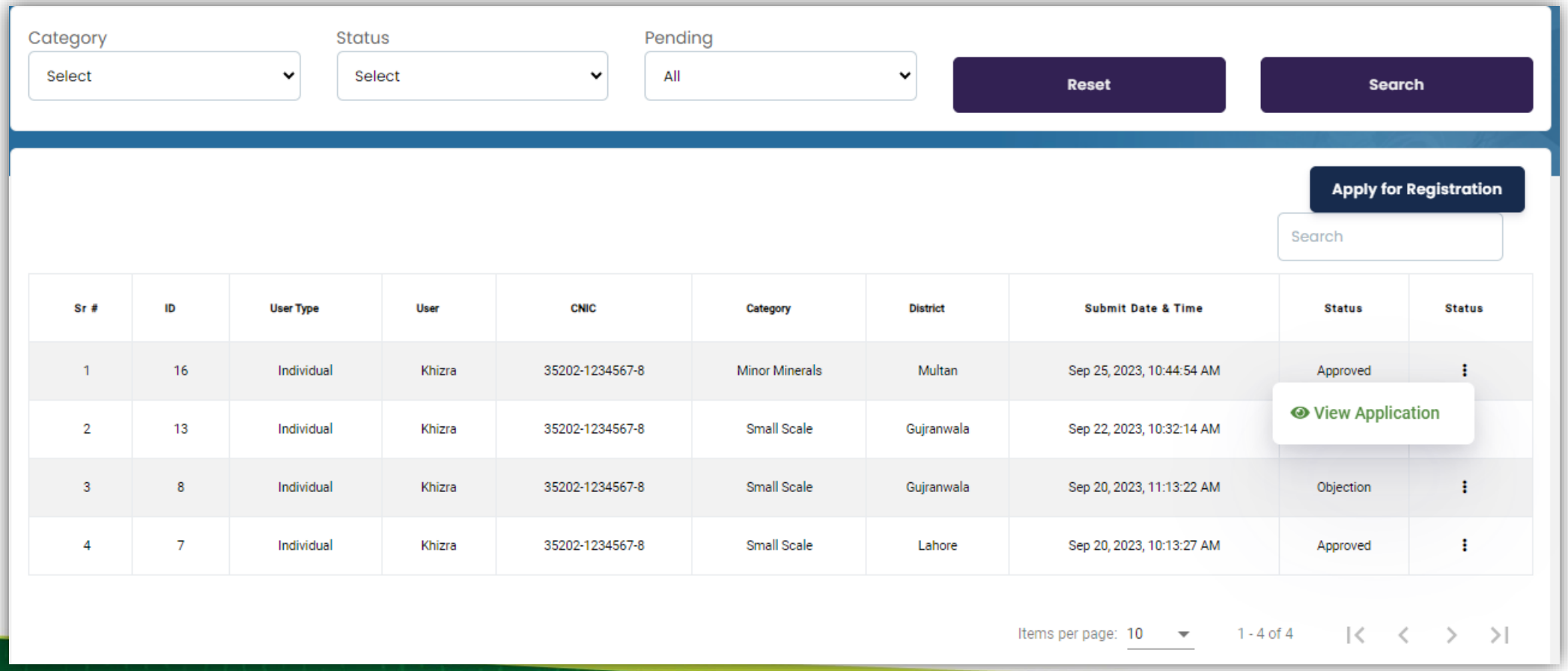


REGISTRATION SCREEN /INDIVIDUAL

- The main screen has the following components:
- On the left, we have the main menu tab which has two modules i.e. Registration module and Mines and Minerals
- On the top, there is Registration of Individual.
- In the center, you can see the list of I am Registering the Firm in tabular form. It has district Name ,Partner Name, applicant name, Mineral Types, Registration expiry date, NTN copy and Number along with CNIC.
- After Filled all Information with signatures an acknowledgement statement will appear at bottom click on this button for submit the application.

REGISTRATION SCREEN /VIEW APPLICATION

- There are two buttons in action tabs. You can also view the application form by clicking on the eye icon button under the action tab. You can also view the renewal form by clicking on the form icon button.
- After application Approval contractor can view his application .
- Three Types of status will be appeared in status list Approved, Objection and Rejection. If Application is approved Contractor can proceed further if it is rejected then apply for registration again with same fees. If application has some objection then review remarks reason of objection then apply for re-apply only.



APPLICATION DETAIL UPON VIEW CLICK

khizra

Email
khizra@gmail.com

CNIC
35202-1234567-8

Mobile #
03427628272

NTN #
89654

Registration Valid till
Sep 25, 2024

Registration Type	Registration Category	Current Status
Individual	Minor Minerals	Approved

Division
Multan

District
Multan

No of Mining Lease(s) held by applicant or its Partner
6565

Permanent Address
TESTING KALAM

Bank Name
Habib Bank Ltd.

Bank Address
TESTING KALAM

Challan Deposit Date
Sep 25, 2023

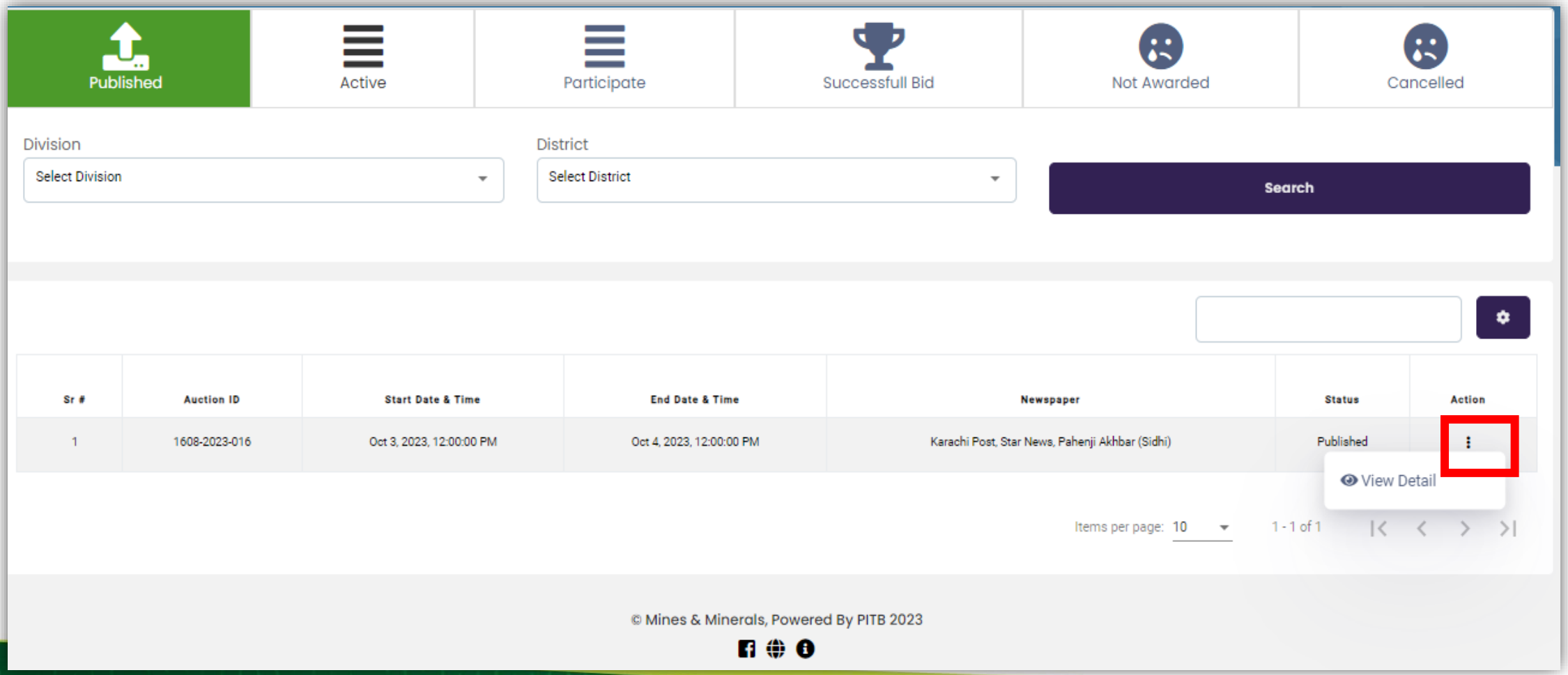
CNIC | Income Tax Certificate | Signature | NTN | Bank Fee Challan

Application History

Sr#	Date	Category	Application Type	Status
1	Sep 25, 2023	Minor Minerals	New Registration	Approved

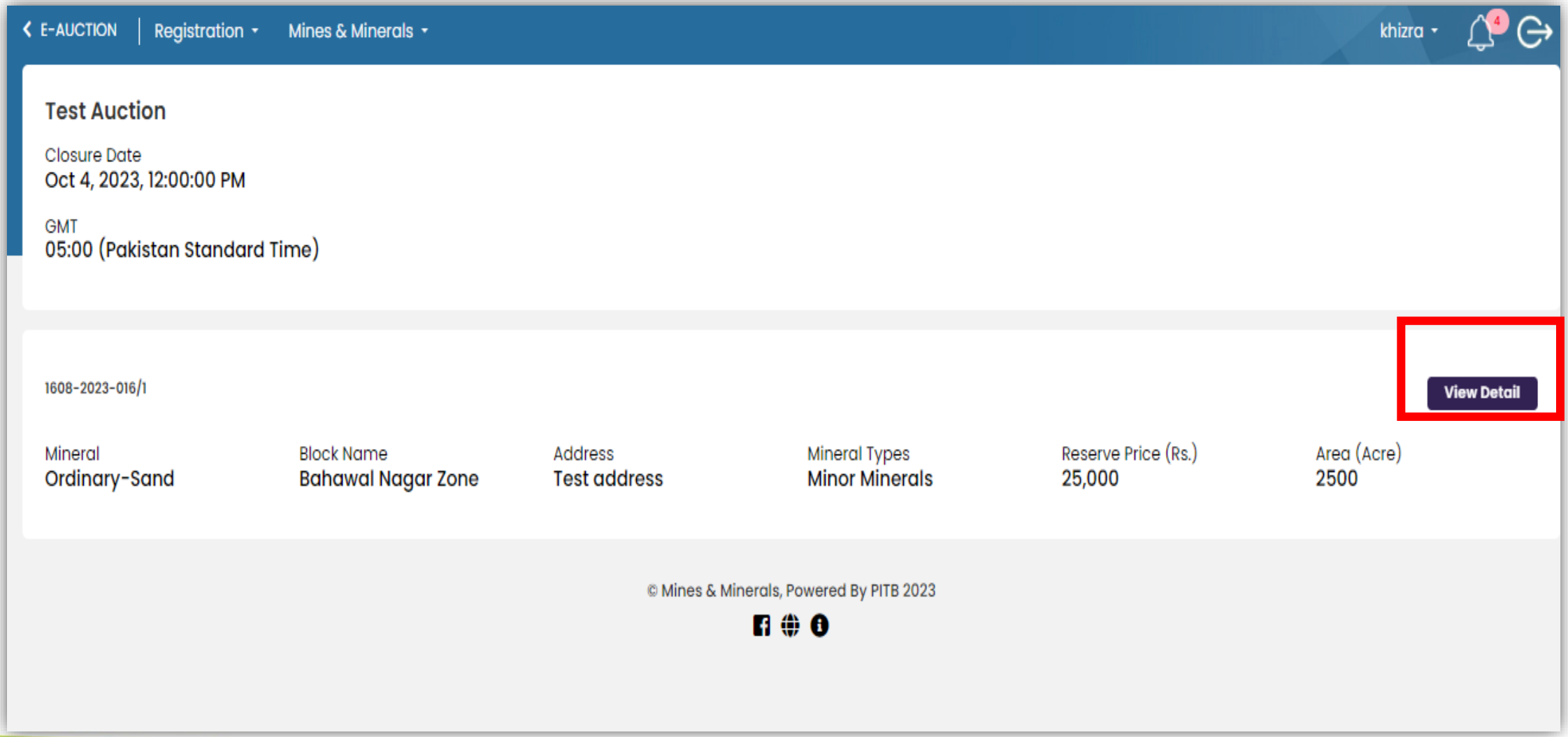
STEP -6 : MINES AND MINERALS -----AUCTION SITES DETAIL

- Upon clicking on Mines and Minerals auction detail is open where contractor can view the live auction of specific date for participation.
- After created Auction Sites from Staff End will show in published module in Contractor login. Contractor is able to participate in auction showing in published.
- Upon clicking on 3 dots contactor can view Application



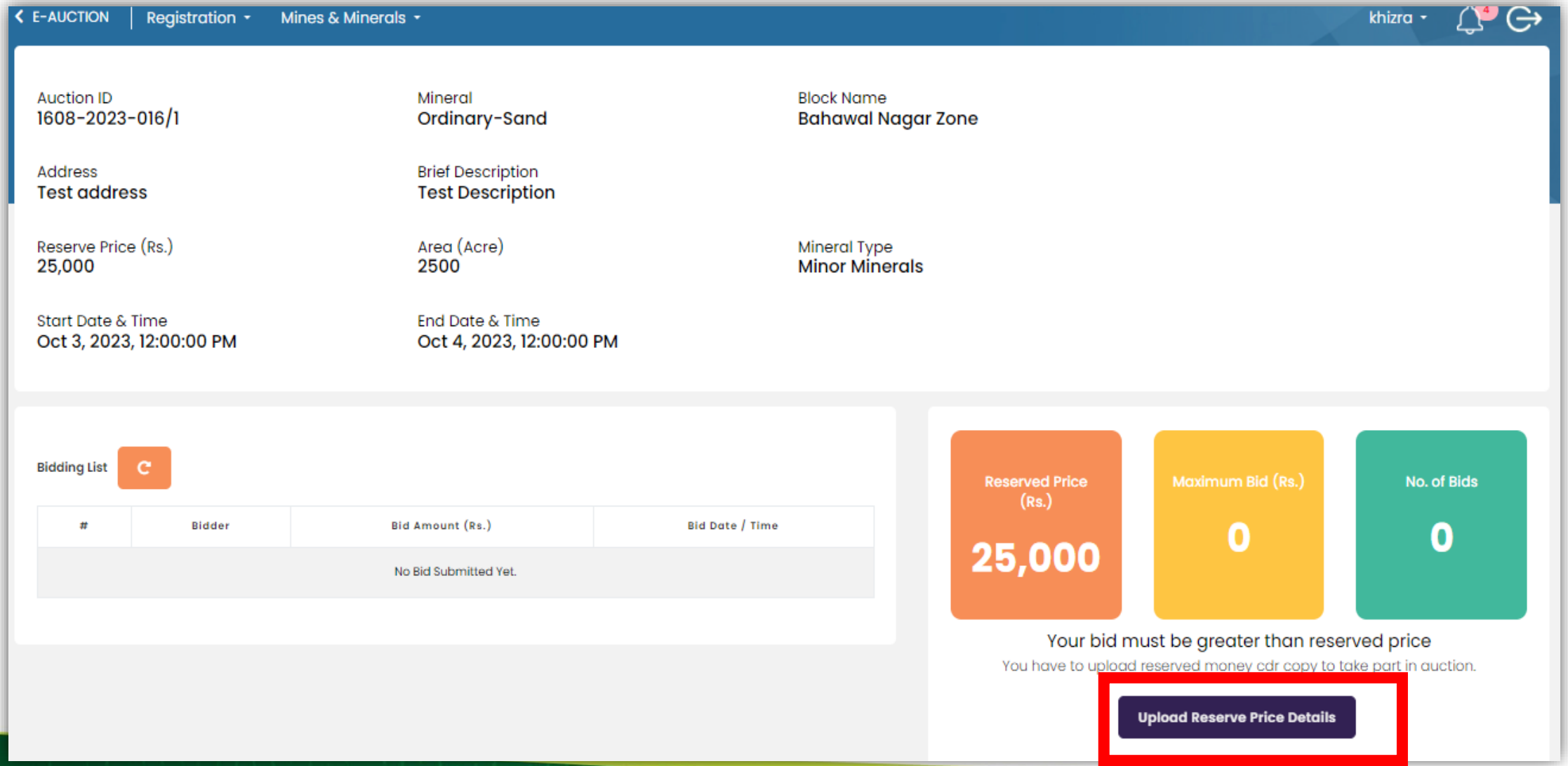
STEP -7 : MINES AND MINERALS -----AUCTION SITES DETAIL

- Upon clicking View Application → Click on View Detail



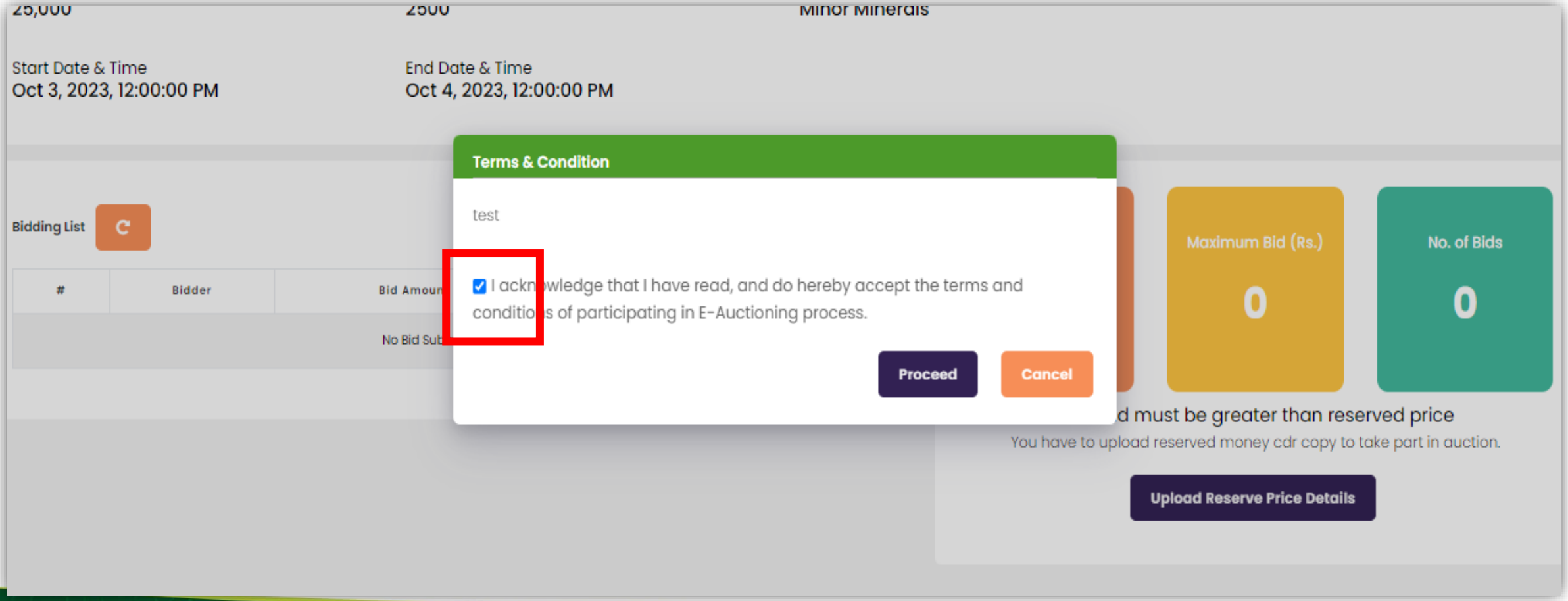
STEP -8 : MINES AND MINERALS ---- AUCTION SITES DETAIL

- Upon clicking View Application → Click on View Detail → Auction is live
- Click on Upload Reserve price Details for add Reserve Price



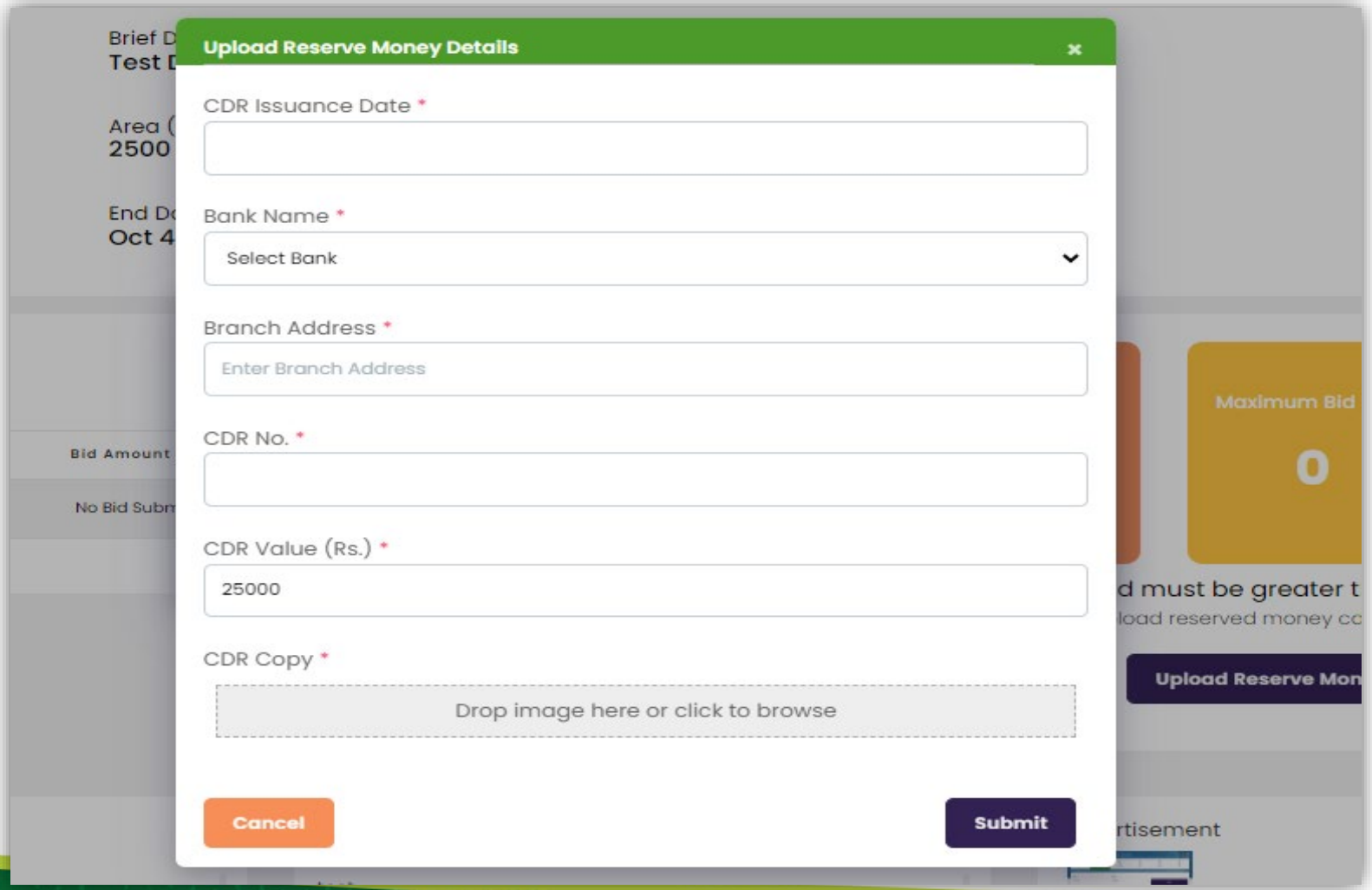
STEP -9 : MINES AND MINERALS -----AUCTION SITES DETAIL

- Upon clicking Upload Reserve Price→ A pop window will Be opened → Click on Dialogue Button
- Reserve price Details for add Reserve Price
- Check dialogue button You can Proceed for bidding
- Click on Proceed Button



STEP -10 : MINES AND MINERALS -----AUCTION SITES DETAIL

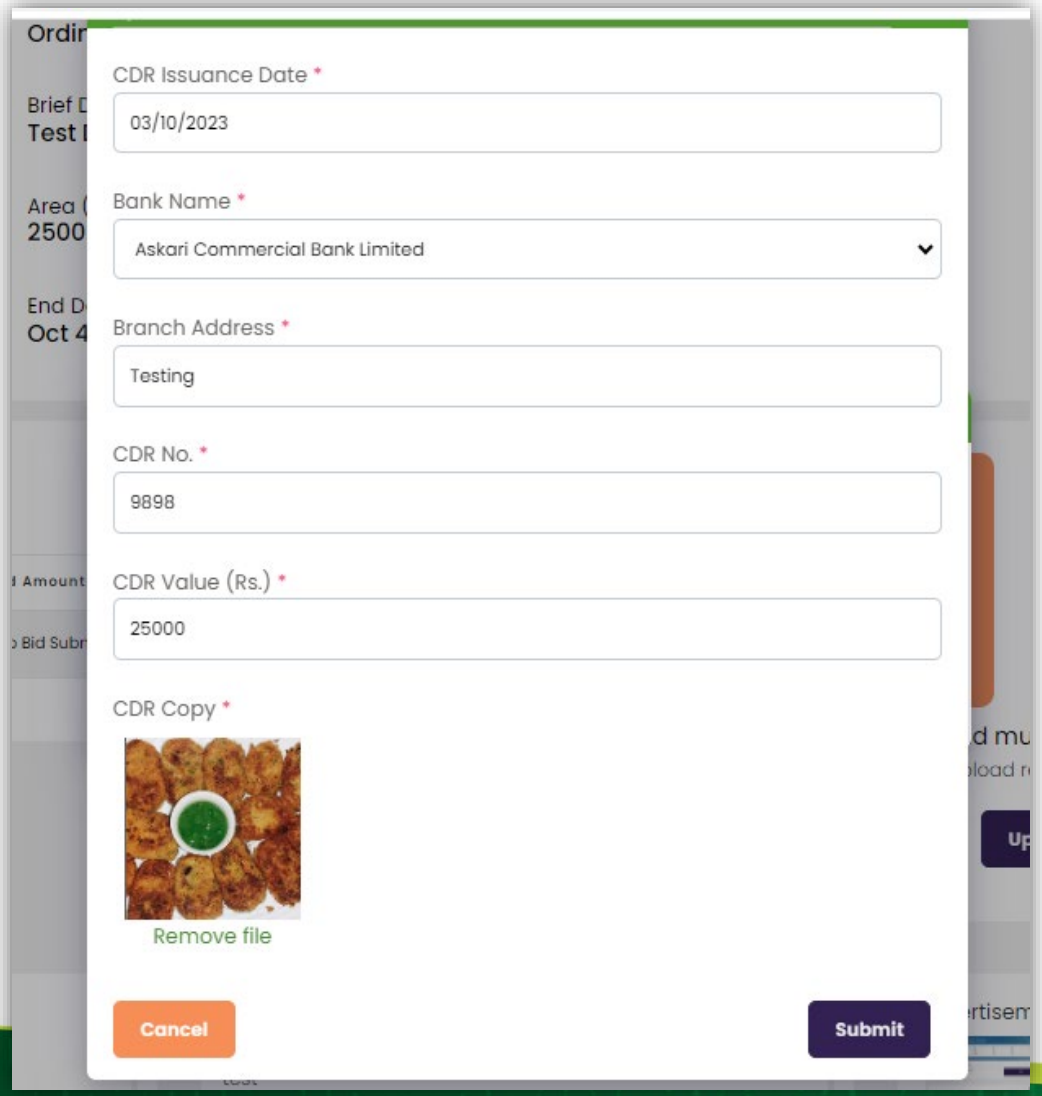
- Upon clicking Proceed → A pop window will Be opened → Upload Reserve Money Details
- CDR Issuance Date (Mandatory)
- Bank Name (Mandatory)
- Branch Address ,CDR NO , CDR VALUE (All Fields are Mandatory)
- CDR Copy Add image (Mandatory)
- Click on Submit Button to proceed further.

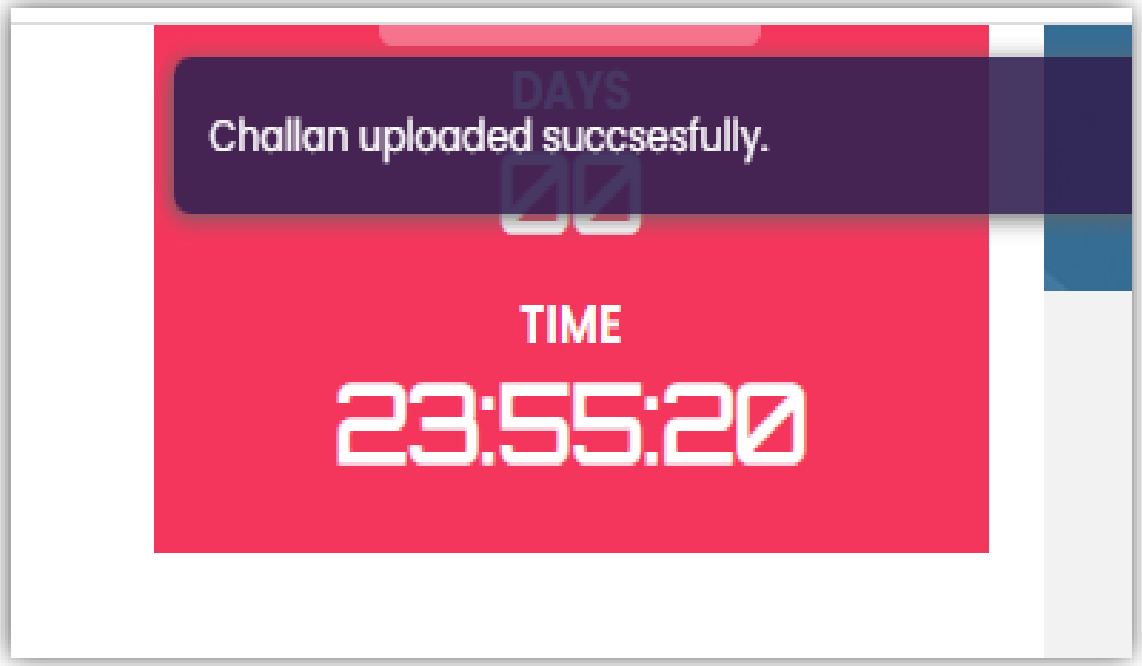


STEP -11 : MINES AND MINERALS -----AUCTION SITES DETAIL

Fill the form with all fields and Click on Submit Button.

After Submit a pop Message Appears Challan Updated Successfully.

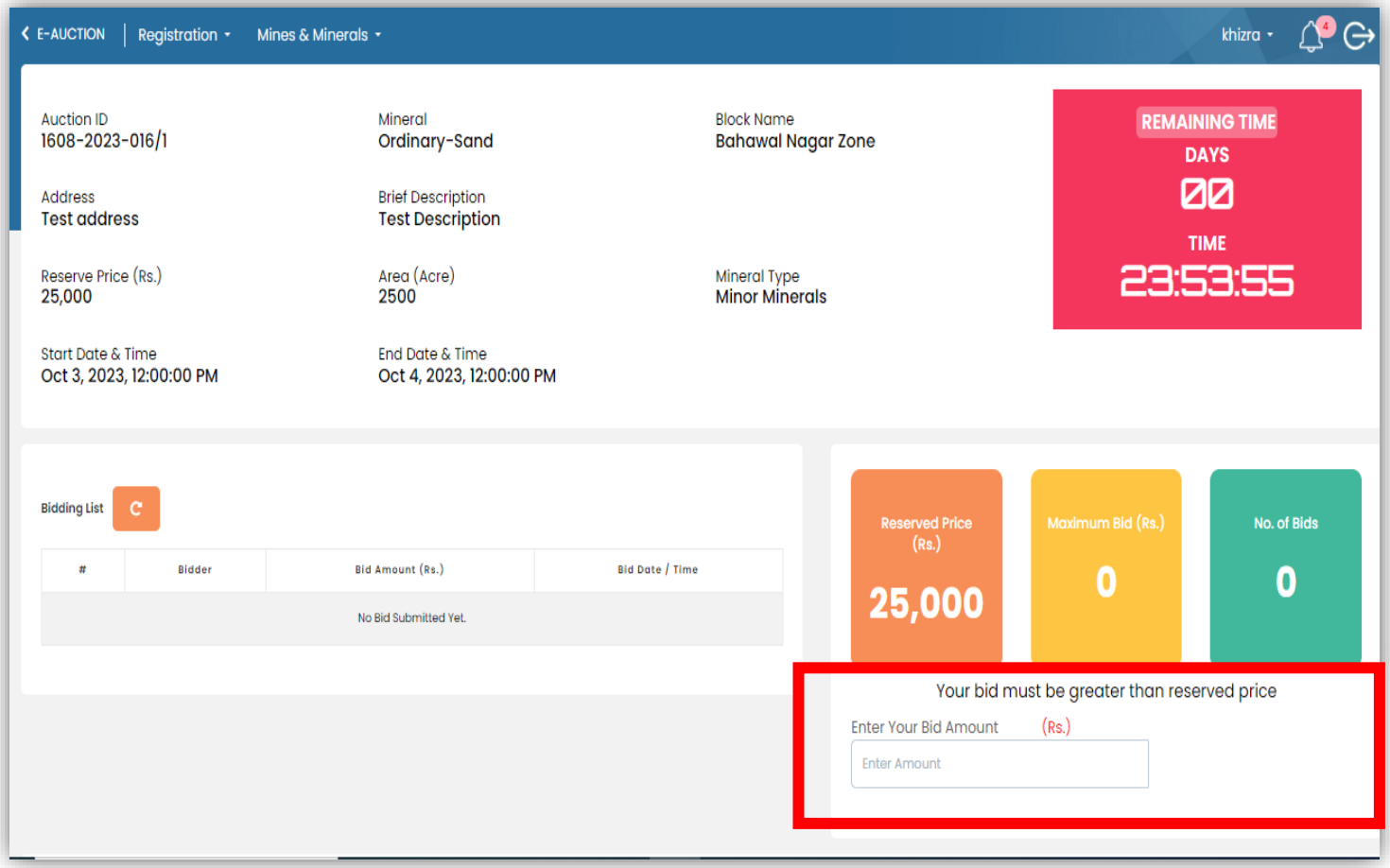


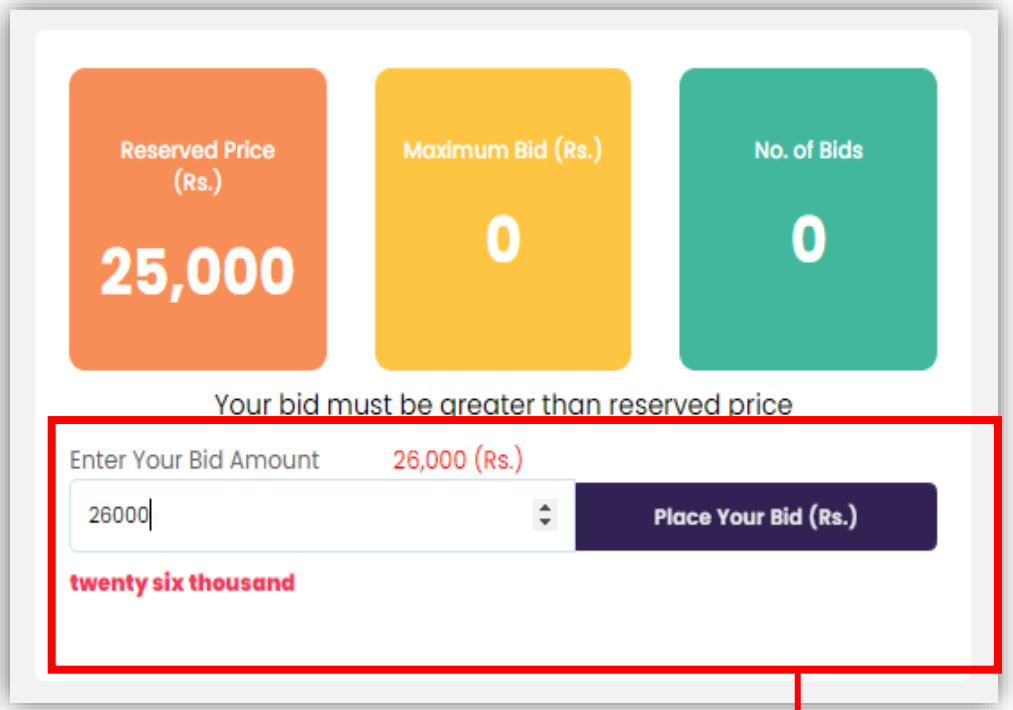


STEP -12 : MINES AND MINERALS -----AUCTION SITES DETAIL

- Remaining time is showing on dashboard.
- Contractor can add Reserve price in highlighted text field.
- Contractor can submit application while auction site is live and created by Staff end.

Note : Bid Amount should be greater than Reserve price

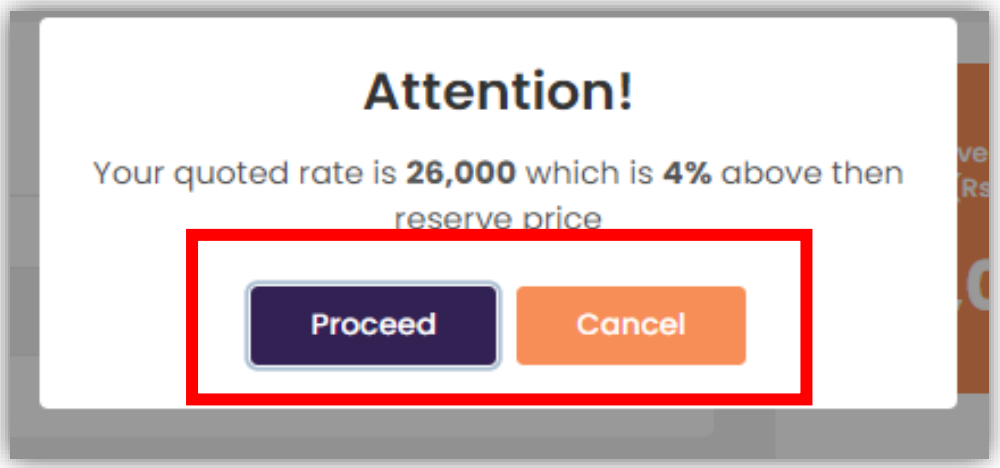




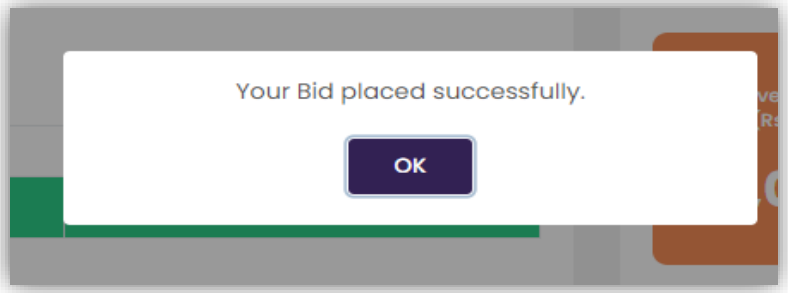
After Add Bid Amount You can place your bid Successfully

STEP -13 : MINES AND MINERALS -----AUCTION SITES DETAIL

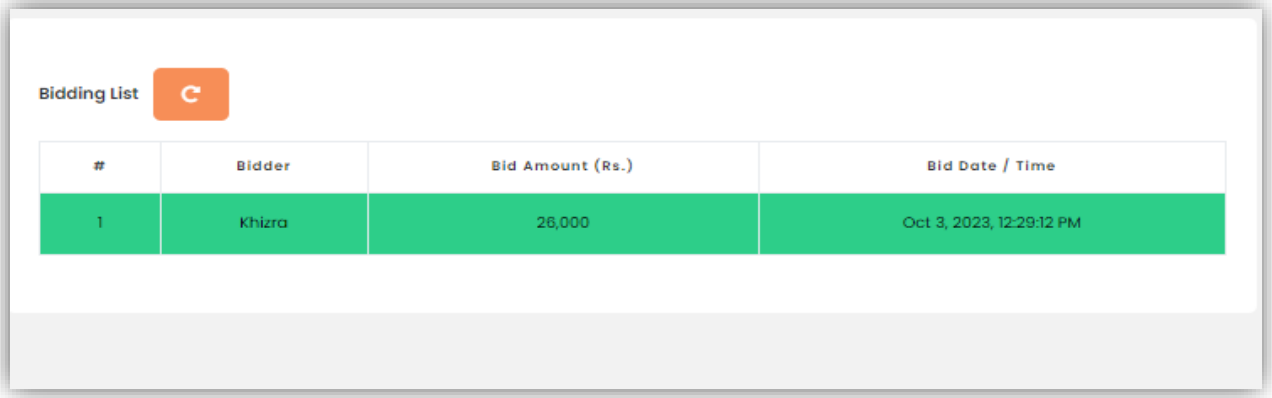
- Click on Proceed for further Action.



Click on Proceed for further Action A popup Message will show Your Bid Placed successfully

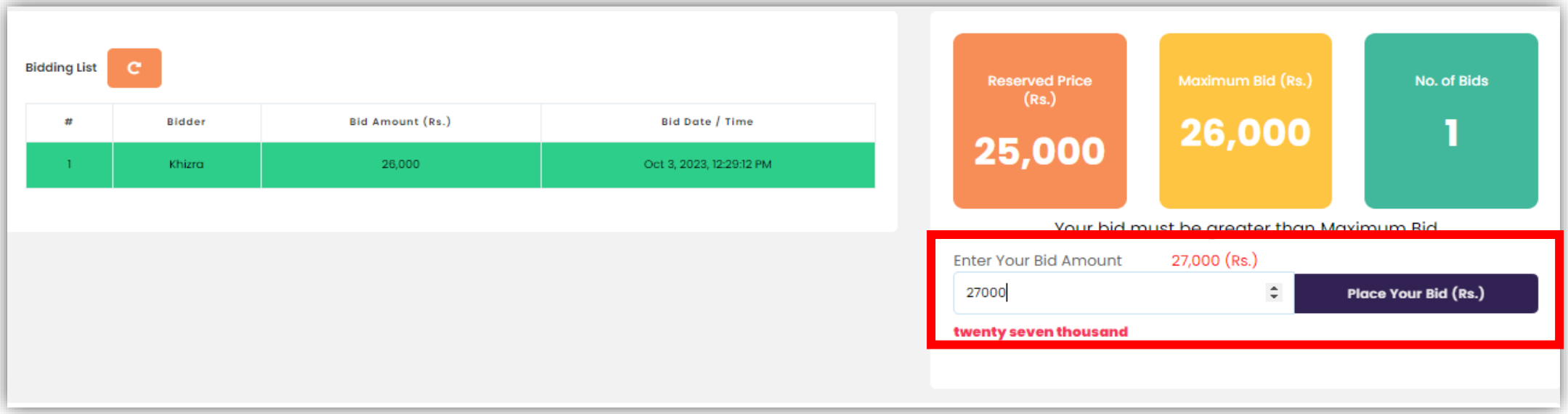


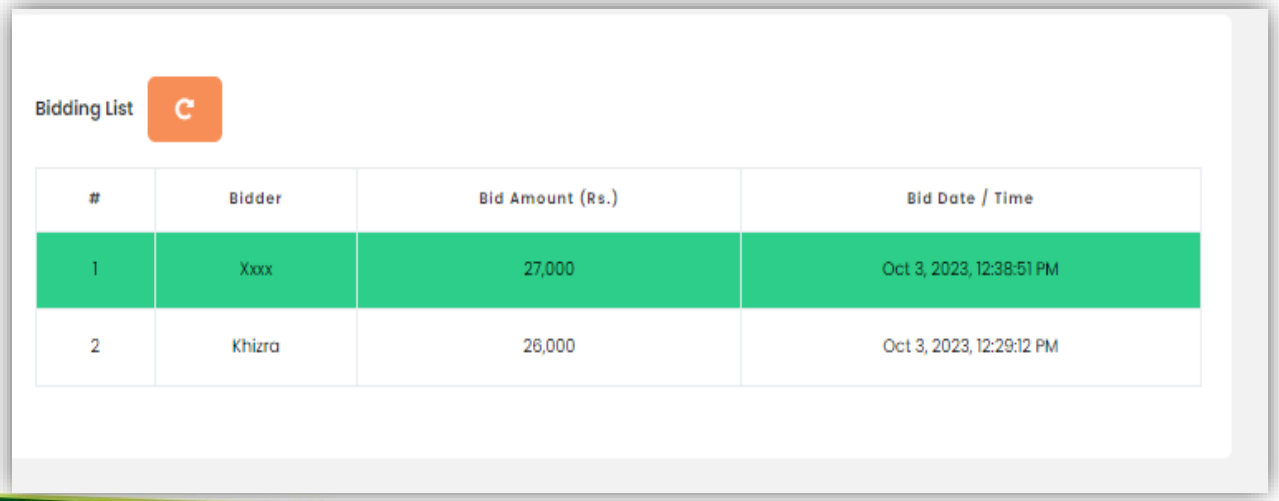
You can view your Name in Bidding list with High Amount



STEP -13 : MINES AND MINERALS -----AUCTION SITES DETAIL

- You can Enter your Maximum Bid again in remaining time

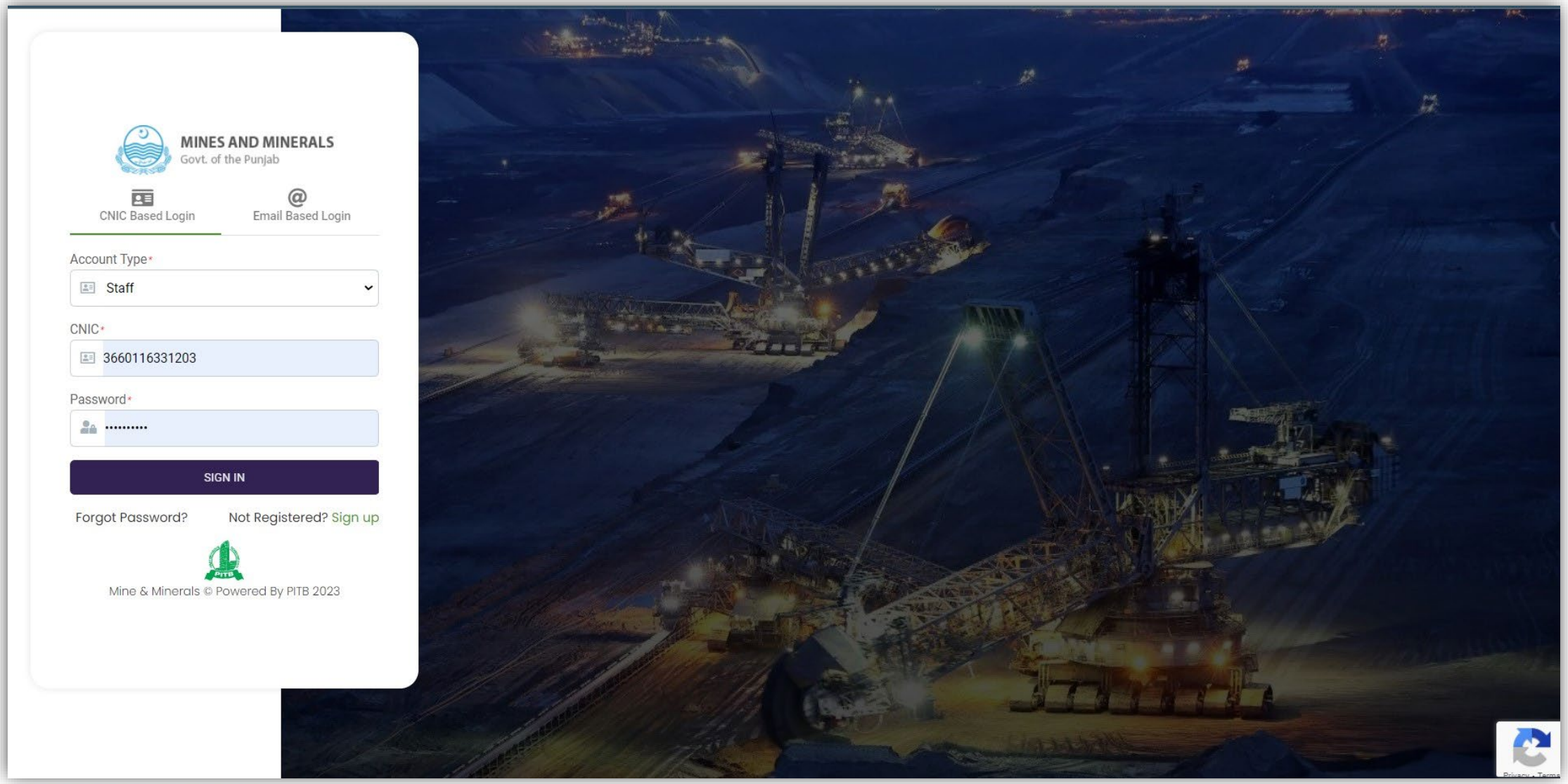




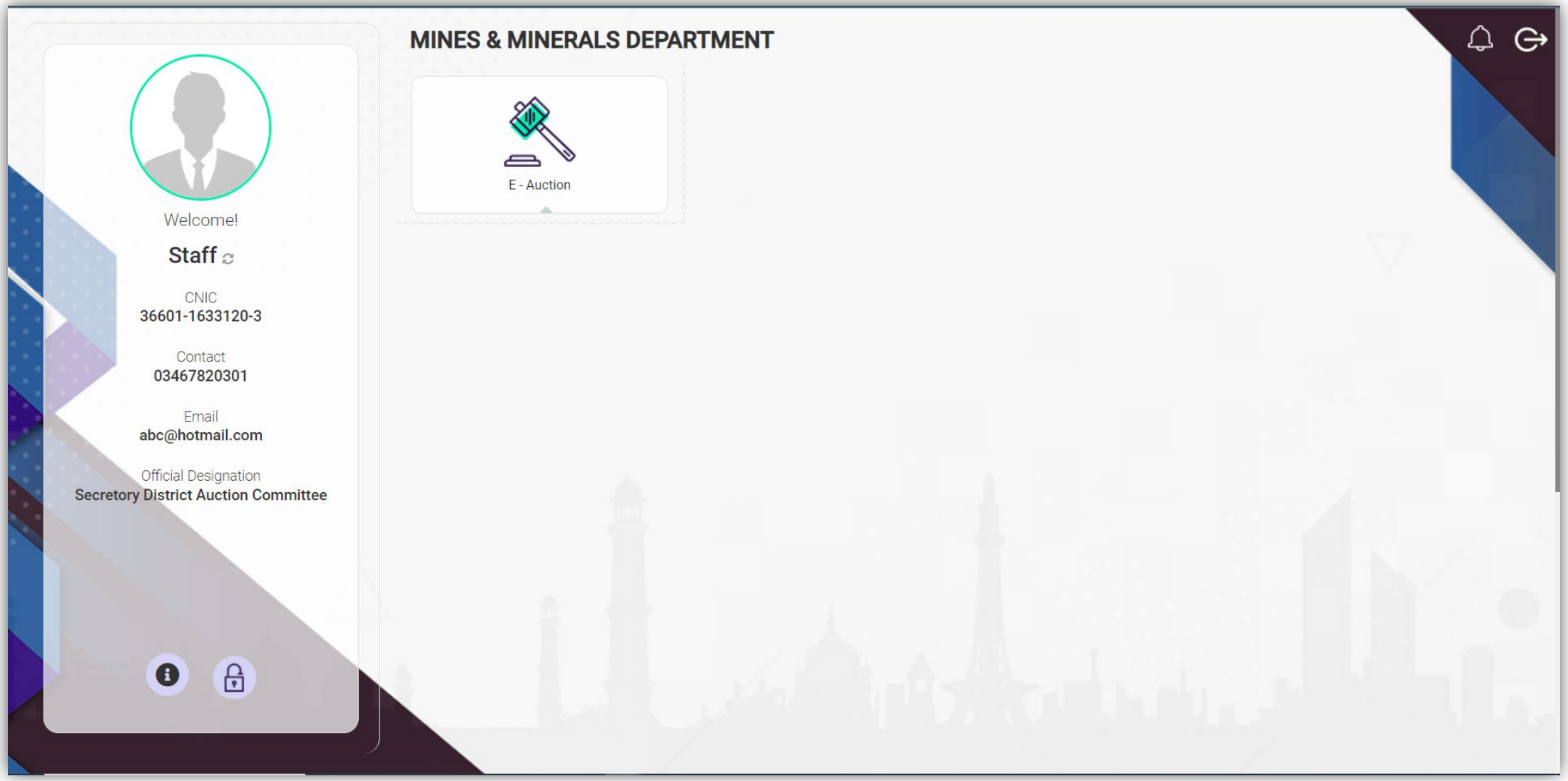
Contractor can not view his Competitor Name in Bidding list while he can view Bidder name as XYZ name .

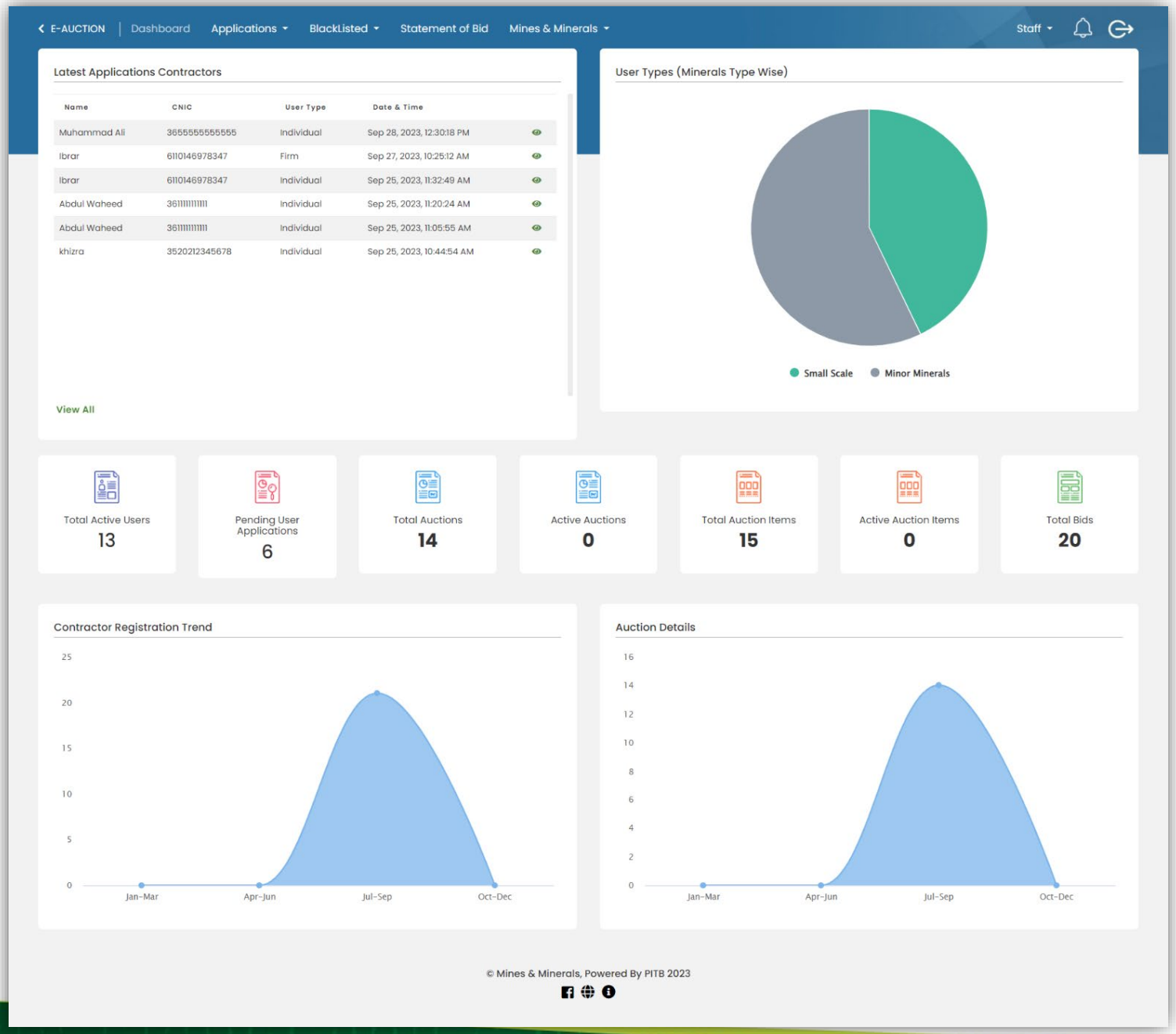
STAFF DASHBOARD

STAFF LOGIN SCREEN



STAFF DASHBOARD SCREEN AFTER LOGIN



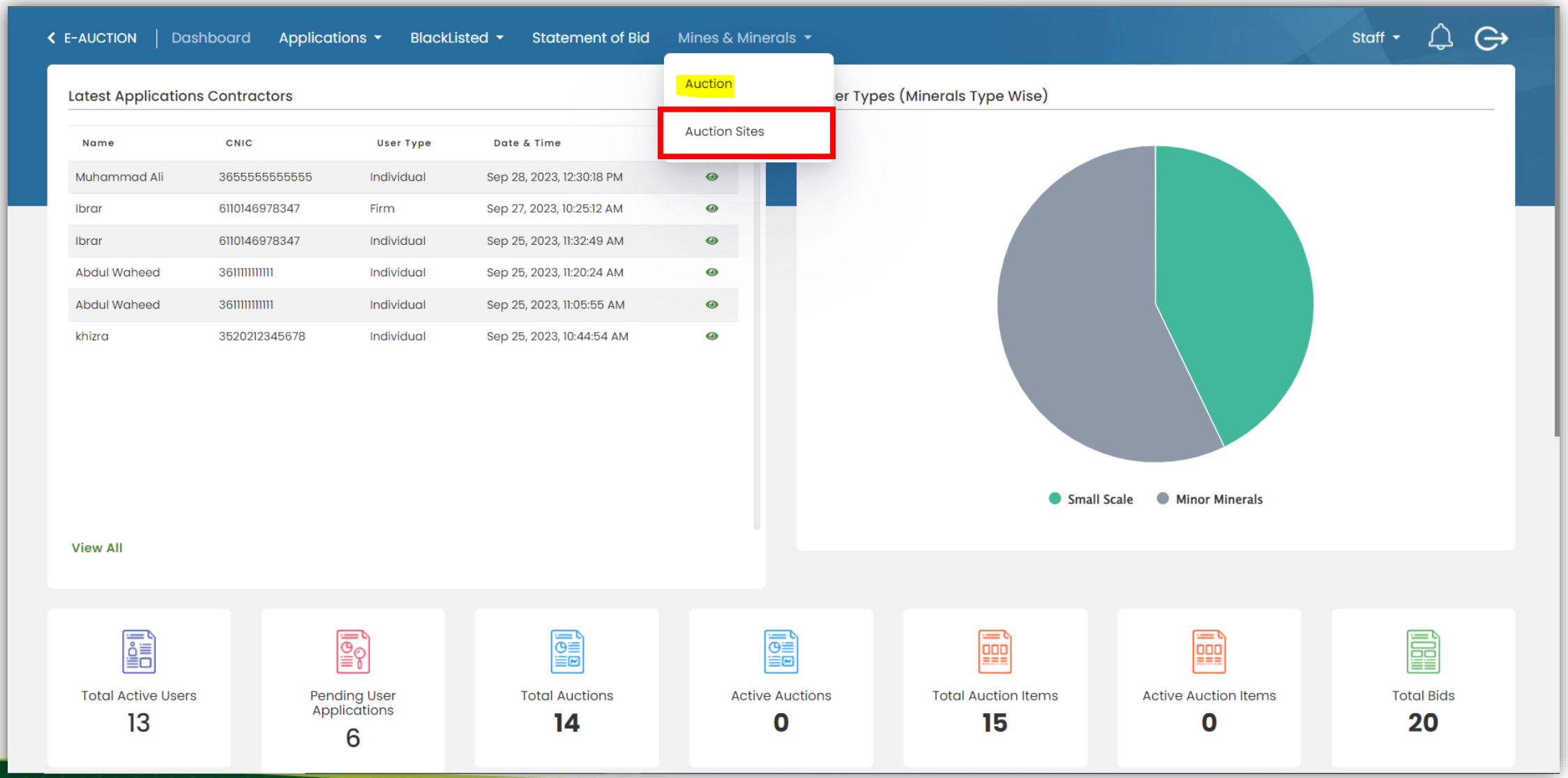


STAFF DASHBOARD SCREEN – AUCTION SCREEN

- Real Time Statistics showing on dashboard
- Total Applications .
- Staff can review application
- Total Auction Sites
- Total Auctions
- Total Bids
- Total Active Users.

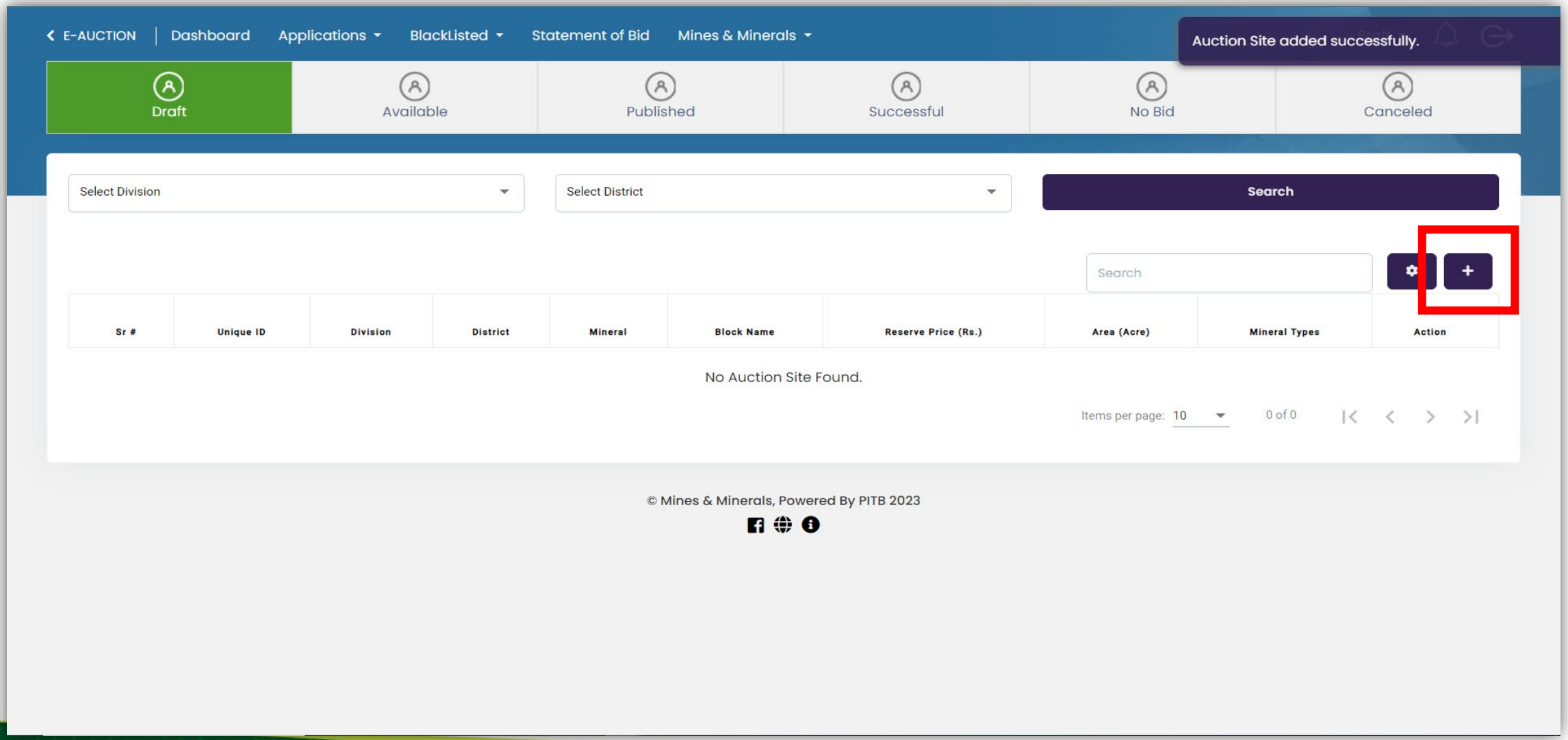
E-AUCTION SCREEN

Click Mines and Minerals Select Auction



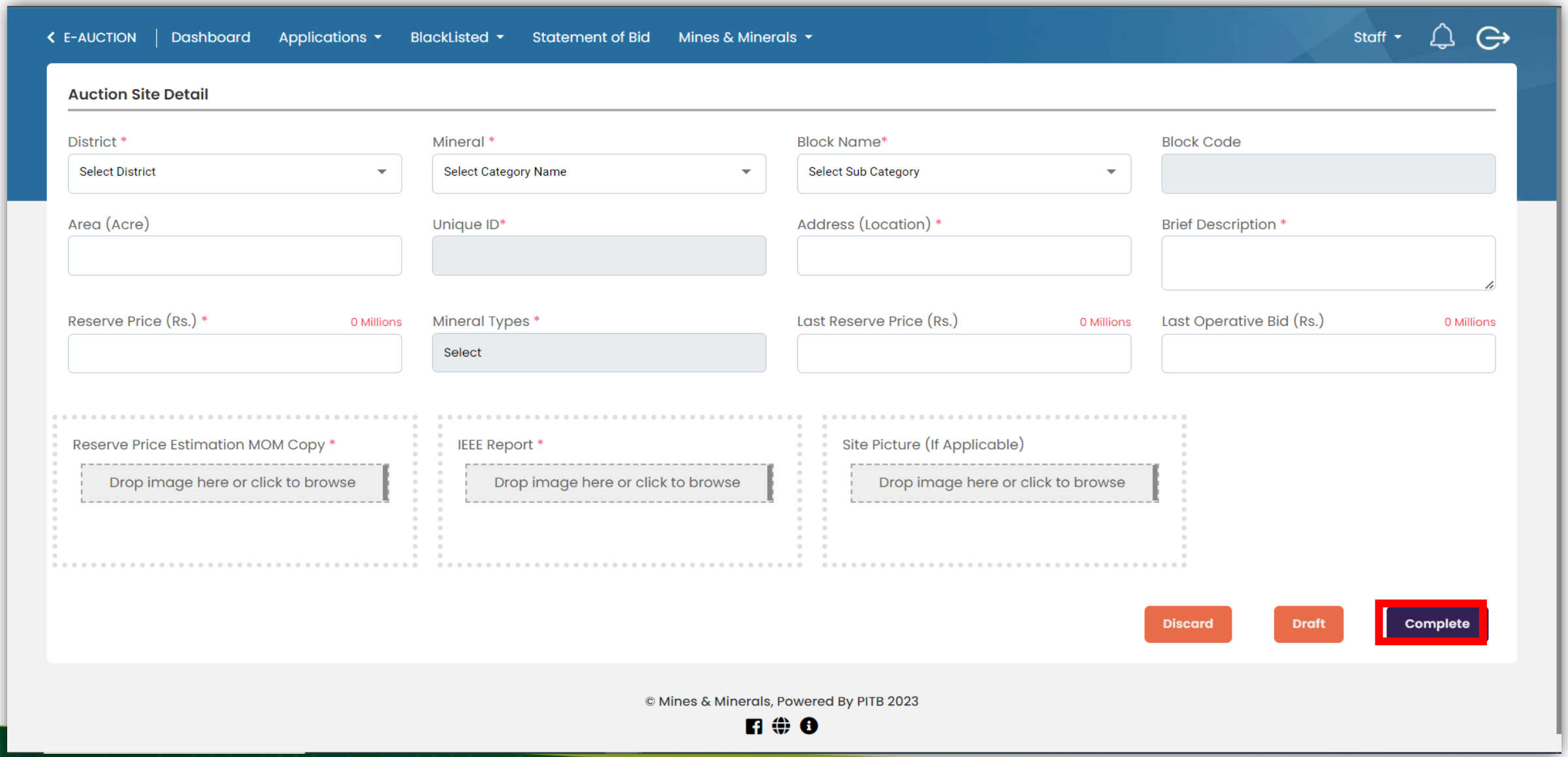
AUCTION SITES SCREEN

A pop-up message will show on upper right corner Auction site Added successfully.
For Adding Auction Site click on + icon for create auction site



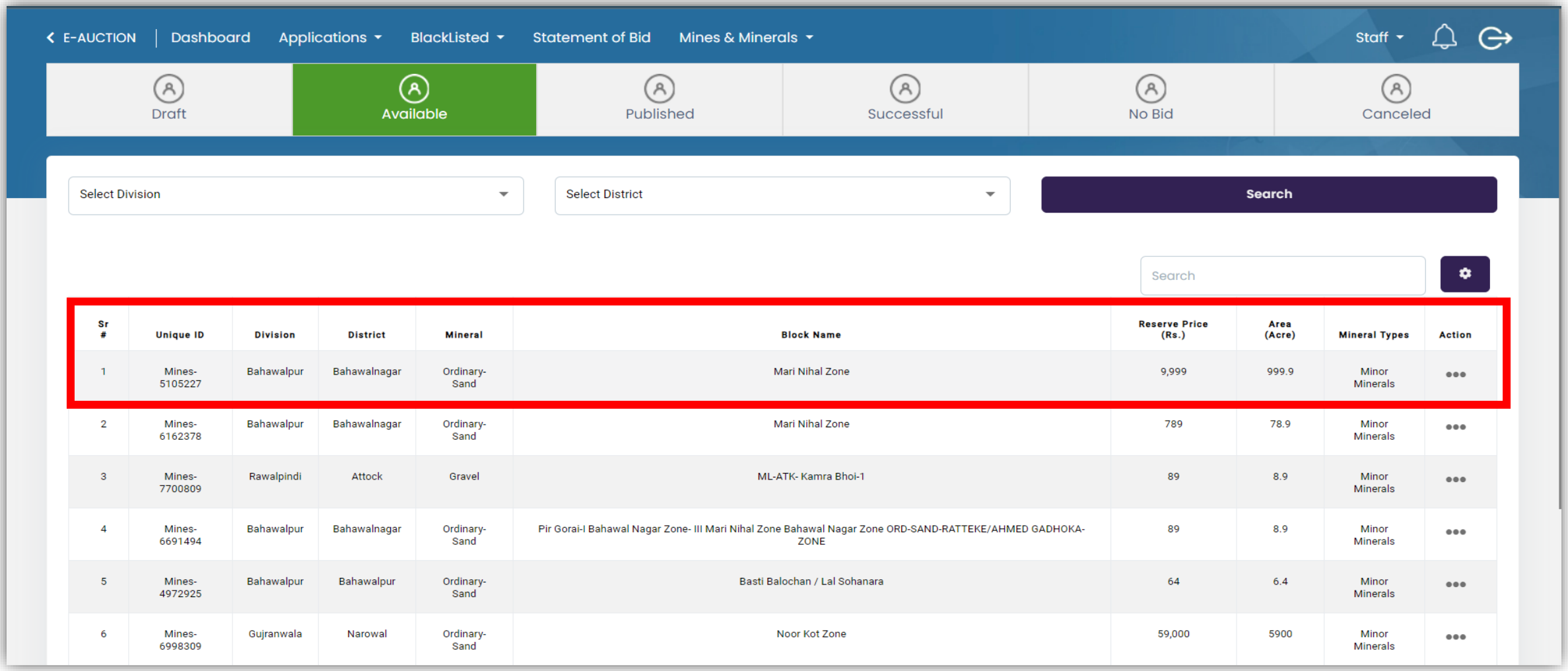
CREATE AUCTION SCREEN

Fill the Form and click on complete for submission.



CREATE AUCTION SCREEN

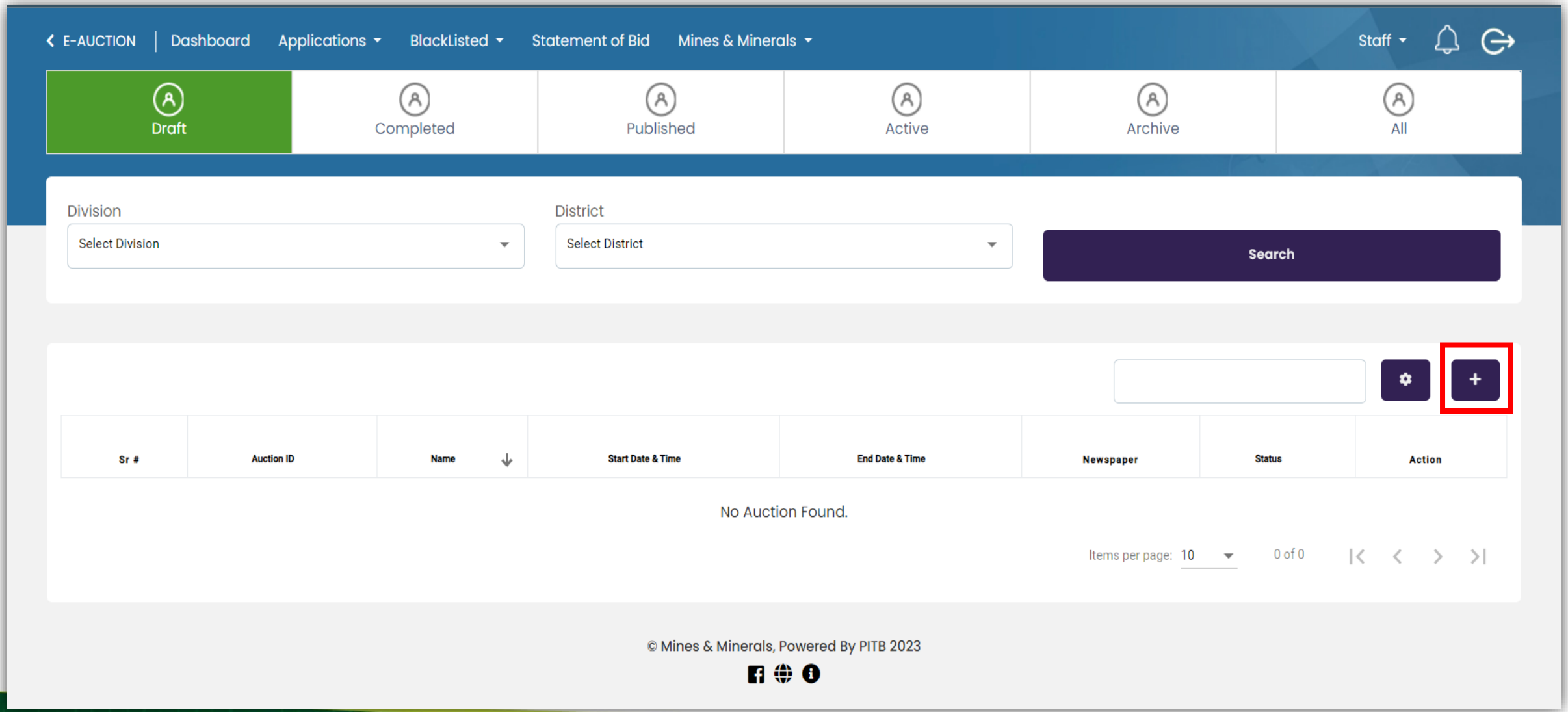
Fill the Form and click on complete for submission.



Sr #	Unique ID	Division	District	Mineral	Block Name	Reserve Price (Rs.)	Area (Acre)	Mineral Types	Action
1	Mines-5105227	Bahawalpur	Bahawalnagar	Ordinary-Sand	Mari Nihal Zone	9,999	999.9	Minor Minerals	•••
2	Mines-6162378	Bahawalpur	Bahawalnagar	Ordinary-Sand	Mari Nihal Zone	789	78.9	Minor Minerals	•••
3	Mines-7700809	Rawalpindi	Attock	Gravel	ML-ATK- Kamra Bhoi-1	89	8.9	Minor Minerals	•••
4	Mines-6691494	Bahawalpur	Bahawalnagar	Ordinary-Sand	Pir Gorai-I Bahawal Nagar Zone- III Mari Nihal Zone Bahawal Nagar Zone ORD-SAND-RATTEKE/AHMED GADHOKA-ZONE	89	8.9	Minor Minerals	•••
5	Mines-4972925	Bahawalpur	Bahawalpur	Ordinary-Sand	Basti Balochan / Lal Sohanara	64	6.4	Minor Minerals	•••
6	Mines-6998309	Gujranwala	Narowal	Ordinary-Sand	Noor Kot Zone	59,000	5900	Minor Minerals	•••

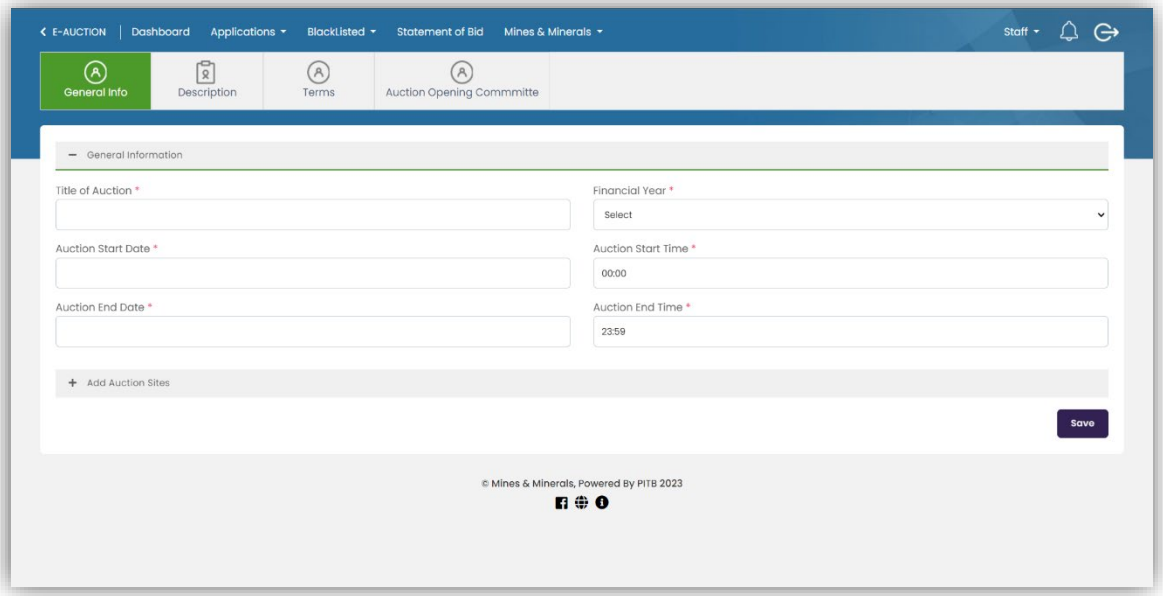
CREATE AUCTION SCREEN

Fill the Form and click on complete for submission.

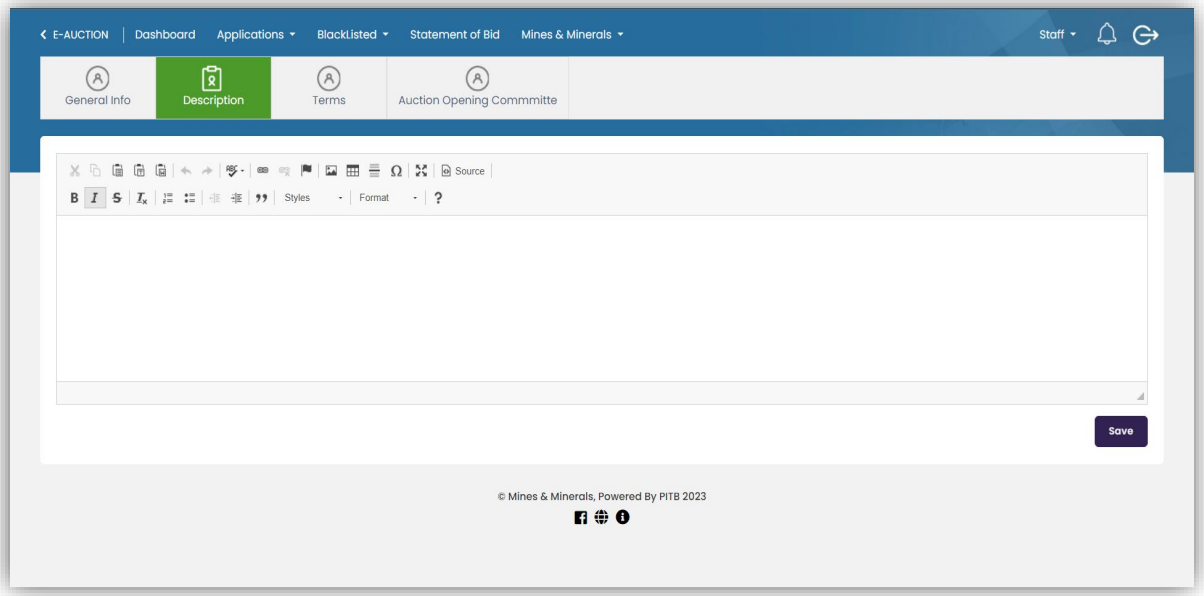


ADD ALL INFORMATION IN THESE MODULES THEN ADD SAVE BUTTON:

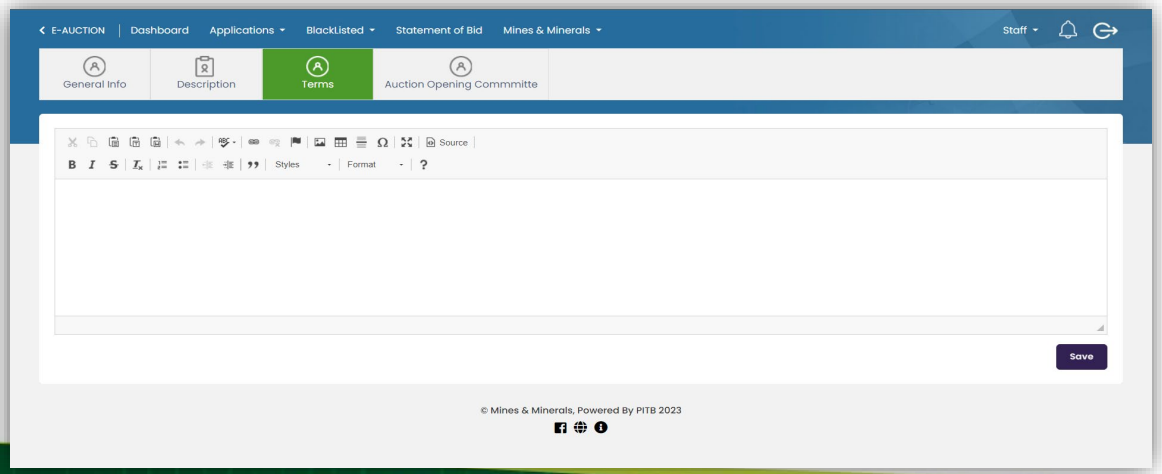
ADD GENERAL INFORMATION



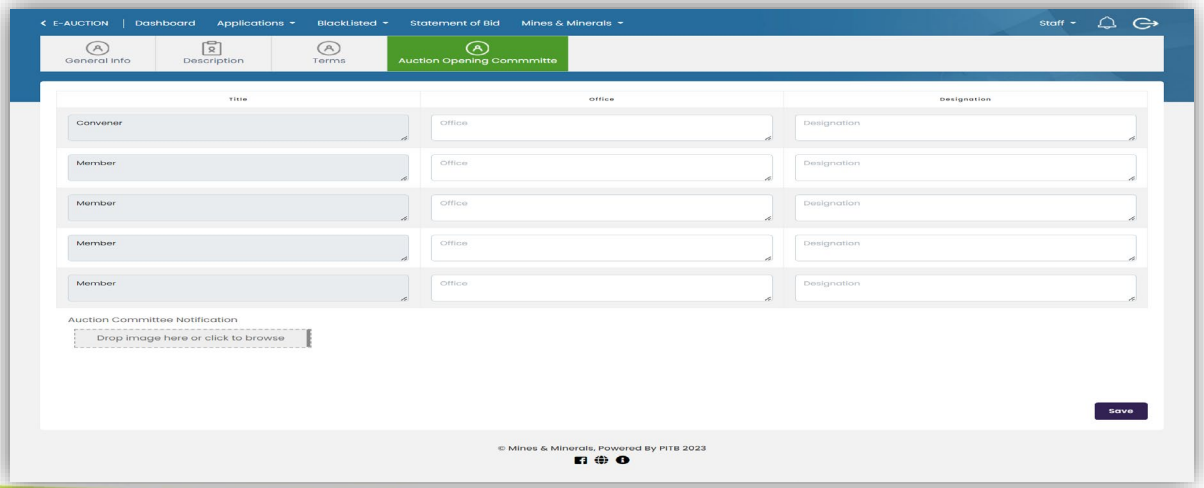
DESCRIPTION



ADD TERMS

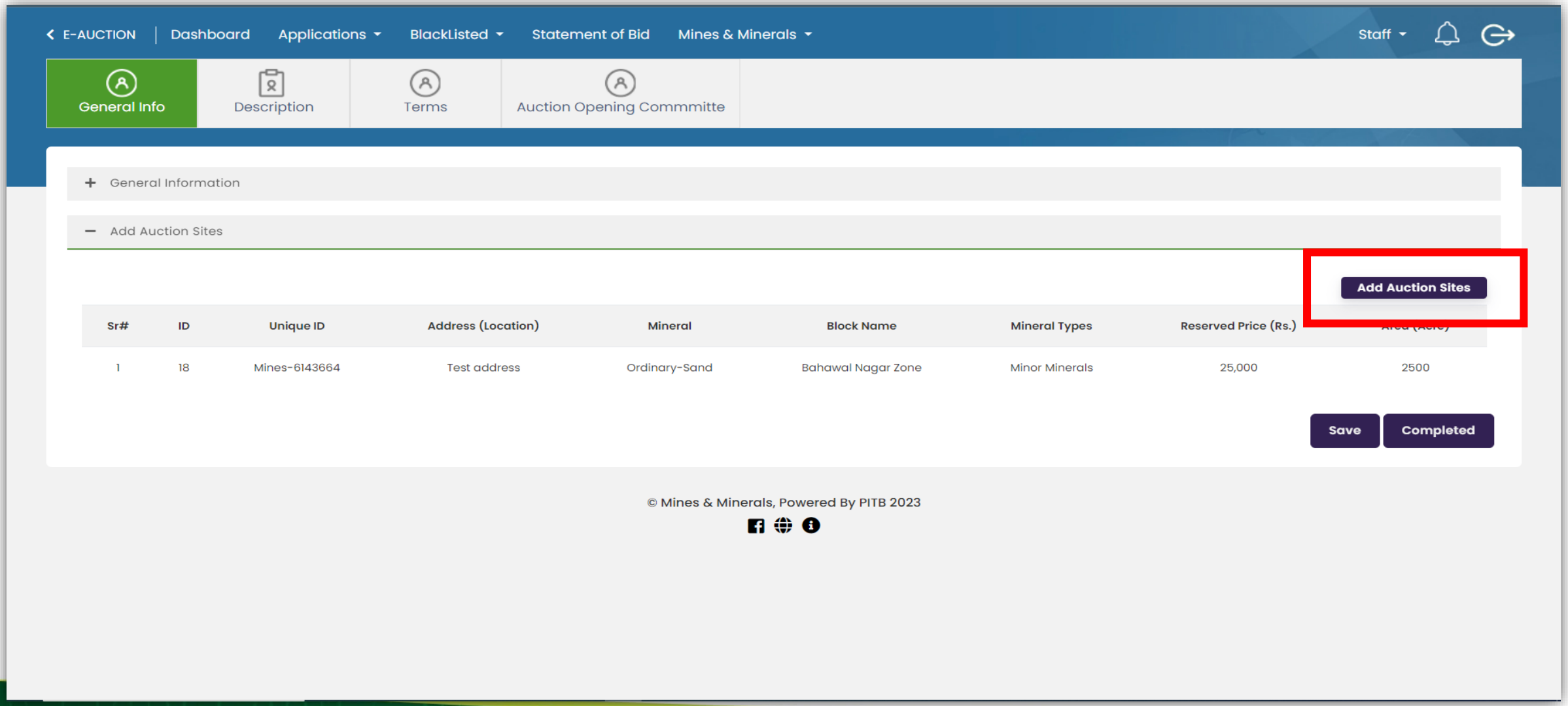


ADD AUCTION OPENING COMMITTEE



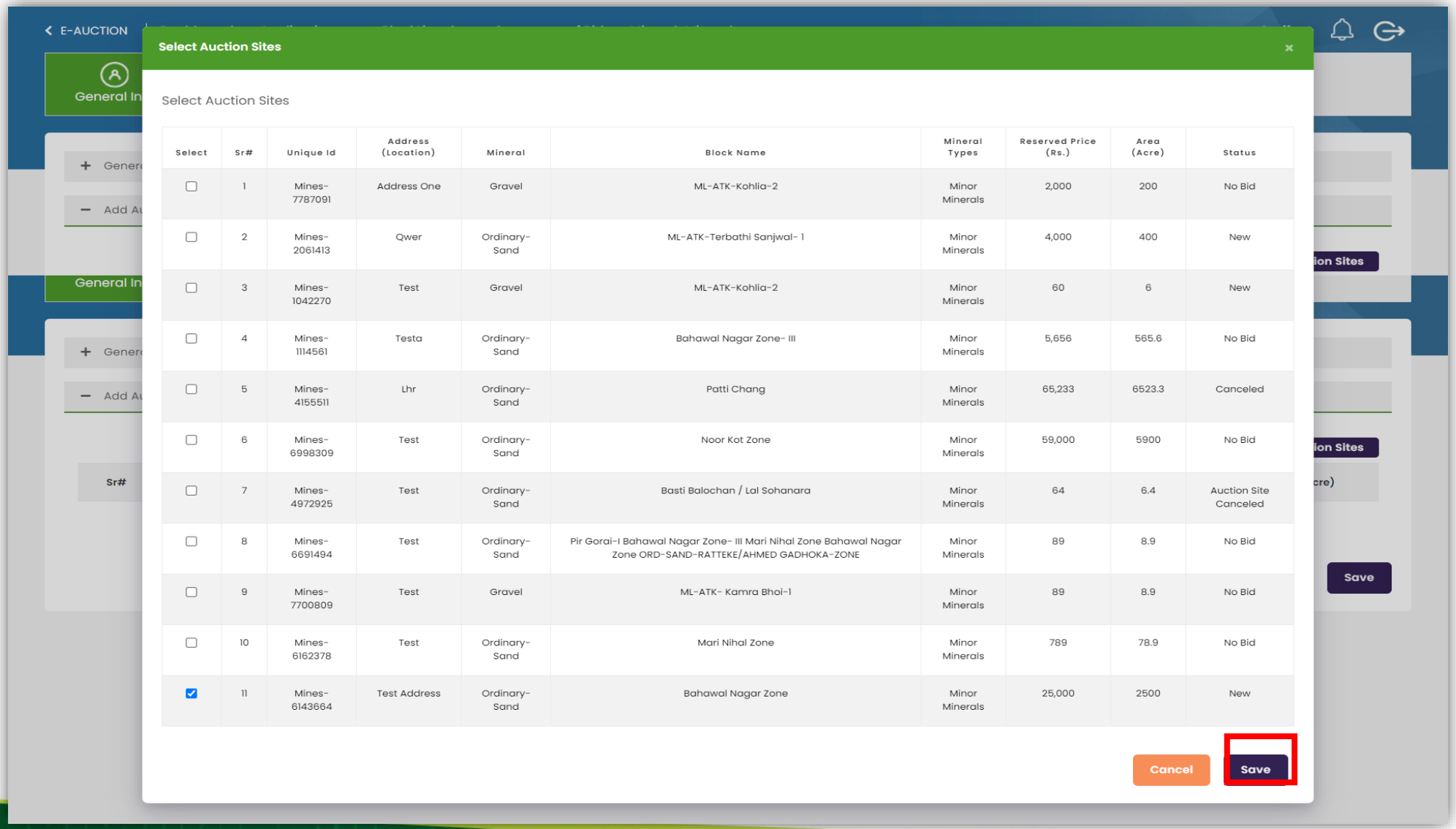
SELECT AUCTION SITES:

After Save Auction opening committee Select Auction sites from auction listing which need to be include in auction Auction created then click on completed button



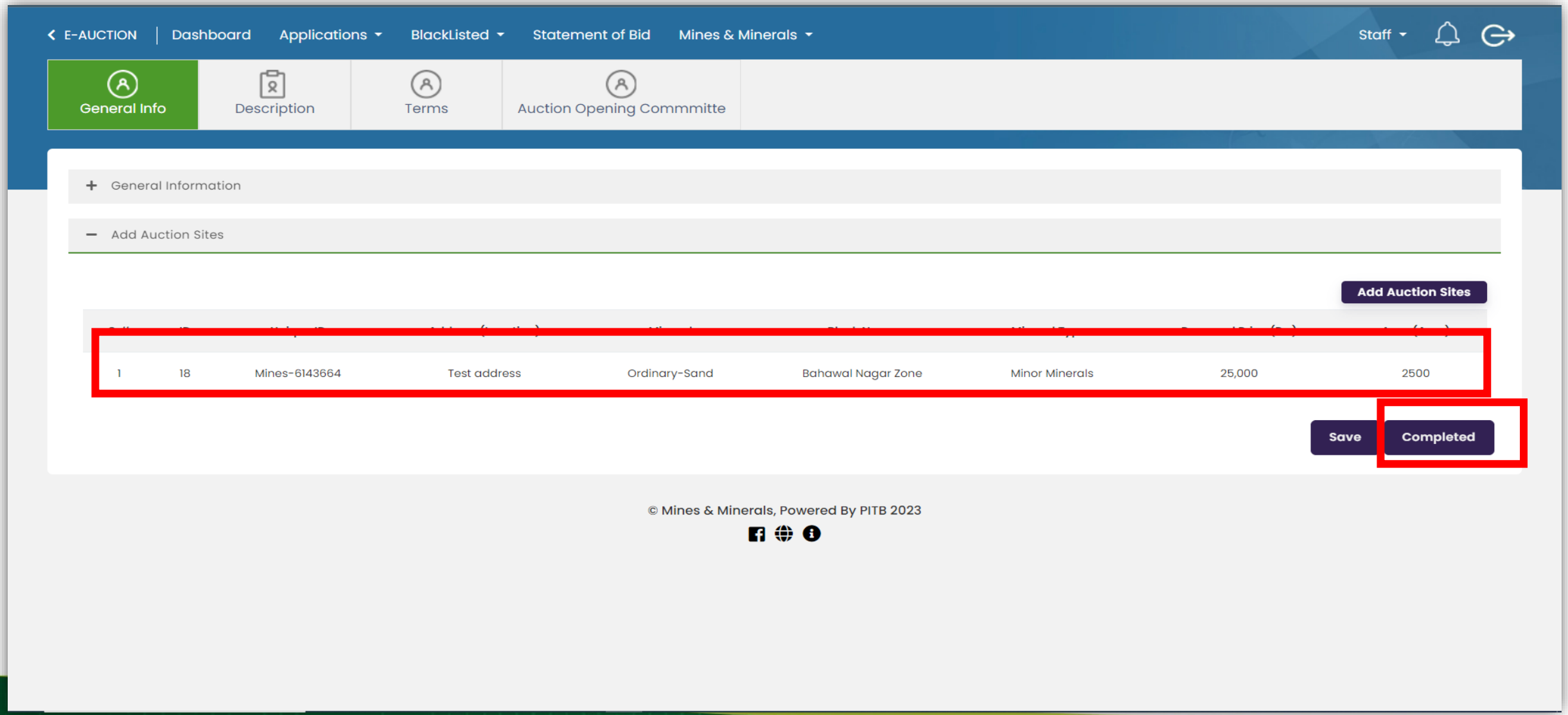
SELECT AUCTION SITES:

Select Auction sites from auction listing which need to be include in auction then click on save button



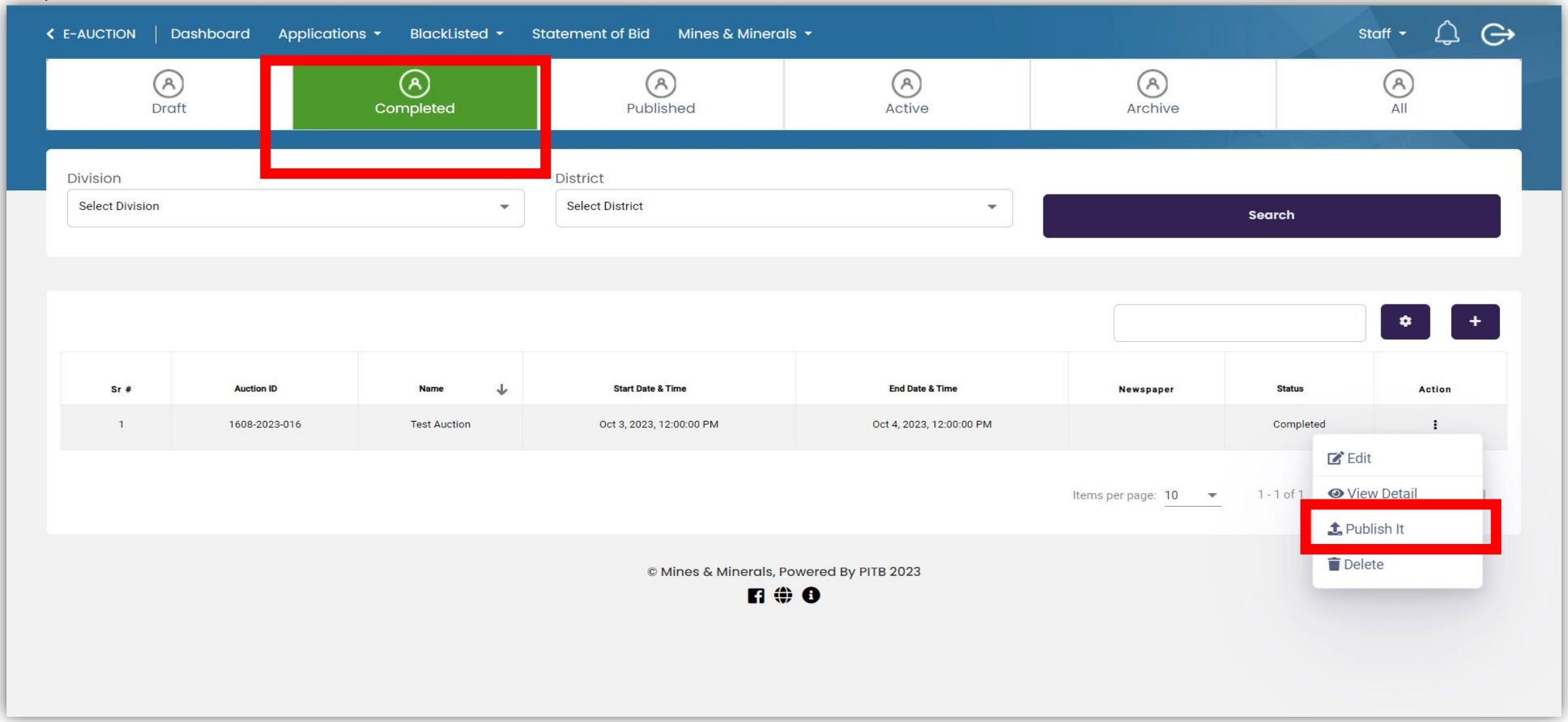
SELECT AUCTION SITES:

After Save Auction opening committee Select Auction sites from auction listing which need to be include in auction Auction created then click on completed button



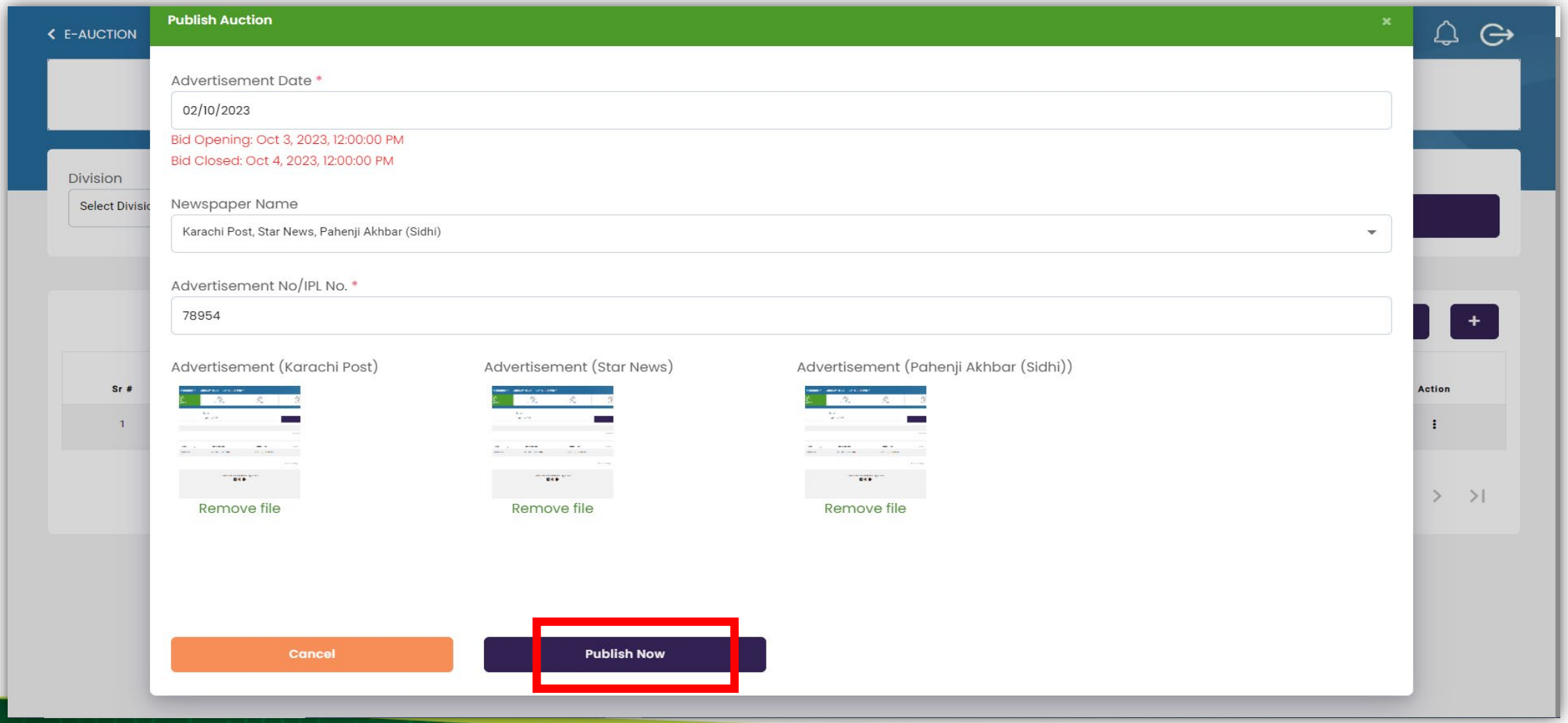
E-AUCTION COMPLETED:

Now Auction site is completed and shown in listing then click on Publish Button for published the Auction



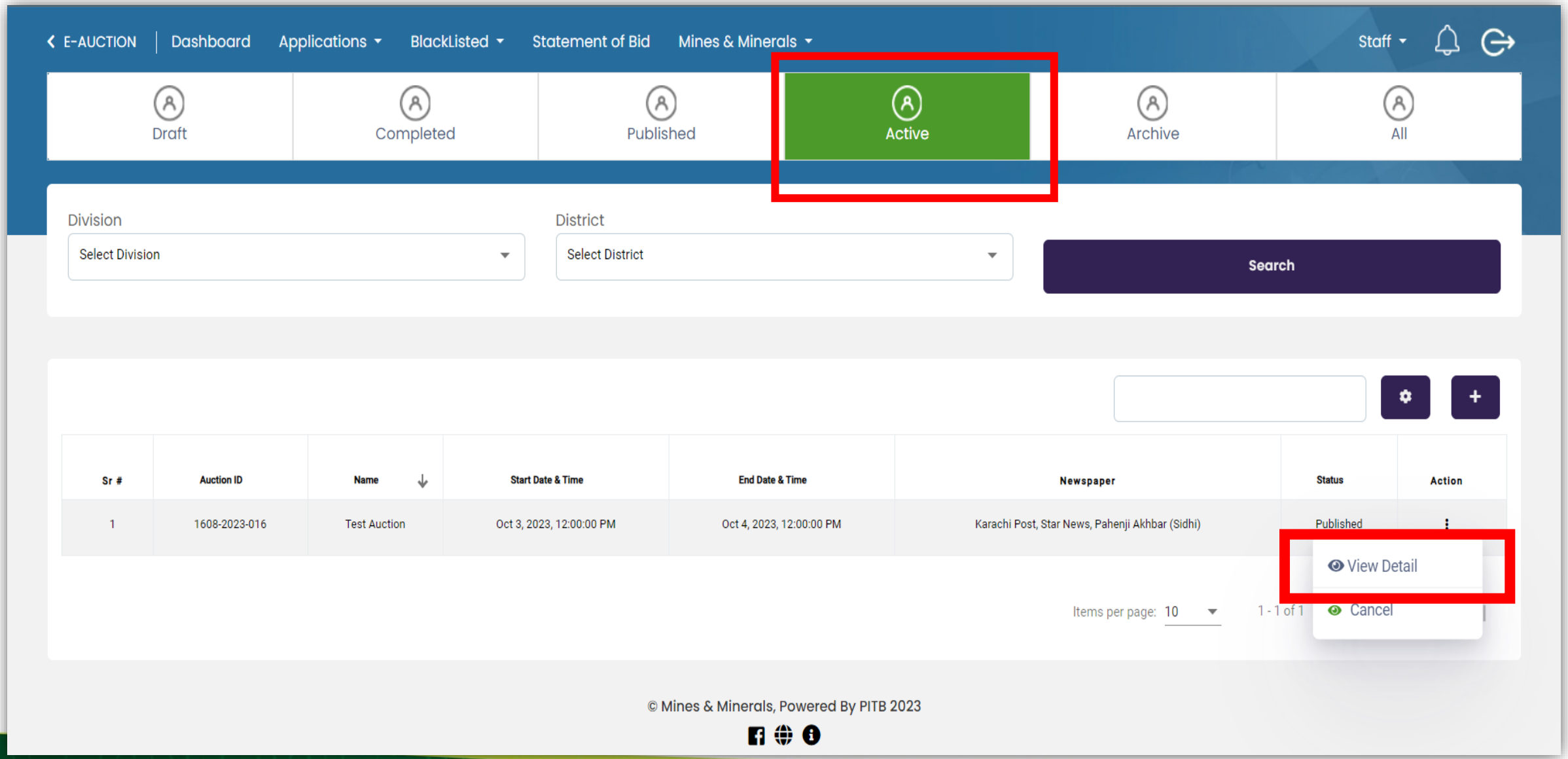
PUBLISH AUCTION

- Add Advertisement Date (Mandatory)
- Newspaper Name (Mandatory)
- Advertisement No (Mandatory)
- Add Images and Click on Publish Now .



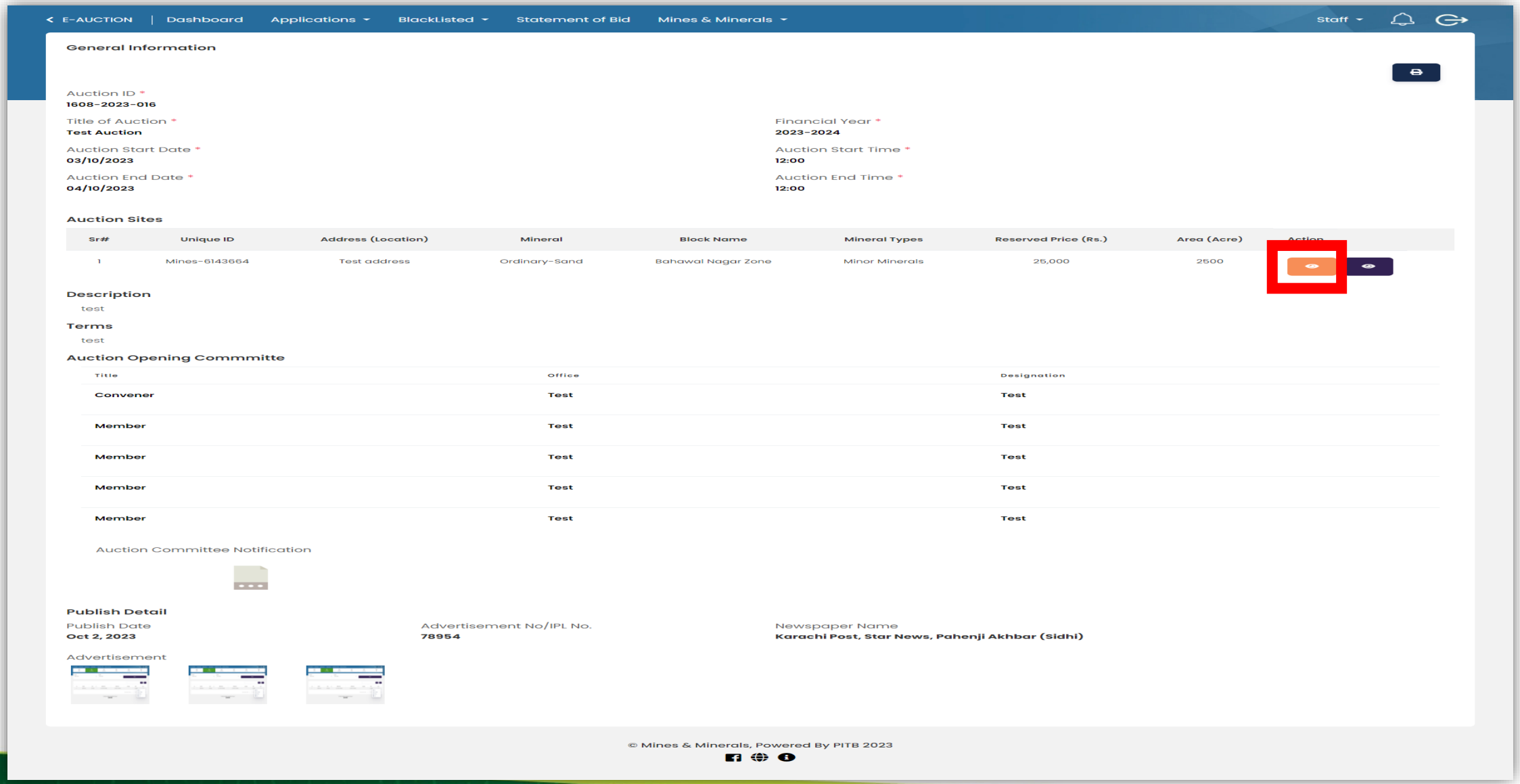
ACTIVE AUCTION :

After Click on Publish Application is now in Active Module then click on view detail Button



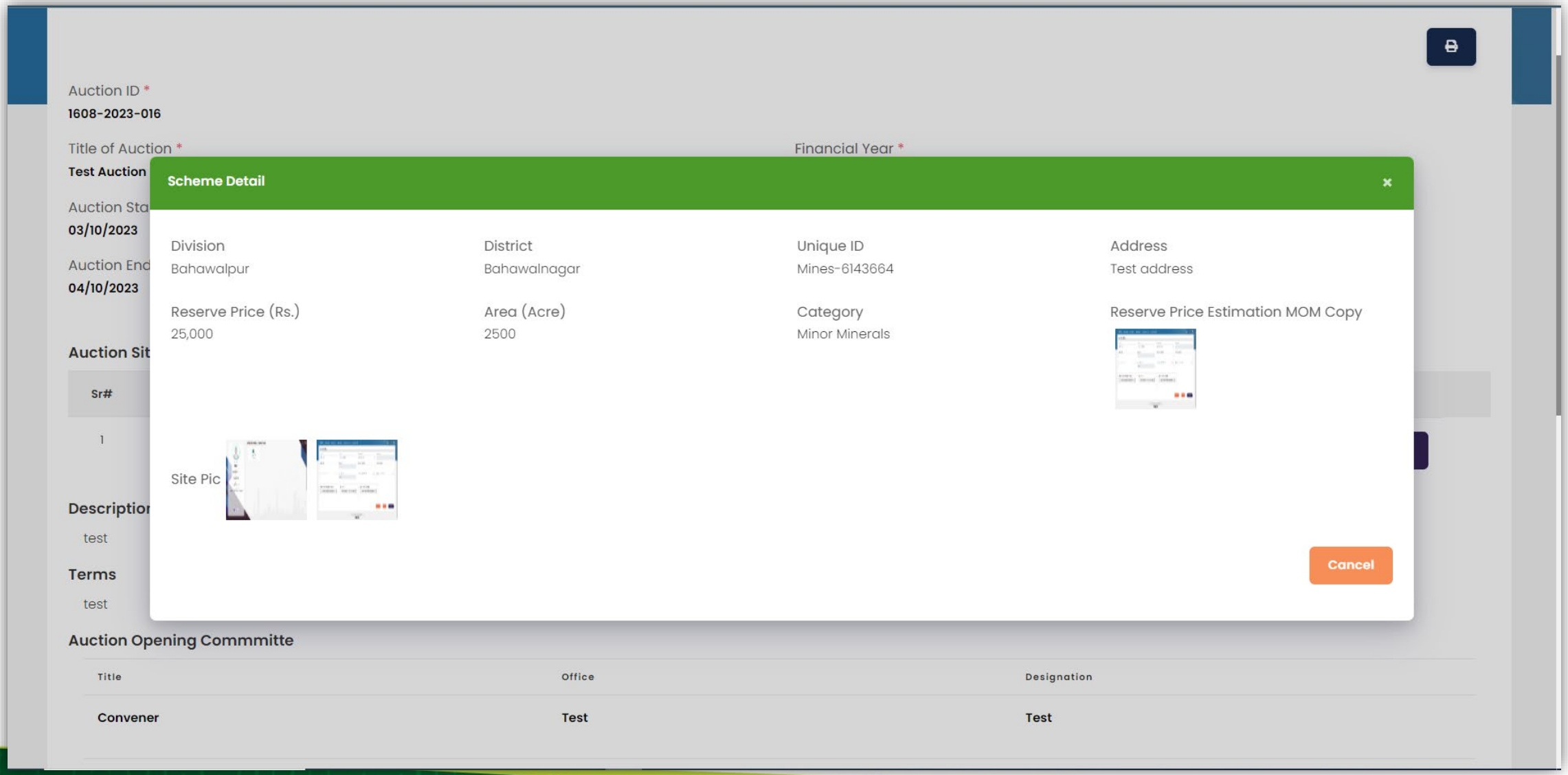
ACTIVE AUCTION :

After Click on View Detail Application General Information will Appear about active auction.



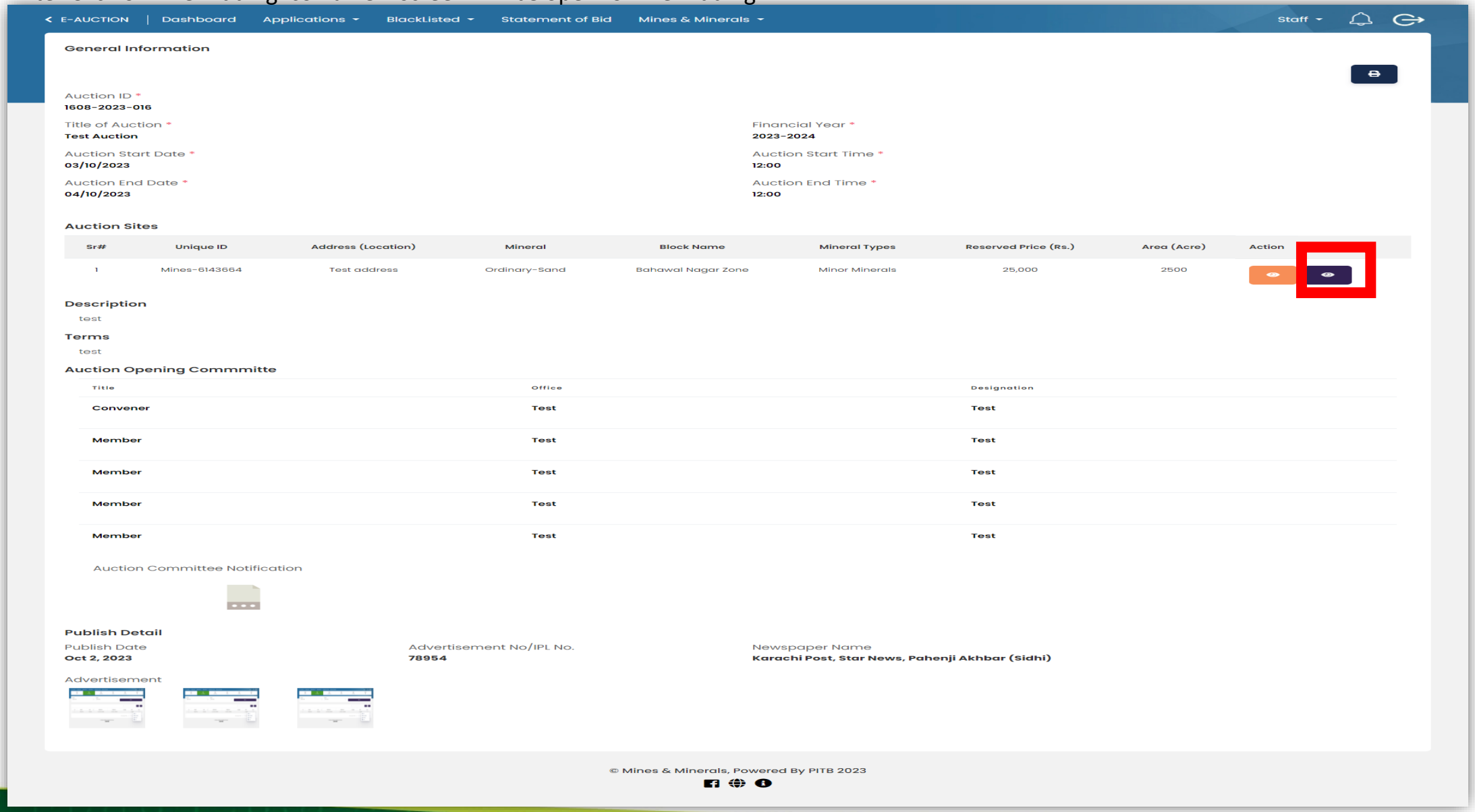
ACTIVE AUCTION :

After Click on View Detail Application General Information will Appear about active auction.



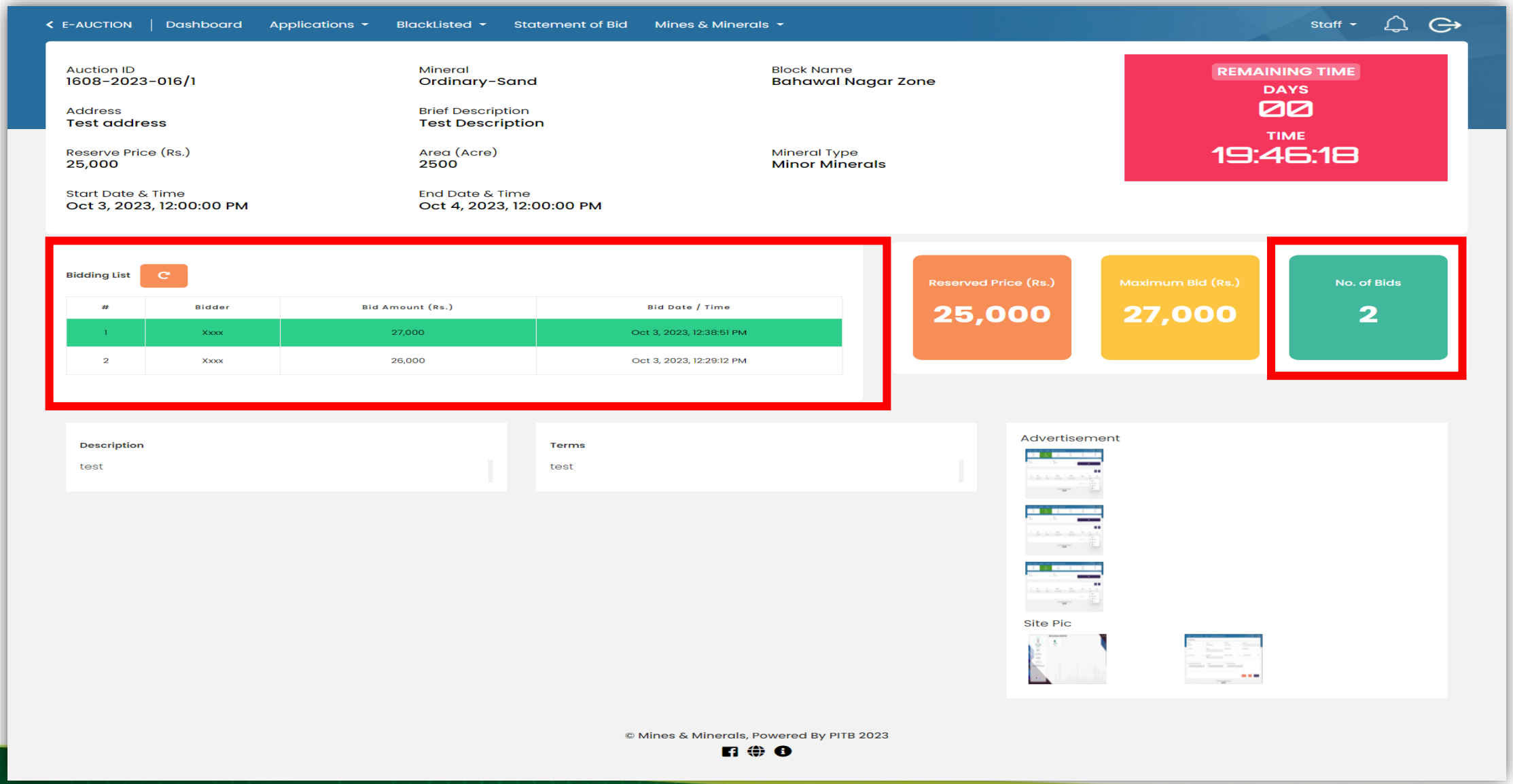
ACTIVE AUCTION :

After Click on Live Bidding Icon a new screen will be open for live Bidding



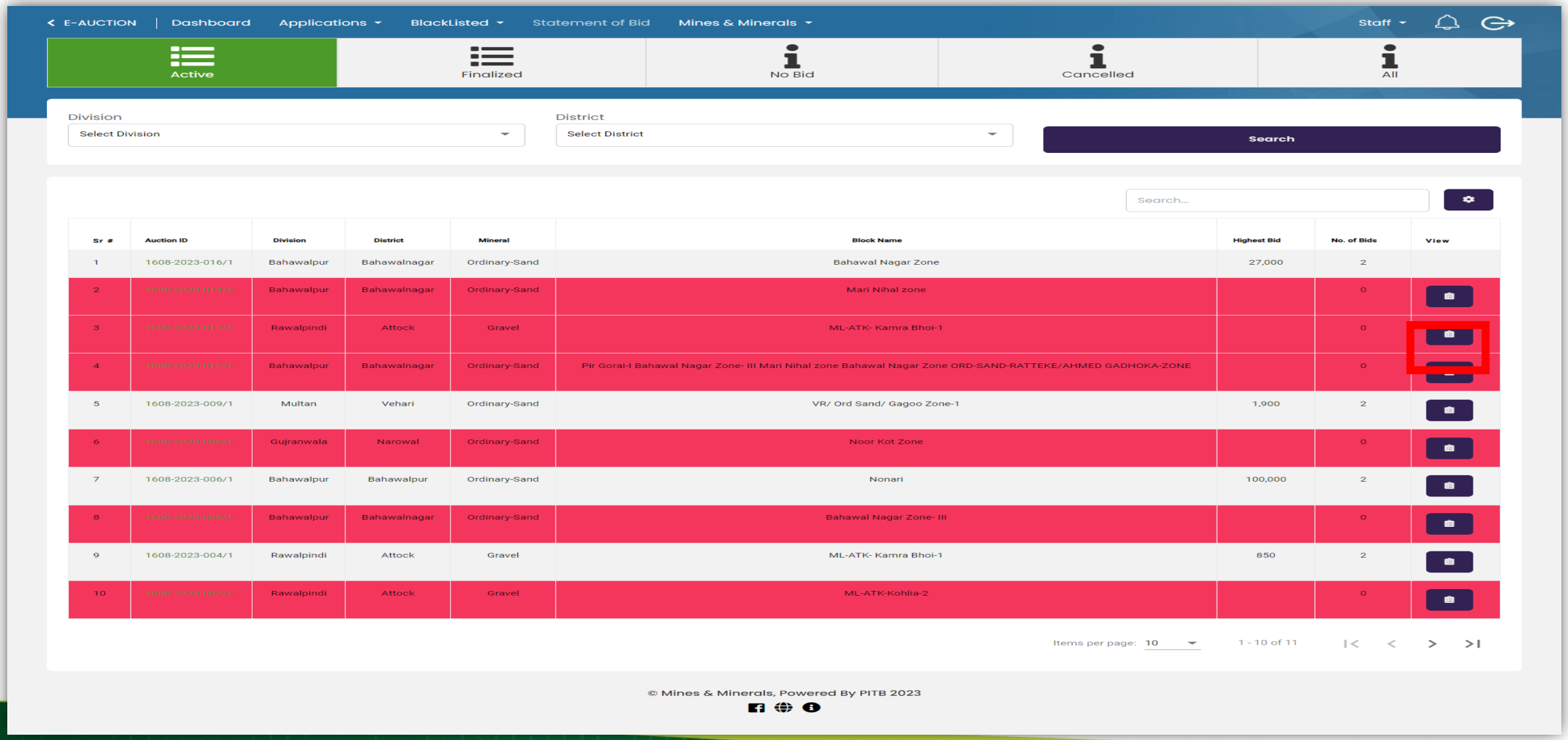
ACTIVE AUCTION :

After Click on Live Bidding Icon a new screen will be open for live Bidding



ACTIVE AUCTION :

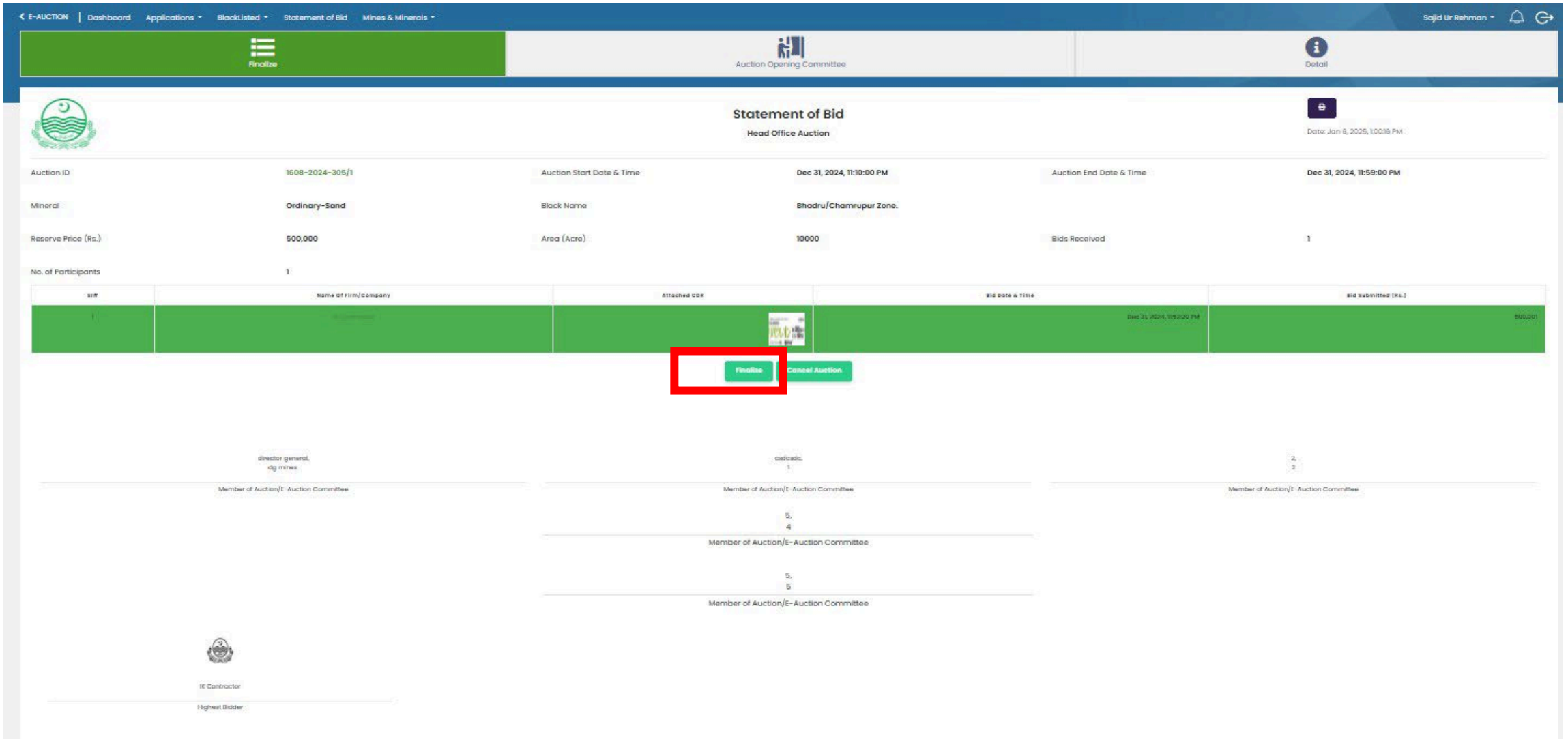
On Clicking "**Statement of Bid**", User could access the active, Finalized, No Bid and cancelled auctions. Red highlighted rows shows that no bid is received that auction.



Sr #	Auction ID	Division	District	Mineral	Block Name	Highest Bid	No. of Bids	View
1	1608-2023-016/1	Bahawalpur	Bahawalnagar	Ordinary-Sand	Bahawal Nagar Zone	27,000	2	
2	1608-2023-014/1	Bahawalpur	Bahawalnagar	Ordinary-Sand	Mari Nihal zone		0	
3	1608-2023-013/1	Rawalpindi	Attock	Gravel	ML-ATK- Kamra Bhoi-1		0	
4	1608-2023-012/1	Bahawalpur	Bahawalnagar	Ordinary-Sand	Pir Gorai-I Bahawal Nagar Zone- III Mari Nihal zone Bahawal Nagar Zone ORD-SAND-RATTEKE/AHMED GADHOKA-ZONE		0	
5	1608-2023-009/1	Multan	Vehari	Ordinary-Sand	VR/ Ord Sand/ Gagoo Zone-1	1,900	2	
6	1608-2023-008/1	Gujranwala	Narowal	Ordinary-Sand	Noor Kot Zone		0	
7	1608-2023-006/1	Bahawalpur	Bahawalpur	Ordinary-Sand	Nonari	100,000	2	
8	1608-2023-005/1	Bahawalpur	Bahawalnagar	Ordinary-Sand	Bahawal Nagar Zone- III		0	
9	1608-2023-004/1	Rawalpindi	Attock	Gravel	ML-ATK- Kamra Bhoi-1	850	2	
10	1608-2023-002/1	Rawalpindi	Attock	Gravel	ML-ATK-Kohlia-2		0	

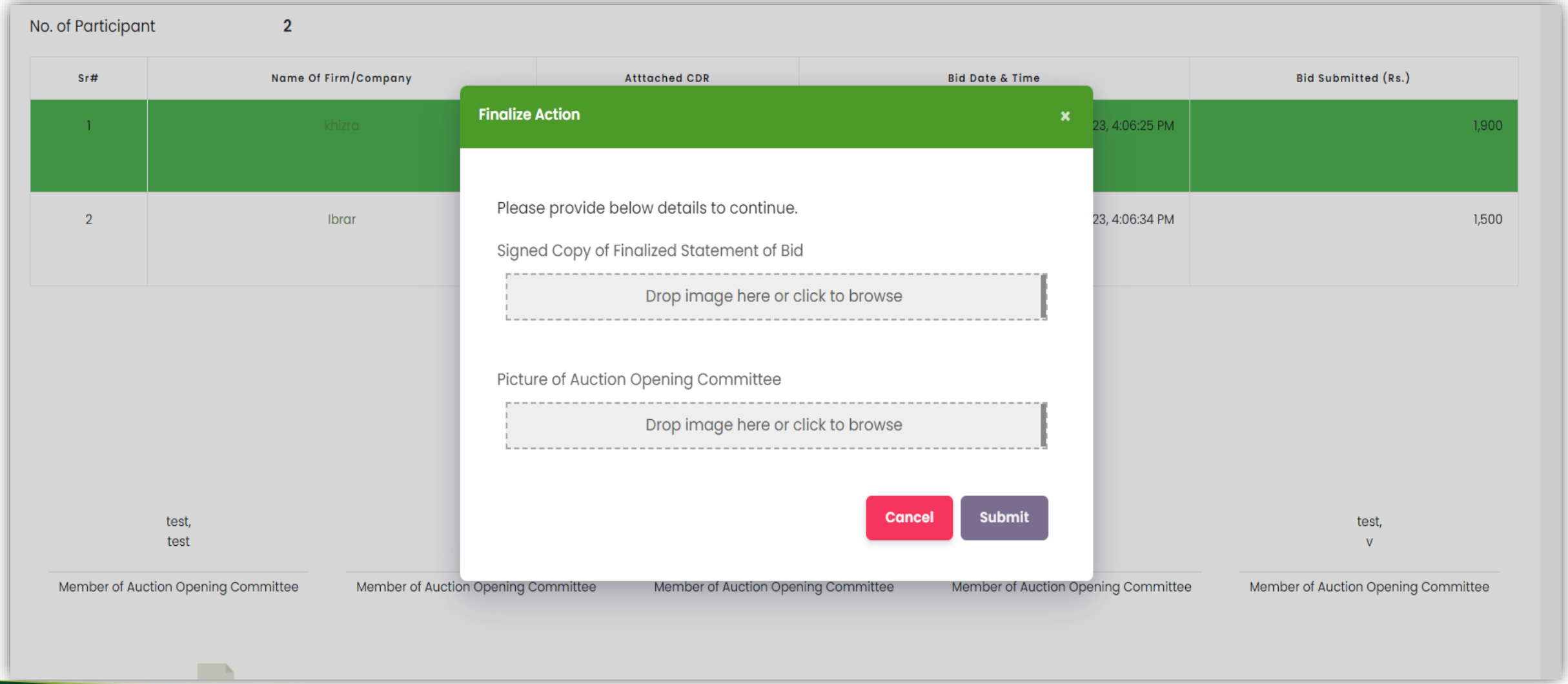
ACTIVE AUCTION :

On Clicking “**Finalized Button**”, a popup window will appear to attach finalized auction document.



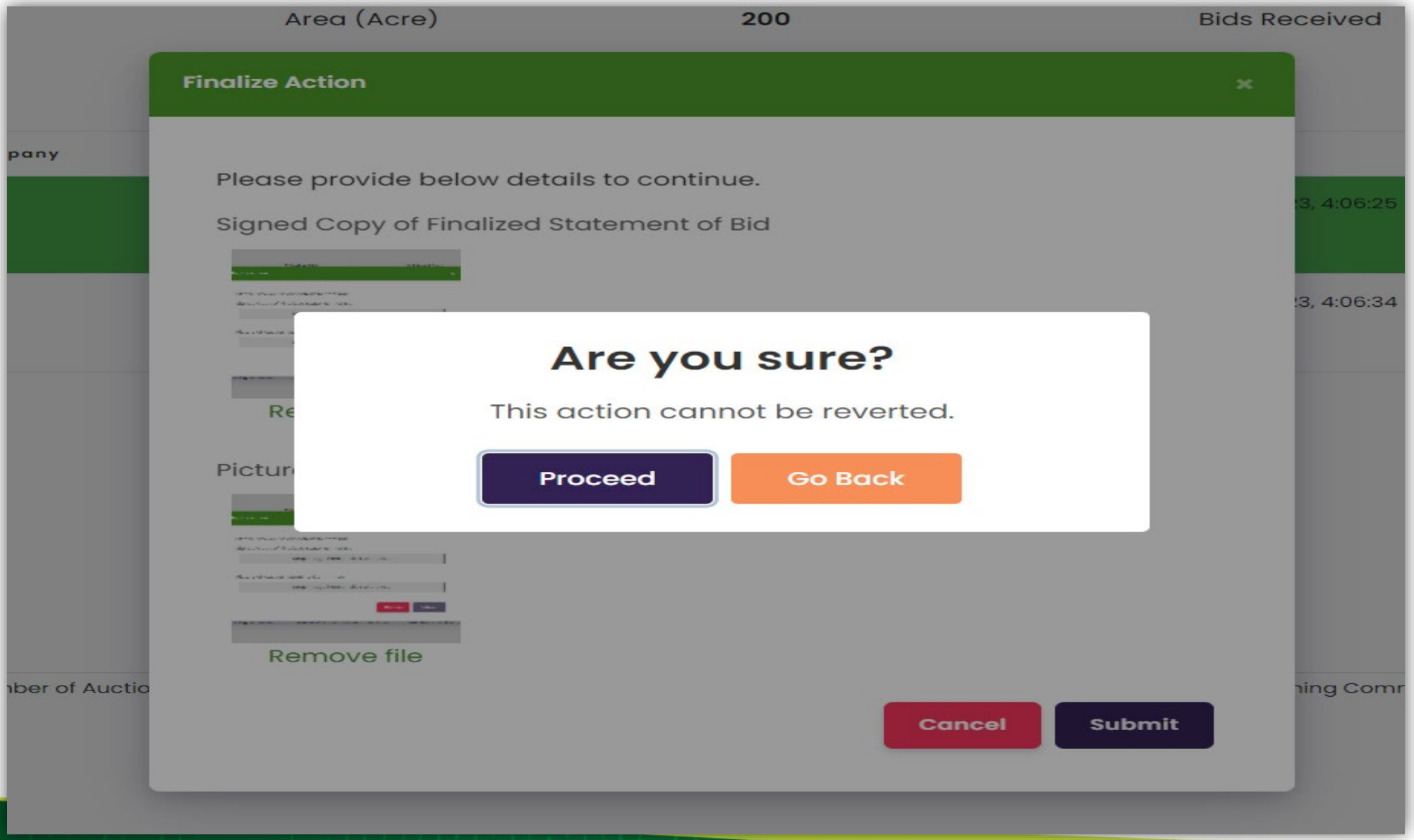
FINALIZE AUCTION:

On Clicking “**Finalized Auction**”, Attached images for submit Auction and Proceed.



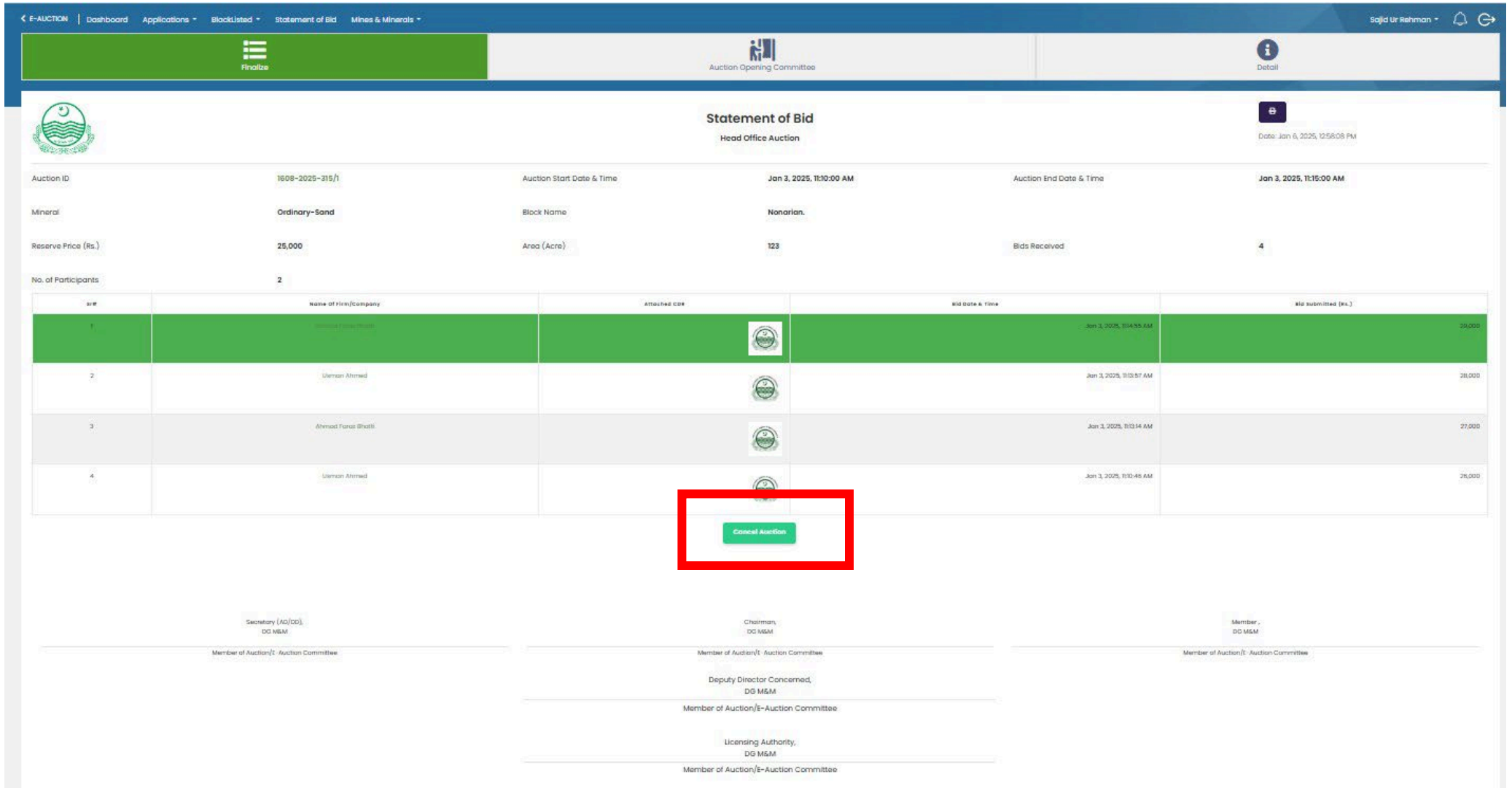
FINALIZE AUCTION:

On Clicking “**Proceed Button** ” Auction will be Finalized.



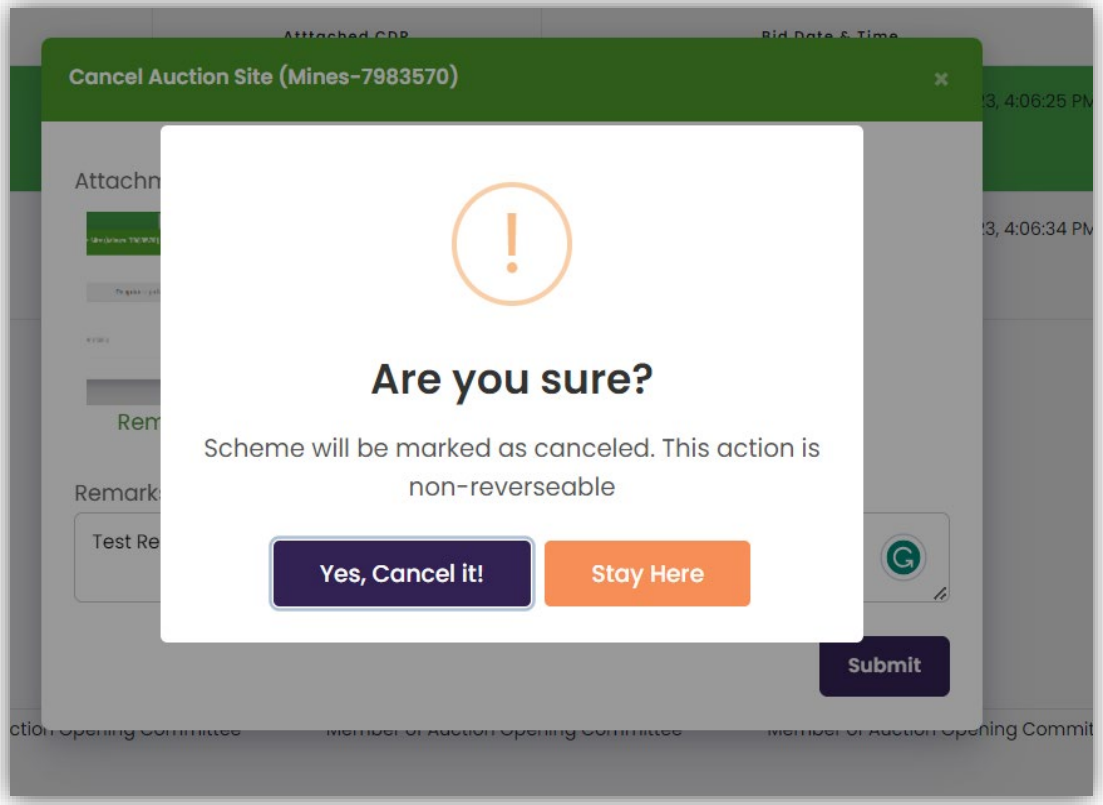
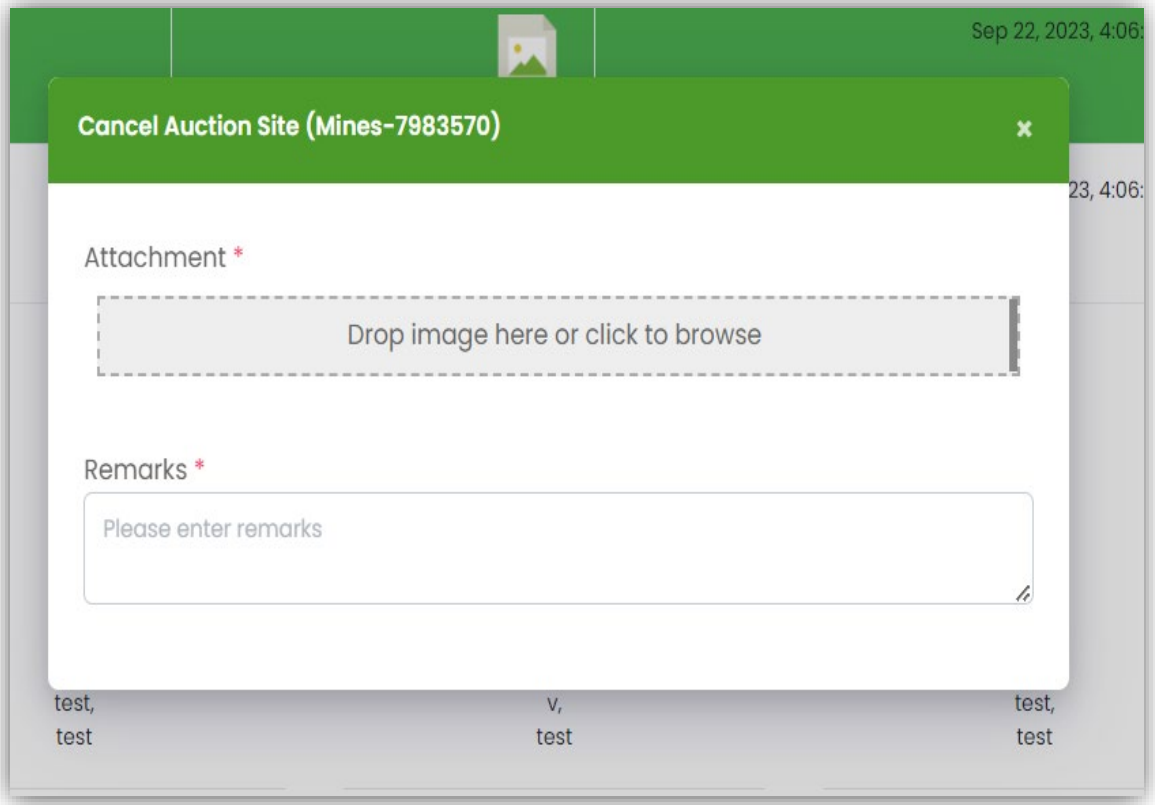
CANCEL AUCTION :

On Clicking “**Canceled Auction** ” Auction will be Cancel.



CANCEL AUCTION :

After Clicking “**Canceled Auction** ” Popup window will be show for cancel the Auction.



Attach Image with remarks (reason of cancelation of auction) A text message from 8070 will be receive on mobile phone for cancelation