OFFICIAL USER GUIDE

YEIDA e-Auction

Bidder Manual

A step-by-step walkthrough of the Yamuna Expressway Industrial Development Authority online auction portal — from registration to bid submission.

https://yeida.procure247.com/upavp-auction/home

14 Steps • Bidder Portal Guide

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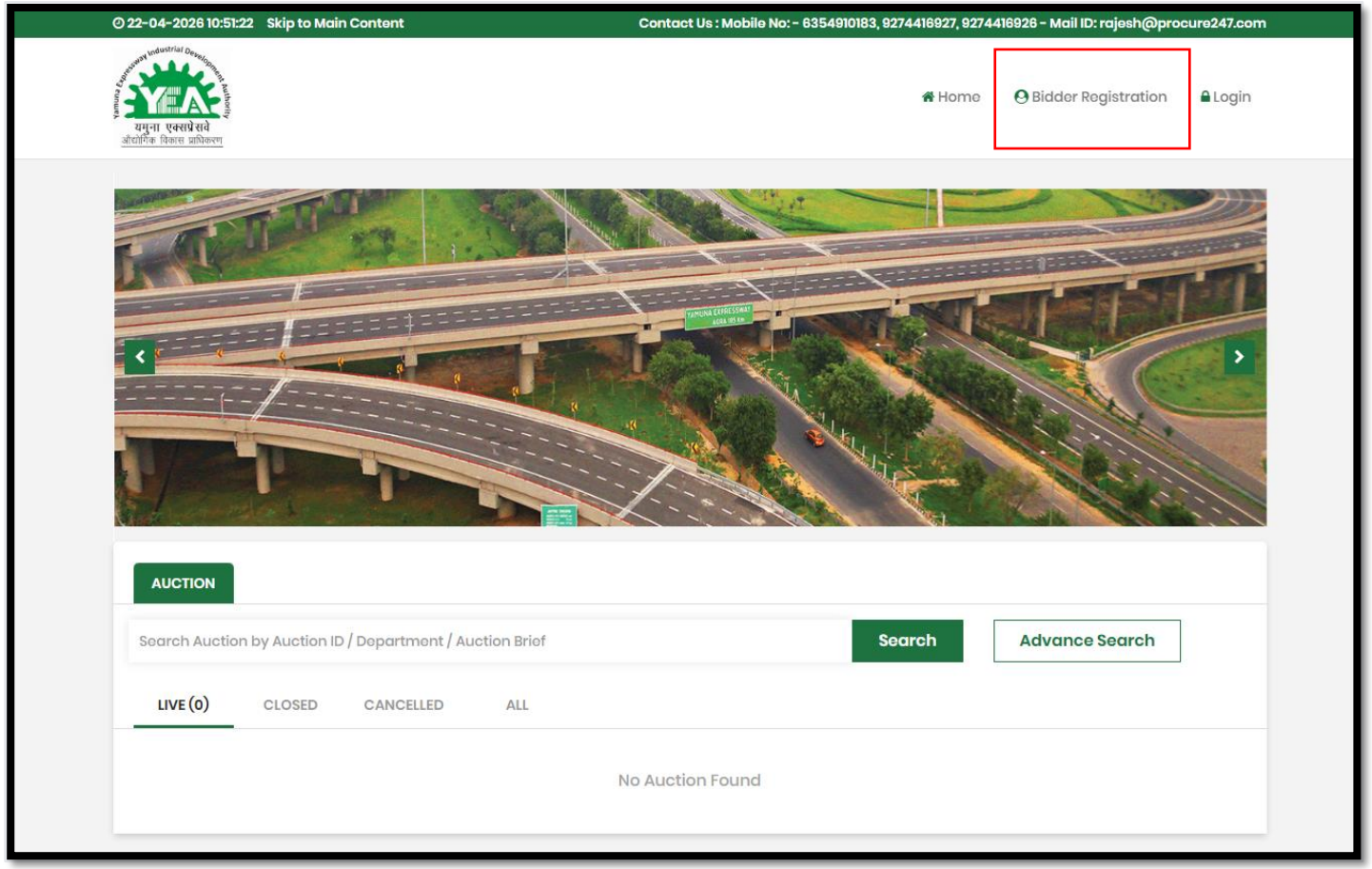
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STEP 01

Visit the YEIDA e–Auction Portal

Landing page of the Yamuna Expressway Industrial Development Authority e-auction system.

- **URL : https://yeida.procure247.com/upavp-auction/home**
- **Click Bidder Registration (new users) or Login (existing users).**



Tip: Bookmark the portal for quick access on bidding day.

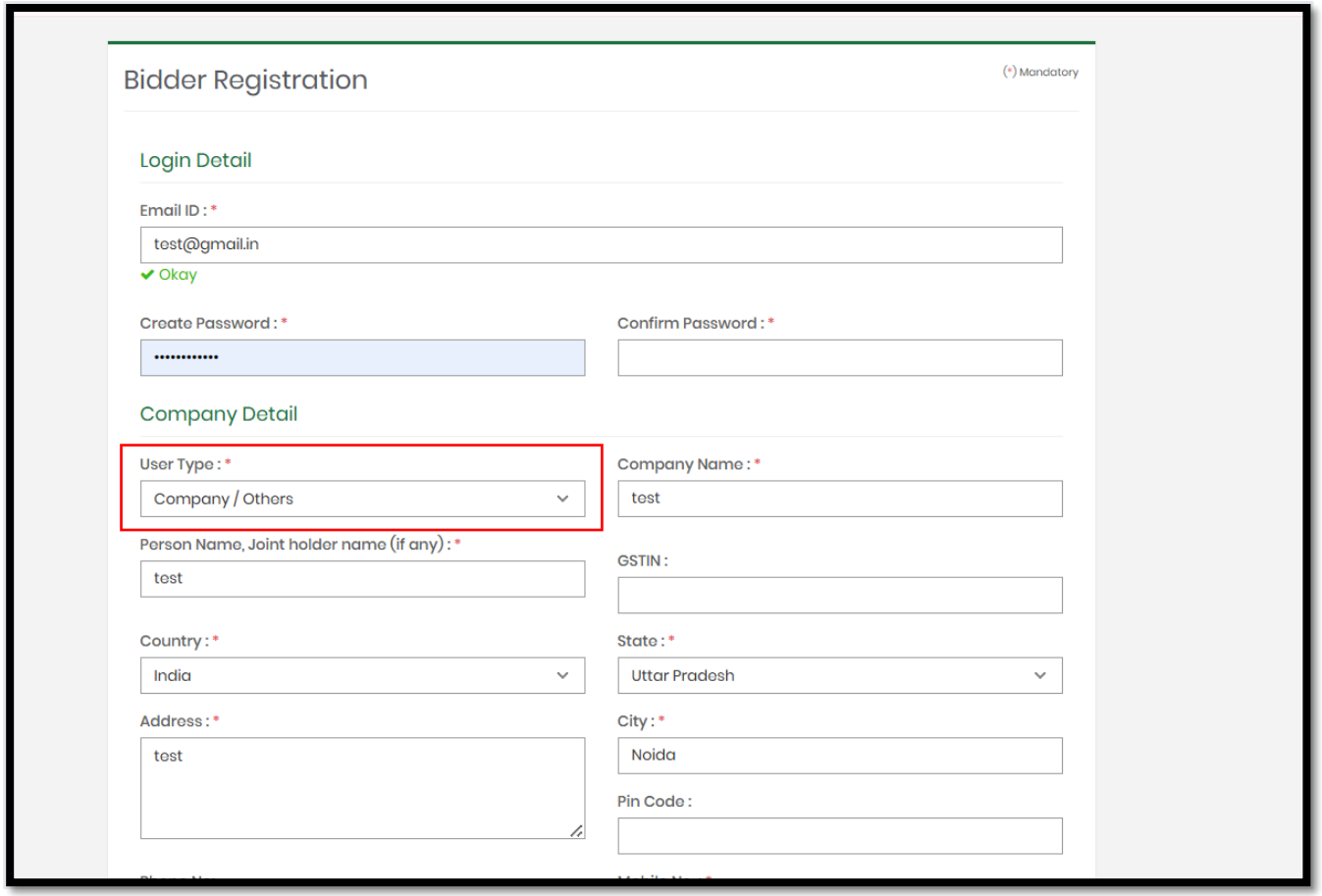
STEP 02

Bidder Registration — Part 1

*Fill your login credentials and company details. Fields marked * are mandatory.*

- **Enter a valid Email ID — this will be your login username.**
- **Create a strong password and confirm it in the next field.**
- **Select User Type :**
- **1. Company/Others**
- **2. Proprietor**
- **3. Individual**
- **4. Joint Holder**
- **Fill the required Details.**

Note: Use an email and mobile number you actively monitor — OTPs are sent there.

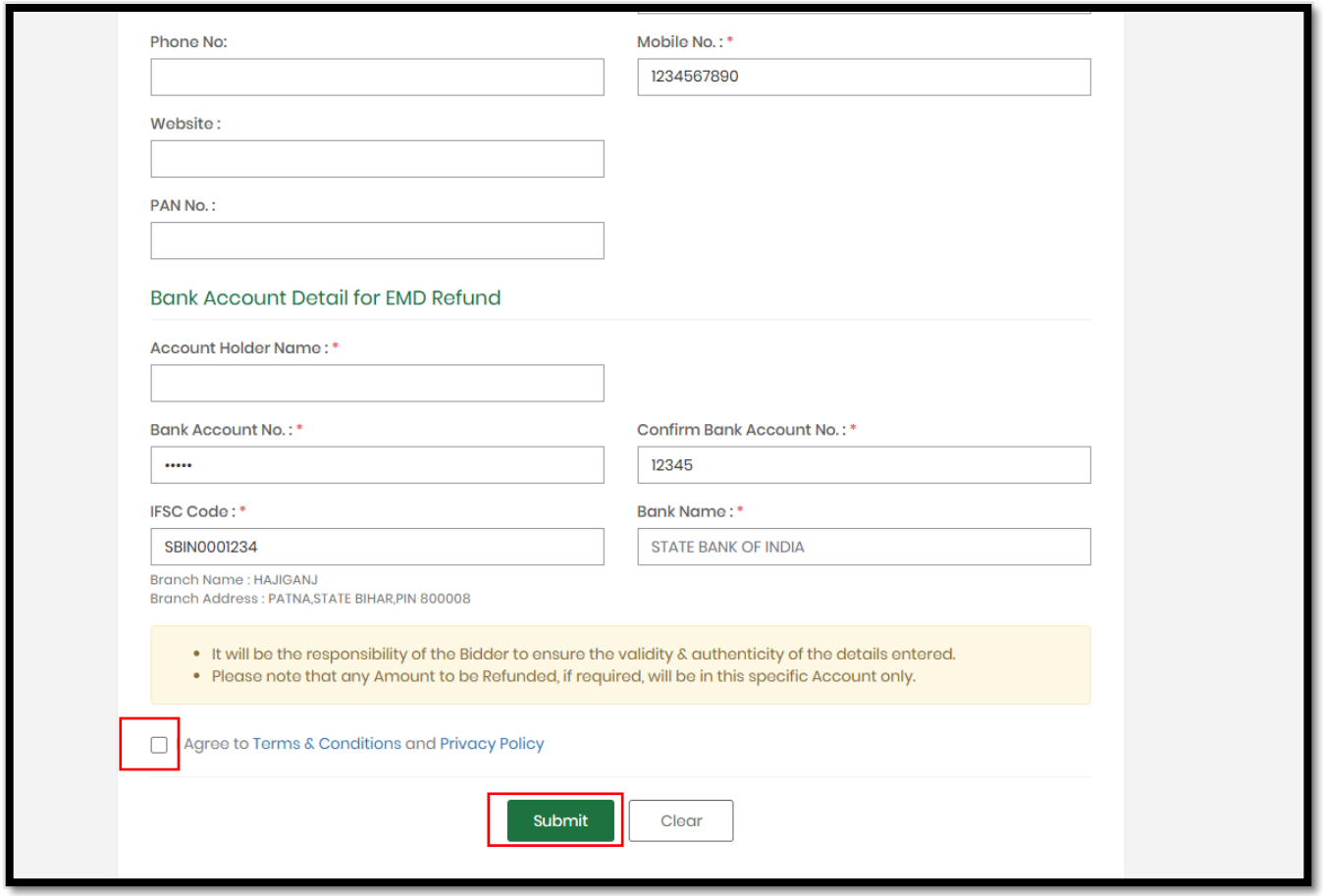


STEP 03

Bidder Registration — Part 2

Provide contact, PAN and bank details for EMD refund, then accept T&C.

- **Fill the Required Details.**
- **Tick 'I Agree to Terms & Conditions and Privacy Policy' → click Submit.**



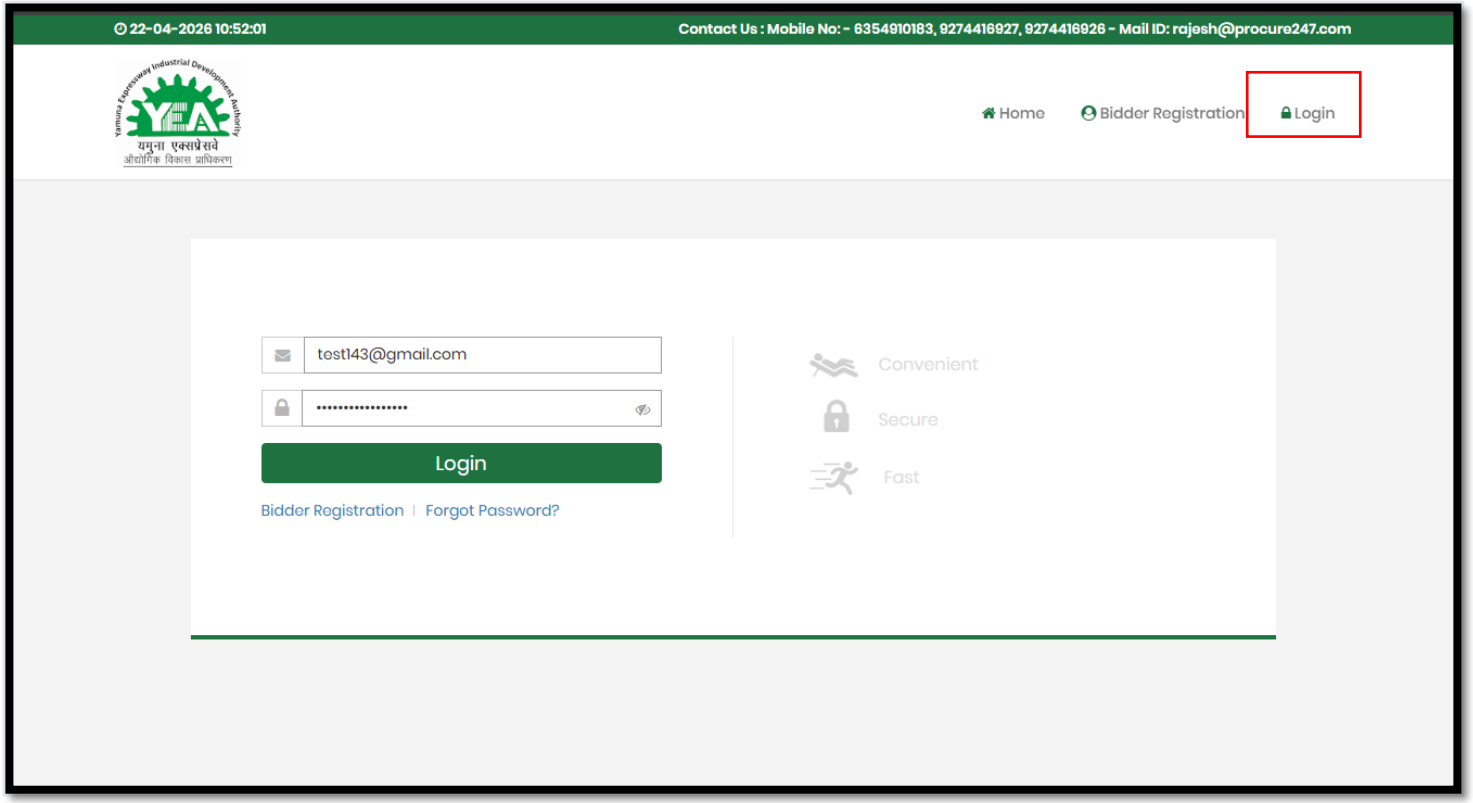
Important: Refund will only be processed to this exact account. Double-check before submitting.

STEP 04

Login to Your Account

Once registered, sign in from the Login page using your email and password.

- Click Login on the top-right of the portal.
- Enter the registered Email ID in the first field.
- Type your password
- Click the green Login button to proceed.
- Use 'Forgot Password?' if you cannot recall your credentials.



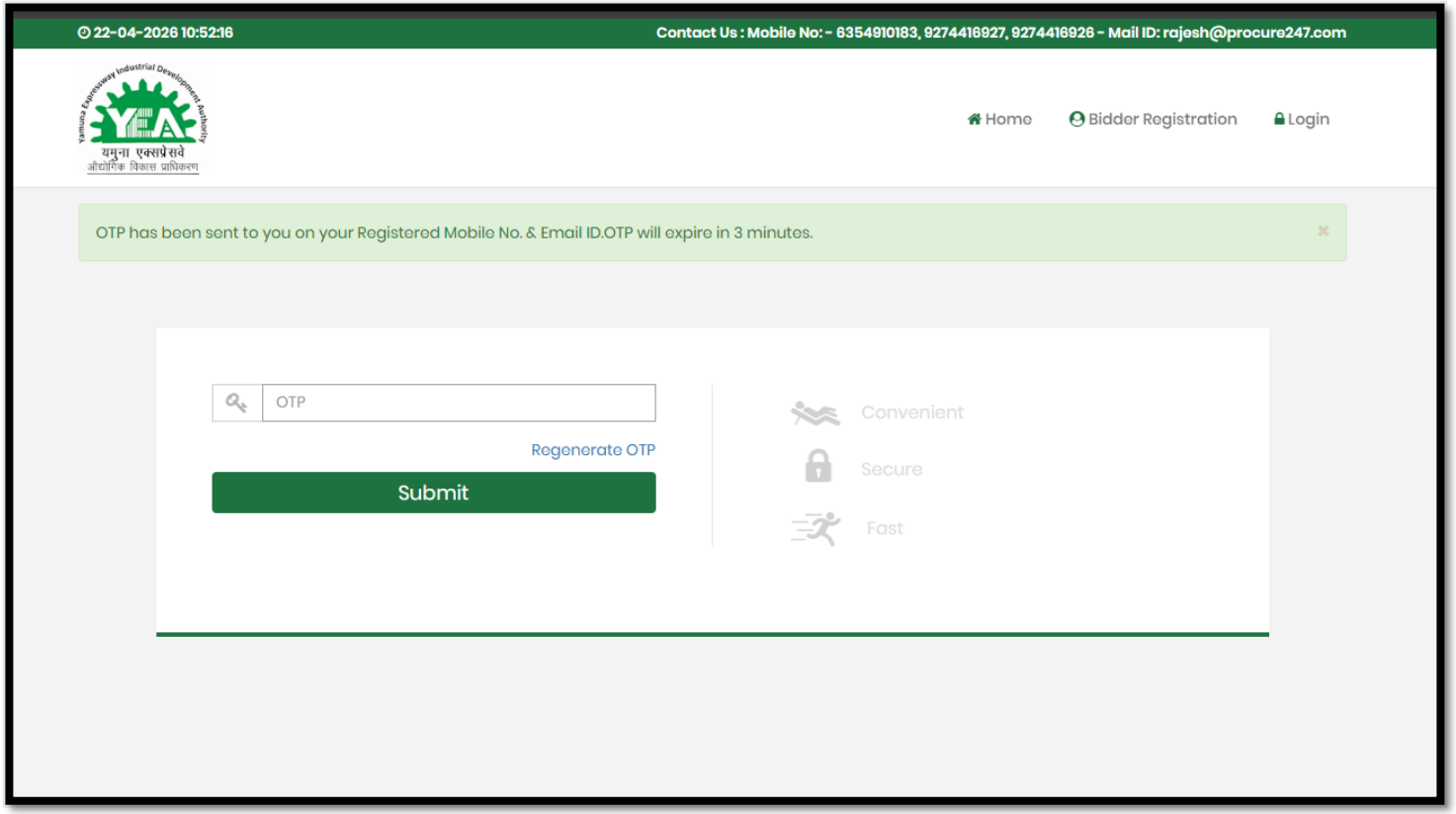
Security: The portal highlights Convenient, Secure and Fast — never share credentials with anyone.

STEP 05

Verify OTP

A one-time password is sent to your registered mobile number and email.

- **After login, the OTP screen appears with a green confirmation banner.**
- **Check SMS inbox and email for the 6-digit OTP.**
- **Enter the OTP in the input field.**
- **Click Submit to enter the portal dashboard.**



If OTP is not received, check spam folder and ensure mobile network signal.

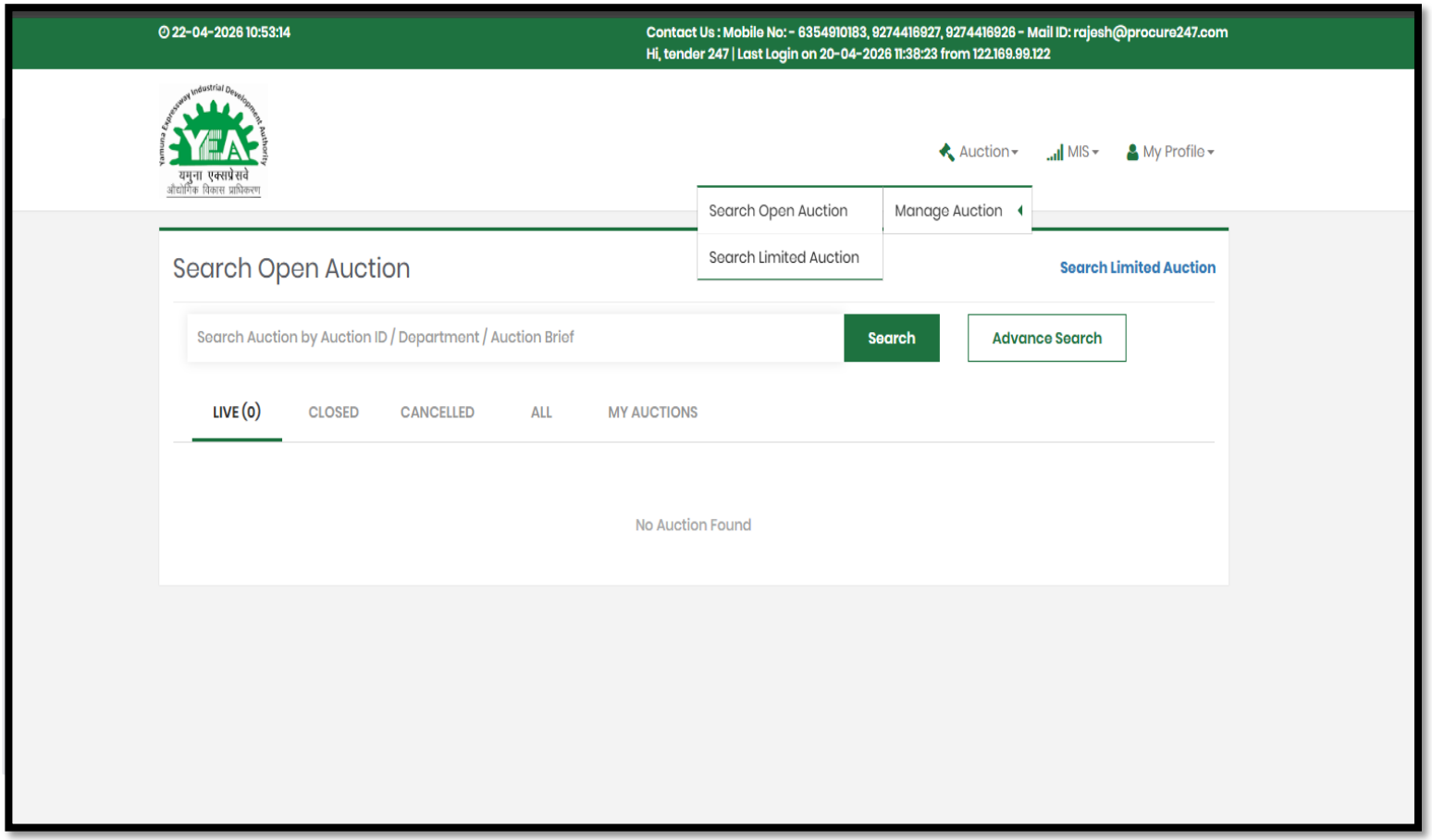
STEP 06

Dashboard & Menus

After successful login, the portal opens with Auction, MIS and My Profile menus.

After Login Click on Auction ---> Manage Auction ---> Search Limited Auction to View Live Auction

Check Live tab to see all the Live auction



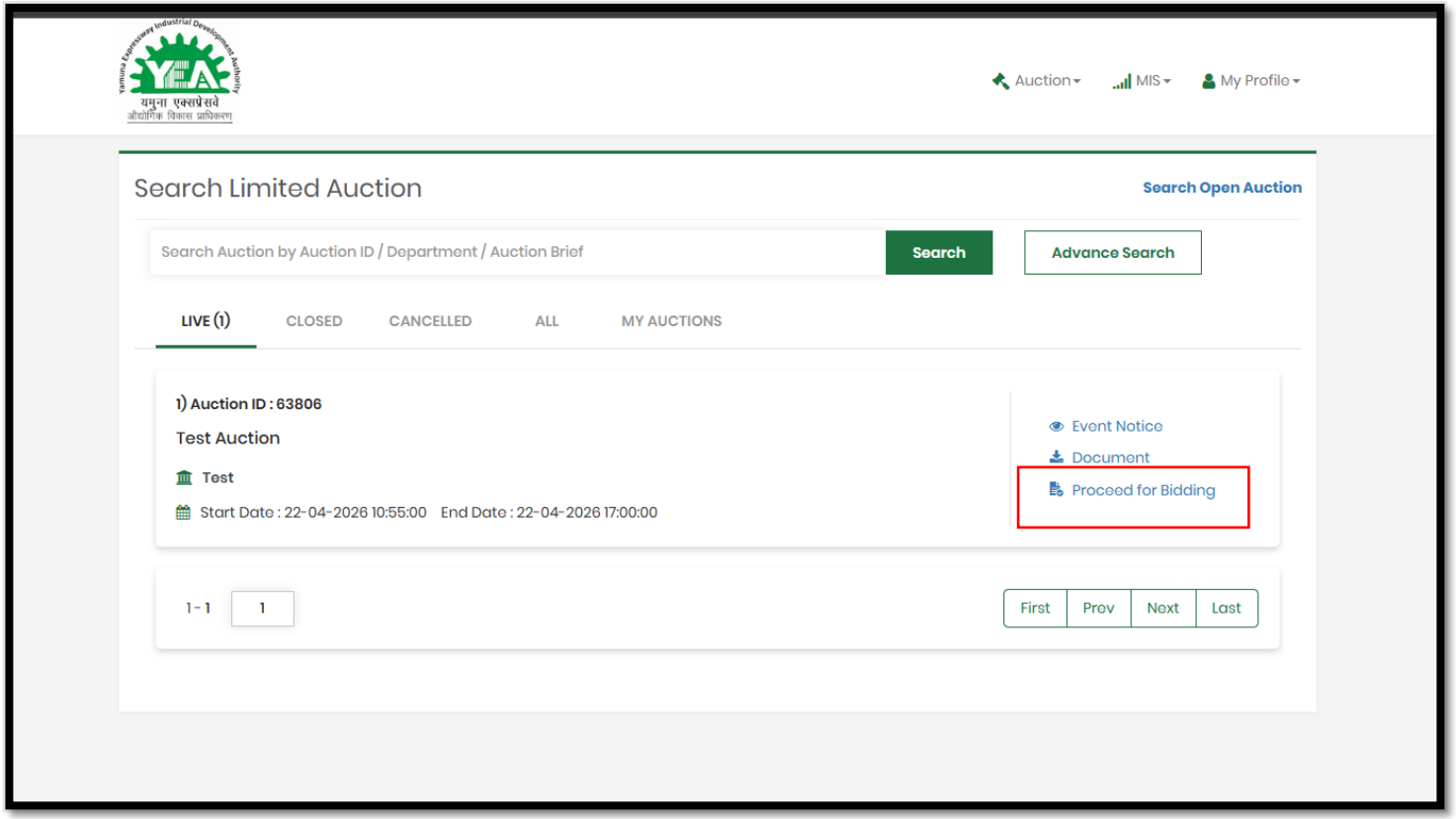
Tip: 'Open Auctions' are public; 'Limited Auctions' are invite-based for pre-qualified bidders.

STEP 07

Search & Select an Auction

Find the auction you wish to participate in from the Live tab.

- **Use the search bar with Auction ID, Department or Auction Brief.**
- **Click Event Notice to view the official announcement.**
- **Click Proceed for Bidding when ready to place a bid.**



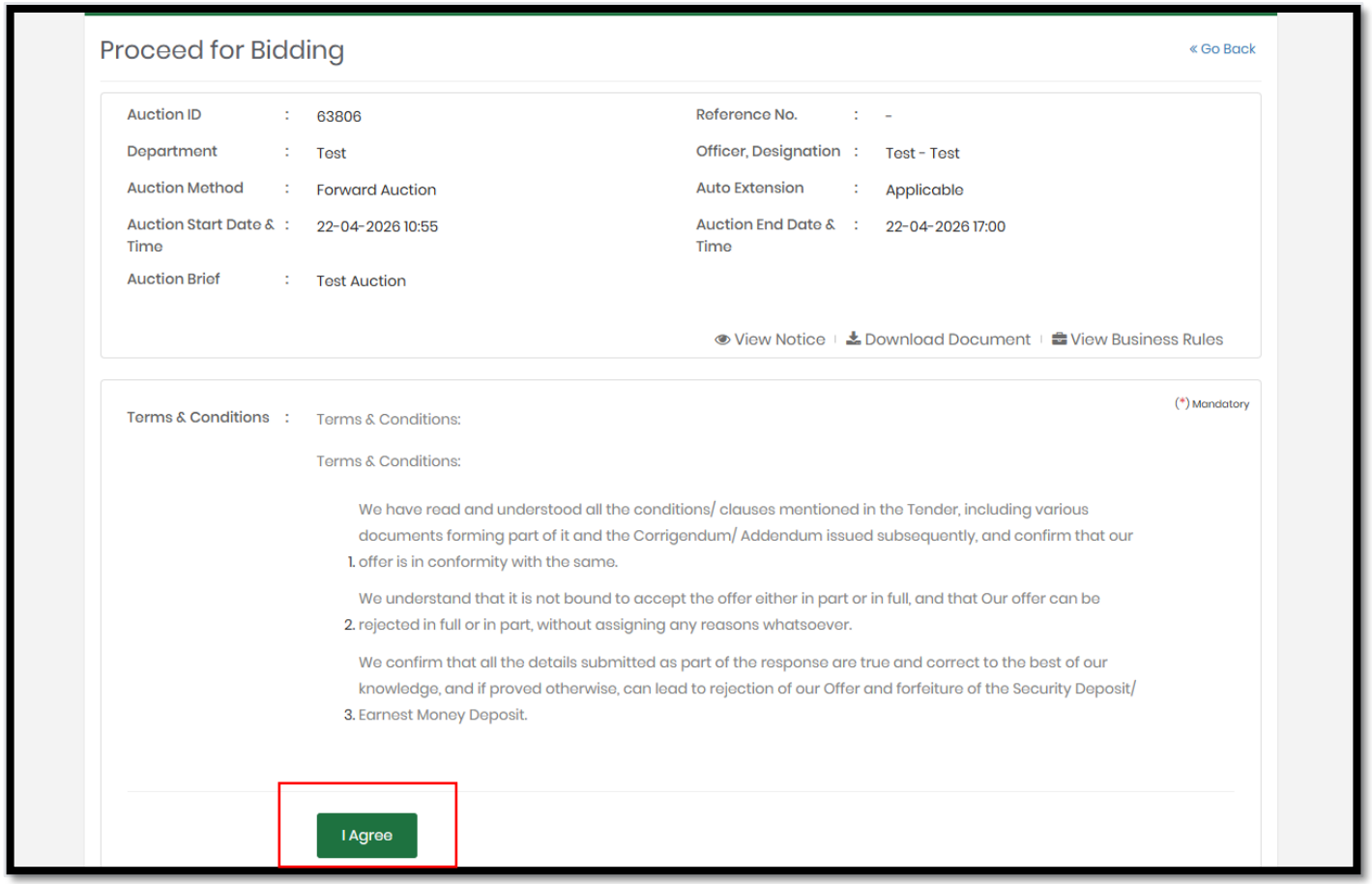
Use 'Advance Search' to filter by multiple criteria like date range or department.

STEP 08

Review Terms & Conditions

Before bidding opens, carefully read the Auction details and terms.

- **After Click on Proceed for Bidding**
- **Click the green 'I Agree' button to enter the Bidding Hall.**

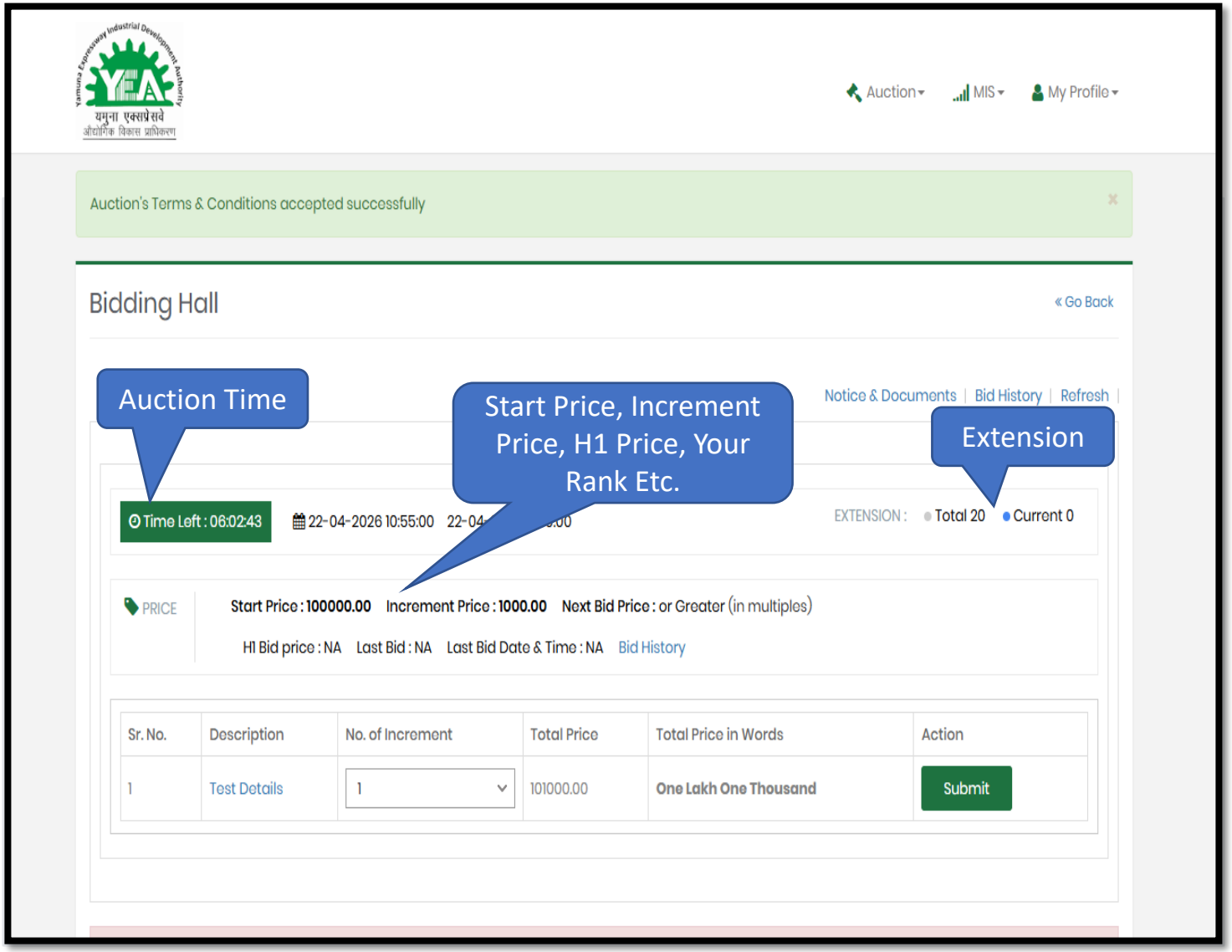


Legal: Clicking 'I Agree' confirms your offer conforms with tender terms — this is binding.

STEP 09

Enter the Bidding Hall

- Time Left counter shows live remaining auction duration.
- Extension tracker — Total allowed vs Current used in this auction.
- Price row — Start Price, Increment Price and Next Bid Price.
- H1 Bid Price — the current highest bid; Last Bid Date & Time.

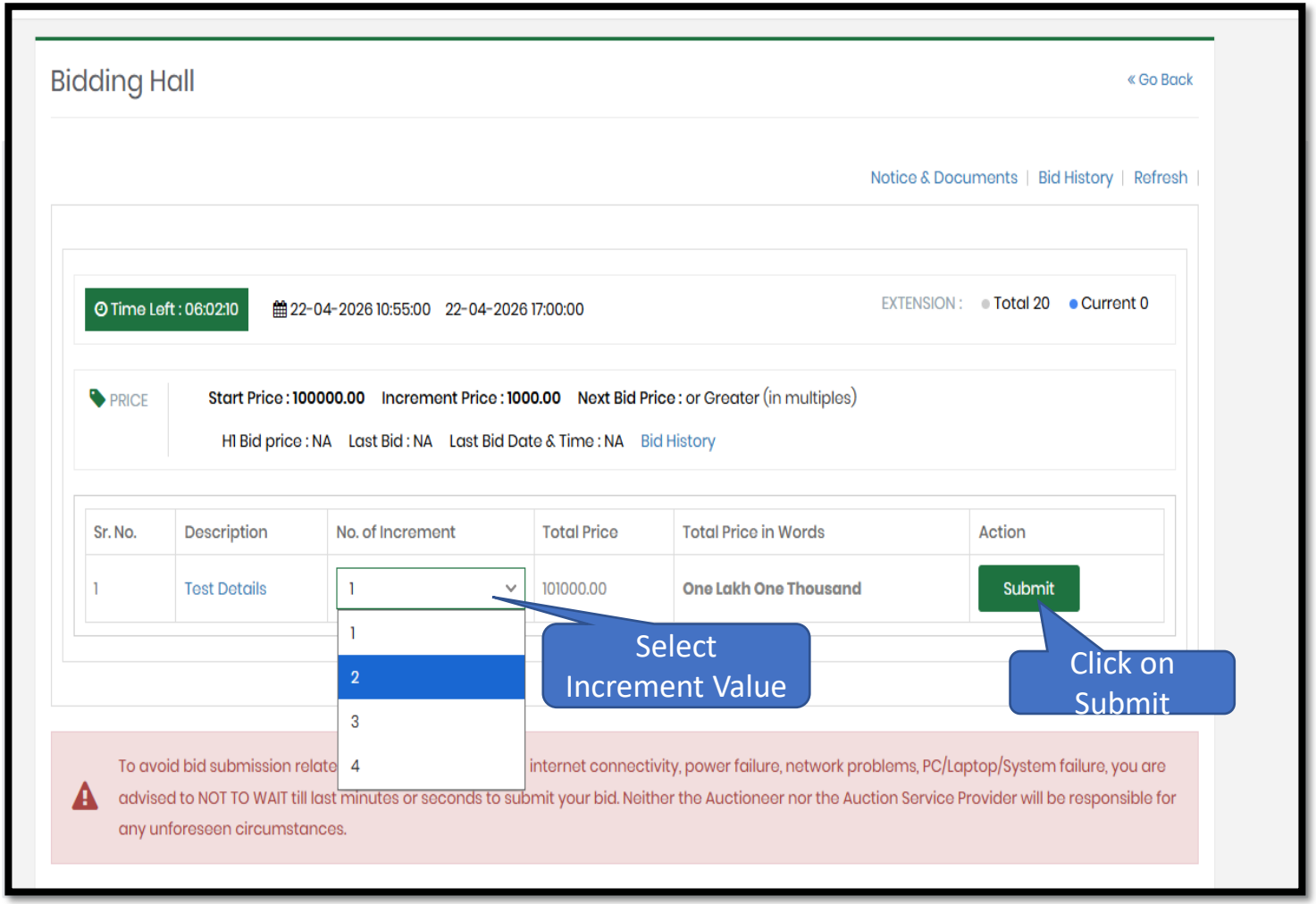


Use Notice & Documents, Bid History and Refresh links at the top-right anytime.

STEP 10

Choose Number of Increments

- **Select Increment Value and click on Submit tab to place your Bid**



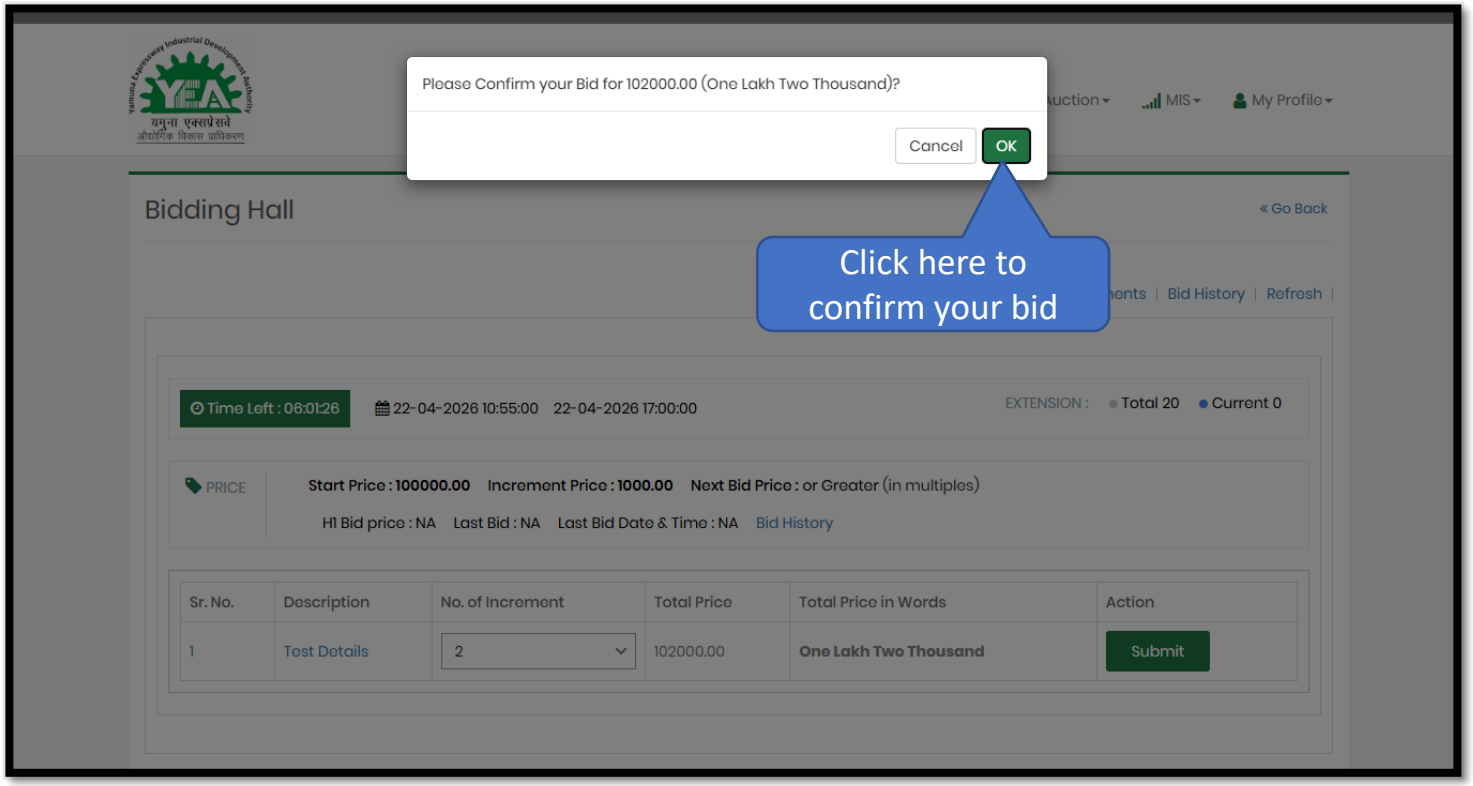
Warning: Do NOT wait till last seconds — internet/power failures are the bidder's risk.

STEP 11

Confirm Your Bid

A confirmation pop-up verifies the exact bid value before it's recorded.

- **After Click on submit system will ask you to confirm your bid**
- **Click on “OK” to confirm your bid**



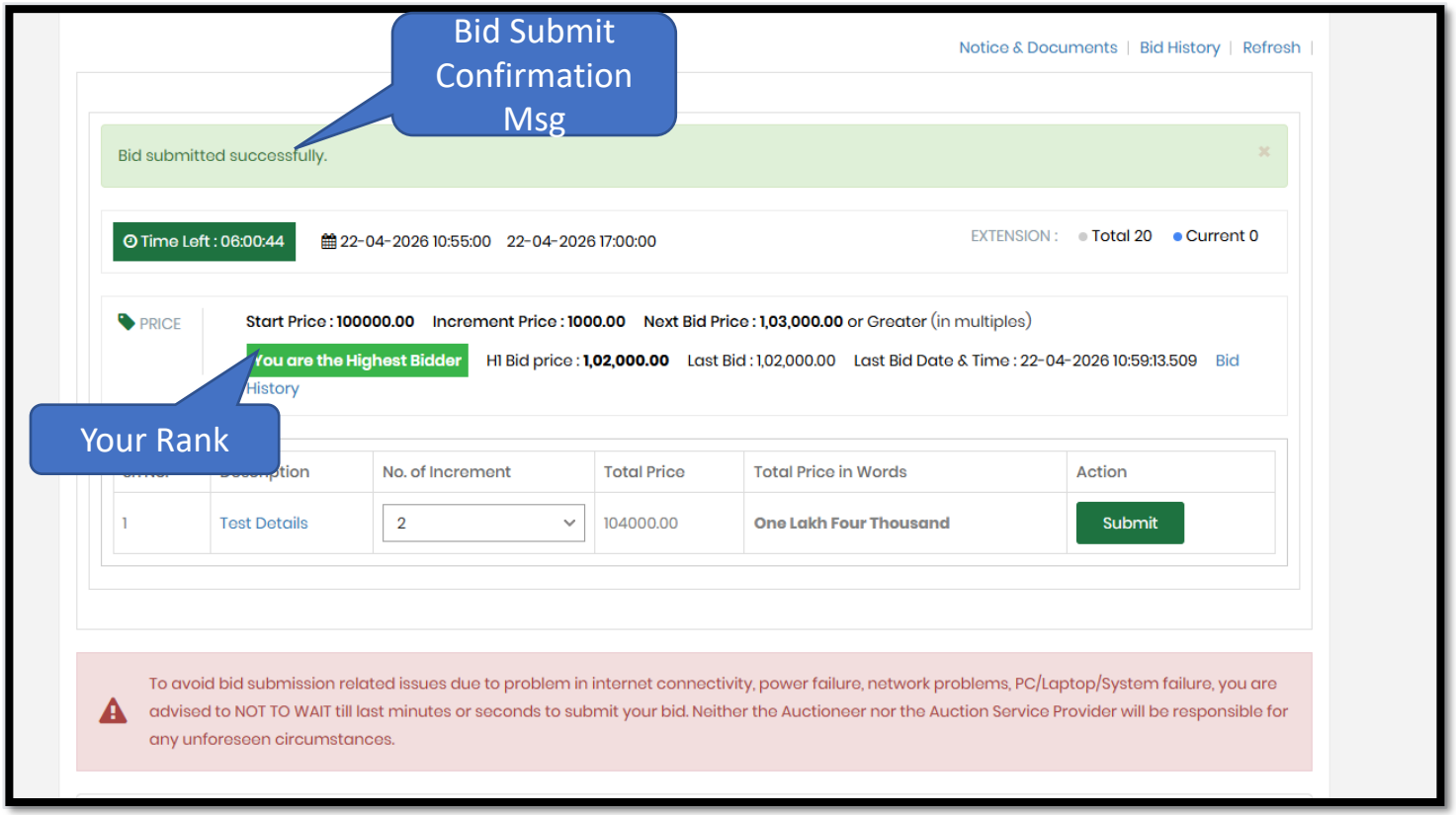
Double-check the amount in words — this is your last chance to catch a typo.

STEP 12

You are the Highest Bidder

After a successful bid, you see a green H1 status and confirmation banner.

- **After Click on “OK” ___Green banner: 'Bid submitted successfully.'**
- **After Your bid submit successfully System show Your Rank — 'You are the Highest Bidder'.**
- **H1 Bid Price, Last Bid amount and Date/Time update live.**
- **Next Bid Price advances by one more increment for rivals.**
- **Keep the page open — the H1 tag changes the moment anyone outbids you.**



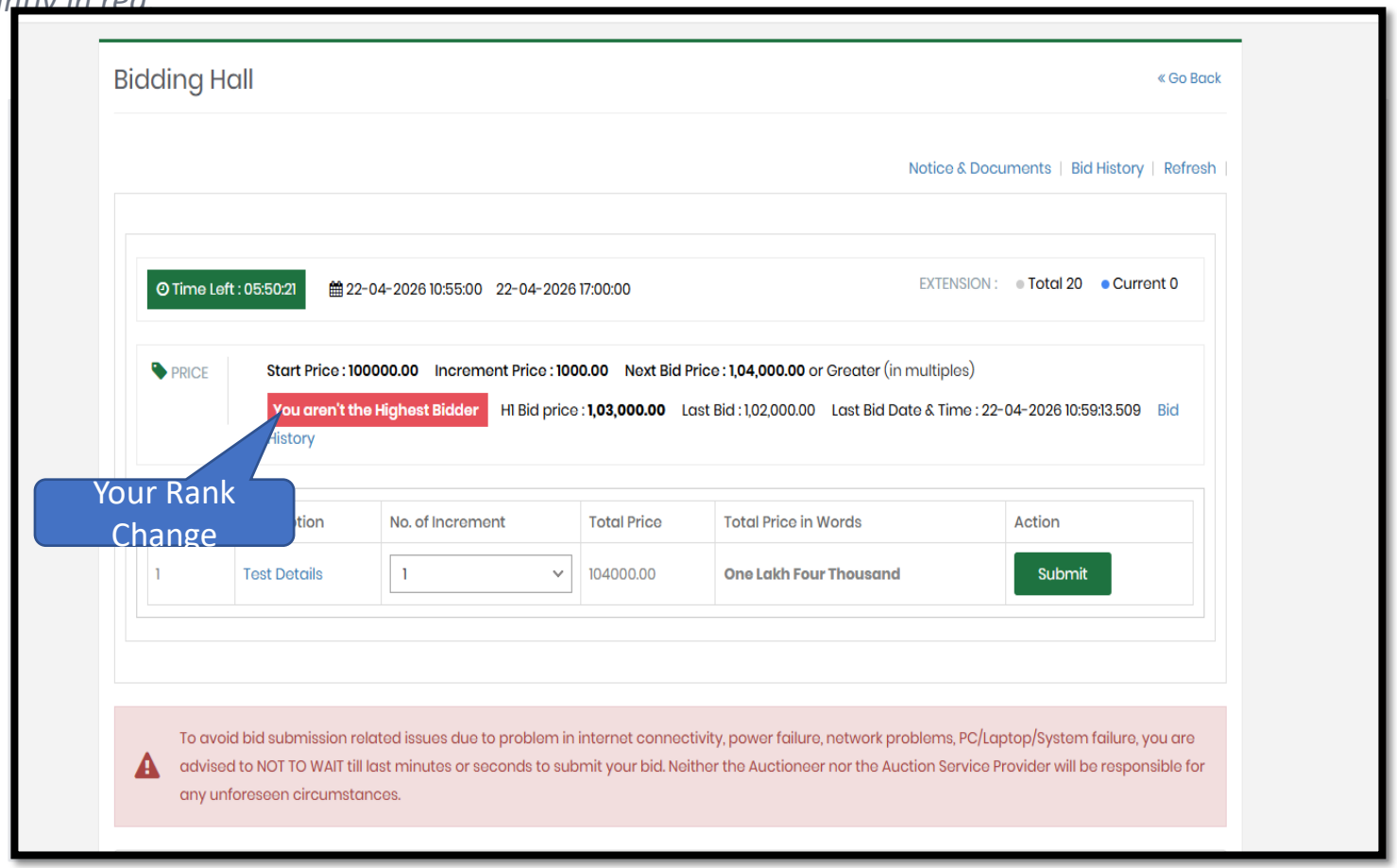
Pro tip: Click 'Bid History' to see the full trail of all bids placed in this auction.

STEP 13

When You Aren't the Highest Bidder

If a rival raises above your price, the portal signals it instantly in red.

- **If any bidder outbids your bid, the system will display "You aren't the Highest Bidder" in red color on your screen.**
- **Select a new increment count and click Submit to re-enter H1.**
- **Timer may get extended if you bid in the final minutes (auto-extension).**



Strategy: Decide your maximum ceiling in advance — don't get emotionally drawn into bidding wars.

NEED HELP?

Contact YEIDA Support

Our helpdesk is available for registration issues, bidding queries, and technical difficulties during live auctions.

Get in Touch

MOBILE

+91 6354910183
+91 9274416927
+91 9274416926

EMAIL

rajesh@procure247.com

PORTAL

YEIDA e-Auction System

Thank you for using the YEIDA Bidder Portal