## 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

16/08/2024 10:35:49 🖂 ra.irp@	Dibbi.gov.in 🌜 +91 11234 62800	Hi, Dummy IP Last Login on 13/08/2024 10:39:15 from 164.100.5.177 English 💙
भारतीय शेवला और संघर राजना करें Insolvency and Bee support Board o	India PSB Alliance	Manage Company & Assets Auction - Logout
Manage Compa	ny & Assets	
Company Name	: PSB Alliance testing 24072024	CIN : TESTO12
PAN No.	: TESTS0031W	Liquidation Commencement : 01-01-1970 Date
COMPANY DETAIL A	SSETS	
Company Detail	Edit   View   Upload Document	

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

s/08/2024 10:36:16 🖂 ra.irp@	ibbi.gov.in 📞 +91 11234 62800	Hi, Dummy IP Last Login on 13/08/2024 10:39:15 from 164.100.5.177 Engli				
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1anage Compa	ny & Assets		Search Auction			
Company Name	: PSB Alliance testing 24072024	CIN : TESTOR	2			
PAN No.	: TESTS003IW	Liquidation Commencement : 01-01-1 Date	970			
COMPANY DETAIL	SSETS					
Company Detail	Eait view upload Document					

#### 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

1 Create Auction	2 Upload Document	3 Pre-Qualification	4 Liquidation Account	5 Payment	6 Approve Auction
General Detail					
Company Name :			CIN :		
PSB Alliance testing 24072024			TEST012		
Manner Of Sale : *					
Select		~			
Auction Brief : *					
Inspection Detail (Subject	to the T&C of the aucti	ion/ process documen	it)		
Authorized Officer Name Desig	unction : *		Mobile No :*		
Authorized Officer Name, Desig	jnation : *		Mobile No. : *		
Authorized Officor Name, Dosig	ination : *		Mobile No. : *		
Authorized Officer Name, Desig	jnation : *		Mobile No. : *		
Authorized Officor Namo, Dosig	jnation : *		Mobile No. :* PQ End Date & Time : * Inspection Date & Tim	не То:*	
Authorized Officor Name, Desig	jnation : *		Mobile No. :* PQ End Date & Time : * Inspection Date & Tim	ne To : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. : * PQ End Date & Time : * Inspection Date & Tim Payment End Date & T	1e To : * fime : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. : * PQ End Date & Time : * Inspection Date & Tim Payment End Date & T	ne To : * Time : *	
Authorized Officer Name, Desig Date tart Date & Time : * ection Date & Time From : * nent Start Date & Time : *	jnation : *		Mobile No. :* PQ End Date & Time : * Inspection Date & Tim Payment End Date & Tim Auction End Date & Tim	ne To : * lîme : * me : *	
Authorized Officor Name, Desig	jnation : *		Mobile No. :*  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti	ne To : * Time : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. :*  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti	ne To : * fime : * me : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. :* PQ End Date & Time : * Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti EMD : *	ne To : * fime : * me : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. :*  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti EMD :*	ne To : * Time : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. :*  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti EMD :*	ne To : *	
Authorized Officer Name, Desig	jnation : *		Mobile No. :*  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Ti Auction End Date & Ti EMD : *  Increment Price Durin	ne To : * Time : * me : *	•
Authorized Officer Name, Desig	gnation : *		Mobile No. :*  PQ End Date & Time : *  PQ End Date & Time : *  Inspection Date & Tim Payment End Date & Tim Auction End Date & Ti EMD : *  Increment Price Durin	ne To : * Time : * me : *	•

					(*) Mana
1 Create Auction Upload	2 3 Document Pre-Qualification	4 Liquidation Account	5 Add Asset	6 Payment	7 Approve Auctio
Auction ID	: 58	Auction	Status	: Pending	
Company Name	: PSB Alliance testing 240720	24 CIN		: TEST012	
Auction Start Date & Time	: 22/08/2024 11:30	Auction	End Date & Time	: 22/08/2024 11:3	38
Auction Brief	: Test Auction				
This is optional step. If either	of the field is selected in that case o	ther field would be ma	ه ۷ andatory.	Iew Notice   🛎 Dov	vnload Document
Select File •	: (Allowed pdf,doc,docx.jpg	.jpeg,png,zip & up to 2	0 MB size max)	🗁 Bro	9wse
Document Description •	:				12

Step 4. Upload auction documents

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Select	Pre-Qualification Requirement*		Is Refer	ence Document Mand	atory?
1	29A Eligibility				
2	Any Other Documents Mentioned in the Auction Process De	ocument			
				_	

## Step 5. Create Pre-qualification requirements

Submit

## 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

				(*) Mar
Create Auction Upload D	2 3 ocument Pre-Qualification Liquid Acc	dation Add Asset	6 7 Payment Approve A	Auctio
Auction ID	: 58	Auction Status	: Pending	
Company Name	: PSB Alliance testing 24072024	CIN	: TEST012	
Auction Start Date & Time	: 22/08/2024 11:30	Auction End Date & Time	: 22/08/2024 11:38	
Auction Brief	: Test Auction			
Please ensure the correct ba	nk account are provided as the EMD credit w	Ill happen in this added account	View Notice + ▲ Download Docu	imen
Please ensure the correct ba Account No. : *	nk account are provided as the EMD credit w	IFSC : *	● View Natice + ▲ Download Docu	imen
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Please ensure the correct ba Account No. : * El No. :	nk account are provided as the EMD credit w	Ill happen in this added account	♥ View Notice + ▲ Download Docu	Ver

#### 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

weeks these art the construction of India Insolvency and Brit supply Board of India	PSB Alliance		Manage Company & Asset:	s Auction - Logo
Liquidation account details added	l successfully			
Add Asset Detail				« Go Bac
				(*) Mandatory
Create Auction Upload D	3 ( ocument Pre-Qualification Liqui Acc	4 5 dation Add Asset	6 Payment	7 Approve Auction
Auction ID	: 58	Auction Status	: Pending	
Company Name Auction Start Date & Time	<ul> <li>PSB Alliance testing 24072024</li> <li>22/08/2024 11:30</li> </ul>	CIN Auction End Date & Time	: TEST012	3
Auction Brief	: Test Auction		👁 View Notice । 🛓 Down	nload Document
Select Asset *	: Select Asset		~	
	Submit			



Image: Create Auction       Upload Document       Pre-Qualification       Liquidation       Add Asset       Payment       Approve Au         Auction ID       :       :       :       :       :       Pending         Company Name       :       <	ayment for Publication	of Auction				« Go Ba
Auction ID :: 58 Auction Status :: Pending   Company Name :: PSB Alliance testing 24072024 CIN :: TEST012   Auction Start Date & Time :: 22/08/2024 11:30 Auction End Date & Time :: 22/08/2024 11:38   Auction Brief :: Test Auction :: :: :: :: ::   Auction Brief :: :: Test Auction :: :: :: ::   Payment Amount * :: :: :: :: :: :: ::   Payment Transaction History :: :: :: :: :: :: ::   Sr. No. Amount Payment Status Payment Date Remarks Payment Receipt :: :: ::   No records found :: :: :: :: :: :: :: :: ::	(1) (2) Create Auction Upload Docu	3 nent Pre-Qualification	4 Liquidation Account	5 Add Asset	6 Payment	7 Approve Auction
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Auction Start Date & Time : 22/08/2024 11:30 Auction End Date & Time : 22/08/2024 11:38   Auction Brief : Test Auction           View Notice :	Company Name :	PSB Alliance testing 24072024	CIN		: TEST012	
Auction Brief : Test Auction  © View Notice :  Download Docu  Payment Amount *  I,000.00 (No. of Assets: 1 X Per Asset Payment Amount: 1000.)  Pay  Payment Transaction History  Sr. No. Amount Payment Status Payment Date Remarks Payment Receipt Action No records found	Auction Start Date & Time :	22/08/2024 11:30	Auction End	d Date & Time	: 22/08/2024 11	:38
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## Step 9. Recheck the detail added and submit the form with an OTP.

Approve Auction			« Go Back
			(*) Mandatory
Create Auction Upload Do	2) 3 ocument Pre-Qualification Liquid Acco	ation Add Asset	6 7 Payment Approve Auction
Auction ID	: 58	Auction Status	: Pending
Company Name	: PSB Alliance testing 24072024	CIN	: TESTO12
Auction Start Date & Time	: 22/08/2024 11:30	Auction End Date & Time	: 22/08/2024 11:38
Auction Brief	: Test Auction		
		۲	View Notice I 🛓 Download Document
General Detail			
Auction ID	: 58	Company Name	: PSB Alliance testing 24072024
CIN	: TESTO12	Manner Of Sale	: An Asset on a Standalone Basis
Auction Brief	: Test Auction		

Authorized Officer Name, Designation	-	Anil	Mobile No.	1	8527319715
ey Date					
PQ Start Date & Time	:	22/08/2024 11:00	PQ End Date & Time	÷	22/08/2024 11:10
Inspection Date & Time From	:	22/08/2024 11:11	Inspection Date & Time To	1	22/08/2024 11:15
Payment Start Date & Time	:	22/08/2024 11:19	Payment End Date & Time	1	22/08/2024 11:26
Auction Start Date & Time	:	22/08/2024 11:30	Auction End Date & Time	1	22/08/2024 11:38
usiness Rules					
Reserve Price	:	10000.00	EMD	÷	1000.00
Increment Price	:	100.00	Increment Price During Time Extension	-	100.00
Extend Time When Valid Bid Received in Last(In Minutes)	:	5	Extend Time By (In Minutes)	1	5

Remarks *	:		 	
	L			
		Generate OTP		

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

uction has been approved su	iccessfully					
anage Auction						« Go Bo
uction ID	: 58	A	uction Status	: U	pcoming	
ompany Name	: PSB Alliance test	ting 24072024 C	IN	: те	ST012	
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#### **CONDUCTION AUCTION**

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

	Hi, NIKHIL	RAMESHBHAI PA Last Lo	gin on 24	/07/2024 15:45:33 fror	m 114.143.61.58	English
Insolvency and Brit support Board of India	- Auction -	Document Library	.a <b>ll</b> MIS∓	🕑 My E-Wallet A/c	<b>≜</b> My Profile <del>-</del>	() Logou
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1) Test Auction Auction ID: 58			$\heartsuit$	<ul> <li>View Auctio</li> <li>View Asset</li> </ul>	on Detail Detail	
Reserve Price: ₹10,000         Company Name: PSB Alliance           © Company Location: Mumbai.Mumbai Suburban,Maharashtra 1 + more	testing 240720	24		C Submission Qualification	of Pre-	

## Step 2. Go to Auction $\rightarrow$ Search Auction $\rightarrow$ Manage Auction

- a. Click on Pre-Qualification tab
- b. Click on View & Evaluate PQ Submission details

पालीव दिवला और संप्रत जन्म देवे		n, bunny iyita		English
Insolvency and Box sourcey Board of India	Alliance Transforming Together		Manage Company & Assets Auction	Logo
lanage Auction				« Go Bac
Auction ID	: 58	Auction Status	: Upcoming	
Company Name	: PSB Alliance testing 2	1072024 CIN	: TEST012	
Auction Start Date & Time	: 22/08/2024 11:30	Auction End Date & Tim	e : 22/08/2024 11:38	
Auction Brief	: Test Auction			
			👁 View Notice । 🛓 Download Do	cument
NOTICE & DOCUMENTS	ASSET PRE-QUALIFICATIO	AMENDMENT AUCTION RESULT		
Pre-Qualification Checklist	View			

# Step 3. Evaluate the PQs. You can either Accept or Reject the PQs. If the PQ is accepted, the buyer becomes eligible to submit EMD.

भारतीय विकास और संघट अन्यत करें Insolvency and Bac samptcy Board of Indi	PSB Alliance				٠ .	
	Transforming Topatre			Manage Company & Assets	Auction - Logo	
/iew Pre-Qualifica	tion Submissio	n Detail			«Go Ba	
Auction ID	: 58		Auction Status	: Upcoming		
Company Name	: PSB Alliance te	sting 24072024	CIN	: TEST012		
Auction Start Date & Time	: 22/08/2024 11:3	0	Auction End Date & Time	: 22/08/2024 11:38		
Auction Brief	: Test Auction					
PENDING ACCEPTED	REJECTED			👁 View Notice । 🛓 Down	load Document	
PENDING ACCEPTED	REJECTED			👁 View Notice । 🛓 Down	load Document	
PENDING     ACCEPTED       Show     10     -       Sr.No.     Buyer's Name	REJECTED	Submission Date	Evaluation Status	View Notice + Lown       Evaluation Date	load Document	
PENDING     ACCEPTED       Show     10     • entries       Sr.No.     Buyer's Name       1     NIKHIL RAMESHBHAI PA	REJECTED	Submission Date 22/08/2024 11:01:32	Evaluation Status Pending	View Notice        Down	Action	

	o bayoro							«Go Bac
Auction ID		: 58		Au	uction Status	:	Upcoming	
Company	Name	: PSB	Alliance testing 240720	24 CI	N	:	TEST012	
Auction St	art Date & Time	: 22/0	08/2024 11:30	Au	uction End Date & Time	:	22/08/2024 11:38	
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Sr. No.	Buyer's Name							
Sr. No.	Buyer's Name	PARMAR	22/08/2024 11:01:32	Accept ~				

# Step 4.On the date of auction, you can see the ongoing auction by visiting: Auction → Search Auction → Manager Auction → Auction Result

Manage Auction «Go B									
Auction ID	:	58		Auction Status	:	Upcoming			
Company Name	:	PSB Alliance testing 240720	24	CIN	:	TEST012			
Auction Start Date & Time	:	22/08/2024 11:30		Auction End Date & Time	:	22/08/2024 11:38			
Auction Brief	:	Test Auction							
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NOTICE & DOCUMENTS	ASSET	PRE-QUALIFICATION	AMENDM	AUCTION RESULT					
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Reports									
Terms & Conditions Accep	tance Repo	rt							

Auction Result					
				Auction Notice	Bid History
Building EXTENSION : •	Current 0	Ê	<u>ම</u> 22/08/2024 11:30:00 - 22/08/202	14 11:38:00 Bidding Not Started Yet	
Start Price : 10,	000.00 Increment Price	:100.00 EMD : 1,000.00		ව Bid History 🛛 🕍 Graph	
Rank No Bid Received.	Entity Name	Evaluated Amou	int	Bid Date & Time	
Auction ID	: 58		Auction Status	: Upcoming	
Company Name	: PSB Alliar	ce testing 24072024	CIN	: TESTO12	
Auction Start Date & Tim	e : 22/08/20	24 11:30	Auction End Date & Time	: 22/08/2024 11:38	
Auction Brief	: Test Auc	ion			
				® View Notice + ≛ Download Do	cument

# Step 5. During the auction, you will see the number of participants and their bids. You cannot see the names of the participants.

Auct	tion Resul	t						
							Auction Notice	Bid Histo
	Building EXTENSION :	• Current 0			∰ 22/08/2024 11:30:00 - 22/0	08/2024 11:38:00	<b>O</b> Time Left : 00:06:43	
	Start Price	:10,000.00 Incr	ement Price : 100.0	0 EMD:1,000.00		5	) Bid History । 📶 Graph	
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Com	pany Name	:	PSB Alliance te	sting 24072024	CIN	:	TEST012	
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Auct Com Auct Auct	ion ID pany Name ion Start Date ion Brief	a & Time	<ul> <li>58</li> <li>PSB Alliance testing 24072024</li> <li>22/08/2024 11:30</li> <li>Test Auction</li> </ul>	Auction Status CIN Auction End Date & Time	: Closed : TEST012 : 22/08/2024 11:38	

Step 6.On close of the auction, you will see the details of participants and their bids

## Step 7. You can accept or reject the H1 Bid.

भारतेव देवका और संपूर्णकार को Insolvency and Bes supprcy Board of In	dia 💭	PSB Alliance		📕 Manage Company & As	sets Auction - Logo
lanage Auction					« Go Bac
Auction ID	:	58	Auction Status	: Closed	
Company Name	:	PSB Alliance testing 24072024	CIN	: TEST012	
Auction Start Date & Time	:	22/08/2024 11:30	Auction End Date & Time	: 22/08/2024	4 11:38
Auction Brief	:	Test Auction			
				👁 View Notice । 🛓	Download Document
NOTICE & DOCUMENTS	ASSET	PRE-QUALIFICATION AMEN	OMENT AUCTION RESULT	LETTER OF INTENT	REFUND / REMITTANCE
Accept/ Reject Bid Price	Accept	t/ Reject Bid Price			
Letter of Intent					

Acce	ccept / Reject HI Bid Price «Go Back to Auction Dashboard										
									(*) Mandatory		
A	Auction IE	)	: 58			Auction Status	:	Closed			
c	Company	y Name	: PSB	Alliance testing 2	24072024	CIN	:	TEST012			
A	Auction S	tart Date & Time	: 22/08/2024 11:30			Auction End Date & Time	:	22/08/2024 11:38			
A	Auction Brief : Test Auction										
Sr N		1 Buyor	H1 Price	Accept/Reject	Pamarks		● View	Notice I 🕹 Download D	ocument		
1	NI P/	IKHIL RAMESHBHAI ARMAR	10,100.00	Bid*	ok						
					Sub	omit					

## Step 8. Once the bid is accepted, you can upload the letter of intent for the buyer. You may use the sample LoI

Acceptance / Rejection HI bid price detail submitted successfully									
						« Go Back			
:	58	A	uction Status	:	Closed				
:	PSB Alliance testing 24072024		IN	: TEST012					
:	22/08/2024 11:30	А	uction End Date & Time	: 22/08/2024 11:38		24 11:38			
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ASSET	PRE-QUALIFICATION	AMENDMENT	AUCTION RESULT	LETTER OF	INTENT	REFUND / REMITTANCE			
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	A price determined of the second seco	d price detail submitted successfully : 58 : PSB Alliance testing 240720 : 22/08/2024 11:30 : Test Auction Network Successfully View View Upload   Download Sample File	d price detail submitted successfully : 58 Aliance testing 24072024 C : 22/08/2024 11:30 A : Test Auction PRE-QUALIFICATION AMENDMENT View View Upload   Download Sample File	al price detail submitted successfully Here are a constrained successfully Here are a constrained successfully Here are a constrained successfully Auction Status Auction End Date & Time Auction End Date & Time Here are a constrained Here a constrained He	d price detail submitted successfully          :       58       Auction Status       :         :       PSB Alliance testing 24072024       CIN       :         :       22/08/2024 11:30       Auction End Date & Time       :         :       Test Auction       :       :         Asset       PRE-QUALIFICATION       AMENDMENT       AUCTION RESULT       LETTER OF         View       View       Upload   Download Sample File       .       .	d price detail submitted successfully          :       58       Auction Status       :       Closed         :       PSB Alliance testing 24072024       CIN       :       TEST012         :       22/08/2024 11:30       Auction End Date & Time       :       22/08/20         :       Test Auction			

## Step 9. Once, the LoI is sent to the buyer, update the sale status

Document uploaded success	fully					×
Manage Auction						« Go Back
Auction ID	:	58	1	Auction Status	: Closed	I
Company Name	:	PSB Alliance testing 24072	2024 (	CIN	: TESTOI2	2
Auction Start Date & Time	:	22/08/2024 11:30		Auction End Date & Time	: 22/08/2	2024 11:38
Auction Brief	:	Test Auction				
					⊛ View Notice	🛓 Download Document
NOTICE & DOCUMENTS	ASSET	PRE-QUALIFICATION	AMENDMEN	AUCTION RESULT	LETTER OF INTENT	REFUND / REMITTANCE
Accept/ Reject Bid Price	View					
Letter of Intent	Downlo	ad				
Sale Status	Update	Sale Status				

## Step 10. Update the Sale Status Accordingly

Update Sale Status							«Go Back
							(*) Mandatory
Auction ID	:	Auction Status		:	Closed		
Company Name	:	PSB Alliance testing 24072024	CIN		:	TEST012	
Auction Start Date & Time	:	22/08/2024 11:30	Auction End Date & Time		:	22/08/2024 11:38	
Auction Brief	:	Test Auction					
							View Notice
Hì Buyer : NIKHIL RAMESHBHAI PARMAR							
Sr. No.		Asset	Sale Status *				
1		Building	Assets Sold And Full Payment Received 🗸				
Remarks *	:				li		
		Submit					