

# 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.arp@ibbi.gov.in +91 11234 62800 Hi, Dummy IPLast Login on 13/08/2024 10:39:15 from 164.100.5.177 English

  Manage Company & Assets Auction Logout

### Manage Company & Assets

Company Name	: PSB Alliance testing 24072024	CIN	: TEST012
PAN No.	: TESTS0031W	Liquidation Commencement Date	: 01-01-1970

**COMPANY DETAIL** ASSETS

Company Detail	Edit   View   Upload Document
Additional Address	Edit

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

16/08/2024 10:38:16 ra.arp@ibbi.gov.in +91 11234 62800 Hi, Dummy IPLast Login on 13/08/2024 10:39:15 from 164.100.5.177 English

  Manage Company & Assets Auction Logout

### Manage Company & Assets

Company Name	: PSB Alliance testing 24072024	CIN	: TEST012
PAN No.	: TESTS0031W	Liquidation Commencement Date	: 01-01-1970

**COMPANY DETAIL** ASSETS

Company Detail	Edit   View   Upload Document
Additional Address	Edit

- Create Auction
- Search 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

Create Auction Notice (\*) Mandatory

1 **Create Auction**2 Upload Document3 Pre-Qualification4 Liquidation Account5 Payment6 Approve Auction

**General Detail**

Company Name : PSB Alliance testing 24072024      CIN : TEST012

Manner Of Sale : \*

Auction Brief : \*

**Inspection Detail** (Subject to the T&C of the auction/ process document)

Authorized Officer Name, Designation : \*      Mobilo No. : \*  
     

**Key Date**

PQ Start Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>	PQ End Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>
Inspection Date & Time From : * <input style="width: 100%; height: 20px;" type="text"/>	Inspection Date & Time To : * <input style="width: 100%; height: 20px;" type="text"/>
Payment Start Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>	Payment End Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>
Auction Start Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>	Auction End Date & Time : * <input style="width: 100%; height: 20px;" type="text"/>

**Business Rules**

Reserve Price : * <input style="width: 100%; height: 20px;" type="text"/>	EMD : * <input style="width: 100%; height: 20px;" type="text"/>
Increment Price : * <input style="width: 100%; height: 20px;" type="text"/>	Increment Price During Time Extension : * <input style="width: 100%; height: 20px;" type="text"/>
Extend Time When Valid Bid Received in Last(In Minutes) : * <input style="width: 100%; height: 20px;" type="text"/>	Extend Time By (In Minutes) : * <input style="width: 100%; height: 20px;" type="text"/>

## Step 4. Upload auction documents

### Upload Document « Go Back

(\*) Mandatory

1 Create Auction    2 **Upload Document**    3 Pre-Qualification    4 Liquidation Account    5 Add Asset    6 Payment    7 Approve Auction

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		

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This is optional step. If either of the field is selected in that case other field would be mandatory.

Select File \* :  [Browse ...](#)  
(Allowed pdf,doc,docx,jpg,jpeg,png,zip & up to 20 MB size max)

Document Description \* :

[Upload](#)

## Step 5. Create Pre-qualification requirements



Insolvency and Bankruptcy Board of India



**PSB Alliance**  
 Partnering Progress

Manage Company & Assets
Auction
Logout

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### Create Pre-Qualification Checklist

(\*) Mandatory

1  
 Create Auction

2  
 Upload Document

3  
**Pre-Qualification**

4  
 Liquidation Account

5  
 Add Asset

6  
 Payment

7  
 Approve Auction

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		

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+ Add Row
- Delete Row

Select	Pre-Qualification Requirement*	Is Reference Document Mandatory ?
1	29A Eligibility	<input type="checkbox"/>
2	Any Other Documents Mentioned in the Auction Process Document	<input type="checkbox"/>
<input type="checkbox"/>	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>

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**

### Add Liquidation Account Detail << Go Back

(\*) Mandatory

1  
Create Auction

2  
Upload Document

3  
Pre-Qualification

4  
**Liquidation  
Account**

5  
Add Asset

6  
Payment

7  
Approve Auction

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		

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Please ensure the correct bank account are provided as the EMD credit will happen in this added account

Account No.: *	IFSC: *
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
	<a href="#">Verify</a>
LEI No.:	
<input style="width: 95%;" type="text"/>	

Submit

**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

Liquidation account details added successfully ✕

### Add Asset Detail « Go Back

(\*) Mandatory

1 — 2 — 3 — 4 — 5 — 6 — 7

Create Auction   Upload Document   Pre-Qualification   Liquidation Account   **Add Asset**   Payment   Approve Auction

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		

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Select Asset \* :



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

Approve Auction
« Go Back

(\*) Mandatory

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		

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#### General Detail

Auction ID	: 58	Company Name	: PSB Alliance testing 24072024
CIN	: TEST012	Manner Of Sale	: An Asset on a Standalone Basis
Auction Brief	: Test Auction		

#### Inspection Detail (Subject to the T&C of the auction/ process document)

Authorized Officer Name, Designation	: Anil	Mobile No.	: 8527319715
--------------------------------------	--------	------------	--------------

#### Key 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	: 22/08/2024 11:15
Payment Start Date & Time	: 22/08/2024 11:19	Payment End Date & Time	: 22/08/2024 11:26
Auction Start Date & Time	: 22/08/2024 11:30	Auction End Date & Time	: 22/08/2024 11:38

#### Business 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)	: 5

Remarks \* :

Generate OTP

8

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

22/08/2024 10:57:34 ra.lrp@ibbi.gov.in +91 11234 62800 HI, Dummy IPLast Login on 18/08/2024 10:35:29 from 164.100.5.177 English

Insolvency and Bankruptcy Board of India PSB Alliance

Manage Company & Assets Auction Logout

Auction has been approved successfully

### Manage Auction Go Back

Auction ID	: 58	Auction Status	: Upcoming
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		

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**NOTICE & DOCUMENTS** ASSET PRE-QUALIFICATION AMENDMENT AUCTION RESULT

Notice	View   Cancel
Documents	Download
Liquidation Account Details	View
Payment for Auction Publication	View

ra.lrp@ibbi.gov.in +91 11234 62800 HI, NIKHIL RAMESHBHAI PA...Last Login on 24/07/2024 15:45:33 from 114.143.61.58 English

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Asset Auction Document Library MIS My E-Wallet A/c My Profile Logout

Open Auction Favorite Auction

### Search Asset

Q Search +

No Asset Found

### Search Auction

Q Search +

UPCOMING (1) LIVE CLOSED CANCELLED ALL MY AUCTIONS

1) Test Auction

Auction ID: 58

Reserve Price: ₹ 10,000 Company Name: PSB Alliance testing 24072024

Company Location: Mumbai,Mumbai Suburban,Maharashtra 1 + more

Auction Start Date : 22/08/2024 11:30:00 Auction End Date : 22/08/2024 11:38:00

[View Auction Detail](#)

[View Asset Detail](#)

1-1 1 First Prev Next Last

## CONDUCTION AUCTION

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

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Insolvency and Bankruptcy Board of India PSB Alliance

Asset Auction Document Library MIS My E-Wallet A/c My Profile Logout

### Search Auction

Q Search

UPCOMING (1) LIVE CLOSED CANCELLED ALL MY AUCTIONS

1) Test Auction

Auction ID: 58

Reserve Price: ₹ 10,000 Company Name: PSB Alliance testing 24072024

Company Location: Mumbai, Mumbai Suburban, Maharashtra 1+ more

Auction Start Date : 22/08/2024 11:30:00 Auction End Date : 22/08/2024 11:38:00

View Auction Detail  
View Asset Detail  
Submission of Pre-Qualification

1-1 1 First Prev Next Last

**Step 2. Go to Auction → Search Auction → Manage Auction**

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

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Insolvency and Bankruptcy Board of India PSB Alliance

Manage Company & Assets Auction Logout

### Manage Auction

Go Back

Auction ID	: 58	Auction Status	: Upcoming
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 | Download Document

NOTICE & DOCUMENTS ASSET **PRE-QUALIFICATION** AMENDMENT AUCTION RESULT

Pre-Qualification Checklist	View
Pre-Qualification Evaluation	View & Evaluate PQ Submission Detail   Evaluate All Buyer's Detail

**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.**



View Pre-Qualification Submission Detail «Go Back

Auction ID	: 58	Auction Status	: Upcoming
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		

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**PENDING** ACCEPTED REJECTED

Show 10 entries

Sr.No.	Buyer's Name	Submission Date	Evaluation Status	Evaluation Date	Action
1	NIKHIL RAMESHBHAI PARMAR	22/08/2024 11:01:32	Pending	-	View Info

Showing 1 to 1 of 1 entries Previous 1 Next



Evaluate Buyers «Go Back

Auction ID	: 58	Auction Status	: Upcoming
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		

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Sr. No.	Buyer's Name	Submission Date	Action*	Remarks
1	NIKHIL RAMESHBHAI PARMAR	22/08/2024 11:01:32	Accept	

Submit

**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 Back

Auction ID	: 58	Auction Status	: Upcoming
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		

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NOTICE & DOCUMENTS
ASSET
PRE-QUALIFICATION
AMENDMENT
AUCTION RESULT

📄 Auction Result

[View Result](#)

📄 Reports

[Terms & Conditions Acceptance Report](#)

Auction Result Auction Notice | Bid History

Building

EXTENSION: ● Current 0

📅 22/08/2024 11:30:00 - 22/08/2024 11:38:00

Bidding Not Started Yet

Start Price : 10,000.00    Increment Price : 100.00    EMD : 1,000.00

[Bid History](#)    [Graph](#)

Rank	Entity Name	Evaluated Amount	Bid Date & Time
No Bid Received.			

Auction ID	: 58	Auction Status	: Upcoming
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		

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

### Auction Result

[Auction Notice](#) | [Bid History](#)

Building
📅 22/08/2024 11:30:00 - 22/08/2024 11:38:00
⌚ Time Left : 00:06:43

EXTENSION : ● Current 0

---

Start Price : 10,000.00   Increment Price : 100.00   EMD : 1,000.00

[📄 Bid History](#)   [📊 Graph](#)

Rank	Entity Name	Evaluated Amount	Bid Date & Time
<span style="background-color: #27ae60; color: white; border-radius: 50%; padding: 2px 6px;">1</span>	DJZM533	10,100.00	22/08/2024 11:30:45

Auction ID	: 58	Auction Status	: Live
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](#) | [📄 Download Document](#)



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

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Hi, Dummy IP|Last Login on 18/08/2024 10:35:29 from 164.100.5.177 | English ▾

Manage Company & Assets
Auction+
Logout

### Manage Auction « Go Back

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 11:38
Auction Brief	: Test Auction		

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NOTICE & DOCUMENTS
ASSET
PRE-QUALIFICATION
AMENDMENT
AUCTION RESULT
LETTER OF INTENT
REFUND / REMITTANCE

Accept/ Reject Bid Price	Accept/ Reject Bid Price
Letter of Intent	

### Accept / Reject HI Bid Price « Go Back to Auction Dashboard

(\*) Mandatory

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 11:38
Auction Brief	: Test Auction		

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Sr. No.	HI Buyer	HI Price	Accept/Reject Bid*	Remarks
1	NIKHIL RAMESHBHAI PARMAR	10,100.00	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">                     Accept ▾                 </div>	ok

Submit

**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 ✕

### Manage Auction « Go Back

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 11:38
Auction Brief	: Test Auction		

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NOTICE & DOCUMENTS
ASSET
PRE-QUALIFICATION
AMENDMENT
AUCTION RESULT
LETTER OF INTENT
REFUND / REMITTANCE

Accept/ Reject Bid Price	View
Letter of Intent	Upload   Download Sample File

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

Document uploaded successfully ✕

### Manage Auction « Go Back

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 11:38
Auction Brief	: Test Auction		

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NOTICE & DOCUMENTS
ASSET
PRE-QUALIFICATION
AMENDMENT
AUCTION RESULT
LETTER OF INTENT
REFUND / REMITTANCE

Accept/ Reject Bid Price	View
Letter of Intent	Download
Sale Status	Update Sale Status

## Step 10. Update the Sale Status Accordingly

### Update Sale Status < Go Back

(\*) Mandatory

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 11:38
Auction Brief	: Test Auction		

[View Notice](#)

HI Buyer : NIKHIL RAMESHBHAI PARMAR

Sr. No.	Asset	Sale Status *
1	Building	Assets Sold And Full Payment Received

Remarks \* :

[Submit](#)