



User Manual To Participate In (RIICO Rental Property)

1. User Registration

To participate in the e-bidding, the user must visit the **SSO portal (sso.rajasthan.gov.in)**. If the user already has an account, they can log in directly by entering their credentials. Otherwise, they can create a new account and log in, as shown in the snapshot below

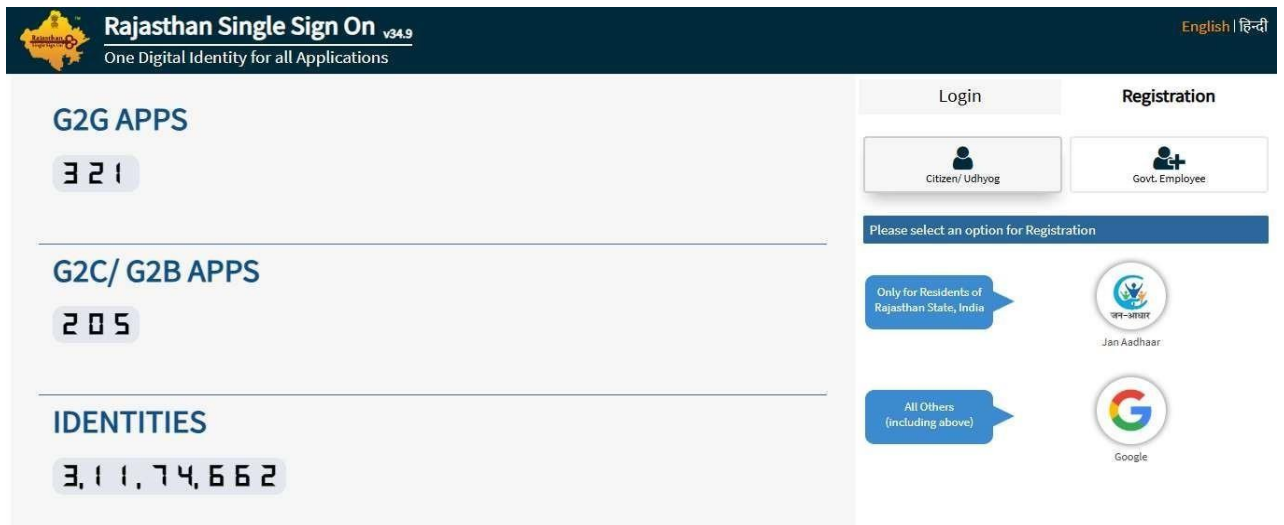


Fig 2.1: Registration on SSO

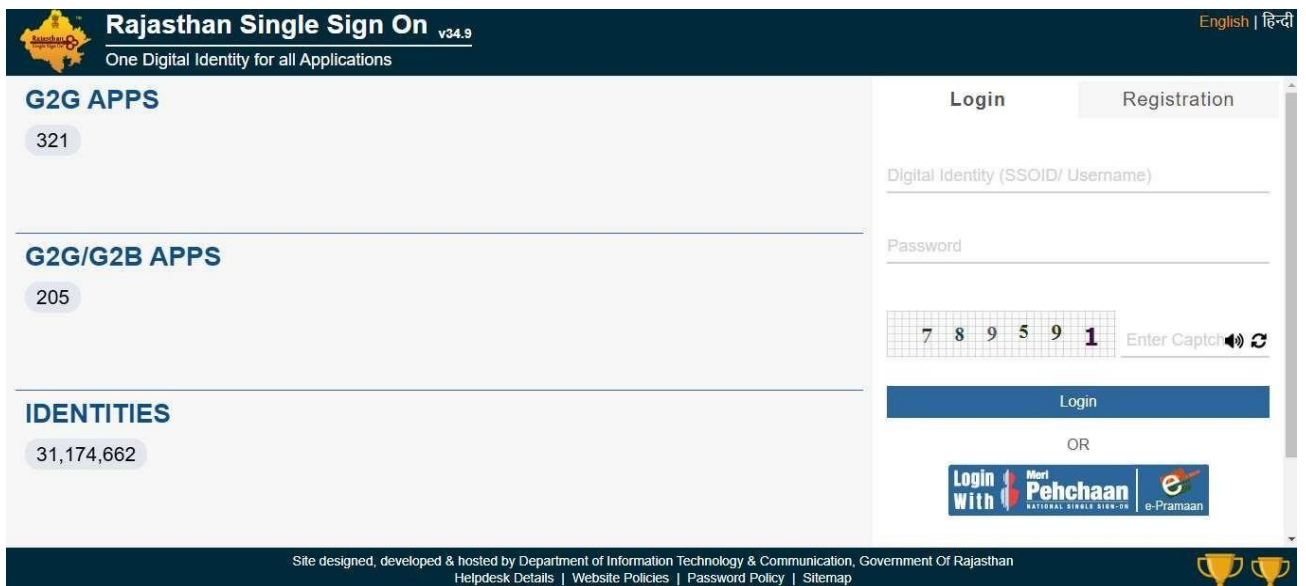


Fig 2.2: Login

After creating an SSO ID, the user needs to enter the credentials to log in to the SSO.

Here, all government applications will be displayed. The user needs to search for and select **RIICO** From the list.



Fig 2.3: RIICO application

After selecting the 'RIICO' application, the following page will open:-

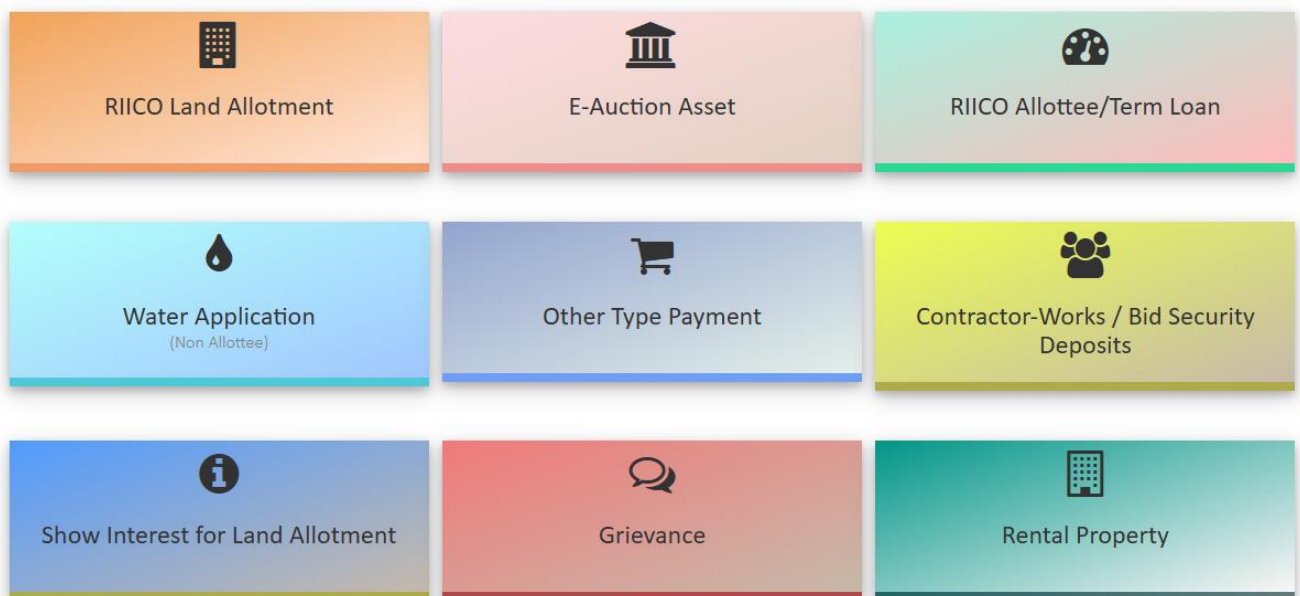


Fig 2.4: Rental Property

Click on 'Rental Property' option.

S.No	Rental Property	EMD and Other Details	Facility Available	EMD Starts	EMD Ends	Bid Starts	Bid Ends	Current Status	Action
Unit: Alwar Industrial Area: MIA Alwar Ext.									
1	Plot-770 (Industrial) EV Charging Stations, Gramin Haat, Eatery, Basement	Size:1480.00 Sqm EMD : Rs.48,840.00 Bid Start Rate:11.00 /Sqm Rental Property Type: [Rental Plot]		24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM	Live	Participate Now Documents

Fig 2.5: E-Bidding List view


Here, click on the 'Register' button at the top right for one-time registration on the RIICO portal. Once you are registered, 'Registered' will appear in place of 'Unregistered,' and 'View Registration' will be displayed instead of 'Register.'

After clicking the "Register" button, the user will be directed to the following registration form.

Fig 2.6: User registration and KYC

In the above form, all fields are mandatory. Once the user fills out the registration form, the system will confirm the registration. An OTP will be sent to the provided mobile number, and a verification code will be sent to the provided email address. Please ensure that the mobile number and email ID are mandatory and fetched from the SSO. Therefore, make sure to update these details in your SSO profile. Enter the OTP and verification code in their respective fields, then submit the form.

The following details need to be provided in the user registration form.

- a. **Registration Details:** Specify the type of company (e.g., individual, proprietor firm, etc.) for which the registration is being done. Provide the name of an individual for contact purposes. Additionally, include the PAN number and bank details of the mentioned contact person. These details will be used by RIICO for processing refunds to the user.
- b. **KYC documents:** The user is required to upload certain documents. Upload the mandatory documents. Click on the upload  icon. Search the file from user's computer and upload onto the system.

After submitting the registration form, the user will receive an OTP on their mobile number. The user must enter the OTP and submit it. Once submitted, the user will be successfully registered.

3. Participate in-Bidding of Rental Property

Once the user is registered on the E-Bidding Portal, they can participate in the E-Bidding of Rental Property. The following interface displays a list of rental property in respect of industrial area units available for E-Bidding. For each record, the corresponding status is shown, and the "Action" column indicates the actions that can be taken for each E-Bidding.

User can use the filter of 'reserve category' and 'floor' according to the requirement. Also user can check the Activity in respect of industrial area and unit

Welcome SONALI SETIA E-Bidding Help Desk - 0141-4593250, 4593237

Registration Status: **Registered** [View Registration](#) [FAQ](#) [E-Bidding Rules](#) [E-Bidding User Manual](#)

Rental Allotment Bidding My Application

Select Unit Live Select Usage Type Select Floor

Reserve Category Activity

S.No	Rental Property	EMD and Other Details	Facility Available	EMD Starts	EMD Ends	Bid Starts	Bid Ends	Current Status	Action
Unit: Alwar		Industrial Area: MIA Alwar Ext.							
1	Plot-770 (Industrial) EV Charging Stations, Gramin Haat, Eatery, Basement	Size:1480.00 Sqm EMD : Rs.48,840.00 Bid Start Rate:11.00 /Sqm <i>Rental Property Type: [Rental Plot]</i>		24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM	Live	Participate Now Documents

Fig 3.1: Participate now

Rental Property Number: Plot-770, Property Number- 120000800038, MUKESH, Alwar [Back to Search List](#)

Rental Property Detail

Proposed Activity : Basement, EV Charging Stations, Eatery, Gramin Haat Area

Area
1480.00 Sqm

S.No	Document Name	Action
1	Special Terms & Conditions	View
2	360 View	View

EMD & Participation Details

EMD	EMD Start Date	EMD End Date
48,840.00	24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM
Participation Fee	Participation Fee Tax/GST	Total (EMD + Participation Fees + Tax/GST)
1,000.00	180.00	50,020.00

Bid Detail

Bid Start Rate (Rs.)	Bid Start Date & Time	Bid End Date & Time
11.00	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM
Min. Bid Increment (In Rs)	License Period(Year) *	
1.00	-Select-	

Fig 3.2: Bidding Property details

To participate in an E-Bidding, click on the link provided in the **"Actions"** column next to the concerned record. The link is highlighted in the image above. Clicking on the link will direct you to the following interface.

The property number, units, and industrial area for which the user is bidding are displayed at the top of the page. The property details include the property size, type, and category. Information regarding the Earnest Money Deposit (EMD) and participation details is also provided, including the EMD start and end dates, EMD amount, participation fees, and more. The bid details section includes the starting bid rate, bid start and end dates and times, as well as the minimum bid increment amount.

If user is bidding in a reserve category property, then user need to select the category.
 In every property user need to select the ‘license period (in months/years)’

After that, the user will fill in the project details along with the declaration form and then save the information

Module Number: F-101, Prop...

Module Detail

Usage of Module : Garment Apparel, G...

Area: 1200.00 Sq Feet | Reserved For: SC

EMD & Participation Details

EMD: 24,000.00	EMD Start Date: 05-Oct-2025 04:55 PM	EMD End Date: 08-Oct-2025 04:55 PM
Participation Fee: 1,000.00	Participation Fee Tax/GST: 180.00	Total (EMD + Participation Fees + Tax/GST): 26,180.00

Bid Detail

Bid Start Rate (Rs./Sqft): 20.00	Bid Start Date & Time: 06-Oct-2025 09:55 AM	Bid End Date & Time: 10-Oct-2025 04:55 PM
Min. Bid Increment (In Rs): 1.00	License Period (in month): 12	Is your annual turnover less than or equal to 35 crore?: Yes

Click on the ‘Proceed’

RIICO Portal | [Redirect to Login Option](#) | **SONALI SETIA**

Welcome SONALI SETIA | **E-Bidding Help Desk - 0141-4693250, 4583237**

Rental Allotment Bidding | Registration Status: **Registered** | [View Registration](#) | [FAQ](#) | [E-Bidding Rules](#) | [E-Bidding User Manual](#)

Rental Allotment Bidding | My Application

Select Unit: [Live] | Select Usage Type: [] | Select Floor: []

Reserve Category: [] | Activity: []

S.No	Rental Property	EMD and Other Details	Facility Available	EMD Starts	EMD Ends	Bid Starts	Bid Ends	Current Status	Action
Unit: Alwar Industrial Area: MIA Alwar Ext.									
1	Plot-770 <i>(Industrial)</i> EV Charging Stations, Gramin Haat, Eatery, Basement	Size:1480.00 Sqm EMD : Rs.48,840.00 Bid Start Rate:11.00 /Sqm <i>Rental Property Type: [Rental Plot]</i>		24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM	Live	EMD Due Documents

Fig 3.3: EMD due property details

Rental Property Number: Plot-770, Property Number- 120000800038, MUKESH , Alwar [Application Number - LSA/FA/20262027/122]

[Back to Search List](#)
Rental Property Detail

Proposed Activity : Basement, EV Charging Stations, Eatery, Gramin Haat

Area

1480.00 Sqm

S.No	Document Name	Action
1	Special Terms & Conditions	View
2	360 View	View

EMD & Participation Details

EMD	EMD Start Date	EMD End Date
48,840.00	24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM
Participation Fee	Participation Fee Tax/GST	Total (EMD + Participation Fees + Tax/GST)
1,000.00	180.00	50,020.00

Bid Detail

Bid Start Rate (Rs.)	Bid Start Date & Time	Bid End Date & Time
11.00	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM
Min. Bid Increment (In Rs)	License Period(Year) *	
1.00	11	

Documents

S.No.	Enclosure Name (pdf, Jpeg) (Note: Document max size 5MB)
1.	PAN Card
2.	Aadhar Card
3.	Bank Passbook/Cancelled Cheque (Name, Account No and IFSC Code should be visible)
4.	Project Report

Payment Details
Status

Bid Status : Ongoing

Declaration by Bidder

[Download Sample](#)

EMD Status : EMD Due

 I have read the Policy for Allotment of built-up rental property on license basis.

 I agree with E-Bidding Terms and Conditions.

Choose Option :

Payment Gateway

Pay Amount :

50020.00

[Pay Now](#)

Help Desk - 0141-4593250, 4593237

Fig 3.4: Bidding Payment Detail

Before placing a bid, the user is required to pay the EMD. The EMD can be paid either Online payment gateway or through a generated Challan. If paying via Challan, print the Challan and visit the bank to deposit the EMD amount. The Virtual ID details are already printed on the Challan copy, which is valid for one-time payment only.

All the documents are compulsory, and users need to add all the attachment.

For 'declaration' user can download the sample, fill the data and then upload again.

Next user need to read the terms and conditions and policy of rental property and mark the tick box

To pay online, click on the **"Pay Now"** button, and the following disclaimer will be displayed to the user.

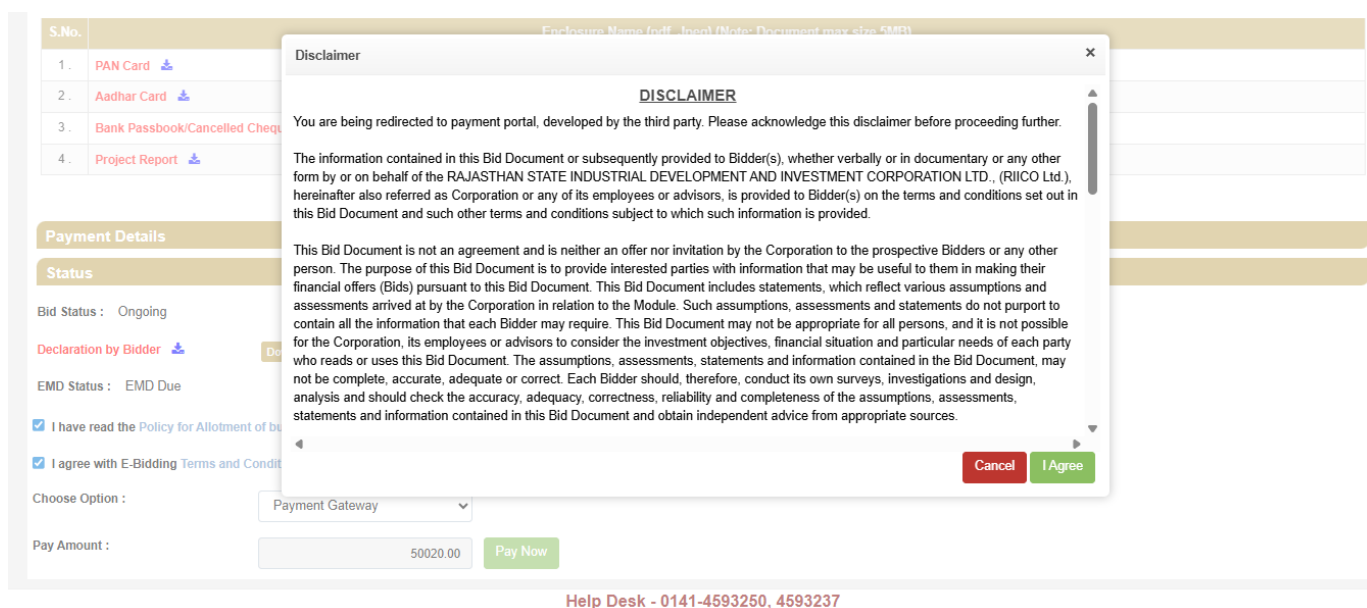


Fig 3.5: Disclaimer

If the user is sure about submitting the EMD, they should click on the **"I Agree"** button. The user will then be directed to the payment gateway, as shown in the image below.

RIICO Ltd

Transaction times out in **14:50 mins**

EMD Received against Application Number - LSA/DA/20242025/923 English

Billing Information

Mr Anushka Goyal

VBRI Udaipursw

000000 Udaipur

Rajasthan India

8696183273 AGGARWALGAURAV.604@GMAIL.COM

Notes (Optional)

My Billing and Shipping address are different

ORDER DETAILS

Order #: 53962

Coupon Code [Apply](#)

Order Amount: 251120.00

Total Amount: INR 251120.00

CC Avenue CHECKOUT

Checkout login for registered users only

[Login](#)

Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We accept

Card Number

Expiry Date / / CVV

I agree with the payment by proceeding with this

INR 251120.00 (Total Amount Payable)

[Make Payment](#)

After successful payment, a payment receipt will be generated as shown in the image below.

RIICO Portal Gaurav Agarwal

Online Payment Gateway Transaction Response

Transaction done successfully. Please note down below mentioned details for your reference.

Online Payment Summary

Transaction Number	314012656579
Transaction Date	10-Feb-2025 12:18
Payment Details	EMD Received against Application Number - LSA/DA/20242025/923
Transaction Amount (Rs.)	251120.00
Transaction Reference Number	314012656579
Bank Reference Number	bs6e59a9018ae3
Transaction Status	Success

[Print](#)

Fig 3.6: Payment receipt

Once the EMD is paid, user can start bidding in the Bidding for the concerned property.

Welcome SONALI SETIA` E-Bidding Help Desk - 0141-4593250, 4593237

Rental Allotment Bidding Registration Status: **Registered** [View Registration](#) [FAQ](#) [E-Bidding Rules](#) [E-Bidding User Manual](#)

Rental Allotment Bidding My Application

Select Unit: Live Select Usage Type: Select Floor:

Reserve Category: Activity:

S.No	Rental Property	EMD and Other Details	Facility Available	EMD Starts	EMD Ends	Bid Starts	Bid Ends	Current Status	Action
Unit: Alwar Industrial Area: MIA Alwar Ext.									
1	Plot-770 (Industrial) EV Charging Stations, Gramin Haat, Eatery, Basement	Size:1480.00 Sqm EMD : Rs.48,840.00 Bid Start Rate:11.00 /Sqm <i>Rental Property Type: [Rental Plot]</i>		24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM	Live (Highest Bid Rs 13.00)	EMD Paid - Bid Now View Application Documents <input type="text"/>

Fig 3.7: EMD paid-bid now

After the EMD is paid, the user can participate in the bidding. However, they must open their application under 'My Bidding' and ensure that 'EMD Verified' is displayed there. On the day of the bidding, 'Bid Now' will appear in its place.

Simply click on the 'Bid Now' button. Following form of "Change Bid Rate" will be displayed to the user. The application details are provided in the form which includes the Bidding property, its area, bid closing time, server time, your last bid and the current bid. Also, the time left for bidding is displayed in the form as shown in the image below.

Enter an amount as your new bid in the field provided for the same. Note that, the new bid cannot be less than the minimum bid increment. **Save the form.**

Bid Rental Property: Plot-770, Property Number- 120000800038, MUKESH , Alwar [\[Application Number - LSA/FA/20262027/122\]](#) [Back to Search List](#)

Server Time: 29-Apr-2026 12:53 PM Bid Ends: 30-Apr-2026 02:30 PM

Time Left: 1 Days; 1 Hr.; 36 Min.; 56 Sec.

Your Last Bid (In Rs.): 0.00 Current Bid (In Rs.): 13.00 Your Rank: 0

Participation Detail

Applicant Name	Area
SONALI SETIA`	1480.00 Sqm
EMD Paid	Min. Bid Increment (In Rs)
48,840.00	1.00

[Bid Now](#)

Help Desk - 0141-4593250, 4593237

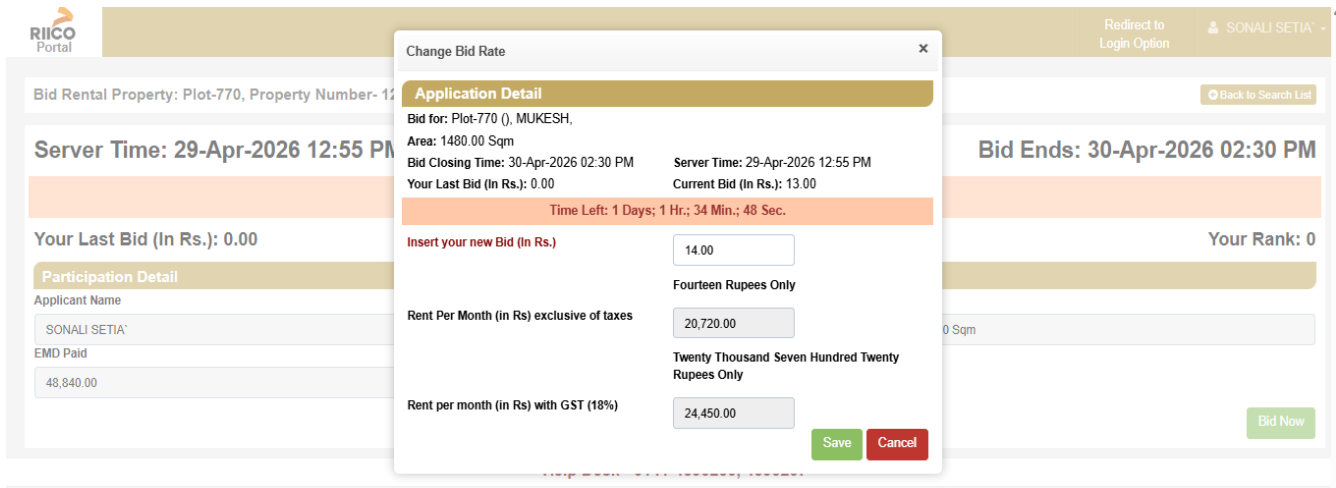


Fig 3.8: Change bid rate

Current bid of the user will be updated.

Check the check box as shown in the image above. **Save the form.** The record will be updated.

Once the bid time is over, the status of the concerned record will change to **“Bid Closed”**. Also the highest bid will be shown in the list.

Unit: Jaipur (EPIP-Sitapura)		Industrial Area: SITAPURA Ph-I				Flatted Factory: Sitapura Flatted Factory			
1	F-101 [Floor - F1] <i>(Industrial)</i> Garment Apparel, Gems and Jewellery	Size:1200.00 Sq Feet, EMD : Rs.25,000.00, Bid Start Rate:20.00 /Sq Feet Reserved For: SC, ST	Canteen/ cafeteria, Cleaning & maintenance services, Bank, Lift, Training Hall, Fire Fighting system	05-Oct-2025 04:55 PM	08-Oct-2025 04:55 PM	06-Oct-2025 09:55 AM	10-Oct-2025 04:55 PM	Bid Closed (Highest Bid Rs 6/Sqft)	View Application Documents v
2	F-102 [Floor - F1] <i>(Industrial)</i> General	Size:1200.00 Sq Feet, EMD : Rs.25,000.00, Bid Start Rate:20.00 /Sq Feet	Canteen/ cafeteria, Cleaning & maintenance services, Bank, Lift, Training Hall, Fire Fighting system	04-Oct-2025 05:00 PM	09-Oct-2025 05:00 PM	05-Oct-2025 05:00 PM	09-Oct-2025 05:00 PM	Live	Participate Now Documents v
3	F-103 [Floor - F1] <i>(Industrial)</i> General	Size:1250.00 Sq Feet, EMD : Rs.25,000.00, Bid Start Rate:20.00 /Sq Feet	Canteen/ cafeteria, Cleaning & maintenance services, Bank, Lift, Training Hall, Fire Fighting system	04-Oct-2025 05:00 PM	14-Oct-2025 05:00 PM	05-Oct-2025 05:00 PM	14-Oct-2025 05:00 PM	Live	Participate Now Documents v

Fig 3.9: Bid closed

User can view the application for all the Biddings in which the logged in user has participated, Click on the link highlighted in the above image to view the application. User will be directed to the following Interface.

Rental Property Number: Plot-770, Property Number- 120000800038, MUKESH , Alwar [Application Number - LSA/FA/20262027/122]

[Back to Search List](#)
Rental Property Detail

Proposed Activity : Basement, EV Charging Stations, Eatery, Gramin Haat

Area

1480.00 Sqm

S.No	Document Name	Action
1	Special Terms & Conditions	View
2	360 View	View

EMD & Participation Details

EMD	EMD Start Date	EMD End Date
48,840.00	24-Apr-2026 02:30 PM	29-Apr-2026 02:30 PM
Participation Fee	Participation Fee Tax/GST	Total (EMD + Participation Fees + Tax/GST)
1,000.00	180.00	50,020.00

Bid Detail

Bid Start Rate (Rs.)	Bid Start Date & Time	Bid End Date & Time
11.00	25-Apr-2026 02:30 PM	30-Apr-2026 02:30 PM
Min. Bid Increment (In Rs)	License Period(Year) *	
1.00	11	

Documents

S.No.	Enclosure Name (pdf, Jpeg) (Note: Document max size 5MB)
1.	PAN Card
2.	Aadhar Card
3.	Bank Passbook/Cancelled Cheque (Name, Account No and IFSC Code should be visible)
4.	Project Report

Payment Details

S.No	Bank Ref. No.	Transaction Id	Response Date	Amount
1	bs66a77796aeb1	315014072995	29-Apr-2026 12:50 PM	50,020.00

Status

 Bid Status : Ongoing [Current Highest Bid Rs. 14.00; Your Last Bid Rs. 14.00; Your Rank: 1] [Bid Now](#)

 Declaration by Bidder [Download Sample](#)

EMD Status : Verified

 I have read the Policy for Allotment of built-up rental property on license basis.

 I agree with E-Bidding Terms and Conditions.

Help Desk - 0141-4593250, 4593237

Fig 3.10: View application

The application includes the property details, EMD & participation details, bid details and the final status of the Bidding. It mentions the amount at which the bid is closed and applicant's last bid. Applicant's rank in the bid is also mentioned.

For further details, contact:-



**Rajasthan State Industrial Development &
Investment Corporation Ltd.**

Udyog Bhawan, Tilak Marg, Jaipur (Rajasthan) 302 005
Phone: 0141-2227751, 4593201

E-Bidding Helpline no. 0141-4593250/4593237

E-Mail: riico@riico.co.in , Website: www.riico.co.in, riico.rajasthan.gov.in

