



User Manual To Participate in RIICO E-Bidding for Flatted Factory (Plug And Play)

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

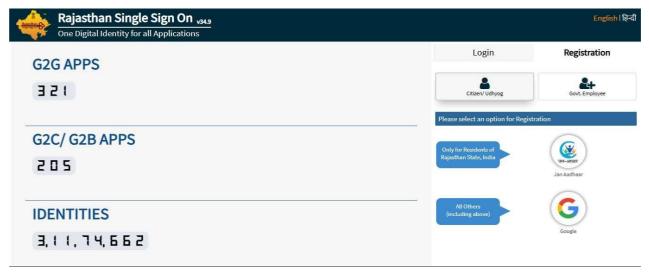


Fig 2.1: Registration on SSO



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

Fig 2.2: Login

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:-

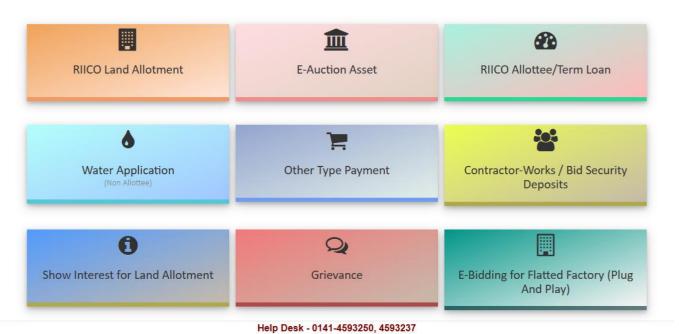


Fig 2.4: E-Bidding for Flatted Factory (Plug and Play)

Click on 'E-Bidding for Flatted Factory (Plug And Play)' option.

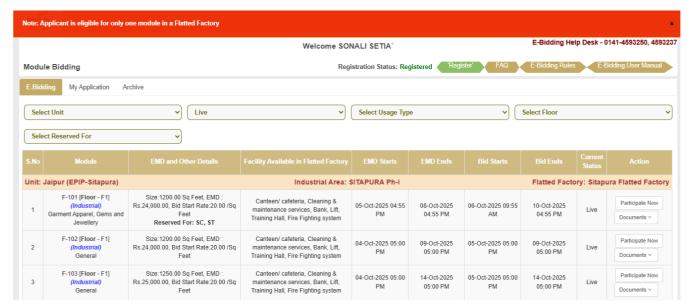


Fig 2.6: E-Bidding List view

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 2.7: 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 **a** 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 E-Bidding of Flatted Factory

Once the user is registered on the E-Bidding Portal, they can participate in the E-Bidding of modules. The following interface displays a list of flatted factory 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 module type, floor, facilities of flatted factory in respect of industrial area and unit

Note: User is eligible only for one module in a flatted factory

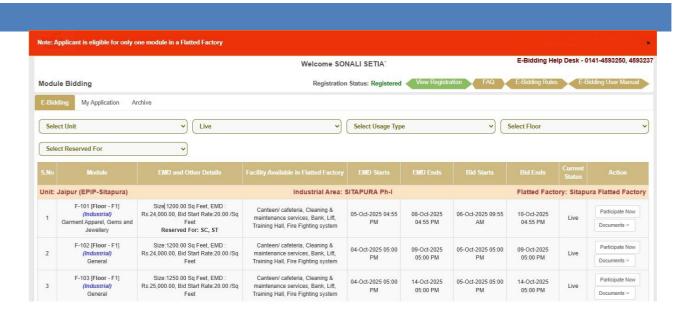


Fig 3.1: Participate now

To participate in an E-Bidding, click on the link provided in the <u>"Actions"</u> 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.



Fig 3.2: Bidding module details

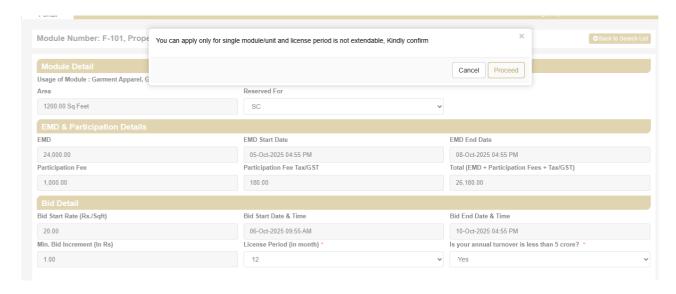
The module number, units, and industrial area for which the user is bidding are displayed at the top of the page. The module details include the module size, type, and category. Information regarding the Earnest Money Deposit (EMD) and participation details is also provided, including the EMD start and 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 module, then user need to select the category. In every module user need to select the 'license period (in months)'

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



if your annual turnover is less than 5 crores, then you need to select 'yes' in dropdown. If your turnover is more than 5 crores, then according to MSME policy you are not eligible to participate in the bidding



Click on the 'Proceed'

Unit: Jaipur (EPIP-Sitapura)			Industrial Area: SITAPURA Ph-I				Flatted Factory: Sitapura Flatted Factory		
1	F-101 [Floor - F1] (Industrial) Garment Apparel, Gems and Jewellery	Size:1200.00 Sq Feet, EMD Rs.24,000.00, 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	Live	EMD Due Documents >
2	F-102 [Floor - F1] (Industrial) General	Size:1200.00 Sq Feet, EMD : Rs.24,000.00, 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 >
3	F-103 [Floor - F1] (Industrial) 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 >

Fig 3.2: EMD due module details

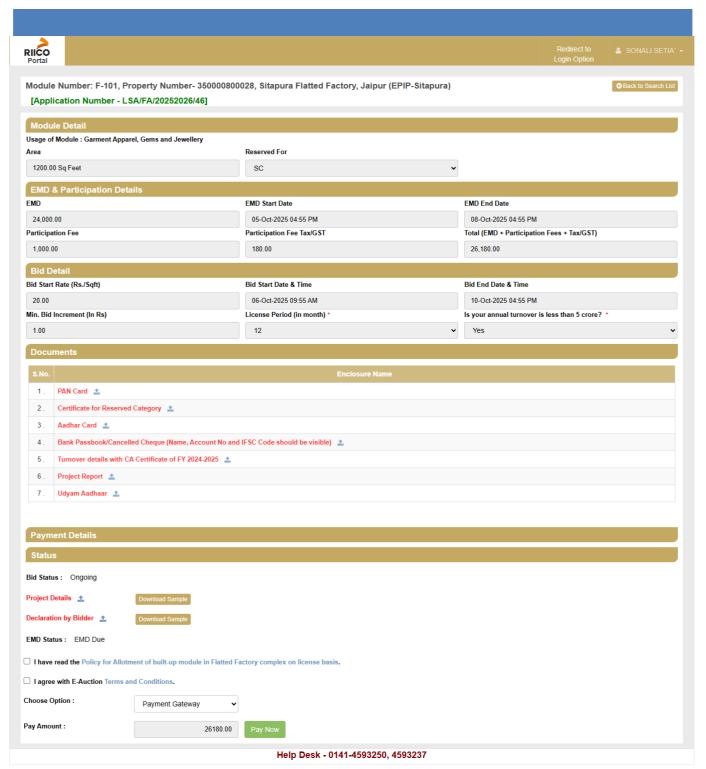


Fig 3.3: Bidding Payment Detail

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 user need to add all the attachment.

For 'Project detail' and '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 flatted factory and mark the tick box

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

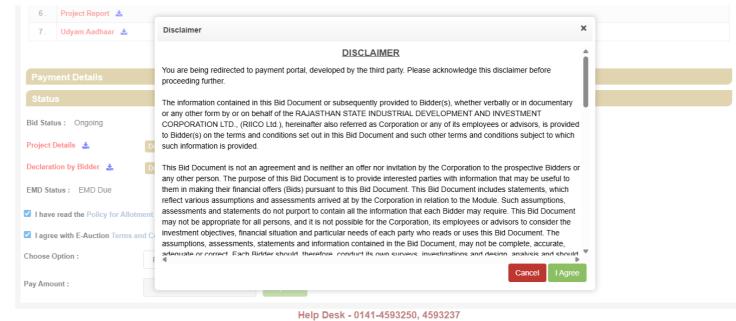


Fig 3.4: Disclaimer

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.

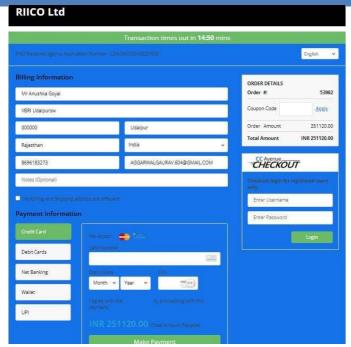


Fig 3.5: Payment gateway

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

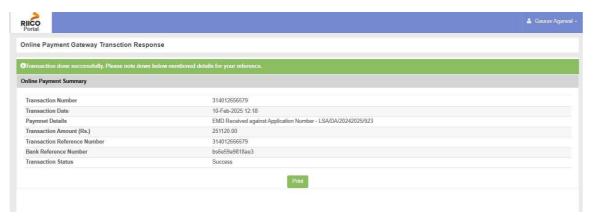


Fig 3.6: Payment receipt

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

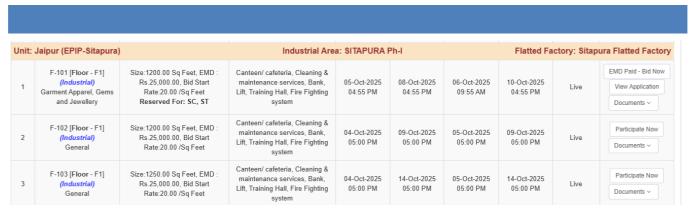
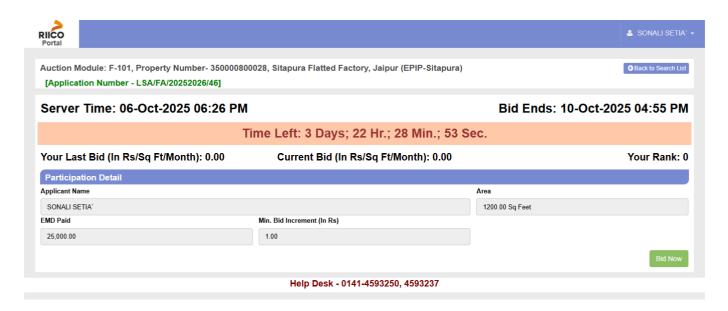


Fig 3.7: EMD paid-bid now

After the EMD is paid, the user can participate in the bidding. However, they must open their application under <u>'My Bidding'</u> 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 module, 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.**



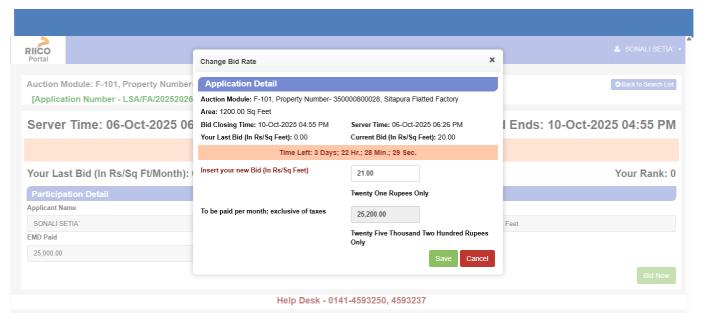


Fig 3.8: Change bid rate

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 "<u>Bid Closed</u>". Also the highest bid will be shown in the list.



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.

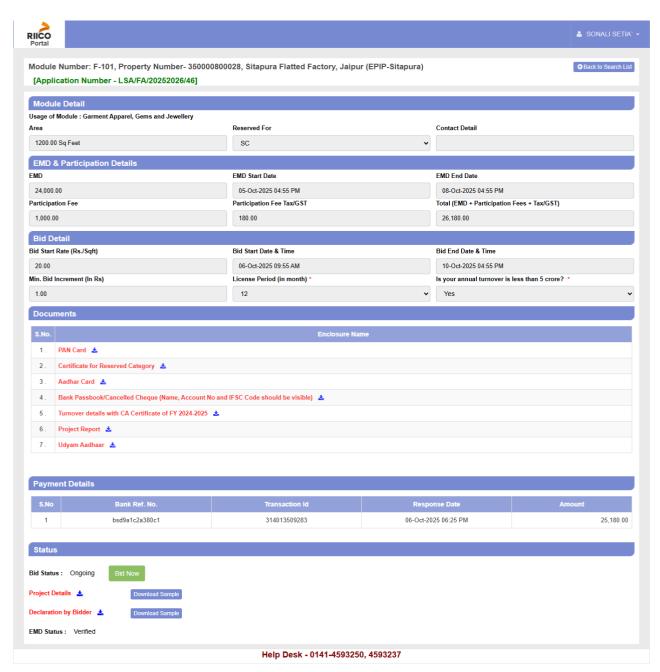


Fig 3.10: View application

The application includes the module 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









Updated Oct.2025