

Lucknow Branch Office

2nd Floor, Center Court Building, 3 /C, 5 Park Road,
Opp Civil Hospital, Hazratganj, Lucknow – 226001
TEL: (0522) 4240445 & 4304843

**PROCEDURE FOR
REGISTRATION OF BIDDERS FOR PARTICIPATION IN E-AUCTIONS CONDUCTED BY MSTC**

For Registration, Prospective Bidders have to fill Online Registration Form and upload KYC documents as per details mentioned below.

Both A and B are mandatory.

**(A) Steps to be taken by the Bidder for filling Online Registration Form by
Proprietorship/Partnership/Limited Firms/Individual bidder**

1. Log on to MSTC's e-Auction Website at www.mstcecommerce.com.
2. Click on **eAuction** --> **Scrap and Customs Goods** --> **General Auction**.
3. On next page click on link "Register"
4. On next page (GENERAL TERMS & CONDITIONS OF e-AUCTION) click on Register As Buyer
5. On next page (BUYER SPECIFIC TERMS & CONDITIONS (BSTC)) click on Agree
6. On next page (Registration Form) select your bidder type (all general auctions for all types of auctions) and fill up the complete details and click on SUBMIT.
7. On next page press the button preview
8. On next page check the details submitted by you and click on SUBMIT button. After successful registration you will receive the confirmation e-Mail on your registered e-Mail address indicating 'Buyer Ref. No.'.

**(B) Documents to be uploaded. Please check your category of registration i.e
Proprietorship/Partnership/Limited Firms/Individual bidder**

After filling Online Registration Form as above, Bidders are required to upload the self attested copy of documents online using URL: <https://www.mstcecommerce.com/auctionhome/uplBidderDocs.jsp>

For Proprietor Firm:

1. Copy of system generated e-mail containing "Buyer registration details" which you will receive after completion of online registration duly signed by the proprietor.
2. Copy of PAN CARD of the Proprietor.
3. Copy of Latest IT Return Acknowledgement of the proprietor
4. Copy of GST Registration Certificate
5. Proprietor's signature verification from the bank.
6. Non refundable One Time Registration fee of Rs. 10,000/- (Rupees ten thousand only) + GST@ 18.0

% i.e. Total Rs 11,800/-. This may be deposited Online using MSTC E-Payment Gateway in favor of MSTC LIMITED within 30 days from the date of filing online Registration Form else your details will be deleted from our database. Registration fee may be submitted online through the link “e-Payment Link for New / De-Activated Bidder”. The above link will be displayed in Internet Explorer only on the login page. Steps for the same are mentioned in the end of this file

7. Duly filled in and certified Electronic Payment Mandate Form from the bank along with one unsigned cancelled cheque-Format of electronic payment mandate form is attached with the mail-
8. 2 photographs of the Proprietor

For Partnership Firm:

1. Copy of system generated e-mail containing “Bidder registration details” which will receive after completion of online registration duly signed by the contact Person/authorized representative. Any of the partners of the company can become the contact person/authorized representative at MSTC for registration.
2. Copy of PAN CARD of all the partners and Firm.
3. Copy of Latest IT Return Acknowledgement of the partnership company. If the firm is newly established self undertaking to submit the IT return within scheduled statutory time period has to be furnished given on the firm’s letterhead. Mention the date on which you are going to submit the copy of IT return. If the copy of IT return not received within the scheduled time, your bidder account may be deactivated without informing anything about the same.
4. Copy of GST Registration Certificate
5. Authorization letter/NOC from other partners for being the contact person and representing your firm in the e-auctions conducted by MSTC.
6. Contact Person’s/authorized representative signature verification from the bank.
7. Copy of partnership Deed
8. Non refundable One Time Registration fee of Rs. 10,000/-(Rupees ten thousand only)+ GST@ 18.0 % i.e. Total Rs 11,800/-. This may be deposited Online using MSTC E-Payment Gateway in favor of MSTC LIMITED within 30 days from the date of filing online Registration Form else your details will be deleted from our database. Registration fee may be submitted online through the e-Payment Link for New / De-Activated Bidder. The above link will be displayed in Internet Explorer only. Steps for the same are mentioned in the end of this file.
8. Duly filled in and certified Electronic Payment Mandate Form from the bank along with one unsigned cancelled cheque-Format of e-payment mandate form is attached with the mail
9. 2 photographs of the authorized representative/Contact person

For Limited Company:

1. Copy of system generated e-mail containing “Bidder registration details” which will receive after completion of online registration duly signed by the contact person/authorized representative of the company. Any of the directors or any employee of the company can become the contact person/authorized representative of the company.
If any employee other than director is becoming the authorized representative/contact person, Board resolution and authorization letter containing the signature and photograph of the

representative duly attested by the director is required on company's letterhead-

2. Copy of PAN CARD of all the directors, Firm and authorized representative if any employee other than the director is the contact person.
3. Copy of Latest IT Return Acknowledgement of the company- If the firm is newly established self undertaking to submit the IT return within scheduled statutory time period has to be furnished given on the firm's letterhead. Mention the date on which you are going to submit the copy of IT return. If the copy of IT return not received within the scheduled time, your bidder account may be deactivated without informing anything about the same.
4. Copy of GST Registration Certificate
5. Contact Person's signature verification from the bank
6. Copy of MOA and AOA. Name of the directors should reflect in the MOA/AOA. If MOA/AOA does not contain the name of the currently acting directors, copy of Form 32C/25 whichever is applicable is required to be submitted.
7. Non refundable One Time Registration fee of Rs. 10,000/-(Rupees ten thousand only)+ GST@ 18.0 % i.e. Total Rs 11,800/-. This may be deposited Online using MSTC E-Payment Gateway in favor of MSTC LIMITED within 30 days from the date of filing online Registration Form else your details will be deleted from our database. Registration fee may be submitted online through the e-Payment Link for New / De-Activated Bidder. The above link will be displayed in Internet Explorer only. Steps for the same are mentioned in the end of this file.
8. Duly filled in and certified Electronic Payment Mandate Form from the bank along with one unsigned cancelled cheque-Format of e-payment mandate form attached with the mail
9. 2 photographs of the authorized representative/Contact person

For Individual Registration

1. Copy of system generated e-mail containing "Bidder registration details" which will receive after completion of online registration duly signed by the Individual Bidder
2. Copy of PAN CARD (Original for verification)
3. Copy of Latest IT Return Acknowledgement of Individual bidder.
4. Individual bidder's signature verification from the bank.
5. One address proof viz Driving license, Election ID card, Aadhar Card, Bank pass book, passport(Original for verification) etc.
6. Non refundable One Time Registration fee of Rs. 10,000/-(Rupees ten thousand only)+ GST@ 18.0 % i.e. Total Rs 11,800/-. This may be deposited Online using MSTC E-Payment Gateway in favor of MSTC LIMITED within 30 days from the date of filing online Registration Form else your details will be deleted from our database. Registration fee may be submitted online through the e-Payment Link for New / De-Activated Bidder. The above link will be displayed in Internet Explorer only. Steps mentioned in the end of this file.
7. Duly filled in and certified Electronic Payment Mandate Form from the bank along with one Unsigned cancelled cheque-Format of e-payment mandate form is attached with the mail
8. 2 photographs of the individual bidder

Steps to follow for online submission of bidder registration fees-

1. Log on to MSTC's e-Auction Website at www.mstcecommerce.com.
2. Click on **eAuction** --> **Scrap and Customs Goods** --> **General Auction**.
3. Click on the blue colored moving link available on the login page -"e-payment link for

new/deactivated users. Concerned URL is: https://www.mstcecommerce.com/auctionhome/e-Payment_deact.jsp

4. Login with the user name and password which you had chosen at the time of online registration.
5. Click on the link “e-payment” and on the next page you will be required to enter payment type, region and amount. Choose payment type as registration fees, region as Lucknow since you are going to do registration from MSTC Lucknow. Enter payment amount as desired.
6. Click on the button “NEFT/RTGS”
7. On the next page, enter your firm’s Bank Account details. Click on the button “Print”. It will go to next page having our IndusInd Bank, Lucknow branch account details.
8. Take out the print of the slip and go to your bank and tell them do RTGS/NEFT or you can add beneficiary in you net banking account if you have a facility to do so. Please note that this account no. shall be valid only for 2-3 days. After that, it will expire. In case you don’t do payment within 2-3 days and generate a fresh slip and proceed further
9. **Please note our system generates different account no every time you generate a slip from your login.**
10. Once the payment is done, send us the UTR details along with payment date by email to rohitsingh@mstcindia.co.in and rkamaji@mstcindia.co.in .

Note: Bidders are required to upload self attested/notarized documents as mentioned above to complete the registration process. Please note that the bidder registration is in deactivated state after filling up the online bidder registration form. The bidder registration is activated only after online receipt of required bidder registration documents and bidder registration fee as detailed above.

Issuance of Buyer ID Card:

In case of extreme urgency, the buyer may visit our office on any working day with 2(two) copy passport size photograph and any ID Proof and Buyer ID card may be issued to buyer.

In view of the present situation, if the buyer do not wish to visit our office then a request email may be forwarded to us via email, so that partially filled buyer ID may be sent to the buyer on their registered address and upon receipt of the same, the buyer is required to sign on the designated place and forwarded the same to MSTC Lucknow office along with 2-copy passport size photographs. Once it is received at our office, we will sign and attest the photo and completed ID card will be sent to the buyer in his/her registered address.

****MSTC’s website www.mstcecommerce.com is best viewed in Internet Explorer version 8 and above. You are advised to use Internet Explorer accordingly for online registration.**

For any query, below MSTC officials may please be contacted-

1. Shri Rohit Singh, 0522 4304843
2. Shri Rahul Maji, 0522 4244702