

Bidder's Guide for Online Bidding process

MSTC shall activate the registration account of bidders who have submitted online registration form and required KYC documents as mentioned in the Bidder Registration Guide. Registered bidders may thereafter participate in the E-Tender-cum-E-Auction process if they have recharged their EMD Ledger as per requirements. E-Tender-cum-E-Auction process is as detailed below for bidders:-

1. Log on to www.mstcecommerce.com
2. Click on e-Auction-> All General Auctions
3. Login with your user id and password and by choosing "Buyer" and click on login button
4. Click on link "View Live/Forthcoming auction" available on the home page
5. On next page, click on "View Live auctions" by selecting "all categories" and "all sellers"
6. Click on the E-Tender-cum-E-Auction Event Number in which you want to bid.
7. Select E-Tender or E-Auction, depending upon where you want to bid. You may place your bid using both the options also.

- ➔ The bidding process will consist of E-Tender-cum-E-Auction process.
- ➔ E-Tender and E-Auction shall be conducted simultaneously for a specified period as mentioned in the E-Tender-cum-E-Auction Catalogue.
- ➔ Bidders may bid in either or both the modes of bidding.
- ➔ Duration of E-Tender mode will be fixed as mentioned in the Event Catalogue and there will not be any auto extension in the E-Tender. E-Tender Bid can only be submitted once by the bidder and it cannot be changed/deleted/modified/withdrawn. The E-Tender Bid button will be deactivated once the bidder submits his/her E-Tender bid. E-Tender Bids shall not be displayed to the bidders during the process of E-Tender-cum-E-Auction process.
- ➔ In case of E-Auction, a bidder may bid for multiple times by revising the current ongoing Highest bid. The Highest Bid (H-1 Bid) during the E-Auction will be displayed at the E-Auction Floor. Bidder can go on revising his/her bid

depending on the bid submitted by the other bidders. There will be no restriction on the number of such bids / revisions till the e-Auction closes. No downward revision or cancellation of Bid already made is possible. E-Auction will be conducted during the specified time period as announced earlier. However the e-Auction Closing Time will be automatically extended by 8 minutes every time the last H-1 Bid is received within 8 minutes of the predetermined or extended Closing Time. This process will continue till the last H-1 Bid remains unchanged for a minimum period of 8 (eight) minutes so as to give ample opportunity to all bidders and to generate the best competition. (For example, if the Closing Time is 3.00 pm and the last H-1 Bid is received at 2.59 pm, then the Closing Time will be automatically extended up to 3.07 pm, and so on). Bidders must note that this facility of Auto Time Extension is available only in the E-Auction mode and not available in the E-Tender mode.

- ➔ Upon closing of the E-Tender-cum-E-Auction, the overall highest bid from the E-Tender H-1 Bid and E-Auction H-1 Bid shall be kept pending for any further consideration for approval/rejection by PICUP.

- ➔ For clarification of doubts if any, please contact MSTC Lucknow office. (0522-4240445 & 4304843)