# BIDDER'S GUIDE FOR REGISTRATION FOR COAL MINE AUCTION

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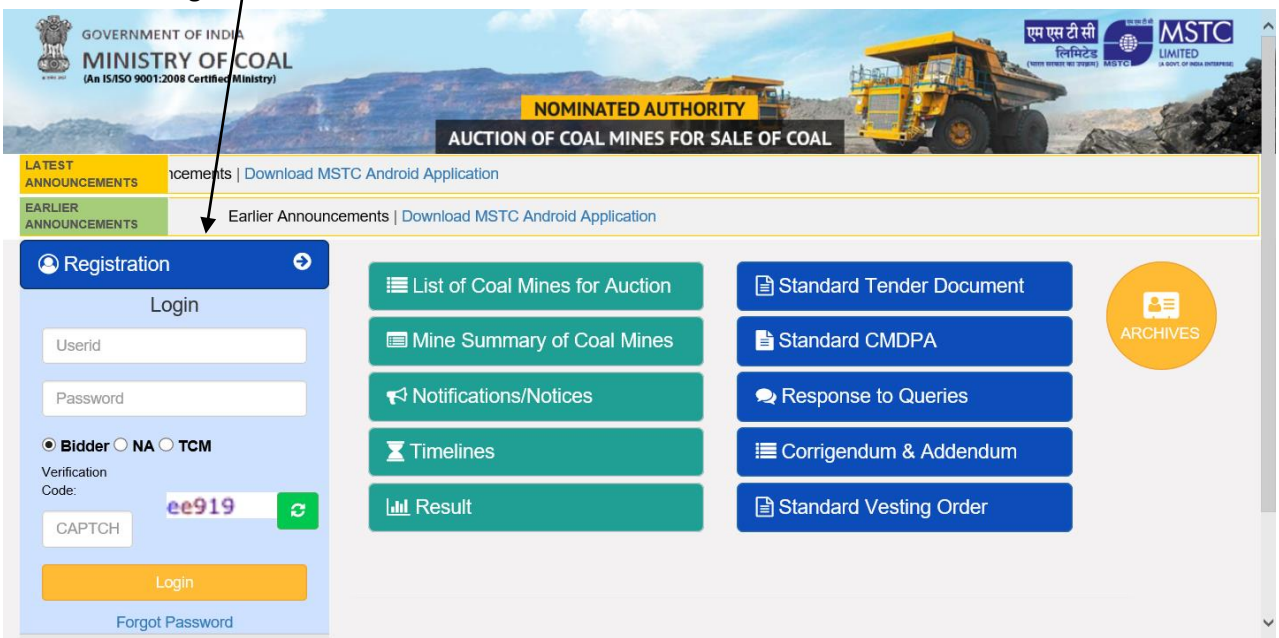
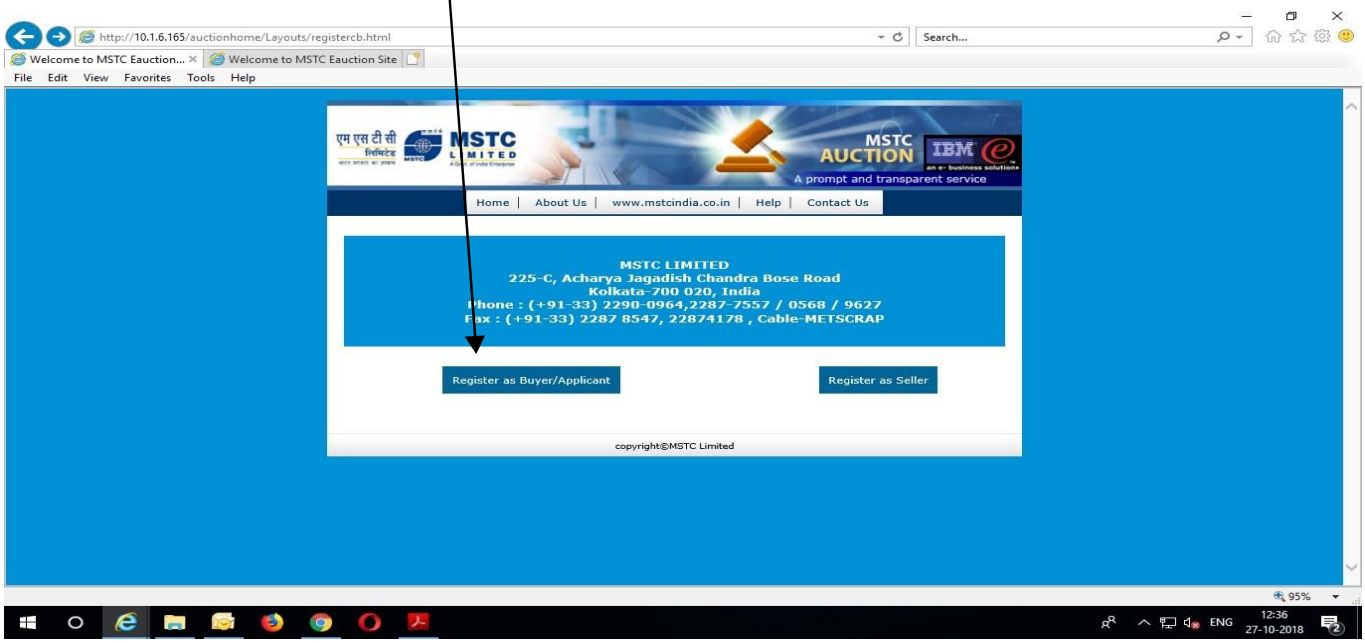
# Registration Methodology

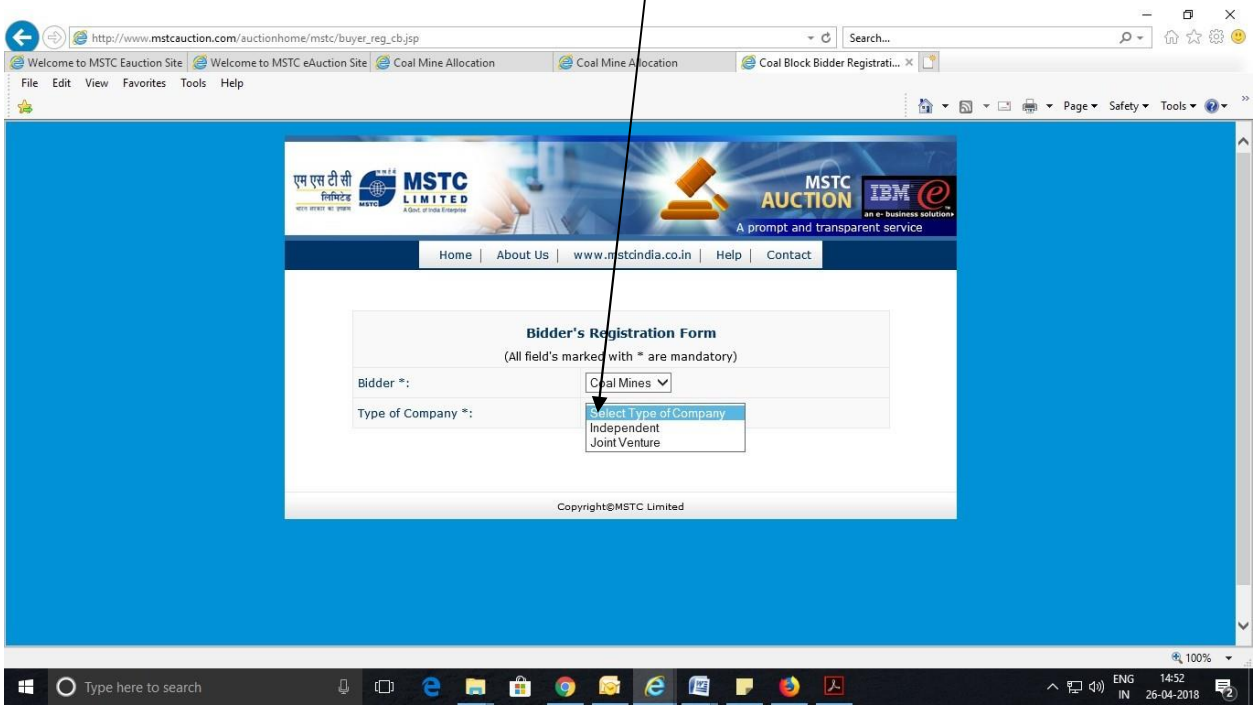
In order to submit online bids for the above coal block, a bidder needs to register itself with the e-auction website of MSTC Limited, A Government of India Enterprise. For this the bidder should visit the website at www.mstcecommerce.com/auctionhome/coalblock/index.jsp and click on 'Registration'




1. Click on "Register as Buyer/Applicant"

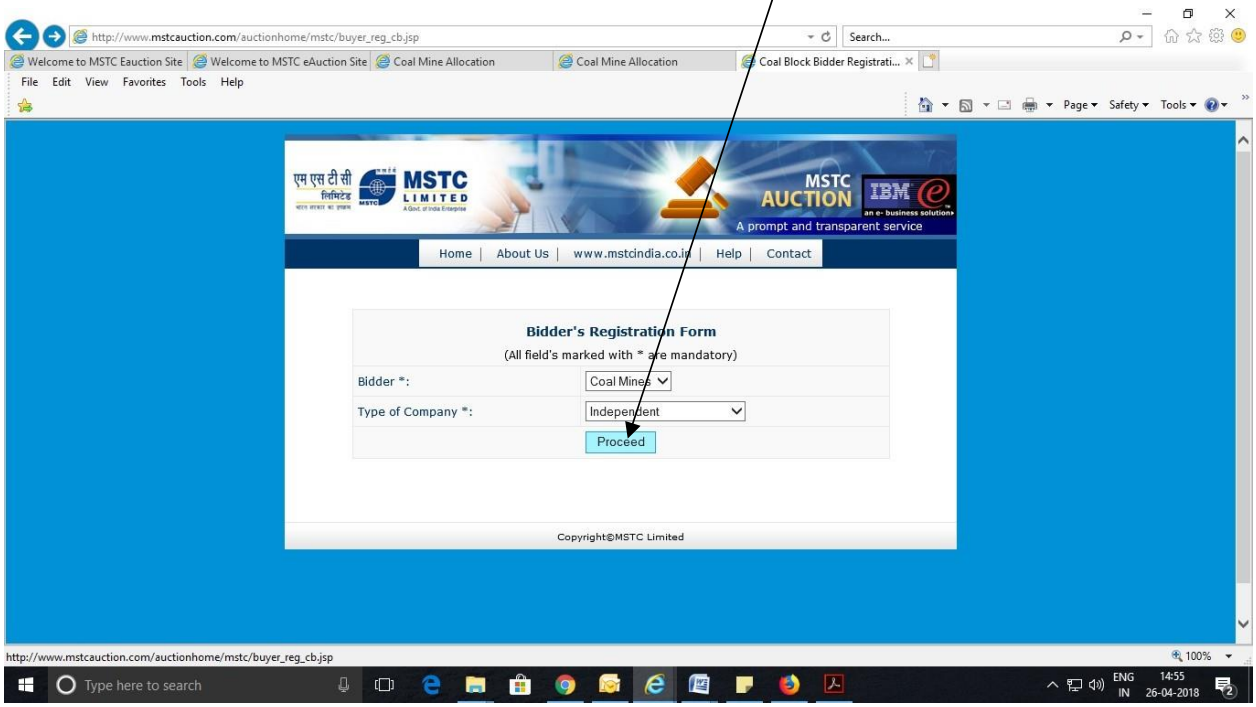


2. The bidder has to select the “Type of Company”

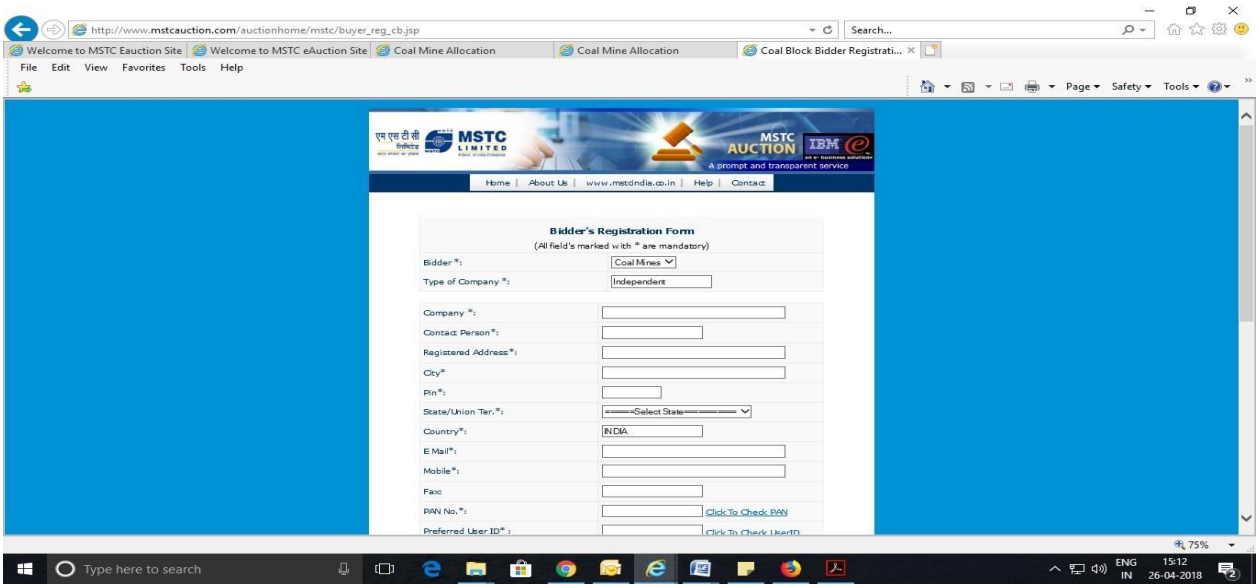


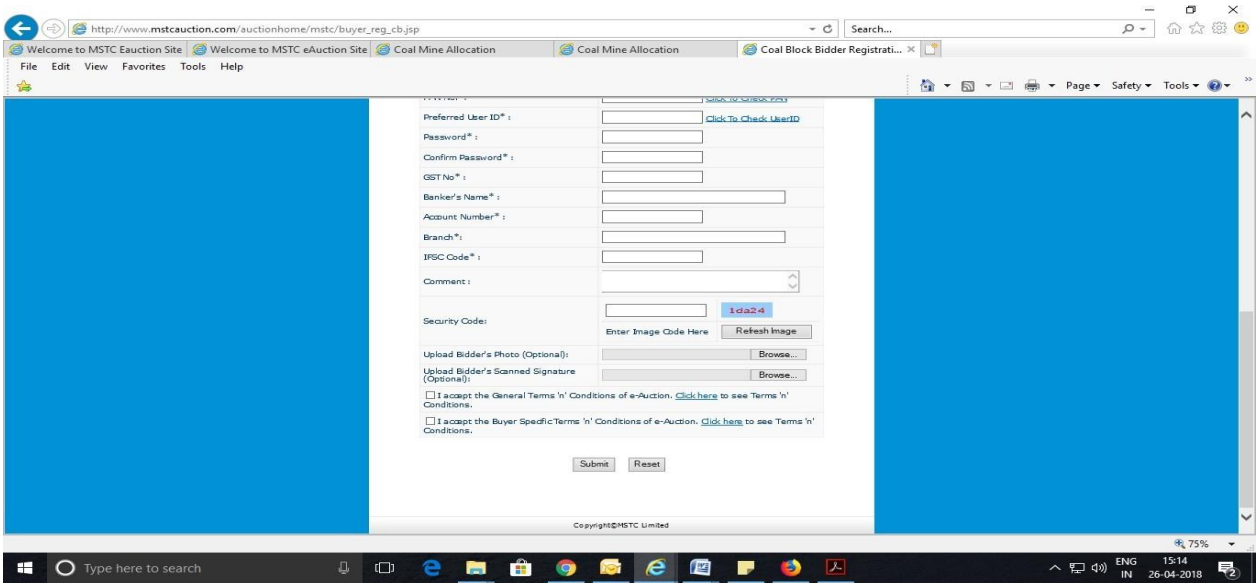

3. Once selected the “Type of Company” is selected as :

a) “**<u>Independent</u>**” , the bidder should click on “Proceed”.



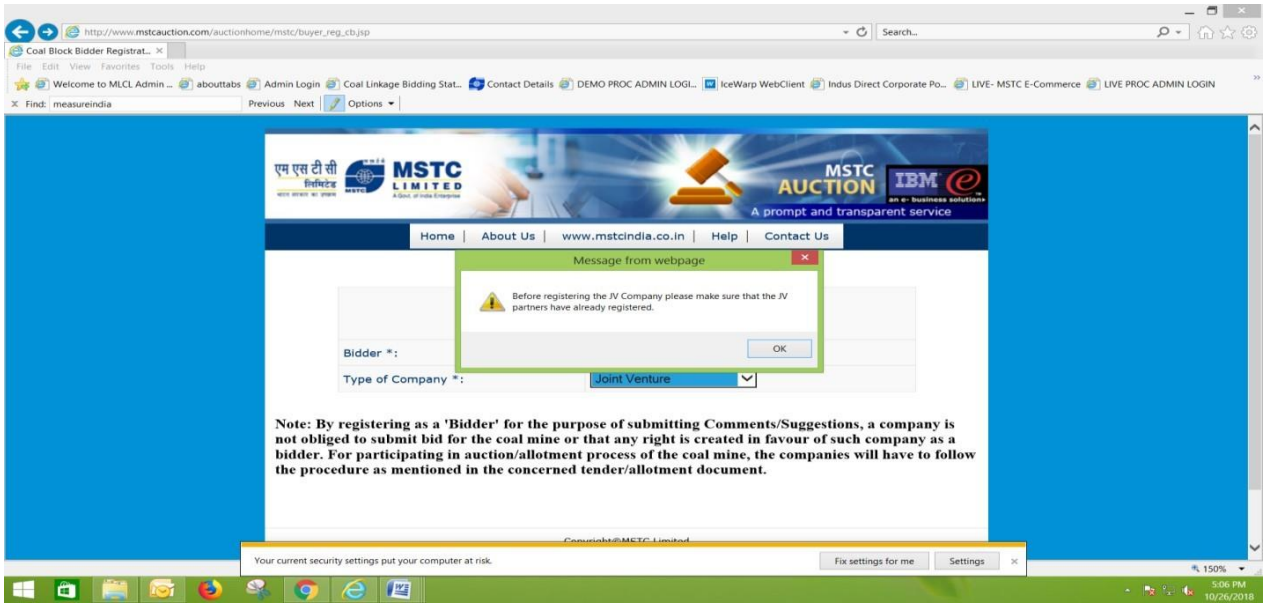
An online Bidder's Registration form will appear on screen and the bidder has to fill up the same with correct information. During this process, the bidder shall create his user id and password and keep note of the same. The bidder shall ensure that the secrecy of his user id and password is maintained at all time and he/she shall alone be responsible for any misuse of the user id and password. The bidder may also refer to the Bidder Guide available online in the above mentioned website for assistance.



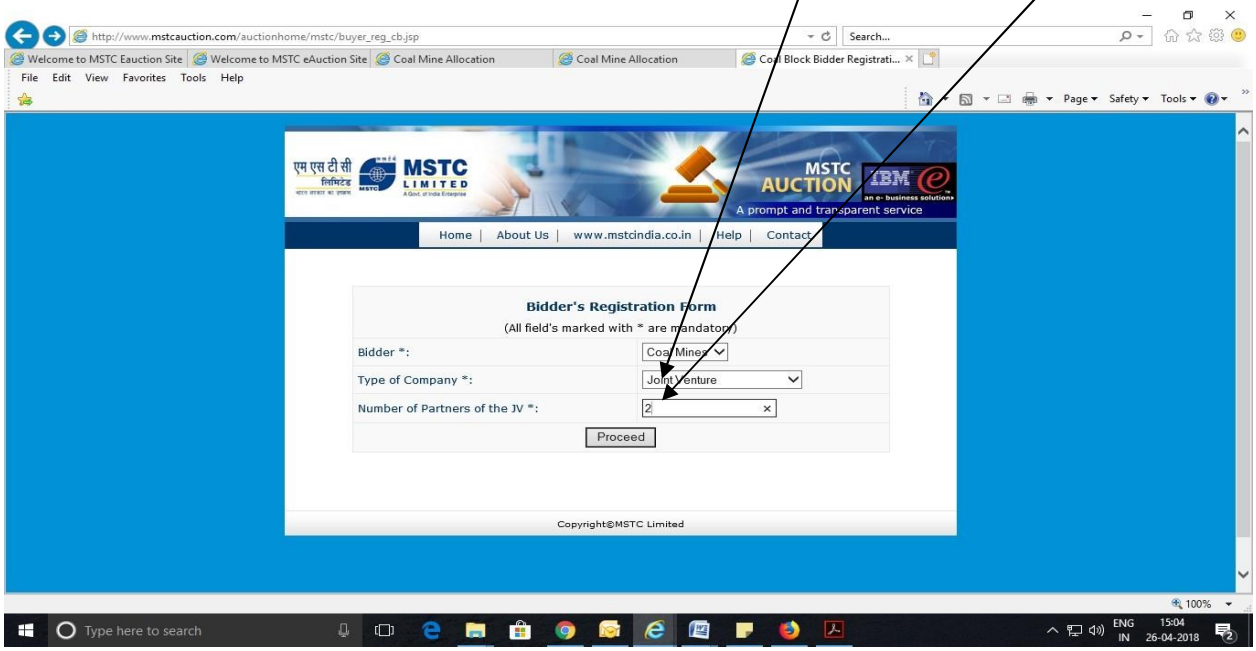




After clicking on **Submit** button**, Preview of Bidder registration** form shall appear displaying the details filled by the bidder. After clicking on **Submit** button, registration form shall be successfully submitted.

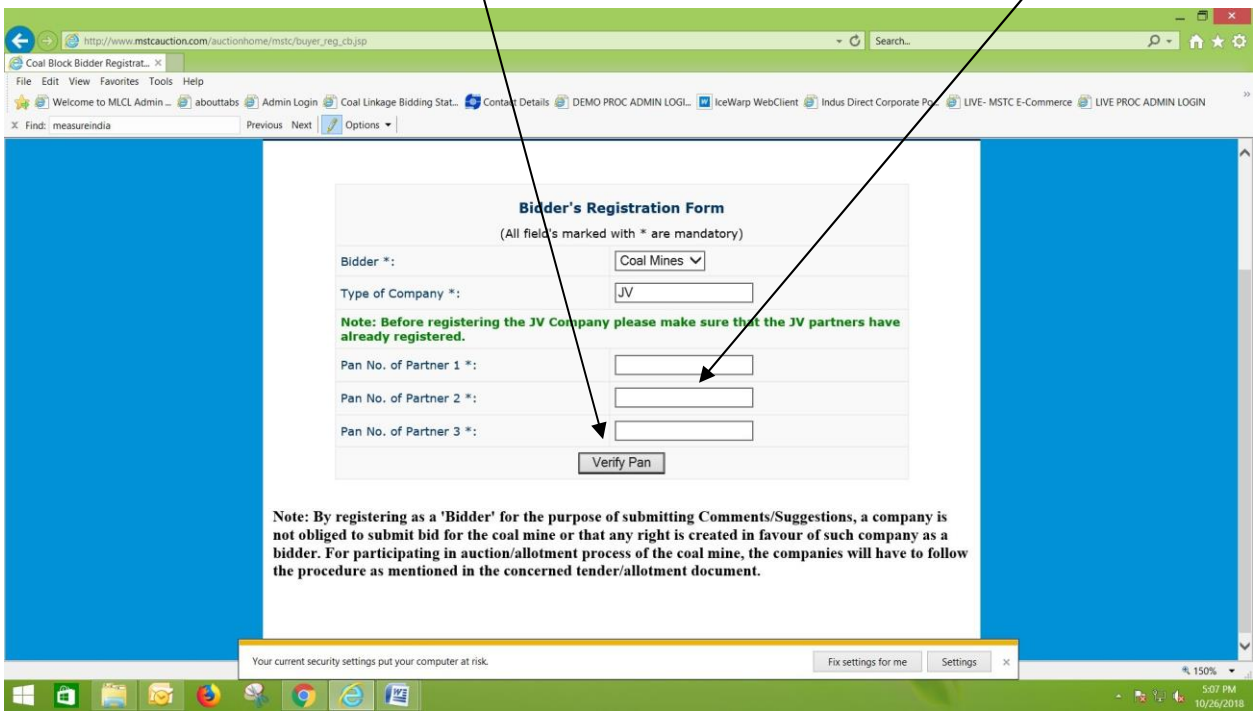
b) **<u>Joint Venture Registration</u>**: All of the Joint Venture partners have to register themselves as “Independent Type” before the registration of the JV Company.



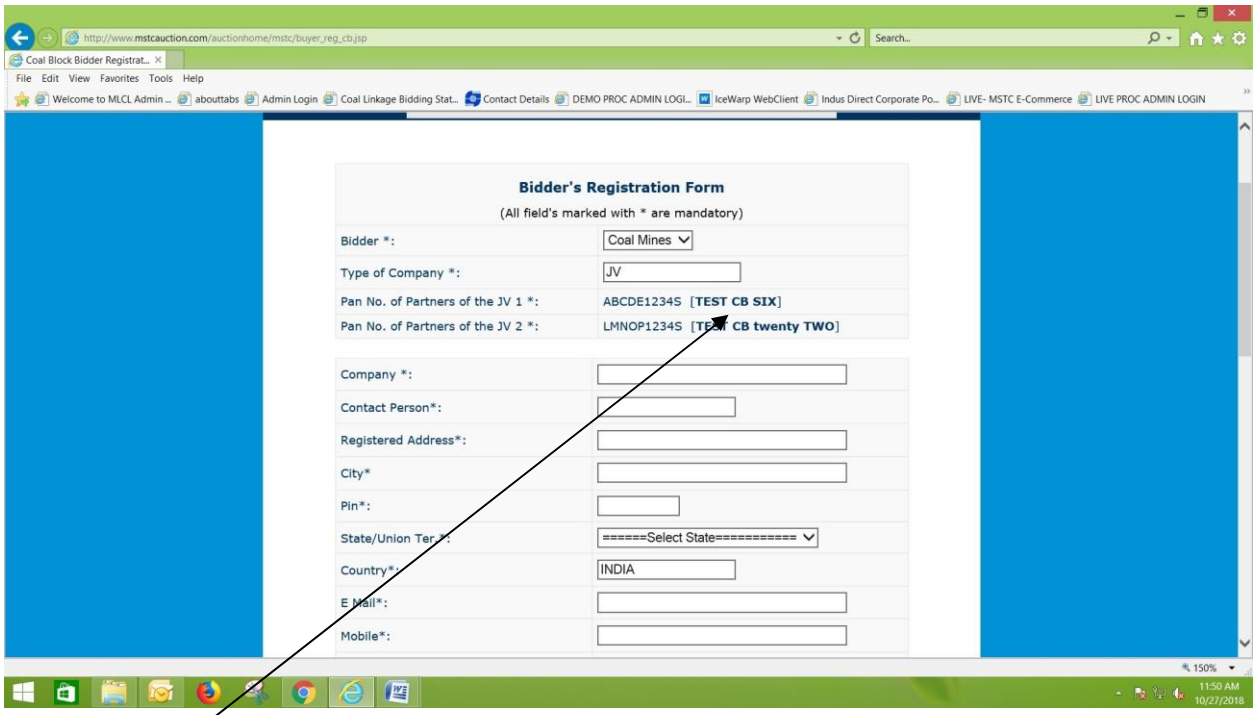

If the bidder selects the “Type of Company as “Joint Venture”, “Number of Partners of the JV” has to be entered and then “Proceed” button should be clicked.



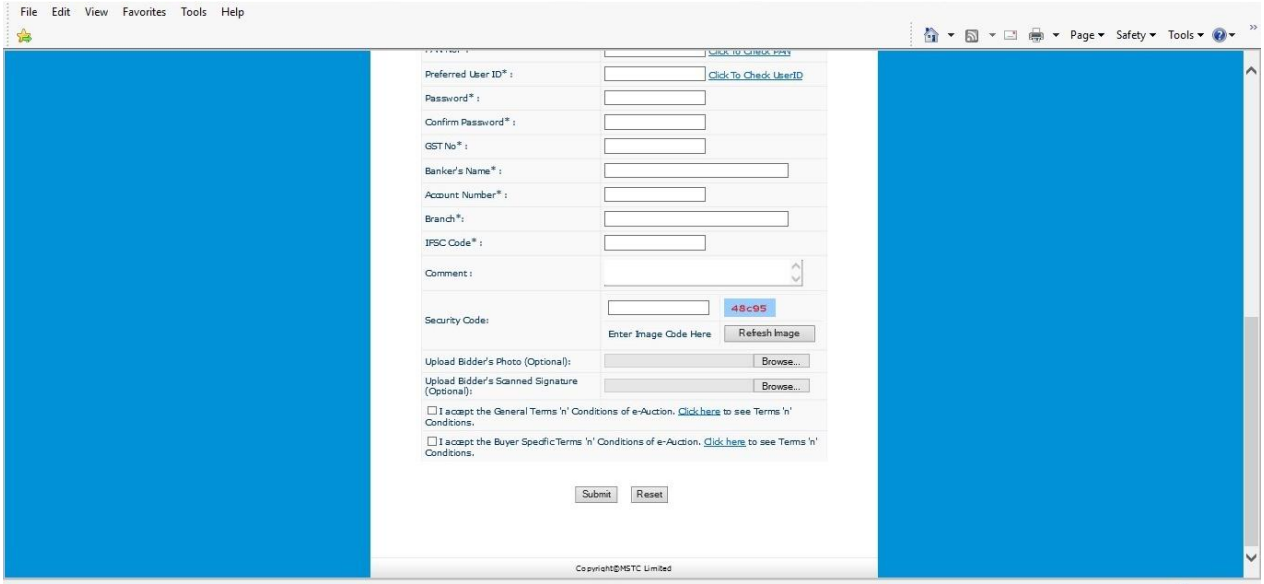
When clicked on “Proceed” button , the following page will open in which “PAN no of partners” has to be entered and then “ Verify PAN “ should be clicked.




An online Bidder’s Registration form will appear on screen and the bidder has to fill up the same with correct information. During this process, the bidder shall create his user id and password and keep note of the same. The bidder shall ensure that the secrecy of his user id and password is maintained at all time and he/she shall alone be responsible for any misuse of the user id and password. The bidder may also refer to the Bidder Guide available online in the above mentioned website for assistance.




The name of the partners shall be displayed on the registration form.




After clicking on **Submit** button**, Preview of Bidder registration** form shall appear displaying the details filled by the bidder. After clicking on **Submit** button, registration form shall be successfully submitted.

On successful submission of the online registration Form, the bidder shall receive an confirmation mail in the registered email address advising the bidder to submit various documents:

The bidder shall have to submit all the above documents to MSTC Limited for verification and activation of their login ids. The bidders may send scanned copies of the above documents to the designated email id only which is given below.

**coalblock@mstcindia.co.in**

Once the complete set of documents is received from a bidder, MSTC shall activate the bidder's login after verification / scrutiny of the documents. MSTC Limited reserves the right to call for additional documents from the bidder if needed and the bidder shall be obliged to submit the same. On completion of the above stated registration process, a bidder shall be able to login to MSTC's website. After activation of login, a bidder will be issued a Photo Identity Card by MSTC Limited bearing the photograph and signature of the contact person. The Photo Identity Card shall be duly authenticated by MSTC officials.

# System Settings

a) Operating System –Windows 7 and above

b) Web Browser- Preferred 'IE 9' and above.

c) Tools→Compatibility View Settings→Add https://www.mstcecommerce.com

Check the box for 'Microsoft compatibility list'.

d) Security Settings:

i) Tools→Internet Options→General→Check box for 'Delete browsing history on exit', Click on 'Settings'→ 'Every time I visit the webpage'→OK.

ii) Tools →Internet Options → Security → Un-check the box for 'Enable protected mode'→ Custom Level→

- Enable : Access data sources across domains
- Disable "Use Pop-up Blocker"
- Scripting: Enable "Allow Status Bar Update Via Script"
- Tools→ Internet Options → Security →Selected Trusted Sites→Add Website https://www.mstcecommerce.com →OK→Trusted Sites→Select 'Custom Level→ Active X control & plug-ins: Enable all ActiveX Controls
- Disable "Use Pop-up Blocker"
- Tools → Internet Options → Advance→Select boxes for SSL 3.0,TLS (1.0,1.1,1.2)→Apply→OK.

e) Java: JRE 8 Latest update , Configure JAVA→Security, add https://www.mstcecommerce.com 'Exception site list' and save.

f) Other Settings:

i) View → Toolbars→ "Tick" Status Bar.

g) For new Version of IE or other "Active –X Filtering" under Tools should not be ticked.