

# BIDDER'S GUIDE

## Coal Gasification Portal – New Scheme

Registration • DSC Login • Document Upload • e-Bid Submission

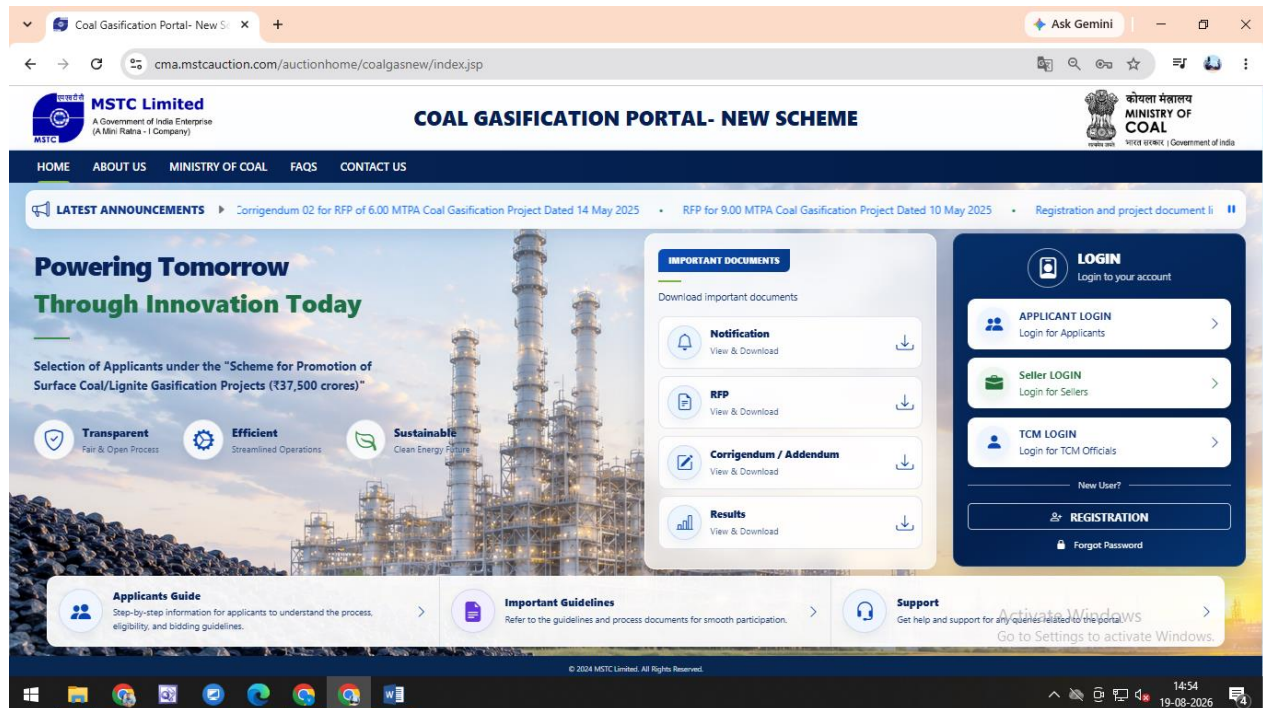
### **Purpose**

This guide provides a step-by-step visual walkthrough of registration, DSC verification, document upload and e-bid submission steps.

# 1. Registration

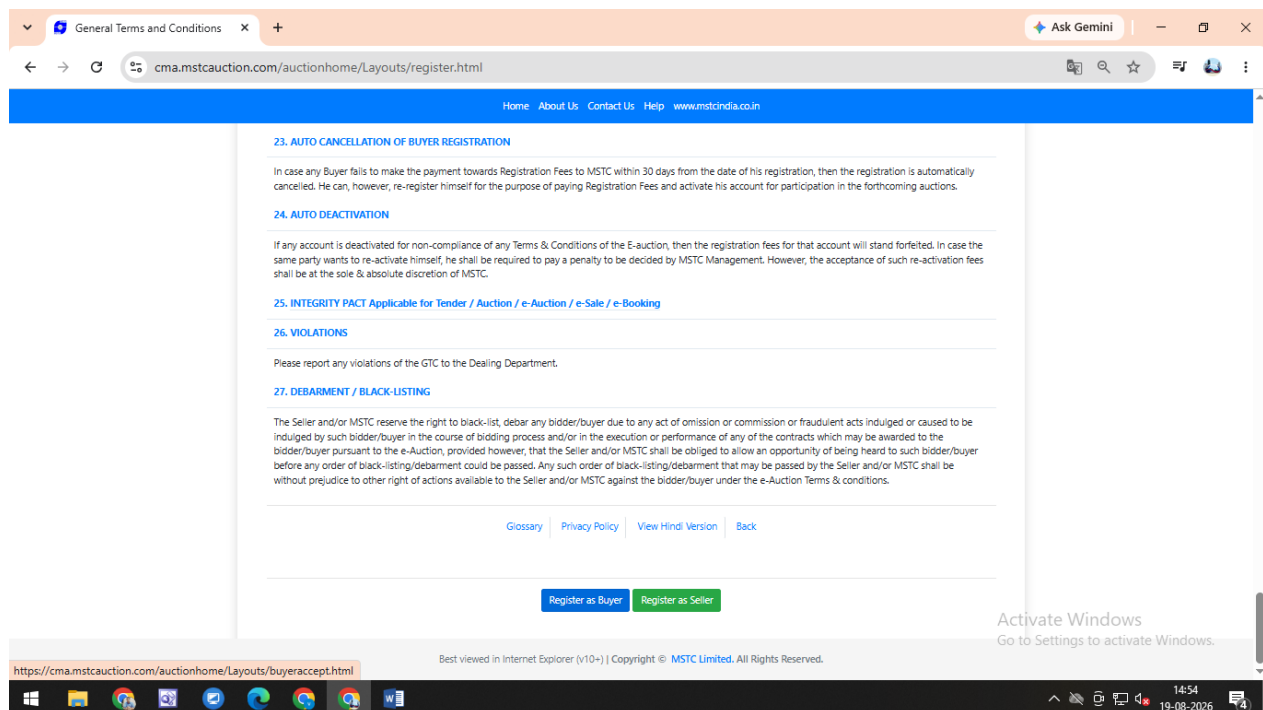
## Step 1 – Open the Coal Gasification Portal

Open the Coal Gasification Portal home page and click on Registration Link.



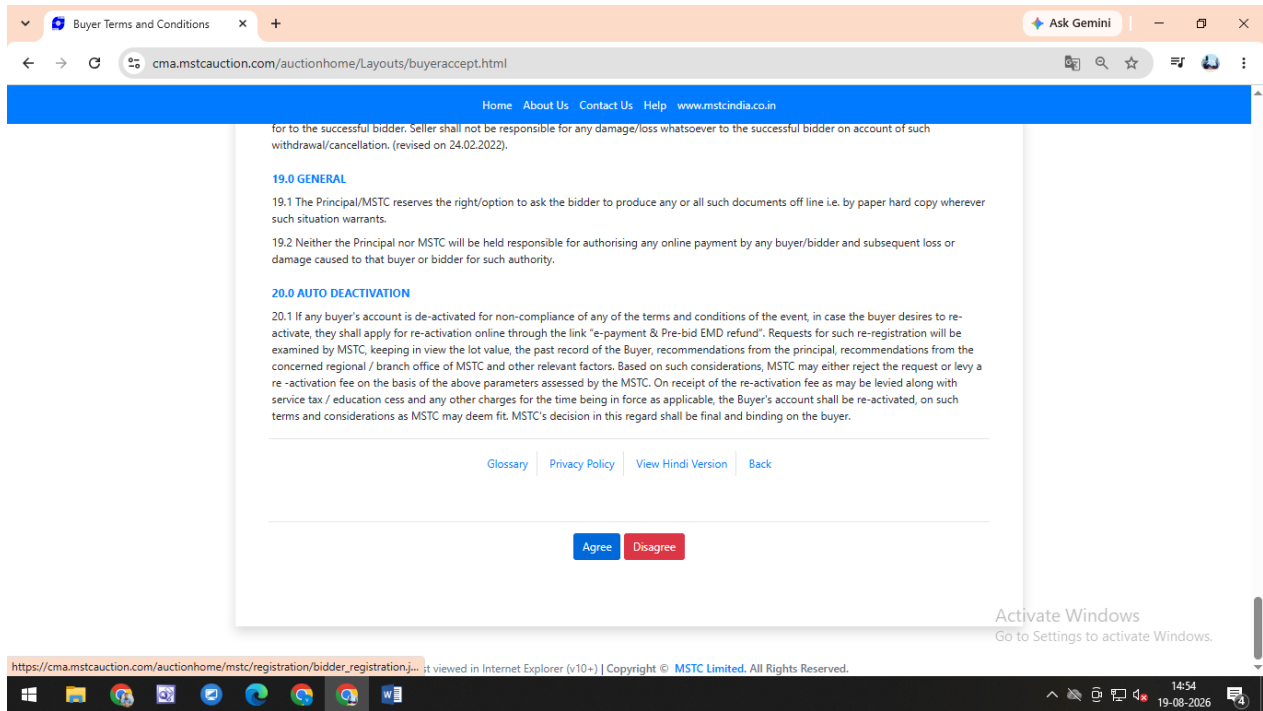
## Step 2 – Select “Register as Buyer”

From the registration page, select “Register as Buyer” to begin applicant registration.



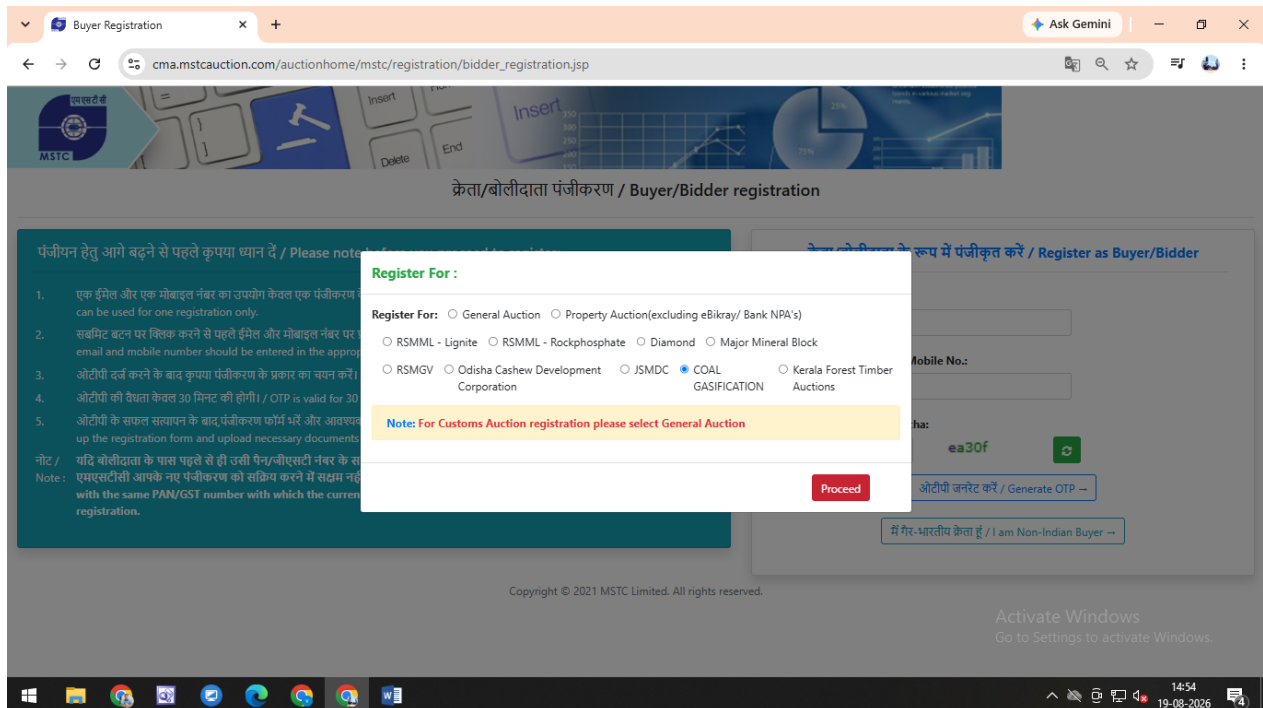
## Step 3 – Review the General Terms and Conditions

Review the displayed General Terms and Conditions before proceeding with registration.



## Step 4 – Proceed with Registration

After reviewing the terms, click on checkbox of “Coal gasification” and then click on “Proceed” to continue to the registration form.



## Step 5 – Generate OTP

Enter the required email and mobile number, complete the captcha, and click “Generate OTP.” This is for validation of email ID and Mobile no.

The screenshot shows the 'Buyer/Bidder registration' page on the MSTC portal. The page has a header with the MSTC logo and navigation links. The main content area is divided into two sections. The left section contains instructions for registration in Hindi and English, along with a note about the PAN/GST number. The right section is the registration form, which includes fields for Email, Mobile No., and Captcha. There are buttons for 'Generate OTP' and 'I am Non-Indian Buyer'. The page footer shows the copyright notice for MSTC Limited.

**पंजीयन हेतु आगे बढ़ने से पहले कृपया ध्यान दें / Please note before you proceed to register:**

1. एक ईमेल और एक मोबाइल नंबर का उपयोग केवल एक पंजीकरण के लिए किया जा सकता है। / One email address and one mobile number can be used for one registration only.
2. सबमिट बटन पर क्लिक करने से पहले ईमेल और मोबाइल नंबर पर प्राप्त सही ओटीपी को उपयुक्त स्थान में दर्ज करें। / Correct OTP as received in email and mobile number should be entered in the appropriate fields before clicking on Submit button.
3. ओटीपी दर्ज करने के बाद कृपया पंजीकरण के प्रकार का चयन करें। / After entering the OTP please select the type of registration.
4. ओटीपी की वैधता केवल 30 मिनट की होगी। / OTP is valid for 30 minutes only.
5. ओटीपी के सफल सत्यापन के बाद पंजीकरण फॉर्म भरें और आवश्यक दस्तावेज(यदि कोई हो) अपलोड करें। / After successful validation of OTP, fill up the registration form and upload necessary documents (if any).

**नोट / Note:** यदि बोलीदाता के पास पहले से ही उसी पैन/जीएसटी नंबर के साथ एक निष्क्रिय खाता है जिसके साथ वर्तमान पंजीकरण किया गया है, तो एमएसटीसी आपके नए पंजीकरण को सक्रिय करने में सक्षम नहीं हो सकता है। / In case bidder already has a deactivated account with the same PAN/GST number with which the current registration is done, MSTC may not be able to activate your new registration.

**क्रैता/बोलीदाता के रूप में पंजीकृत करें / Register as Buyer/Bidder**

**ईमेल दर्ज करें / Enter Email:**  
Enter your email

**मोबाइल नं. दर्ज करें / Enter Mobile No.:**  
Enter your mobile no

**कैप्चा दर्ज करें / Enter Captcha:**  
Enter Captcha

**ओटीपी जनरेट करें / Generate OTP →**

**मैं गैर-भारतीय क्रैता हूँ / I am Non-Indian Buyer →**

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## Step 6 – Complete the Registration Form

Fill in the applicant registration details as required on the portal.

The screenshot shows the 'Buyer's Registration Form' on the MSTC portal. The form is titled 'क्रैता पंजीकरण फॉर्म / Buyer's Registration Form'. It contains various fields for registration details, including Company Type, Buyer Type, Number of Members, Name of the lead member, Address, City, Pin, State/Union Territory, Country, Email, and Phone. The form also includes a note about the deletion of registration data if not activated within 30 days. The form is currently filled out with the following details:

- कंपनी का प्रकार / Company Type\*: Group of Members/Consortium
- क्रैता का प्रकार / Buyer Type\*: COAL GASIFICATION
- सदस्यों की संख्या / No of Members\*: 3
- Note\*: Name of the lead member shall be among one of the partners.
- Member 1\*: sakshi
- Member 2\*: sachin
- Member 3\*: vandana
- Name of the lead member\*: sakshi
- डाक पता/ Postal Address\*: mstc
- शहर / City\*: delhi
- पिन / Pin\*: 110040
- राज्य/ केंद्र शासित प्रदेश / State/Union Ter\*: Delhi
- देश / Country\*: INDIA
- ईमेल / E Mail\*: sakshimstc@gmail.com
- फोन / Phone\*: 9205624737

## Step 7 – Submit Registration Details

Review the entered registration information and submit the form.

The screenshot shows the 'Buyer Registration' form on the MSTC E-Commerce portal. The form is titled 'cma.mstcauction.com/auctionhome/mstc/registration/buyer\_reg\_new.jsp'. It contains various fields for registration details, including company name, address, contact information, and banking details. The form is partially filled with test data.

|                                                                   |                                                                            |
|-------------------------------------------------------------------|----------------------------------------------------------------------------|
| पिन / Pin:                                                        | 110040                                                                     |
| राज्य/ केंद्र शासित प्रदेश / State/Union Ter.:                    | Delhi                                                                      |
| देश / Country:                                                    | INDIA                                                                      |
| ई मेल / E Mail:                                                   | sakshimstc@gmail.com                                                       |
| फोन / Phone:                                                      | 9205624737                                                                 |
| फैक्स / Fax:                                                      |                                                                            |
| पसदीदा उपयोगकर्ता आईडी / Preferred User ID* :                     | coalgb1 <a href="#">Check UserID Availability</a>                          |
| पासवर्ड / Password* :                                             | ***** <a href="#">Check Password Policy</a>                                |
| पासवर्ड की पुष्टि करें / Confirm Password* :                      | *****                                                                      |
| क्या आपके पास जीएसटी पंजीकरण है / Do you have GST Registration* : | <input type="radio"/> हाँ / Yes <input checked="" type="radio"/> नहीं / No |
| पैन दर्ज करें / Enter PAN:                                        | LWPP59642N                                                                 |
| बैंकर का नाम / Bankers' Name* :                                   | DHANLAXMI BANK                                                             |
| खाता संख्या / Account Number* :                                   | 1234567890                                                                 |
| शाखा / Branch* :                                                  | test                                                                       |
| आईएसबी कोड / IFSC Code* :                                         | utib0001260                                                                |
| टिप्पणी / Comment :                                               |                                                                            |
| सुरक्षा कोड / Security Code:                                      | a2bef <a href="#">Refresh Code</a>                                         |

Submit Reset

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## Step 8 – Registration Confirmation

The portal displays the registration details/confirmation after successful submission.

The screenshot shows the 'Registration Confirmation' page on the MSTC E-Commerce portal. The page is titled 'cma.mstcauction.com/auctionhome/mstc/registration/buyer\_static.jsp'. It displays a 'Preview Of Buyer Registration Form' with all the details entered in Step 7. Below the preview, there is a section for 'List of Pollution Control Board Certified Items'.

| Preview Of Buyer Registration Form   |                             |
|--------------------------------------|-----------------------------|
| Company :                            | sakshi                      |
| Company Type:                        | Group of Members/Consortium |
| No Of Members :                      | 3                           |
| Name of the Members :                | sachin<br>vandana<br>sakshi |
| Name of Lead Member/Contact Person : | sakshi                      |
| Street :                             | mstc                        |
| City :                               | delhi                       |
| Pin :                                | 110040                      |
| State :                              | Delhi                       |
| Country :                            | INDIA                       |
| E Mail :                             | sakshimstc@gmail.com        |
| Phone :                              | 9205624737                  |
| Fax :                                |                             |
| PAN No.:                             | LWPP59642N                  |
| Preferred User ID :                  | coalgb1                     |
| GST No.:                             |                             |
| Bankers' Name :                      | DHANLAXMI BANK              |
| Account Number :                     | 1234567890                  |
| Branch :                             | test                        |
| IFSC Code :                          | utib0001260                 |
| Buyer Type :                         | Coal Gasification           |

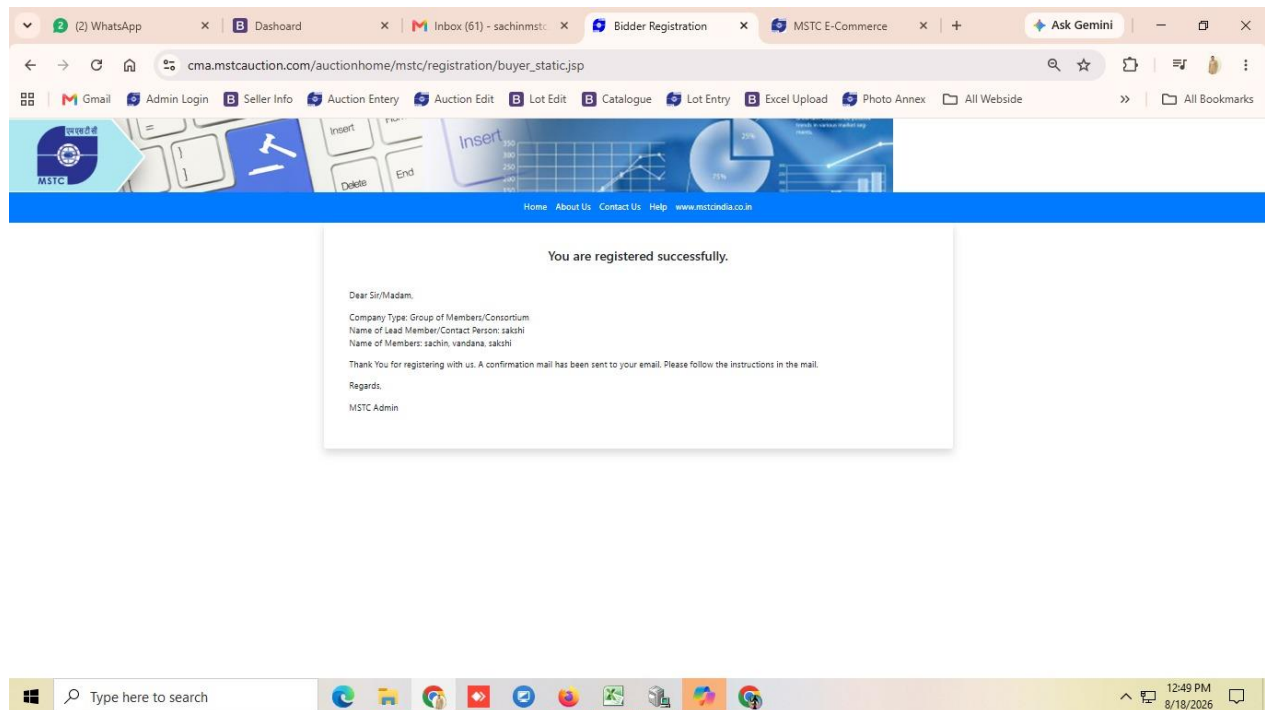
List of Pollution Control Board Certified Items

Submit Back

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## Step 9 – Registration Successful

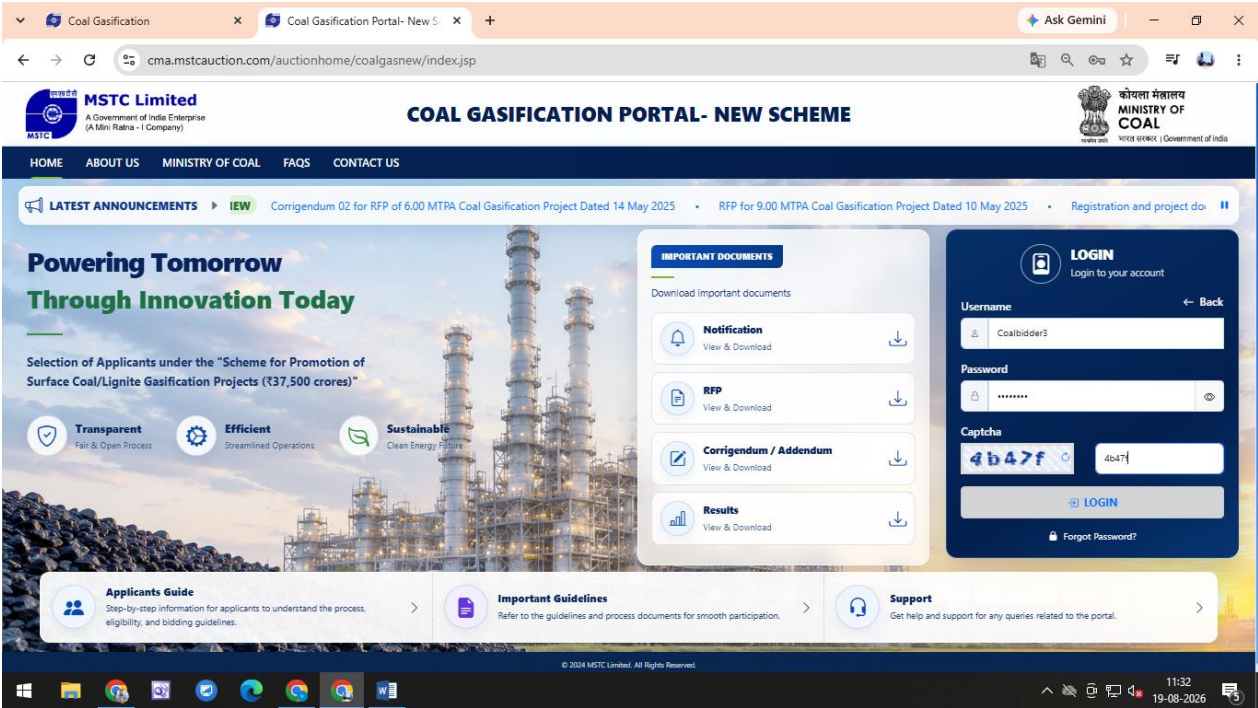
The portal confirms that the applicant registration has been completed successfully.



# 2. Login and DSC Verification

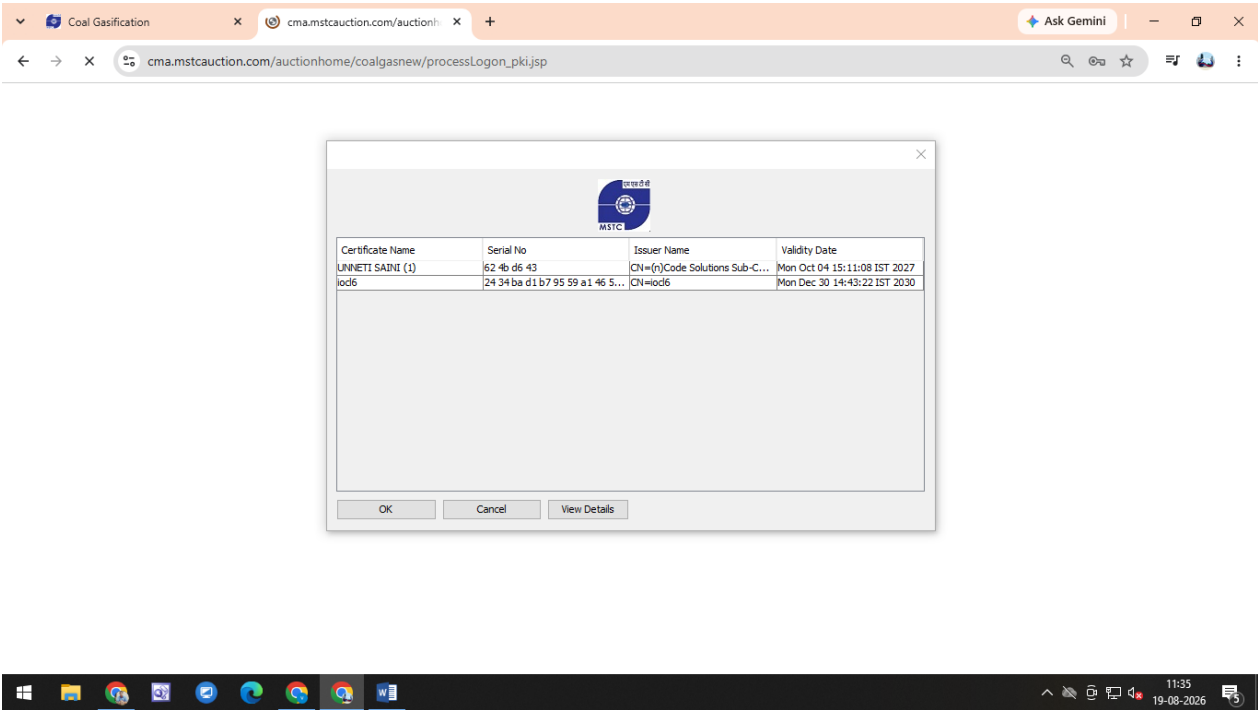
## Step 10 – Login to the Portal

Enter your registered username and password on the home page after selecting “Applicat Login” and click on “Login.”



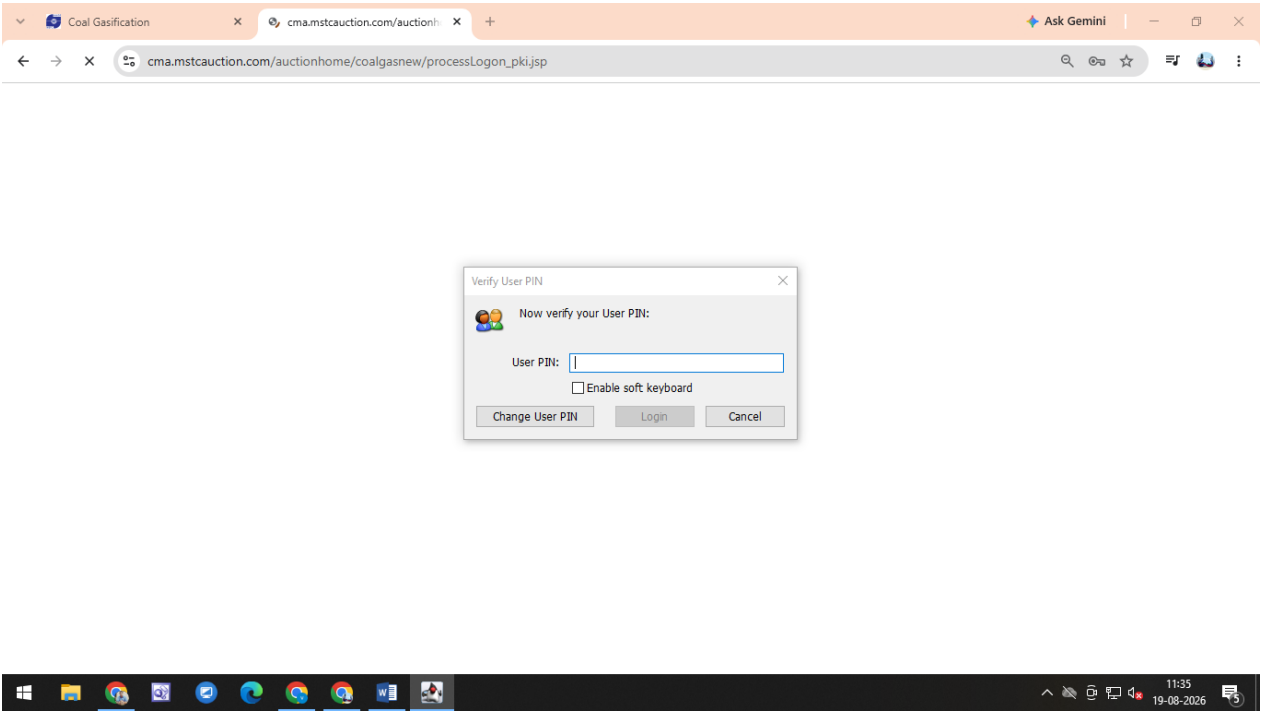
## Step 11 – Verify the Digital Signature Certificate (DSC)

Select/verify the Digital Signature Certificate required for portal access.



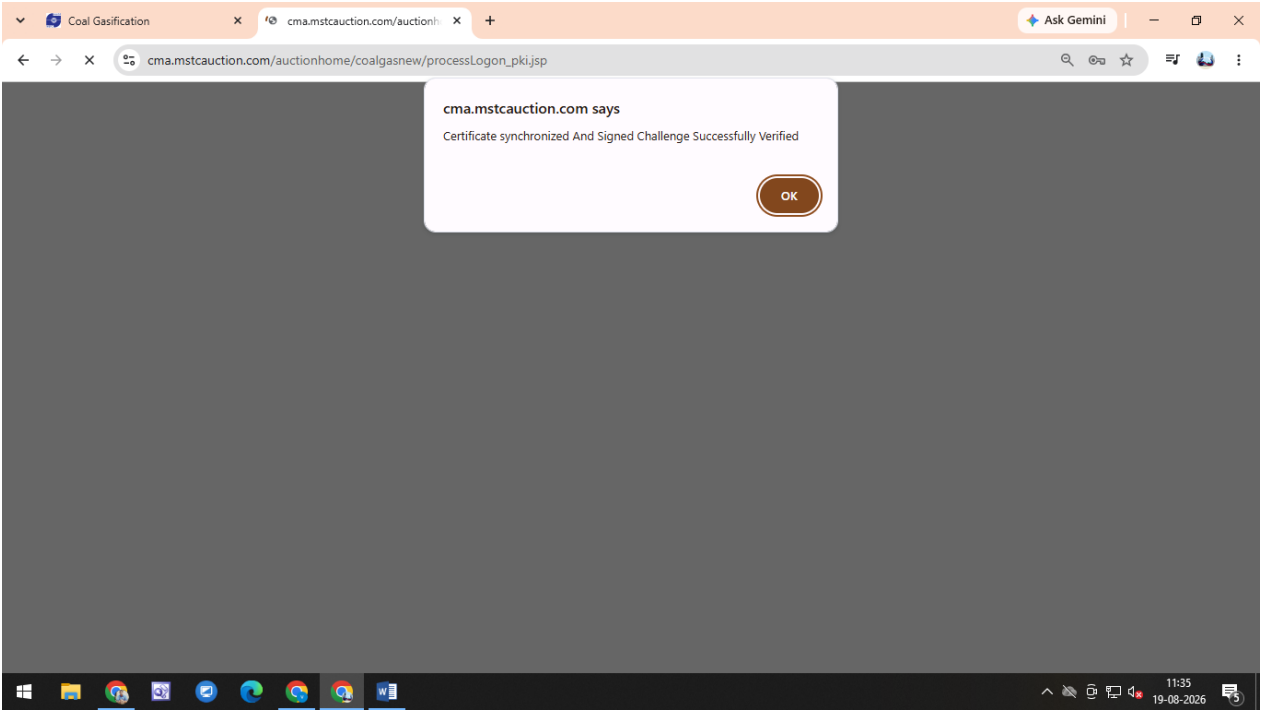
### Step 12 – Enter the DSC PIN

Enter the DSC PIN when prompted by the signing component.



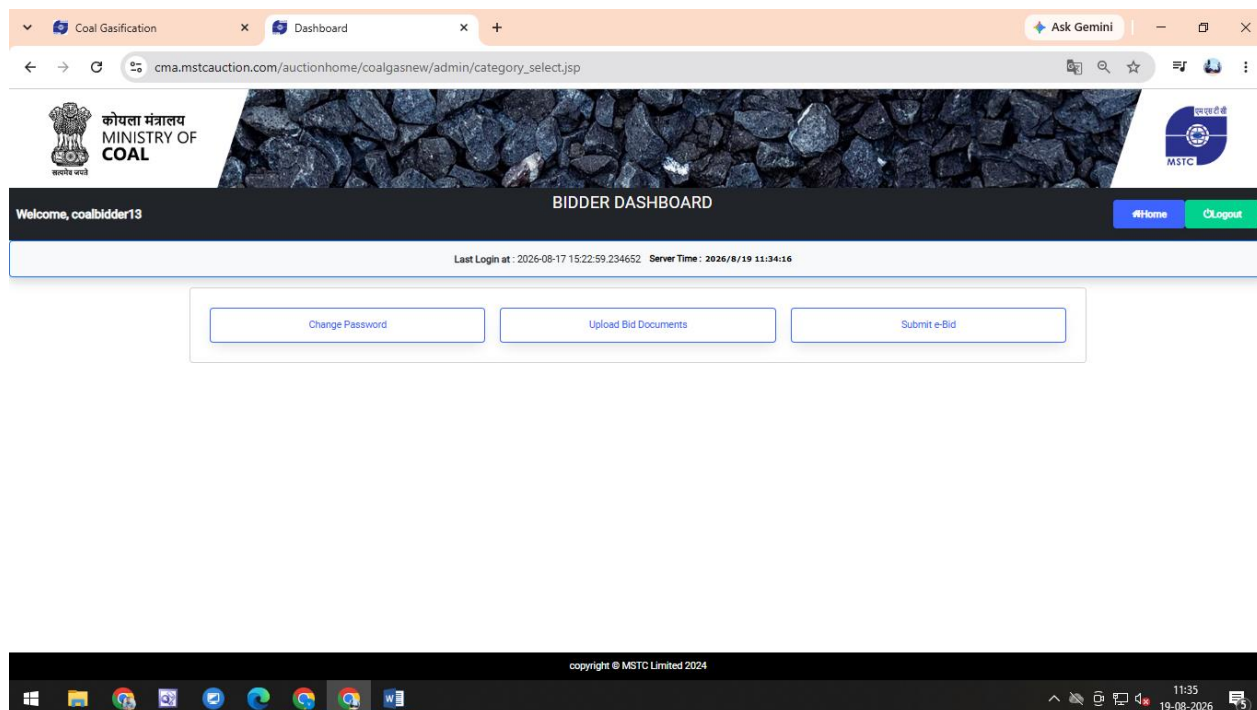
### Step 13 – Confirm DSC Verification

Click “OK” to complete the DSC verification step.



## Step 14 – Open the Bidder Dashboard

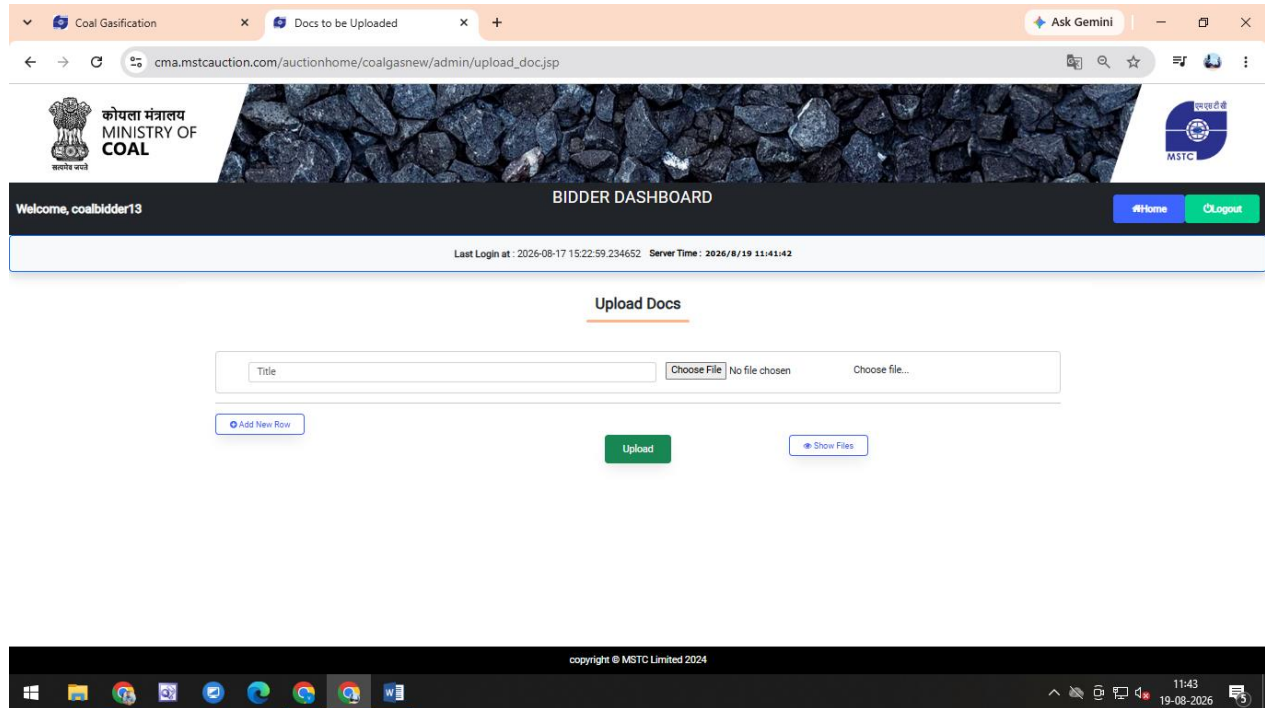
After successful DSC verification, the bidder dashboard/login will open.



### 3. Document Upload and e-Bid

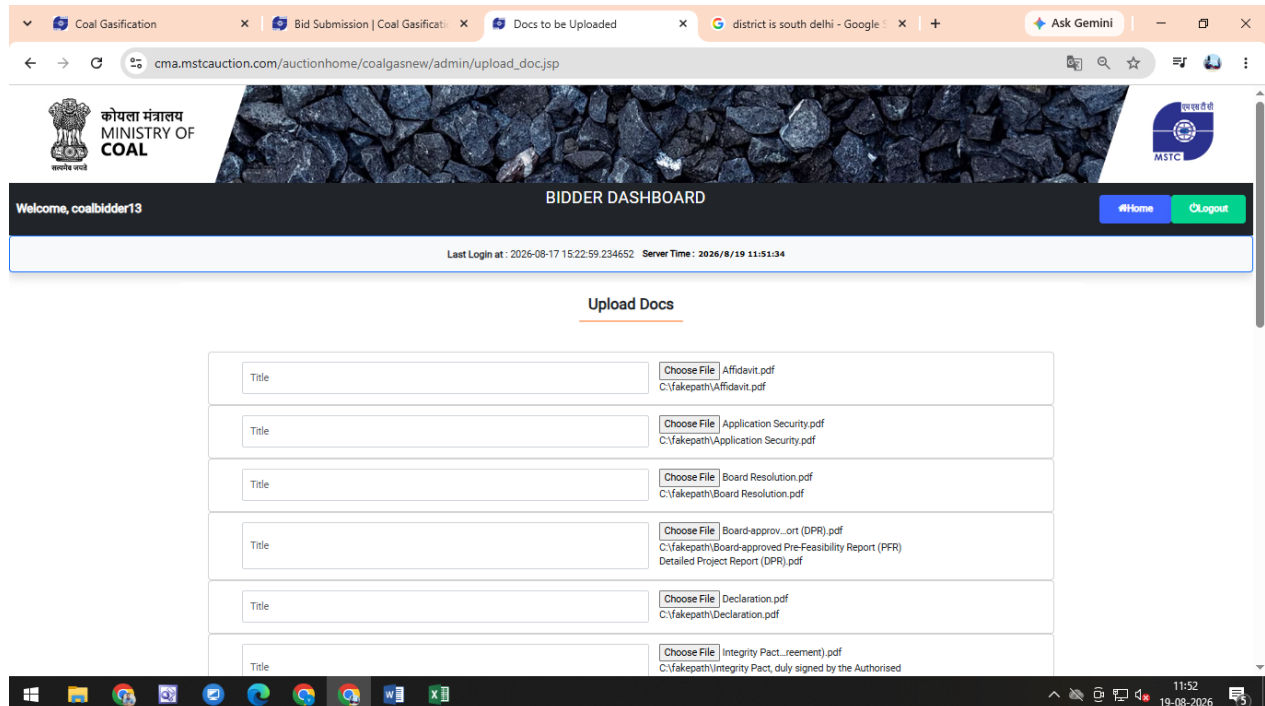
#### Step 15 – Open the Upload Documents Page

For uploading the documents in the applicant profile, navigate to the “Upload Documents” section from the bidder dashboard.



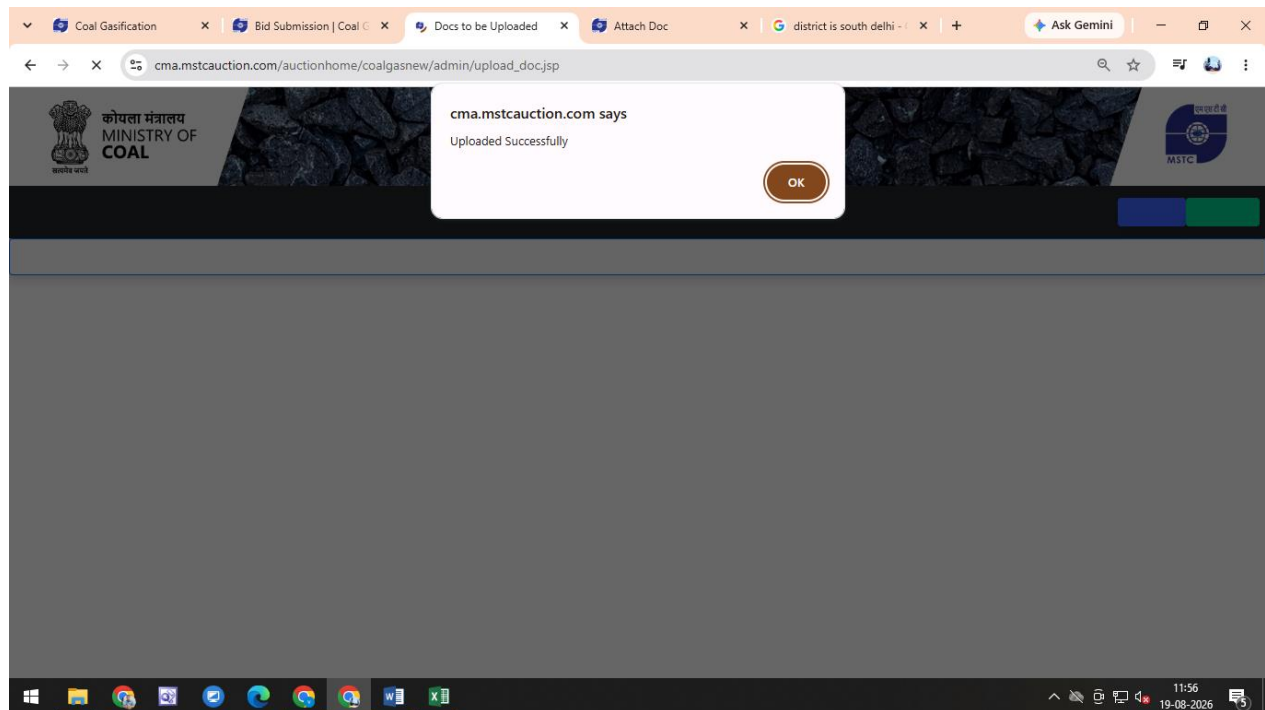
#### Step 16 – Select Documents for Upload

Browse and select the required document and enter its title for uploading the documents.



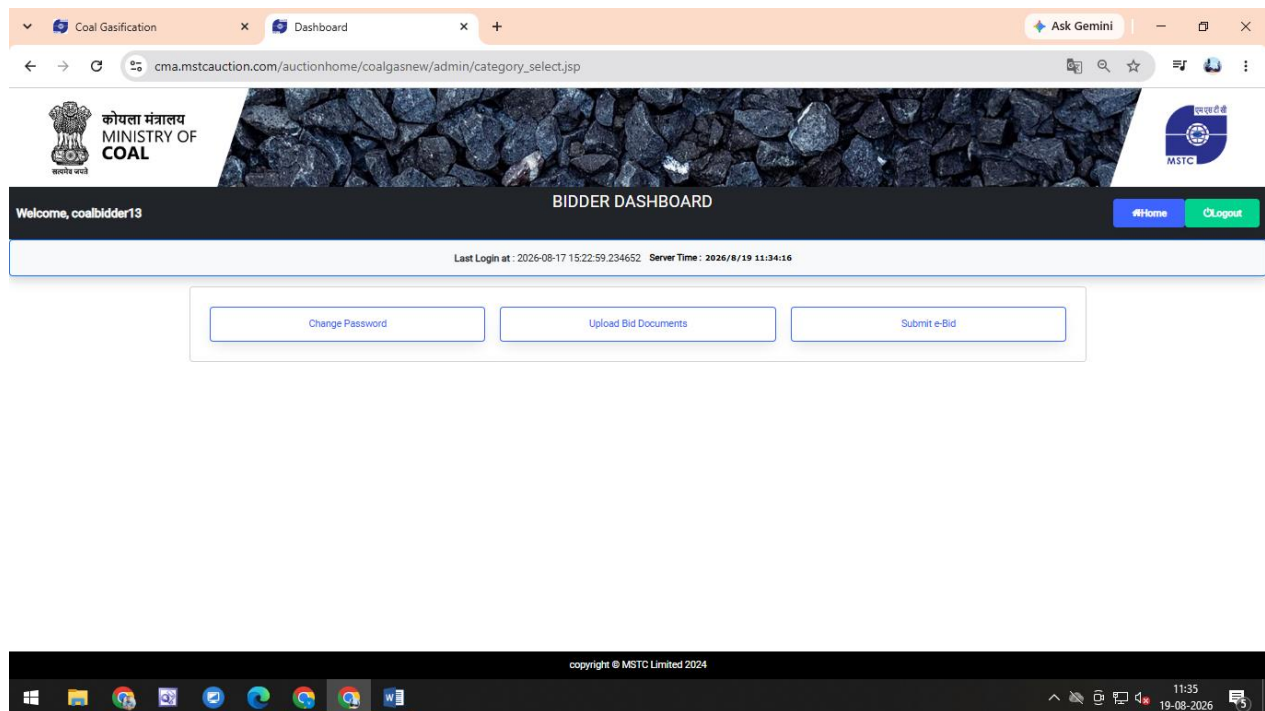
## Step 17 – Document Upload

Click “Submit” to upload the selected documents.



## Step 18 – Open “Submit e-Bid”

From the bidder dashboard, select “Submit e-Bid” and then choose the relevant “Tender.”



Coal Gasification | Event List | Dashboard | Ask Gemini

cma.mstcauction.com/auctionhome/coalgasnew/admin/event\_list.jsp

कोयला मंत्रालय  
MINISTRY OF COAL

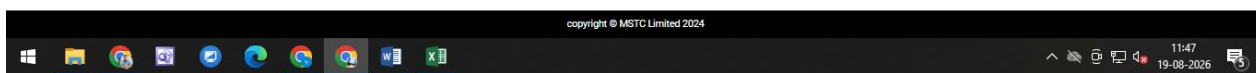
WELCOME, coalbidder13

BIDDER DASHBOARD

Last Login at : 2026-08-17 15:22:59 234652 Server Time : 2026/8/19 11:45:38

Event List

| Details                                                               | Event Start Time      | Event Close Time      |
|-----------------------------------------------------------------------|-----------------------|-----------------------|
| <a href="#">MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/1/3/1</a> | 2026-07-22 17:38:00.0 | 2026-08-31 17:33:00.0 |
| <a href="#">MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/4/1</a>   | 2026-08-01 10:18:00.0 | 2026-10-30 10:18:00.0 |
| <a href="#">MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/5/1</a>   | 2026-07-29 14:46:00.0 | 2026-08-31 14:43:00.0 |
| <a href="#">MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1</a>  | 2026-08-19 11:42:00.0 | 2026-08-19 12:15:00.0 |



## Step 19 – Open the link “Attach Documents”

Use the “Attach Document” option to attach supporting documents to the e-bid.

Coal Gasification | Bid Submission | Coal | Submit e-Bid | Attach Doc | district is south delhi | Ask Gemini

cma.mstcauction.com/auctionhome/coalgasnew/admin/e\_tender\_tech\_bid\_user.jsp

कोयला मंत्रालय  
MINISTRY OF COAL

Welcome, coalbidder13

BIDDER DASHBOARD

Welcome: UNNETI SAINI Current Server Time: 19.8.2026 11:55:42 IST

Submit e-Bid

| Event no                                             | Event Type                     | Event Start Date-time | Event End Date-time | Cover 1 Opening Date-time | Bid Validity upto Date-time |
|------------------------------------------------------|--------------------------------|-----------------------|---------------------|---------------------------|-----------------------------|
| MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1 | Technical-cum-Price Submission | 19.08.2026 11:42:00   | 19.08.2026 12:15:00 | 19-08-2026 12:16:00       | 30-09-2026 11:32:00         |

Attach Documents SUBMIT APPLICATION FORM

ⓈNo Bid Saved

FINAL SUBMISSION

cma.mstcauction.com/auctionhome/coalgasnew/admin/e\_tender\_tech\_bid\_user.js... copyright © MSTC Limited 2024

11:57  
19-08-2026

## Step 20 – Attach a Document

Select the required file from the available document list and click “Submit.”

**Attach Docs**

[List of documents](#)

Event No. : MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1

| S.No. | Document Type                                                                            | Select Document |
|-------|------------------------------------------------------------------------------------------|-----------------|
| 1     | Letter comprising Application along with supporting documents <b>Mandatory</b>           | Select          |
| 2     | Power of Attorney <b>Mandatory</b>                                                       | Select          |
| 3     | Power of Attorney for Lead Member <b>Not Mandatory</b>                                   | Select          |
| 4     | Board Resolution <b>Mandatory</b>                                                        | Select          |
| 5     | Memorandum and Articles of Association <b>Mandatory</b>                                  | Select          |
| 6     | Joint Application Agreement <b>Not Mandatory</b>                                         | Select          |
| 7     | Latest Audited Balance Sheet and Profit & Loss Account of the Applicant <b>Mandatory</b> | Select          |
| 8     | Declaration <b>Mandatory</b>                                                             | Select          |
| 9     | Affidavit <b>Mandatory</b>                                                               | Select          |

## Step 21 – Review Attached Documents

Review the document attachment details displayed by the portal and click on submit.

**BIDDER DASHBOARD**

Welcome, coalbidder13

Last Login at : 2026-08-17 15:22:59 234652 Server Time : 2026/8/19 11:57:16

**Attach Docs**

[List of documents](#)

Event No. : MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1

| S.No. | Document Type                                                                            | Select Document                                                         |
|-------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1     | Letter comprising Application along with supporting documents <b>Mandatory</b>           | Letter comprising Application along with supporting documents           |
| 2     | Power of Attorney <b>Mandatory</b>                                                       | Power of Attorney                                                       |
| 3     | Power of Attorney for Lead Member <b>Not Mandatory</b>                                   | Power of Attorney for Lead Member                                       |
| 4     | Board Resolution <b>Mandatory</b>                                                        | Board Resolution                                                        |
| 5     | Memorandum and Articles of Association <b>Mandatory</b>                                  | Memorandum and Articles of Association                                  |
| 6     | Joint Application Agreement <b>Not Mandatory</b>                                         | Joint Application Agreement                                             |
| 7     | Latest Audited Balance Sheet and Profit & Loss Account of the Applicant <b>Mandatory</b> | Latest Audited Balance Sheet and Profit & Loss Account of the Applicant |
| 8     |                                                                                          |                                                                         |

Coal Gasification x Bid Submission | Coal x Attach Doc x Attach Doc x district is south delhi - x + Ask Gemini

cma.mstcauction.com/auctionhome/coalgasnew/admin/attach\_doc.jsp

|    | ATTIDAVIT <span>Mandatory</span>                                                                                          | ATTIDAVIT                                                                                          | Attidavit                                                 |
|----|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| 10 | Board-approved Pre-Feasibility Report (PFR) / Detailed Project Report (DPR) <span>Mandatory</span>                        | Board-approved Pre-Feasibility Report (PFR) / Detailed Project Report (DPR)                        | Board-approved Pre-Feasibility Report (PFR) / Detailed    |
| 11 | Integrity Pact, duly signed by the Authorised Signatory (shall form part of the Project Agreement) <span>Mandatory</span> | Integrity Pact, duly signed by the Authorised Signatory (shall form part of the Project Agreement) | Integrity Pact, duly signed by the Authorised Signatory ( |
| 12 | Application Security <span>Mandatory</span>                                                                               | Application Security                                                                               | Application Security                                      |
| 13 | Net Worth Certificate certifying Net Worth of the Applicant (calculated as per Appendix C) <span>Mandatory</span>         | Net Worth Certificate certifying Net Worth of the Applicant (calculated as per Appendix C)         | Net Worth Certificate certifying Net Worth of the Applic  |
| 14 | Request for Proposal (duly signed by the Authorised Signatory) <span>Mandatory</span>                                     | Request for Proposal (duly signed by the Authorised Signatory)                                     | Request for Proposal (duly signed by the Authorised Sit   |
| 15 | Justification for addition of a new Product (not included in Annexure I) <span>Not Mandatory</span>                       | Justification for addition of a new Product (not included in Annexure I)                           | Justification for addition of a new Product (not includes |
| 16 | Supporting document for technology tie up (if applicable) <span>Not Mandatory</span>                                      | Supporting document for technology tie up (if applicable)                                          | Supporting document for technology tie up (if applicabl   |
| 17 | Other supporting document <span>Not Mandatory</span>                                                                      |                                                                                                    | Select                                                    |
| 18 | Other <span>Not Mandatory</span>                                                                                          |                                                                                                    | Select                                                    |

Submit

copyright © MSTC Limited 2024

11:58 19-08-2026

## Step 22 – Attachment Submitted Successfully

The portal confirms that the documents have been attached successfully. Click “OK” to continue.

Coal Gasification x Bid Submission | Coal x Attach Doc x Attach Doc x district is south delhi - x + Ask Gemini

cma.mstcauction.com/auctionhome/coalgasnew/admin/attach\_doc.jsp

cma.mstcauction.com says

Documents attached Successfully!

OK

11:58 19-08-2026

## Step 23 – Open the Price Form

After completing document attachment, click “Submit Price Form” to enter the project/bid information.

The screenshot shows the 'Submit e-Bid' page in a web browser. The URL is [https://cma.mstcauction.com/auctionhome/coalgasnew/admin/e\\_tender\\_tech\\_bid\\_user.jsp](https://cma.mstcauction.com/auctionhome/coalgasnew/admin/e_tender_tech_bid_user.jsp). The page header includes navigation links like 'Admin Login Page...', 'Admin Dashboard', 'Auction catalog', 'EMD Status', 'Netbanking Report', 'Bid sheet', 'Search Buyer', and 'Seller Info'. The main content area is titled 'Submit e-Bid' and contains a table with the following data:

| Event no                                             | Event Type                     | Event Start Date-time | Event End Date-time | Cover 1 Opening Date-time | Bid Validity upto Date-time |
|------------------------------------------------------|--------------------------------|-----------------------|---------------------|---------------------------|-----------------------------|
| MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/12/1 | Technical-cum-Price Submission | 11.08.2026 17:27:00   | 12.08.2026 15:35:00 | 12-08-2026 15:37:00       | 29-08-2026 16:35:00         |

Below the table, there are two blue buttons: 'Attach Documents' and 'SUBMIT PRICE FORM'. To the right, a green box says 'No Bid Saved'. At the bottom, there is a blue button labeled 'FINAL SUBMISSION'.

## 4. Price Form and Digital Signing

### Step 24 – Start Completing the Price Form

Enter the required project information and financial/technical details in the price form.

The screenshot shows the 'BID SUBMISSION' page in a web browser. The URL is [cma.mstcauction.com/auctionhome/coalgasnew/admin/bid\\_submission.jsp](https://cma.mstcauction.com/auctionhome/coalgasnew/admin/bid_submission.jsp). The page header includes navigation links like 'Home', 'Back', 'Current Server Time', and 'UNNETI SAINI'. The main content area is titled 'BID SUBMISSION' and contains the text 'Submit your proposal for Coal Gasification - New Scheme'. Below this, there is a form with the following sections:

- 1. PROJECT DETAILS**
  - 1. Name of the Project \*: CG-TEST-01-B1
  - 2. Location \*:
    - Village/Town \*: Delhi
    - District \*: Delhi
    - State \*: Delhi
  - Whether at pithead \*: ☐ Yes ☒ No
  - If yes, name of the coal/lignite mine and distance from pithead:
    - Name of Coal/Lignite Mine: Mine Name
    - Distance from Pithead (Km): Enter Distance km
- 2. PRODUCT(S)**
  - 3. Product(s) \*: (You may select more than one product)
    - ☒ 1. Syngas
    - ☐ 2. Acetic Acid
    - ☐ 3. Ammonia
    - ☐ 4. Ammonium Nitrate (including technical ammonium nitrate)
    - ☐ 5. Ammonium Sulphate
    - ☐ 6. Chloromethane
    - ☐ 7. Diesel
    - ☐ 8. Di Methyl Ether - DME
    - ☐ 9. Direct Reduced Iron - DRI
    - ☐ 10. Gasoline
    - ☐ 11. Ethanol
    - ☐ 12. Formaldehyde
    - ☐ 13. Hydrogen
    - ☐ 14. Power (from Sunaol)
    - ☐ 15. Methanol
    - ☐ 16. Methyl Methacrylate - MMA

At the bottom of the form, there is a blue button labeled 'Save Draft'.

## Step 25 – Enter Product and Capacity Details

Complete the product-wise and capacity-related fields shown on the price form.

**3. CAPACITY & SYNGAS DETAILS**

4. Annual plant capacity of Product(s) \*

1 MTPA

⚠ Value entered should not be less than 0.50 MTPA.

Product Wise Annual Capacity (MTPA) \*

| Sl. No.      | Product | Annual Capacity (MTPA) |
|--------------|---------|------------------------|
| 1.           | Syngas  | 1.0                    |
| <b>Total</b> |         | <b>1.00</b>            |

5. Raw Syngas (produced annually) (Nm<sup>3</sup>/hr) \*

100000 Nm<sup>3</sup>/hr

6. Clean Syngas (produced annually) (Nm<sup>3</sup>/hr) \*

100000 Nm<sup>3</sup>/hr

Percentage allocation of Clean Syngas to each Product \*

| Sl. No.                 | Product | Allocation (%) |
|-------------------------|---------|----------------|
| 1.                      | Syngas  | 100            |
| <b>Total Allocation</b> |         | <b>100</b>     |

Total must be 100%.

7. Density of Syngas (Kg/Nm<sup>3</sup>) \*

0.6 kg/Nm<sup>3</sup>

**4. COAL / LIGNITE REQUIREMENT**

8. Total Annual Coal/Lignite Requirement \*

3 Million Tonnes

Breakup of Coal/Lignite Requirement

Annual Requirement for Feed \*

Annual Requirement for Fuel \*

[Save Draft](#)

## Step 26 – Review Financial and Allocation Fields

Complete the project cost, P&M and other financial allocation fields displayed on the form.

**4. COAL / LIGNITE REQUIREMENT**

8. Total Annual Coal/Lignite Requirement \*

3 Million Tonnes

Breakup of Coal/Lignite Requirement

Annual Requirement for Feed \*

1.5 Million Tonnes

Annual Requirement for Fuel \*

1.5 Million Tonnes

Total (Feed + Fuel):

3.00 Million Tonnes

Total must be equal to left value

**5. FINANCIAL DETAILS**

9. Project Cost (Total) \*

9000 ₹ Crore

Project cost for each Product (₹ Crore) \*

| Sl. No.                   | Product | Project Cost (₹ Crore) |
|---------------------------|---------|------------------------|
| 1.                        | Syngas  | 9000                   |
| <b>Total Project Cost</b> |         | <b>9000.00</b>         |

10. Total Proposed cost of Plant & Machinery (P&M) \*

6000 ₹ Crore

Percentage allocation of Cost of P&M to each Product

| Sl. No.      | Product | Allocation (%) |
|--------------|---------|----------------|
| 1.           | Syngas  | 6000           |
| <b>Total</b> |         | <b>6000.00</b> |

11. Expenditure incurred on Plant & Machinery (P&M) prior to approval of Scheme up to 13.05.2026 \*

0 ₹ Crore

12. Financial Incentive sought \*

720 ₹ Crore

⚠ Shall not exceed 20% of eligible P&M cost and not more than ₹ 5000 crore

[Save Draft](#)

## Step 27 – Save the Price Bid as Draft

After completing the price form, click “Save Draft” before proceeding to digital signing.

The screenshot displays the 'Bid Submission' page for Coal Gasification. The browser tabs include 'Coal Gasification', 'Bid Submission | Coal Gasification', and 'Dashboard'. The URL is [cma.mstcauction.com/auctionhome/coalgasnew/admin/bid\\_submission.jsp](http://cma.mstcauction.com/auctionhome/coalgasnew/admin/bid_submission.jsp). The page shows a form with various fields for bid submission, including 'Total Project Cost' (9000.00), 'Total Allocation' (6000.00), and 'Net Worth of the applicant' (2000). A 'Save Draft' button is visible at the bottom of the form. A warning message states: 'Please ensure all the information provided is correct. Bids not meeting the prescribed conditions shall be liable for rejection.'

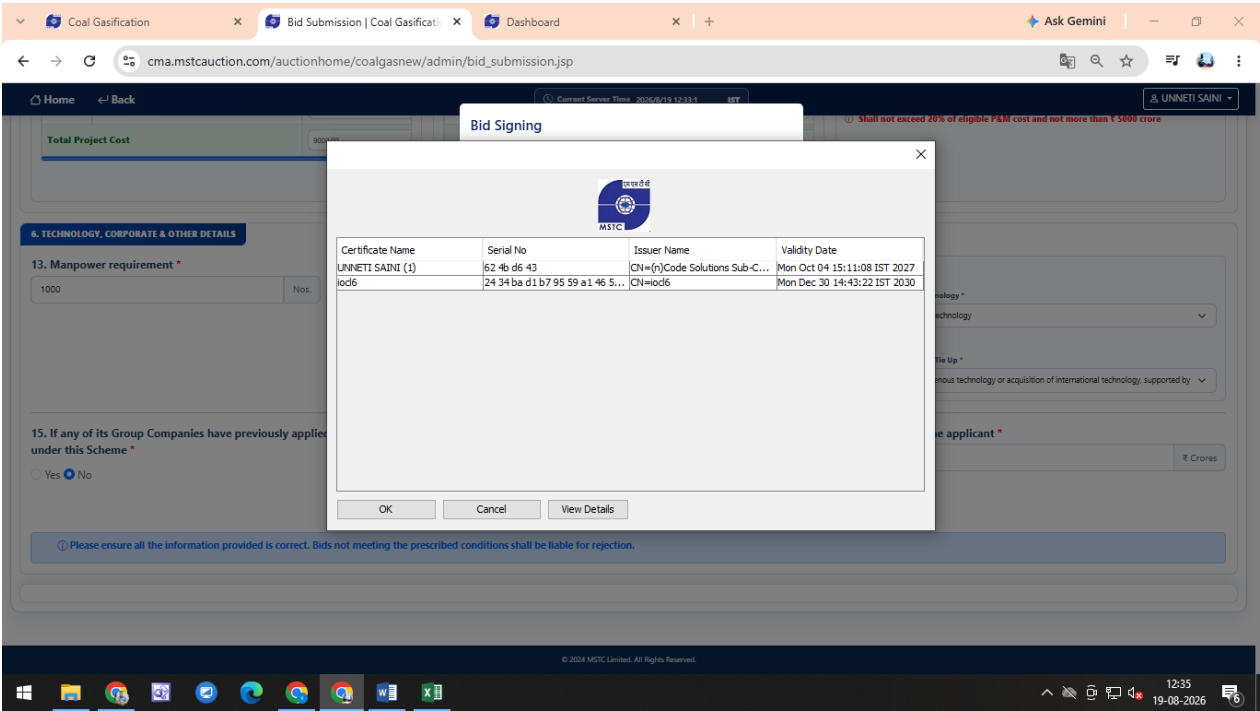
## Step 28 – Proceed to Digital Signing

Click “Proceed to Sign” to initiate DSC-based signing of the price bid.

The screenshot shows the same 'Bid Submission' page as in Step 27, but with a 'Bid Signing' dialog box overlaid. The dialog box contains the text: 'Please Sign the bid with your registered DSC. Your unique challenge code is 764964.' and a green 'Proceed To Sign' button. A 'Close' button is also present in the bottom right corner of the dialog box. The background form is dimmed.

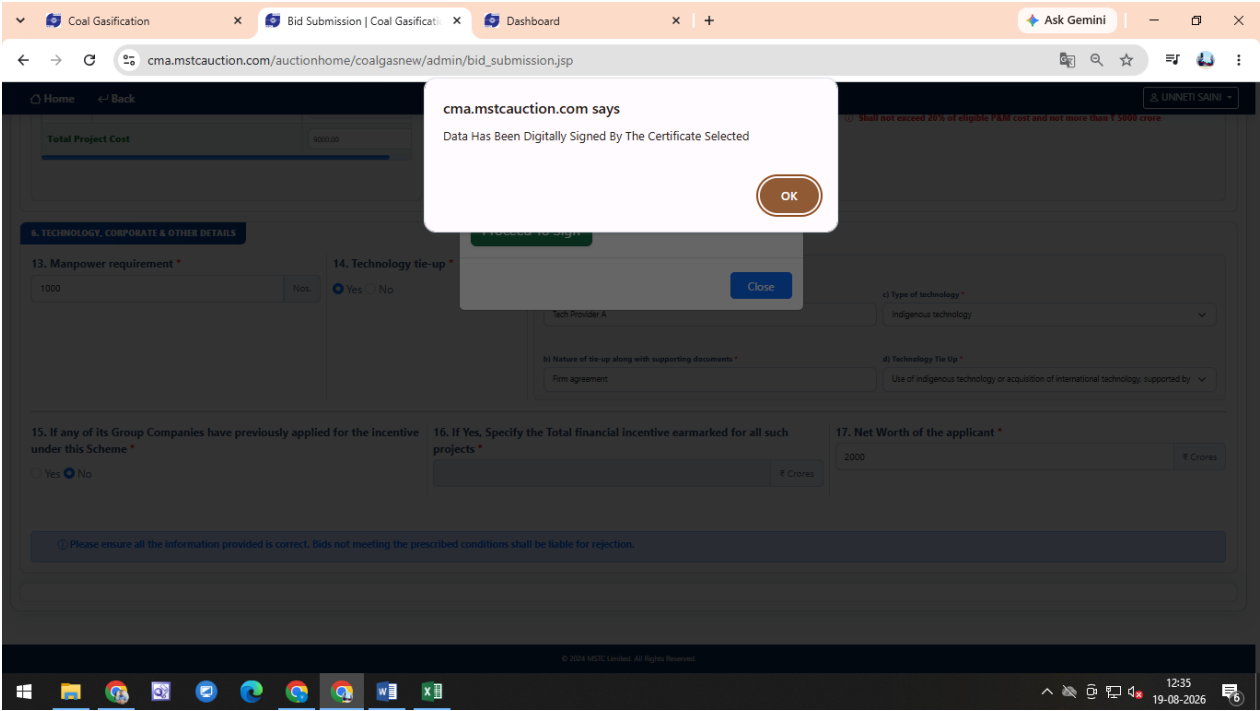
### Step 29 – Select the DSC

Select the registered Digital Signature Certificate from the signing window.



### Step 30 – Confirm Digital Signing

Click “OK” to complete the DSC signing process. The price bid is then saved for submission.



## Step 31 – Review the e-Bid Before Final Submission

Review the completed e-bid and confirm that all required information and documents are correct.

The screenshot shows the 'BIDDER DASHBOARD' for user 'coalbidder13'. The page title is 'Submit e-Bid'. Below the title is a table with the following data:

| Event no                                             | Event Type                     | Event Start Date-time | Event End Date-time | Cover 1 Opening Date - time | Bid Validity upto Date - time |
|------------------------------------------------------|--------------------------------|-----------------------|---------------------|-----------------------------|-------------------------------|
| MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1 | Technical-cum-Price Submission | 19.08.2026 11:42:00   | 19.08.2026 12:50:00 | 19-08-2026 12:16:00         | 30-09-2026 11:32:00           |

Below the table, there is a yellow box with the text 'Price Bid Successfully Accepted'. To the right of this box is a green button labeled 'Price Bid Saved'. Below the yellow box are two blue buttons: 'Attach Documents' and 'SUBMIT APPLICATION FORM'. At the bottom of the page is a blue button labeled 'FINAL SUBMISSION'.

## Step 32 – Final Submission Confirmation

For final submission of the e-bid, click on “Final Submission”. The portal displays a confirmation prompt before the e-bid is finally submitted.

The screenshot shows the 'BIDDER DASHBOARD' for user 'coalbidder13'. A confirmation dialog box is displayed in the center of the screen. The dialog box contains the following text:

cma.mstcauction.com says  
Once Final Submission is done, no further updation or deletion of the bid is allowed. Please Confirm.

There are two buttons in the dialog box: 'OK' and 'Cancel'.

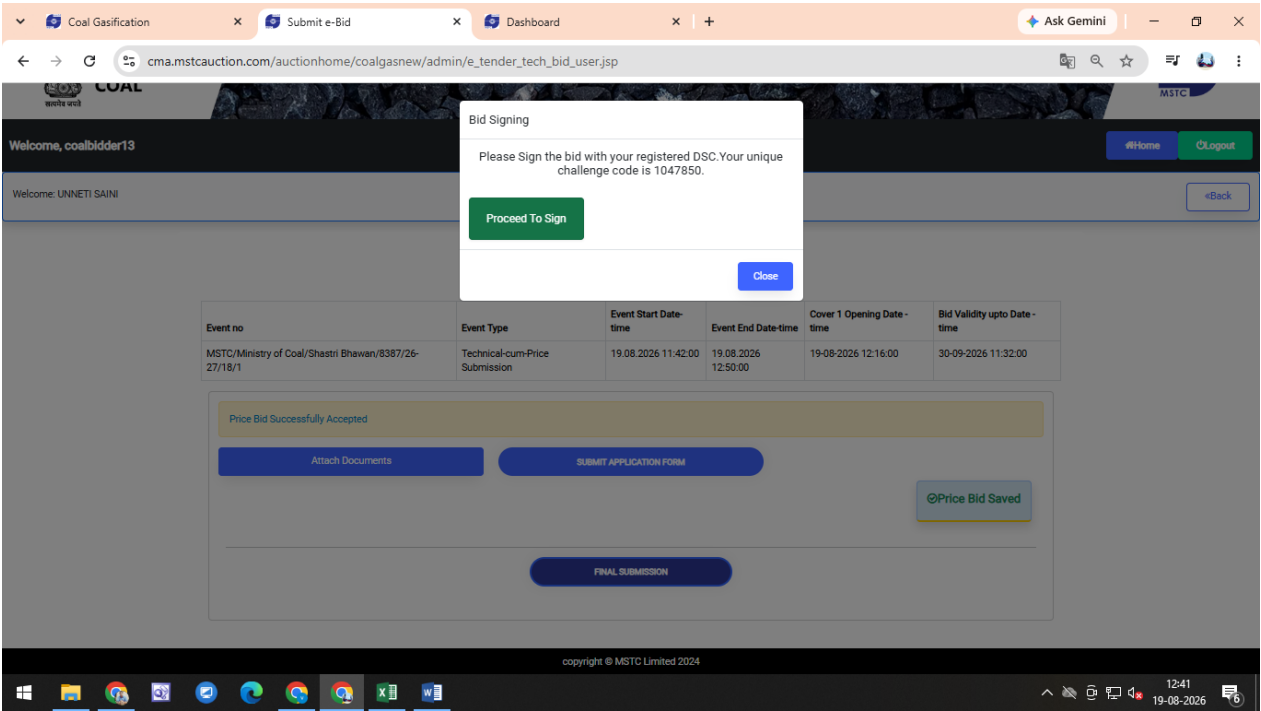
Below the dialog box, the 'Submit e-Bid' page is visible. It contains the same table as in Step 31, but with updated dates:

| Event no                                             | Event Type                     | Event Start Date-time | Event End Date-time | Cover 1 Opening Date - time | Bid Validity upto Date - time |
|------------------------------------------------------|--------------------------------|-----------------------|---------------------|-----------------------------|-------------------------------|
| MSTC/Ministry of Coal/Shastri Bhawan/8387/26-27/18/1 | Technical-cum-Price Submission | 19.08.2026 11:42:00   | 19.08.2026 12:50:00 | 19-08-2026 12:16:00         | 30-09-2026 11:32:00           |

Below the table, there is a yellow box with the text 'Price Bid Successfully Accepted'. To the right of this box is a green button labeled 'Price Bid Saved'. Below the yellow box are two blue buttons: 'Attach Documents' and 'SUBMIT APPLICATION FORM'. At the bottom of the page is a blue button labeled 'FINAL SUBMISSION'.

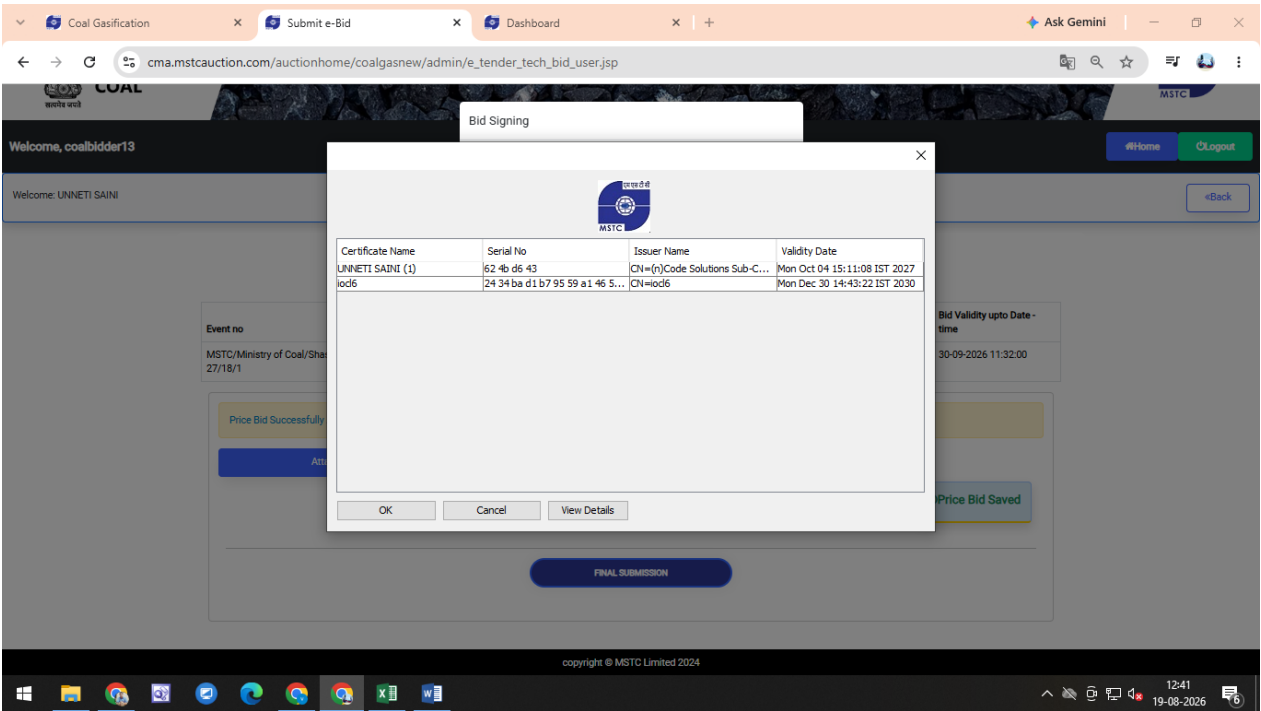
Step 33 – Proceed with Final Signing

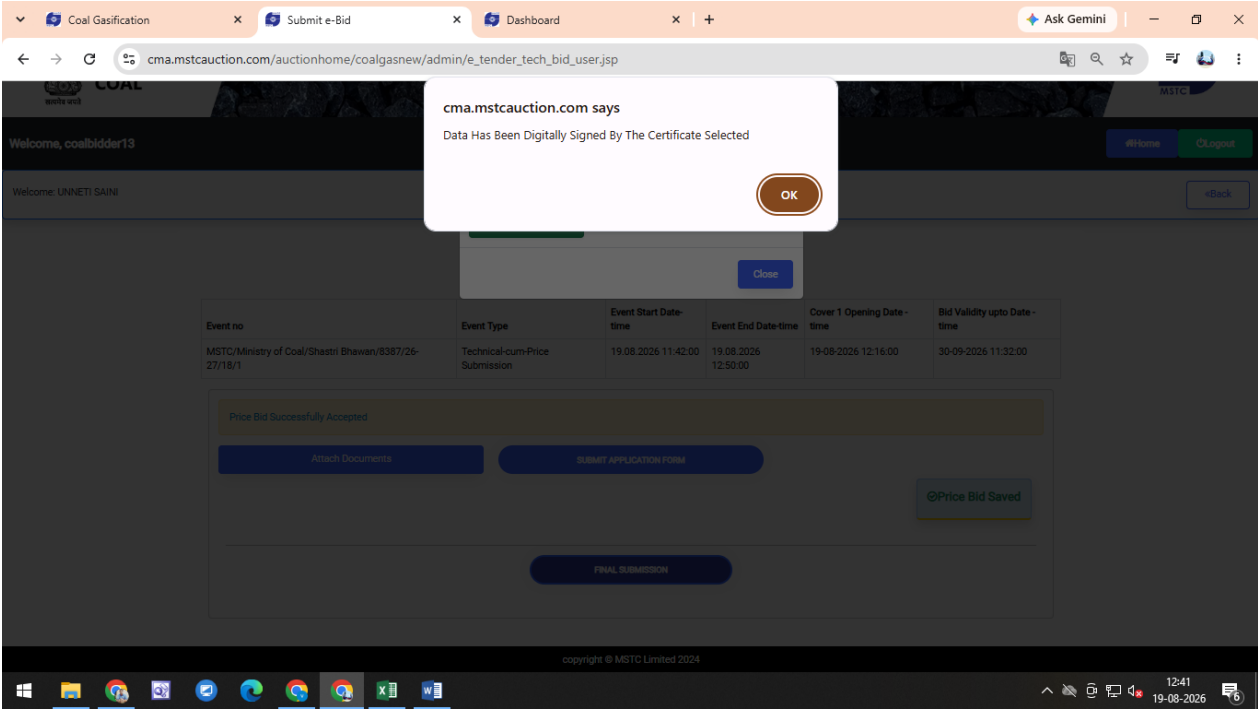
When prompted, proceed with the registered DSC to complete the final submission process.



Step 34 – Select the DSC for Final Submission

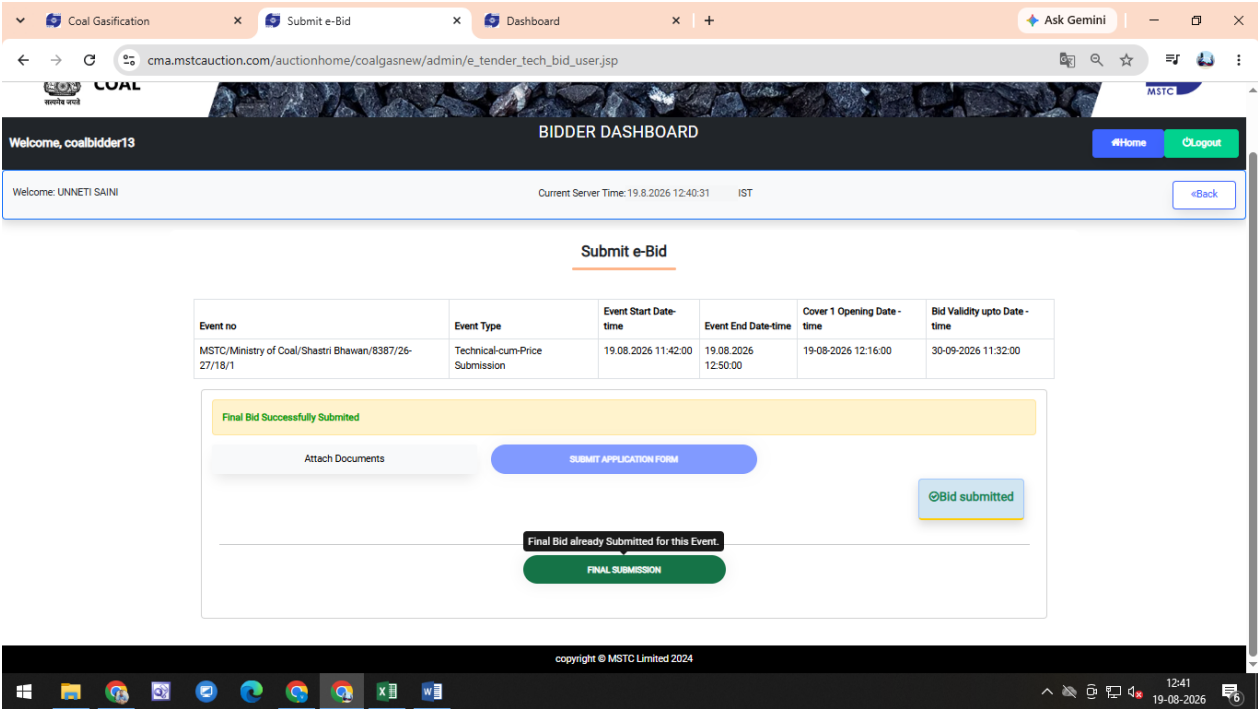
Select the applicable DSC in the signing window for final submission.





### Step 35 – Final Submission Status

The portal displays the status of the e-bid as “Bid Submitted”.



## **Important Instructions:**

- Bidders are advised to complete registration well in advance to avoid last-minute issues.
- The bidders shall have a valid Class III Signing and Encryption type Digital Signature Certificate (DSC) for submission of bid in the e-tender. The mapped DSC will be required for authentication during each login and is mandatory for participation in e tender.
- MSTC / MoC shall not be responsible for delays caused due to incomplete or incorrect information submitted by the bidder.

Helpdesk Support: For any technical assistance or clarification related to bidder registration, bidders may contact the MSTC Helpdesk through the contact details available on the MSTC website and Tender Document.

Note: This guide is for general assistance only. In case of any discrepancy, the instructions available on the MSTC portal shall prevail.