Bidder Registration Process – Chhattisgarh Forest Portal

Interested Bidders willing to participate in Chhattisgarh forest auctions are requested to register themselves on MSTC portal well in advance.

Requirements for Registration on the portal:

1. Valid and active mobile number.
2. Valid and active email id.
3. PAN/GST
4. Active Bank Account
5. Completely Filled “Prarup D”

Forest Registration Fee: A fee of Rs 6001/- for 3 years needs to be paid to concerned DFO.

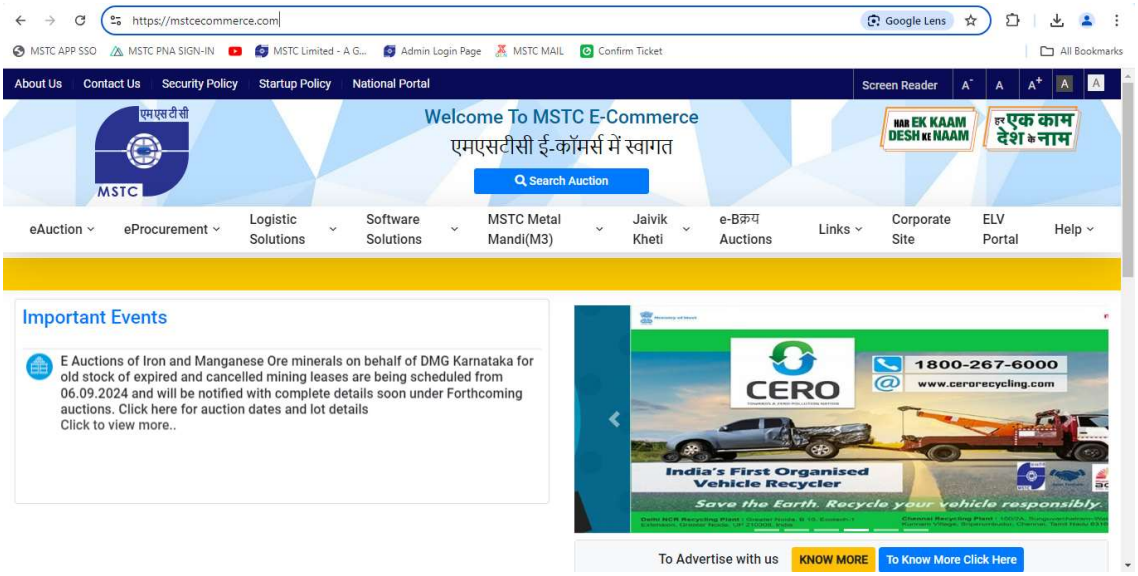
MSTC Registration Fee: A fee of Rs 1180 (Rs 1000 +GST) with a validity of 1 year needs to be paid to MSTC.

You may contact the below MSTC officials in case of any difficulties:

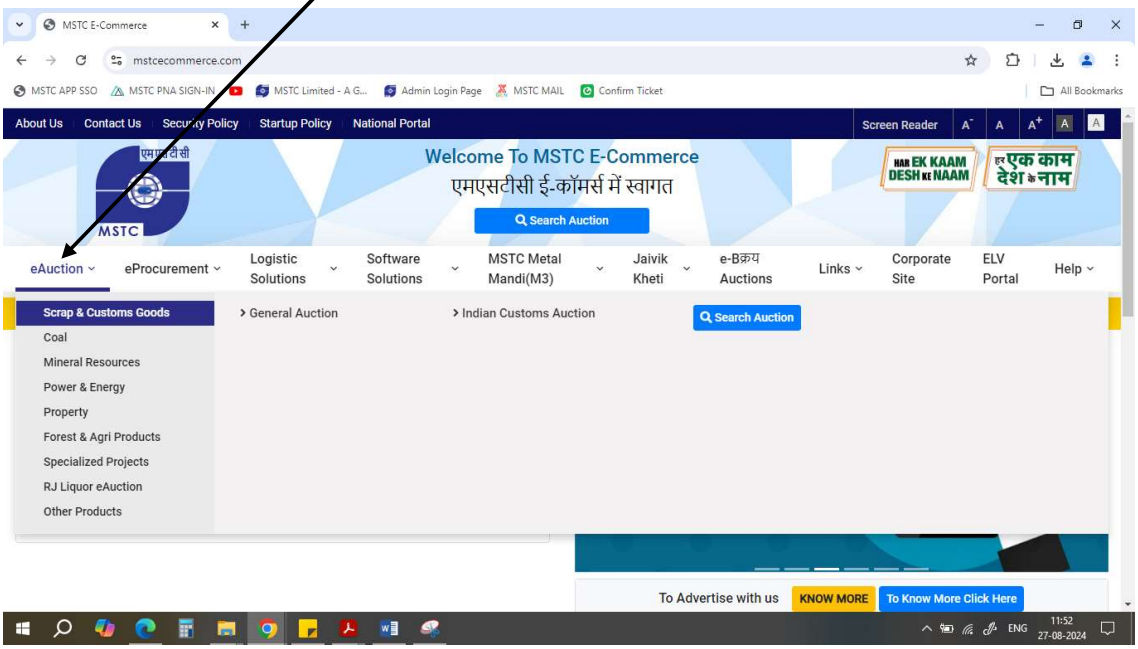
SL.	Name	Email Id	Mobile	Landline
1	Rohit Kumar Singh	cfd@mstcindia.co.in	9886056499	0771-2432481
2	Raj Rohit Khalkho	cfd@mstcindia.co.in	9127754867	0771-2432481

Please follow the below steps for registration:

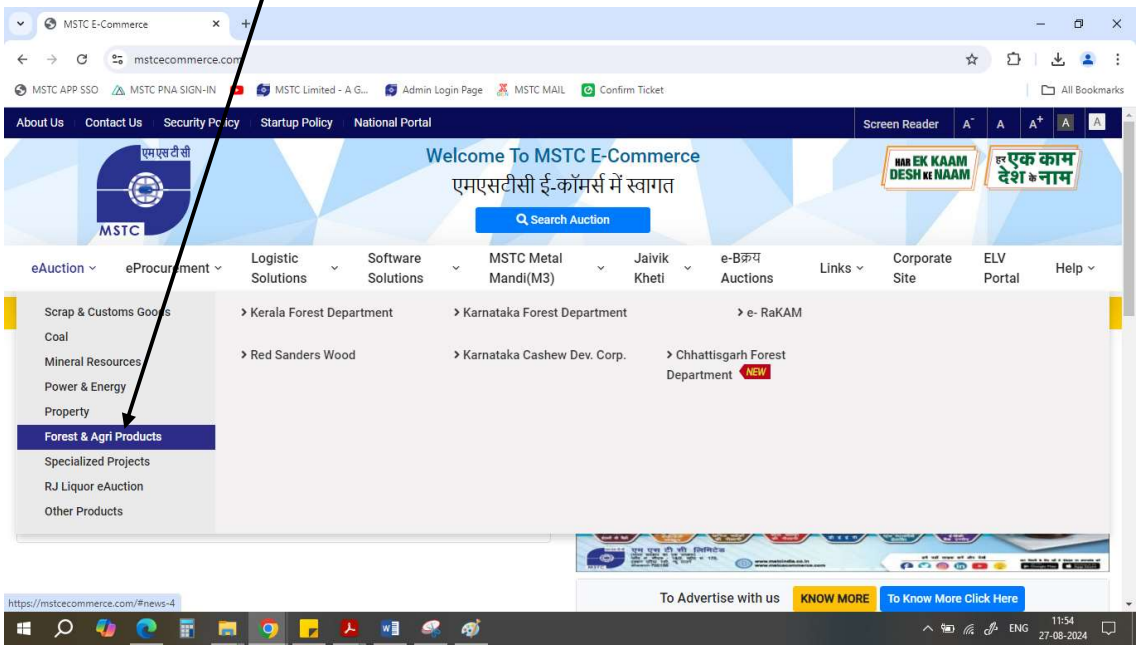
1. Log on to website https://www.mstcecommerce.com/



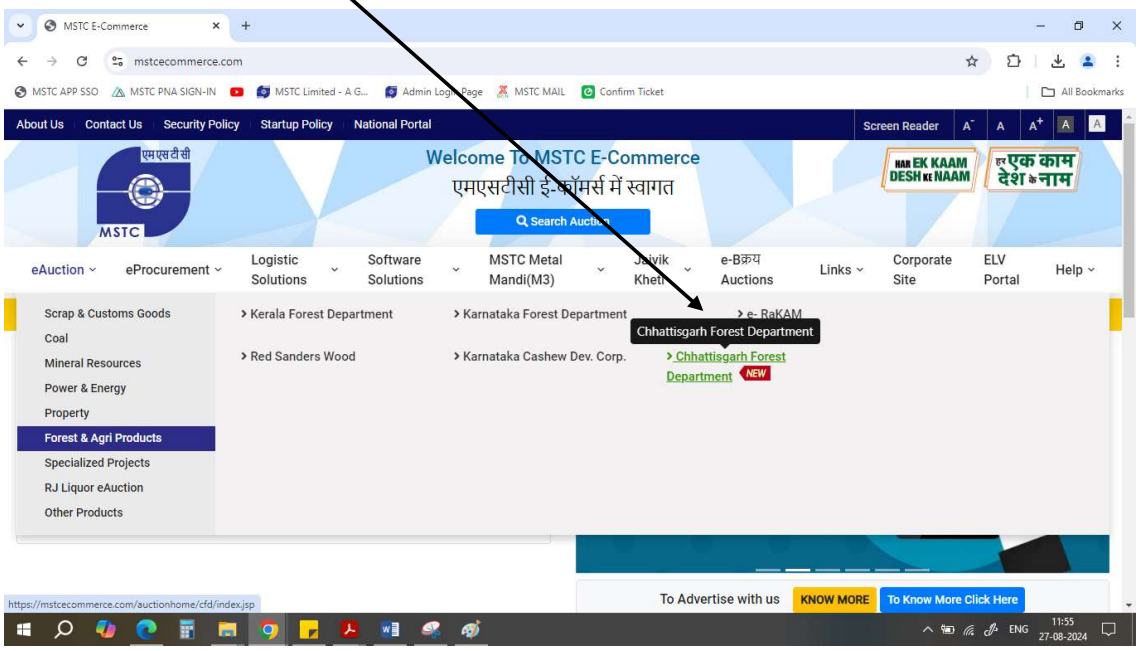
2. On this page, click on **"eAuction".**



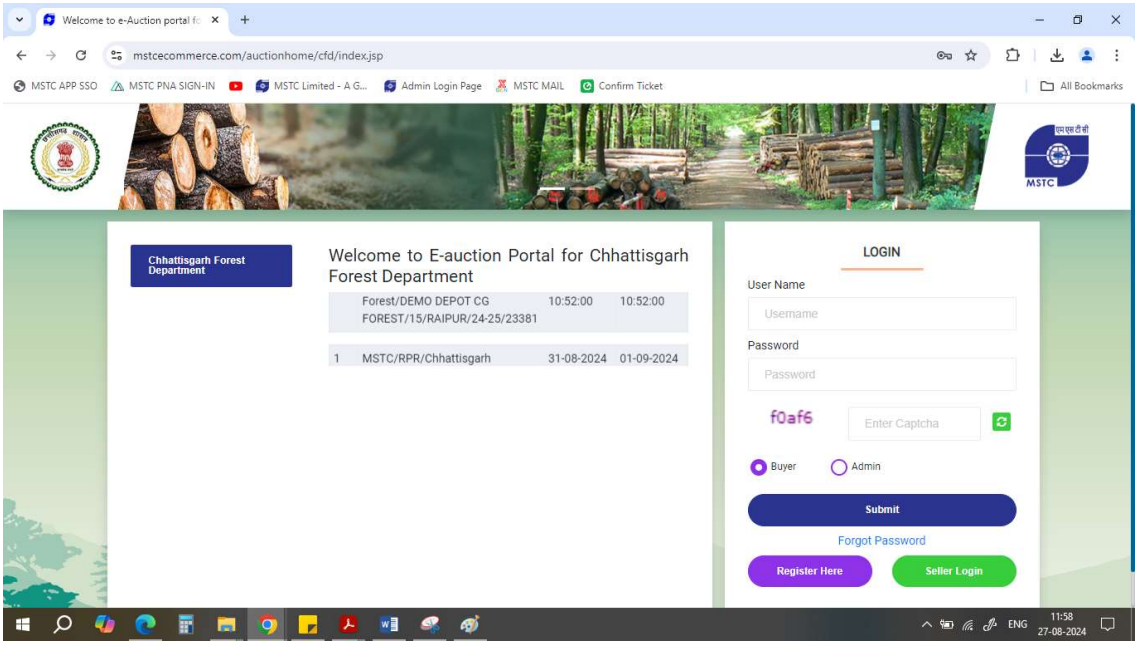
3. Select **“Forest & Agri Products”** from the options available.



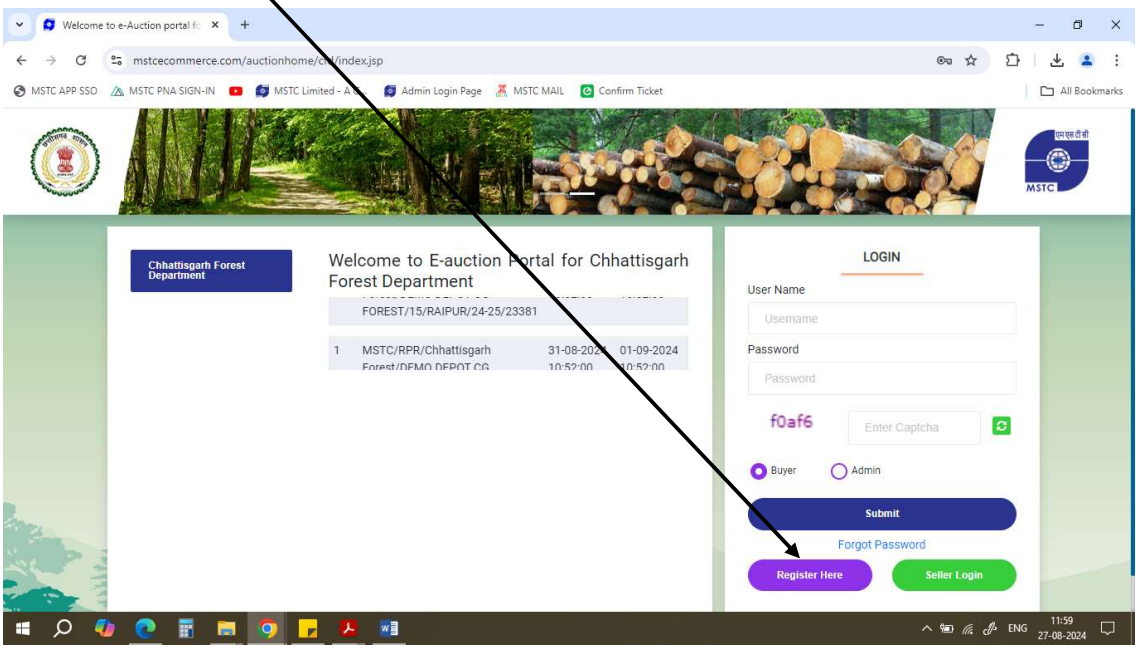
4. Click on **“Chhattisgarh Forest Department”**



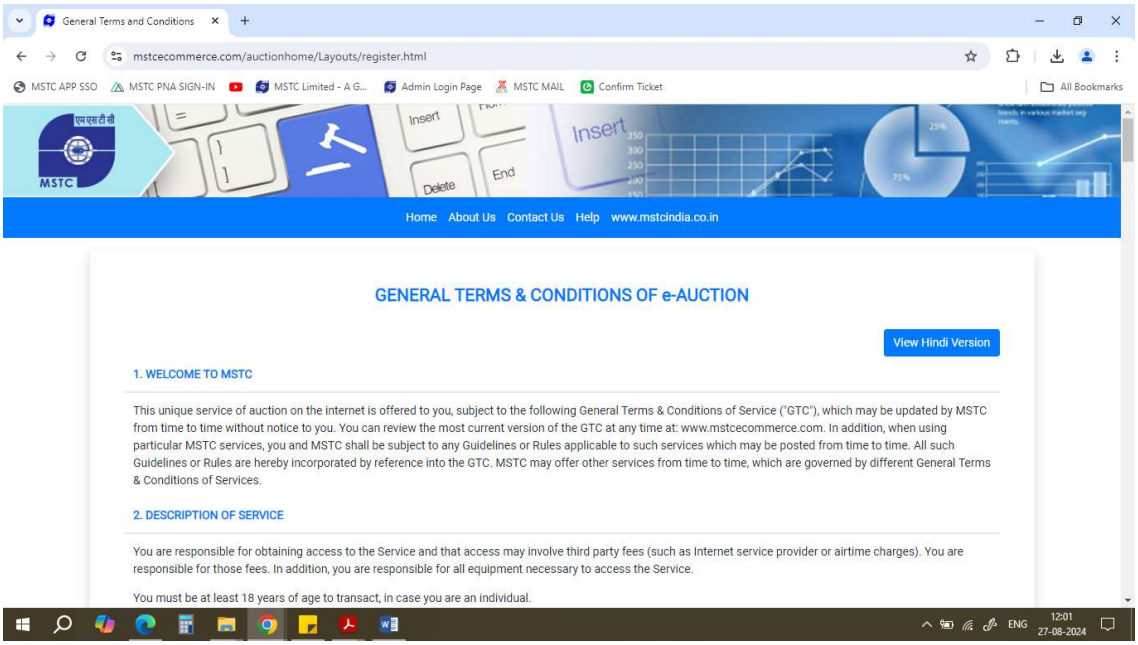
5. The link will take you to home page of Chhattisgarh Forest Auction Portal.



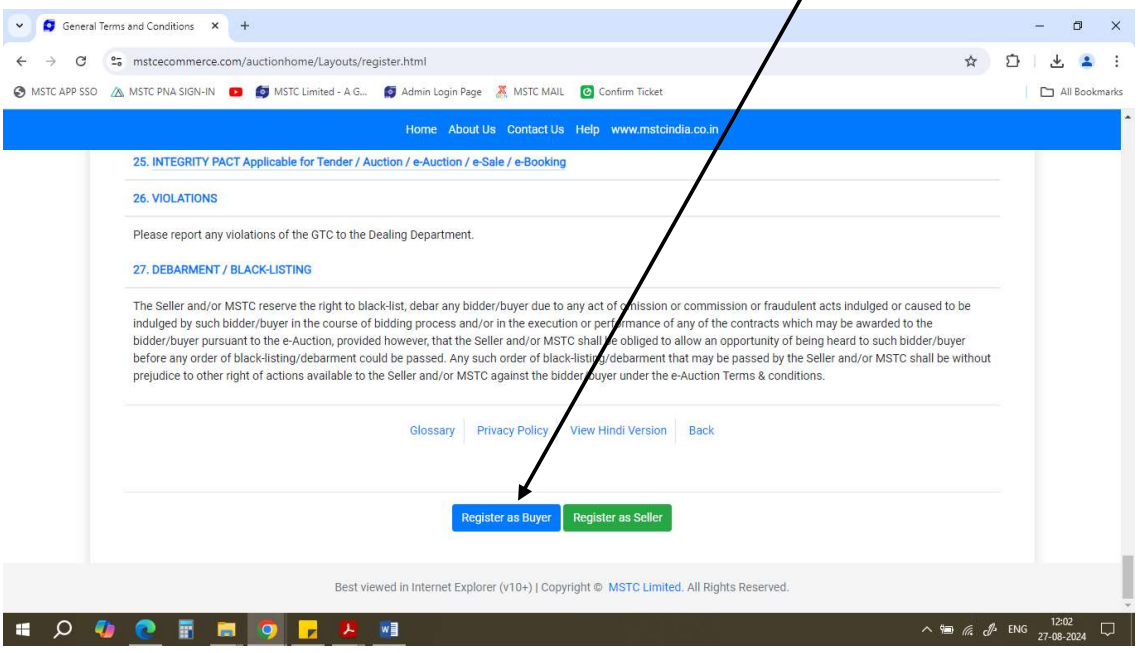
6. Click on **"Register Here"** to register yourself as buyer on the portal.



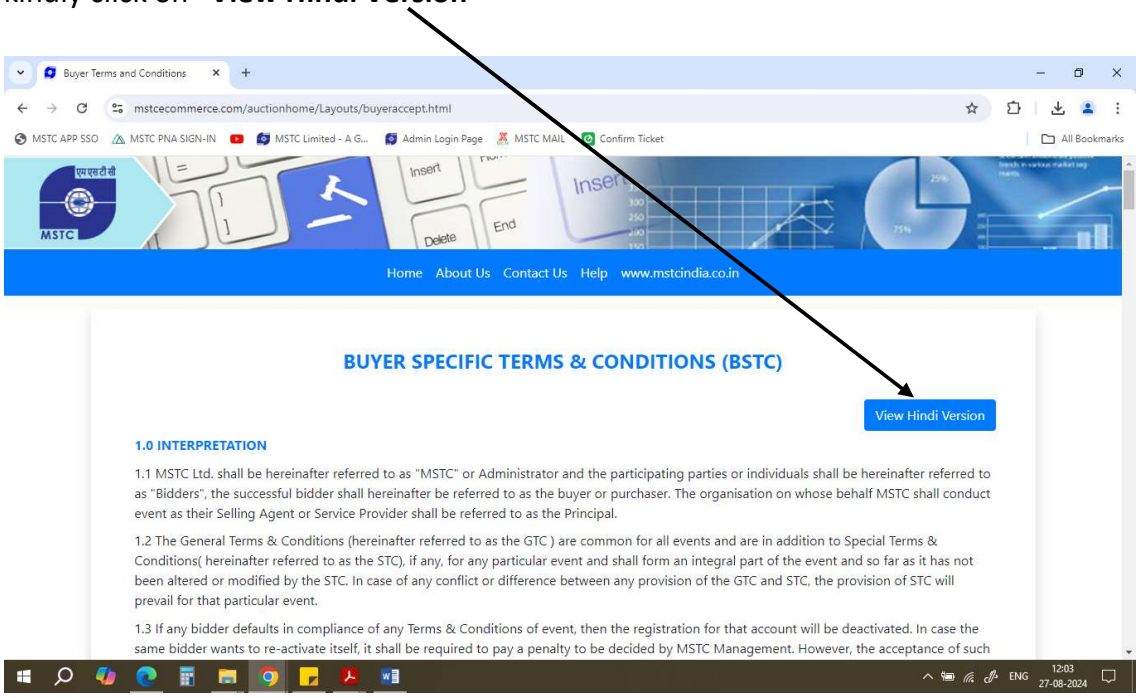
7. Kindly carefully read the “GENERAL TERMS & CONDITIONS OF e-AUCTION” on the next page



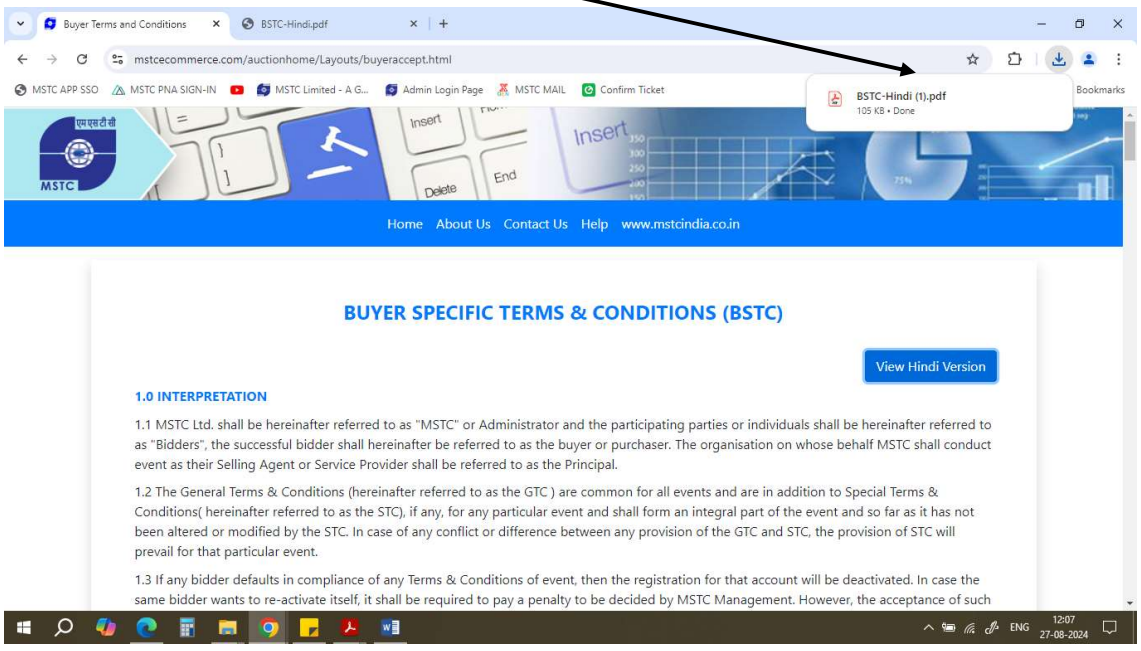
8. Scroll down to the bottom of the page and click on **“Register as Buyer”.**



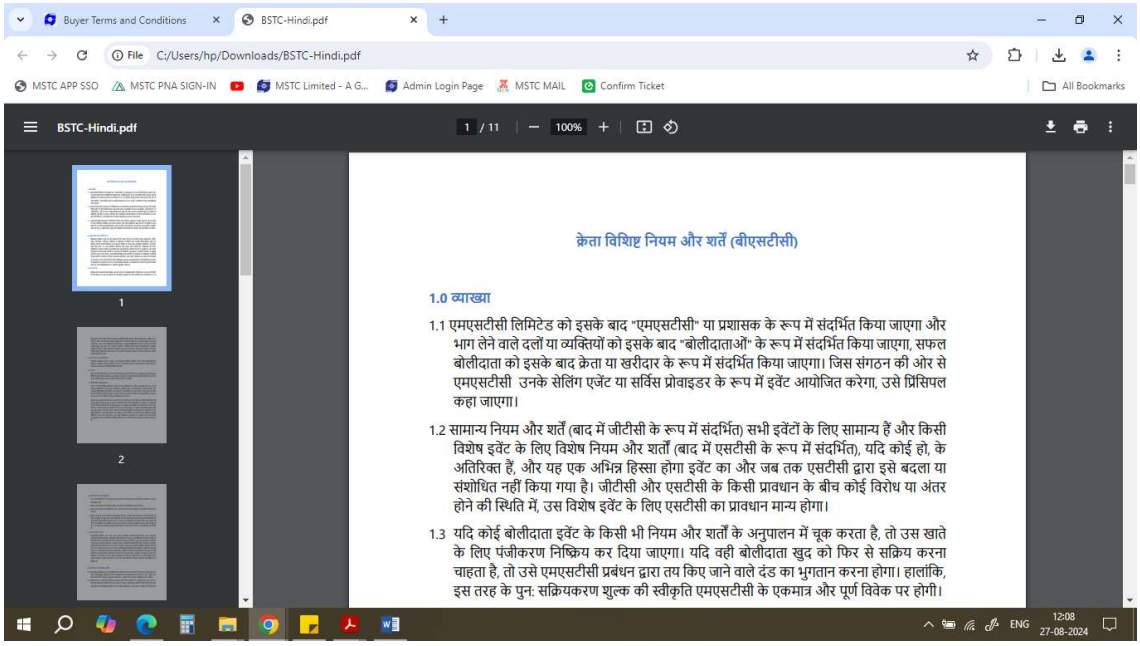
9. Kindly read the **“BUYER SPECIFIC TERMS & CONDITIONS (BSTC)”.** To read it in Hindi, kindly click on **“View Hindi Version”**



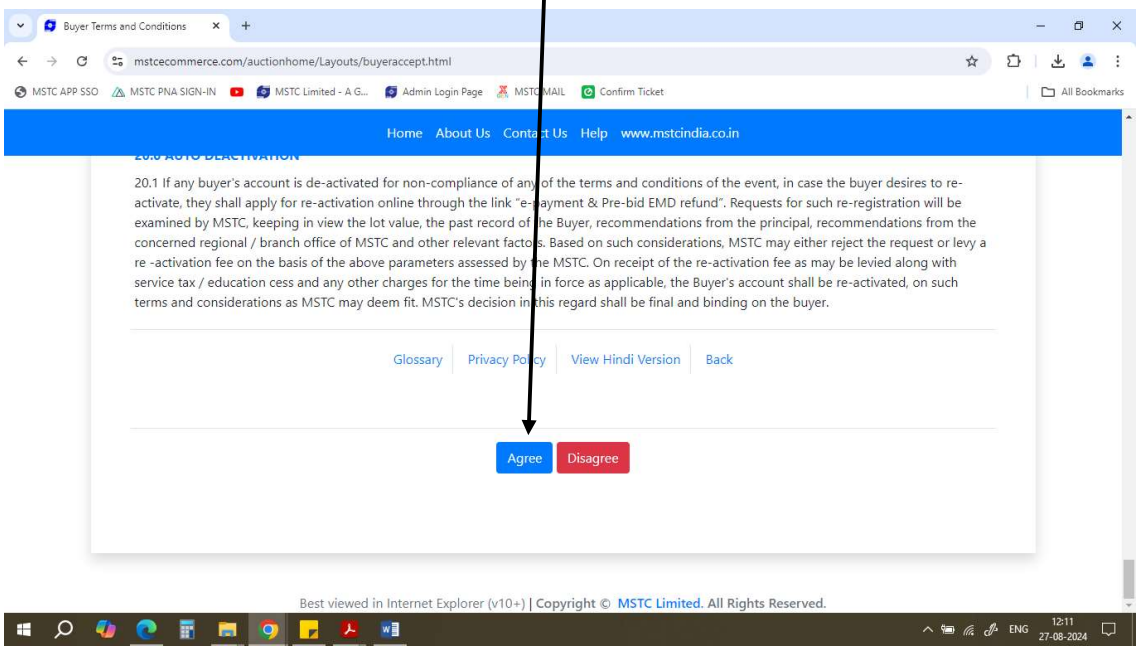
Hindi version will be downloaded to your computer.



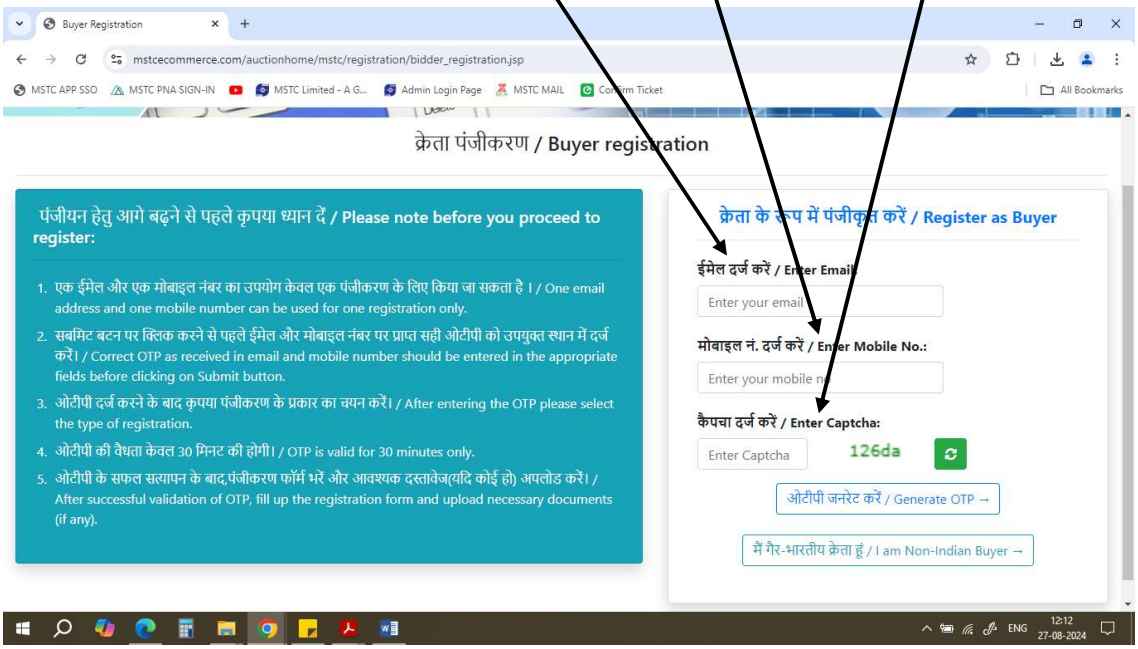
Kindly open and read the pdf carefully.



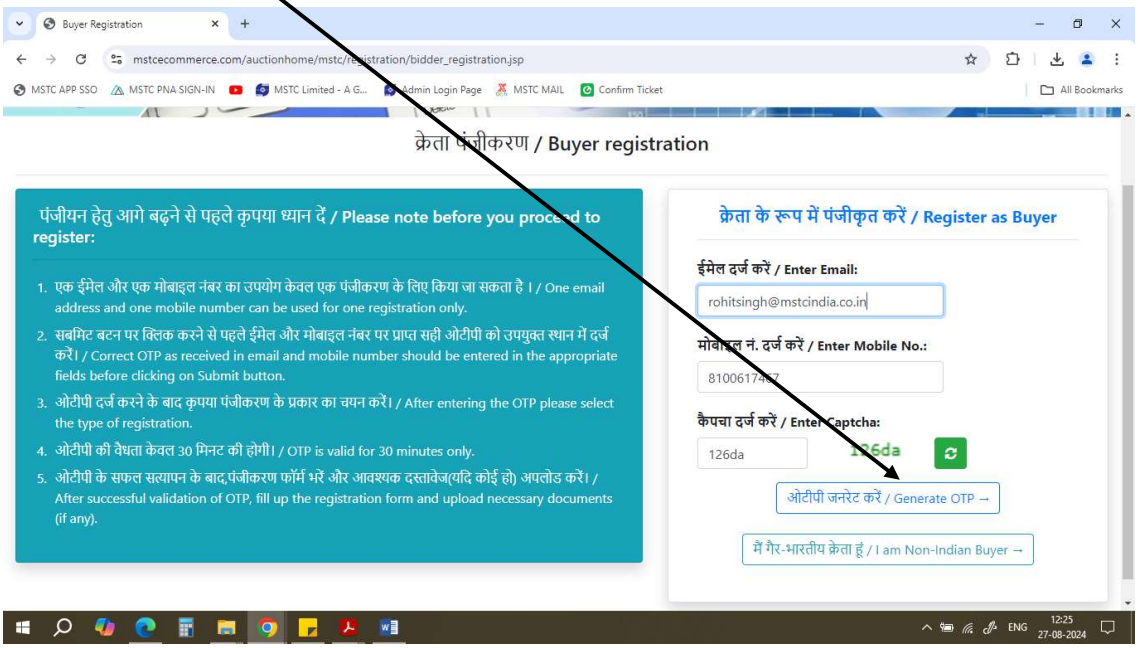
10. Scroll down on the page and click on **“Agree”**



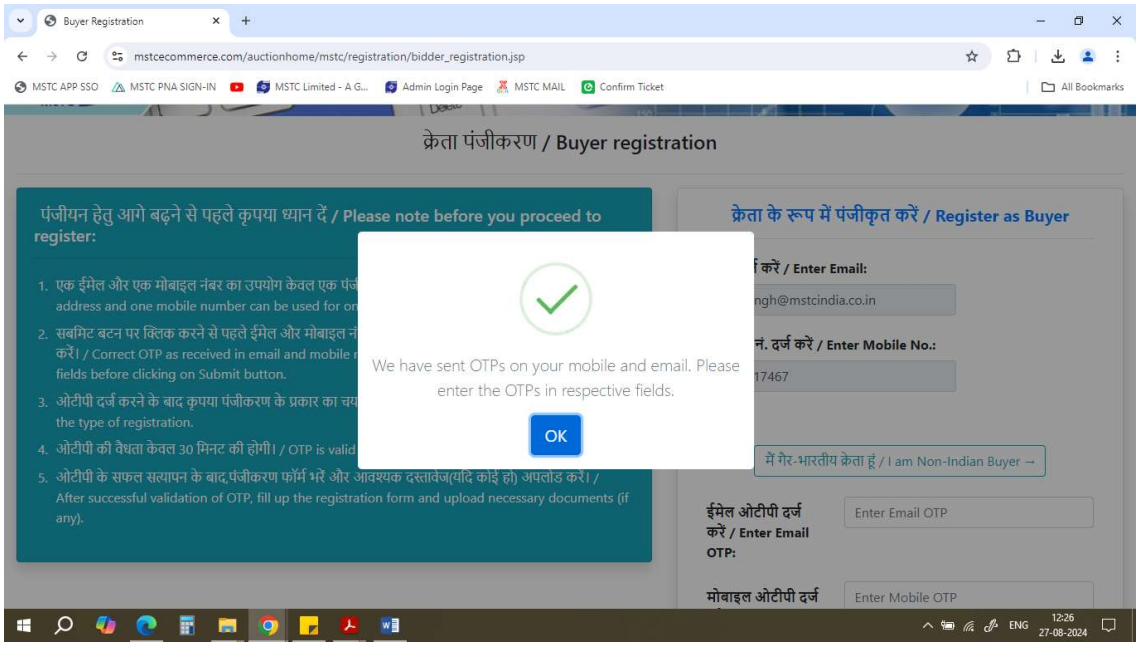
11. On the next page, kindly enter your “**Email**”, “**Phone Number**” and “**Captcha**”.



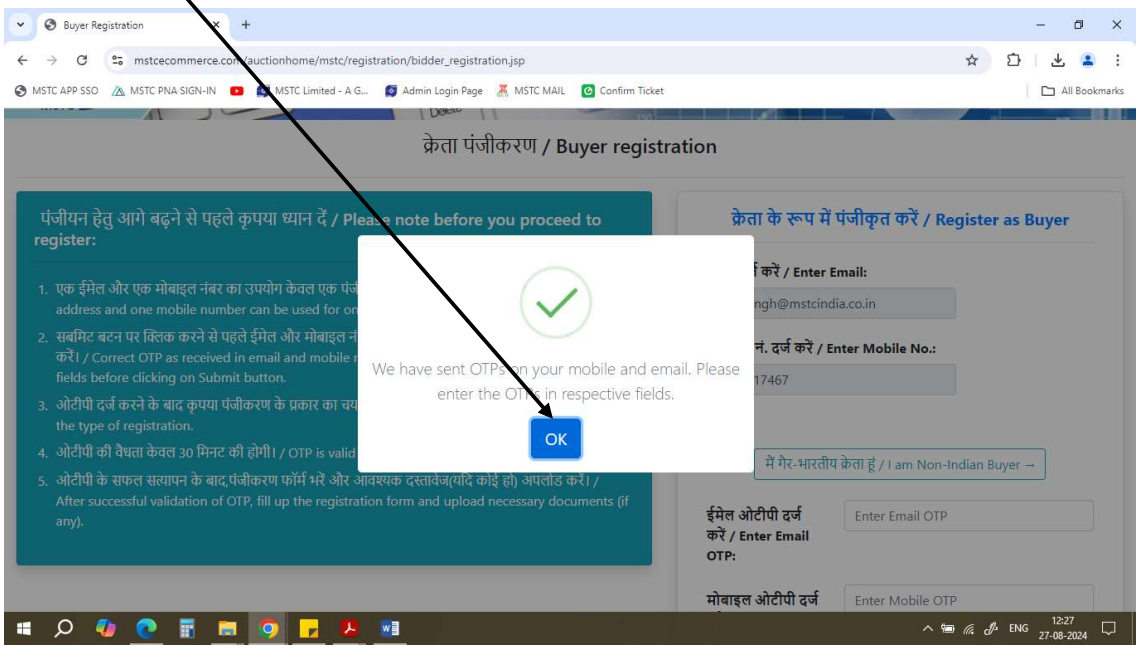
Click on “**Generate OTP**”



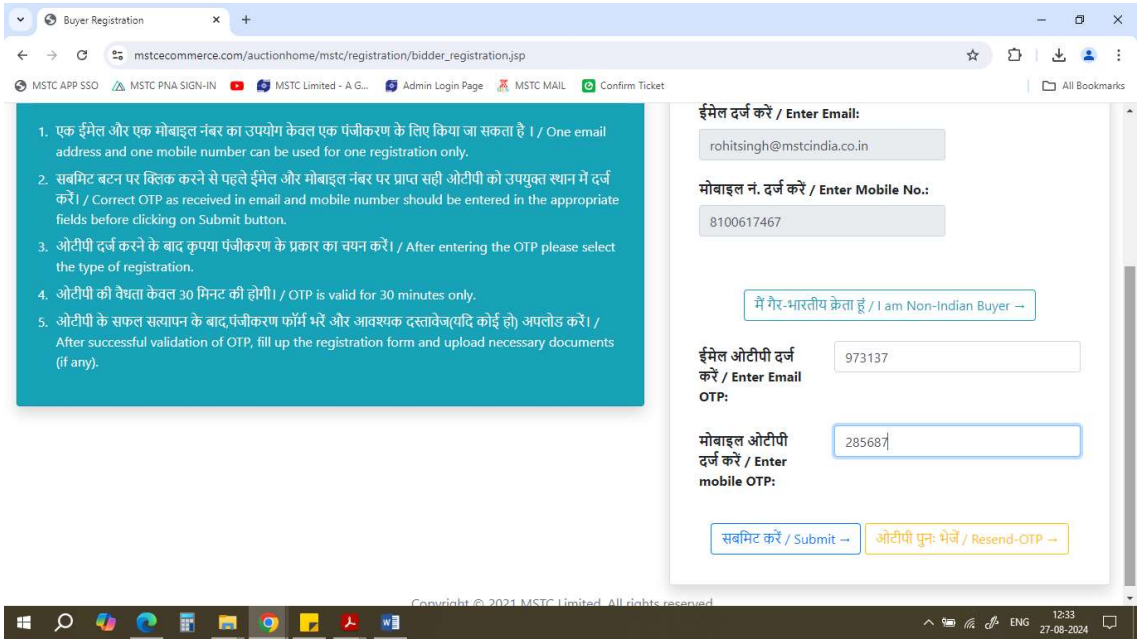
OTP shall be sent to the email id and phone number entered by you.



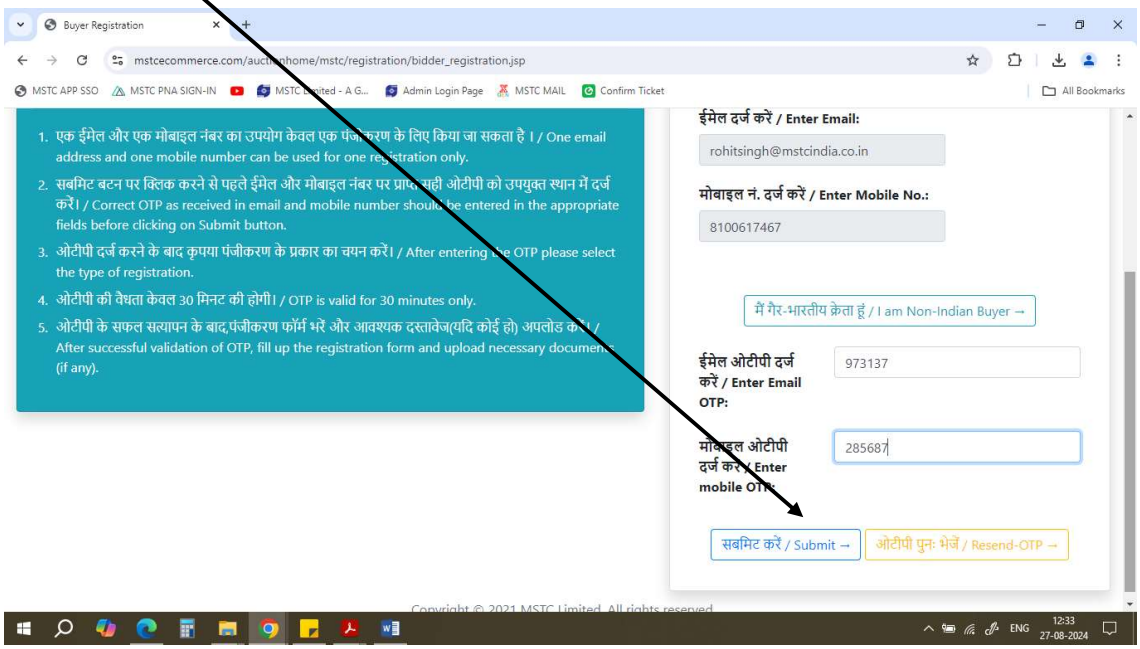
Click on **“Ok”**



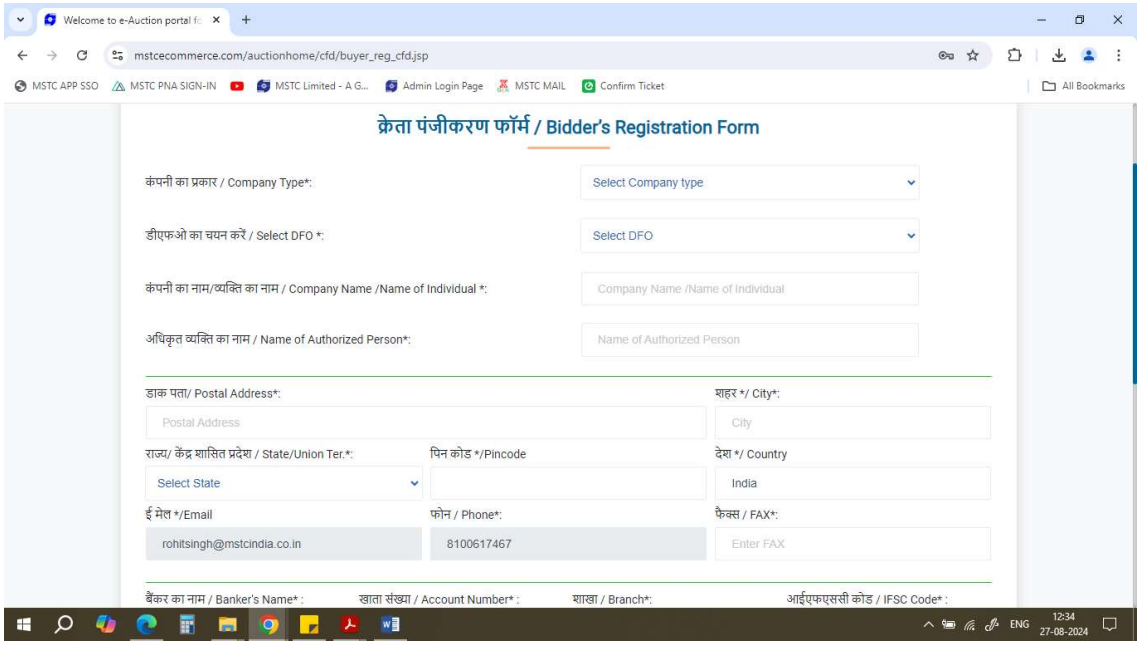
Enter the OTP received by you on your email and mobile.



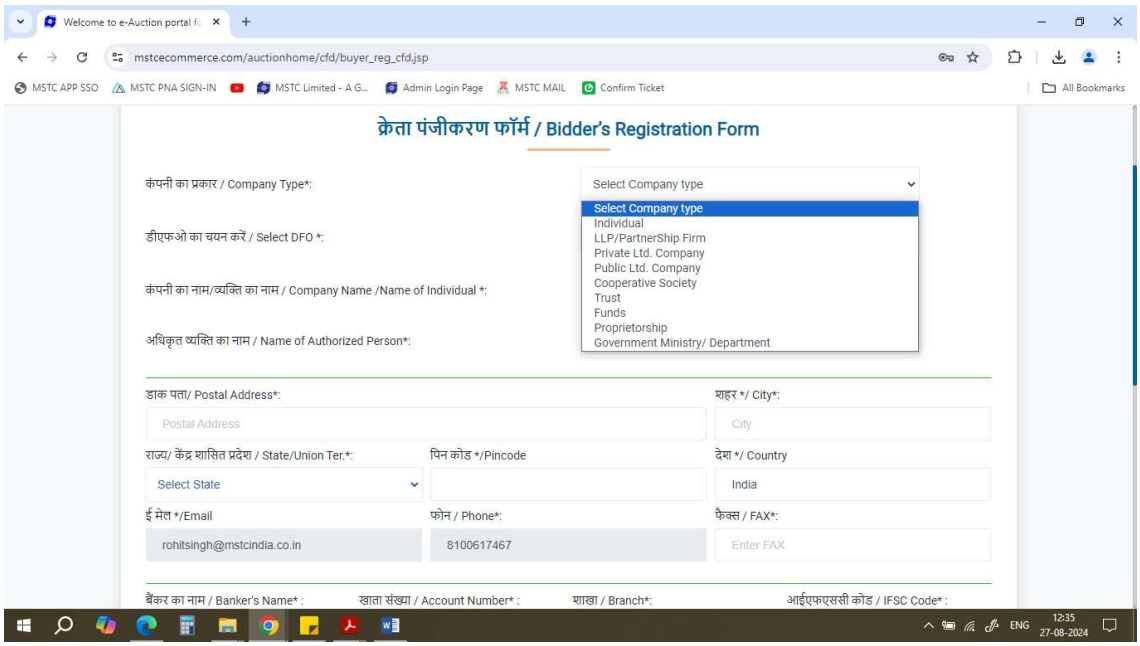
Click on “Submit”



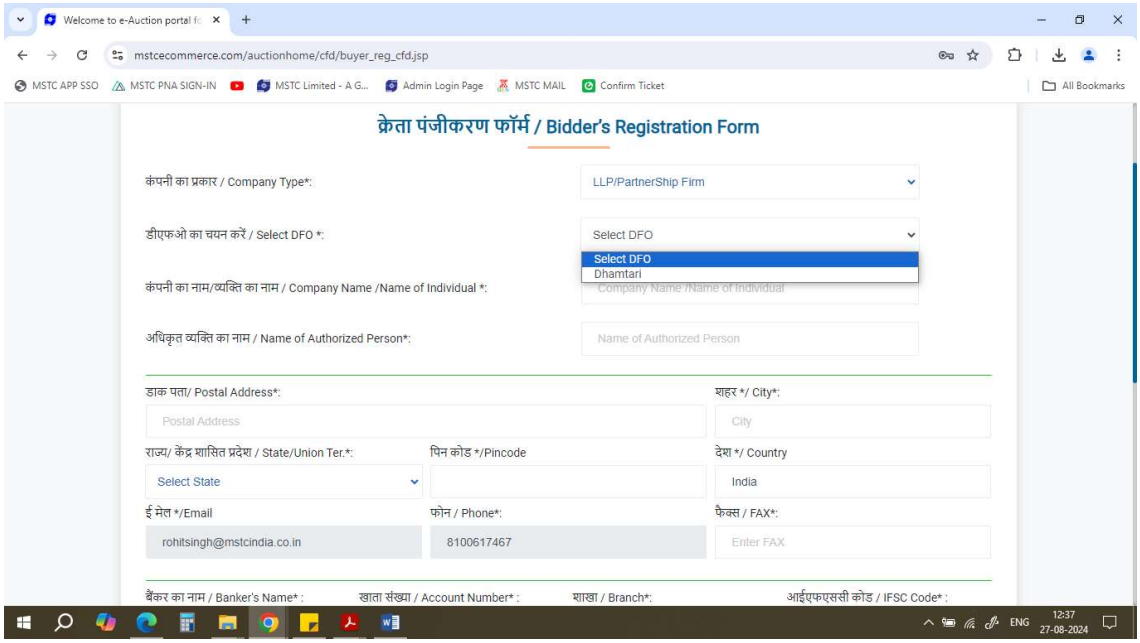
You will see “Bidder’s Registration Form” page.



Select the desired company type from the dropdown:



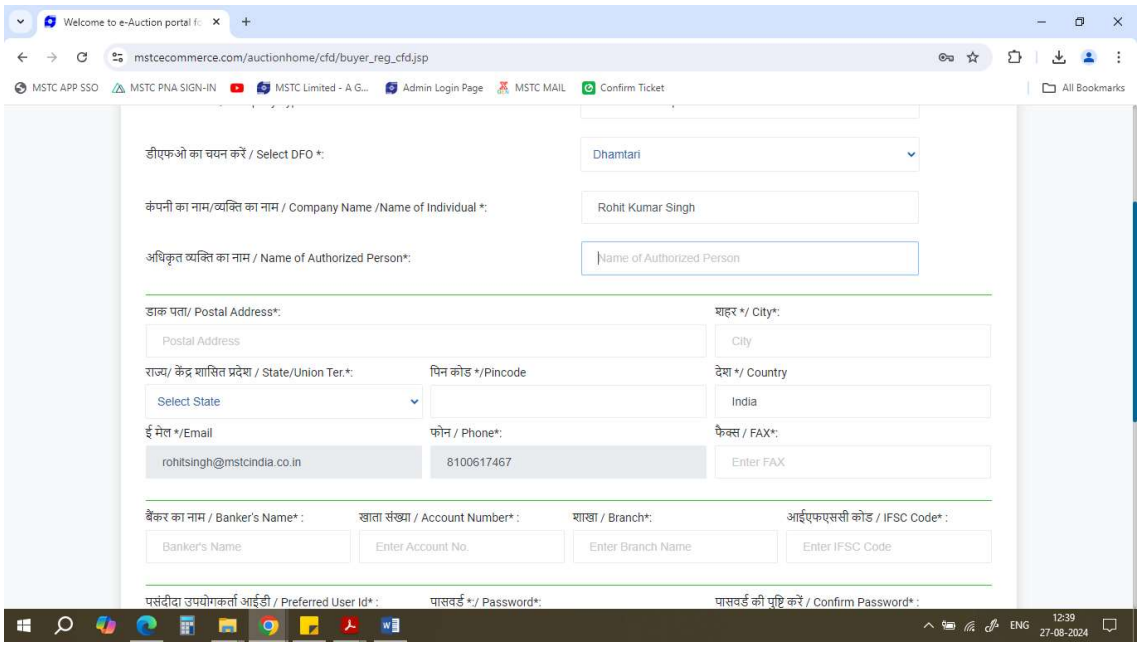
Select the desired DFO. Your id shall be registered with this DFO and you shall be required to pay your FOREST REGISTRATION FEE to this DFO.



Enter the “Company Name /Name of Individual *:”

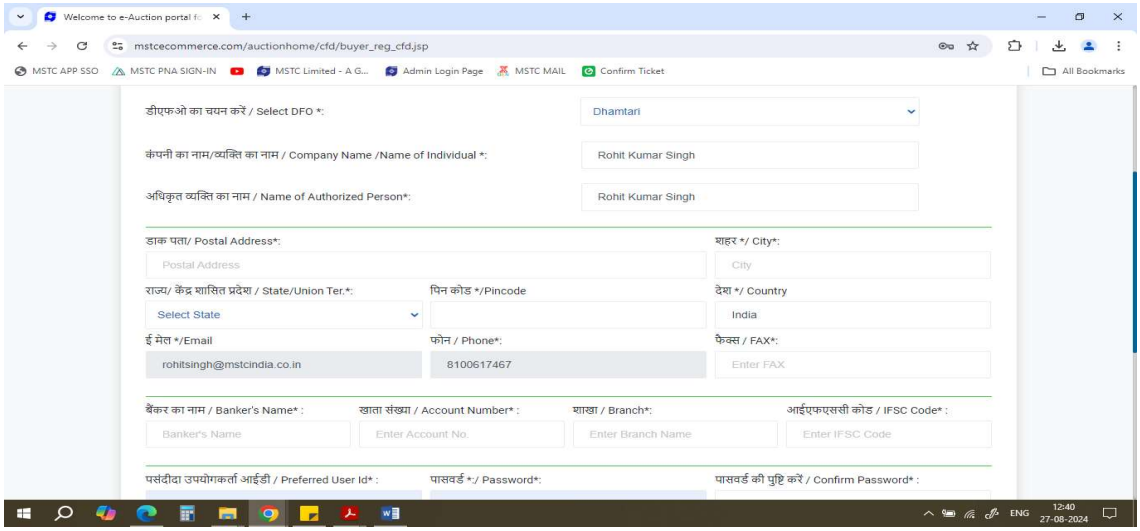
If you are registering a Company, kindly enter company name.

If you are registering as an Individual, kindly enter the person’s name.

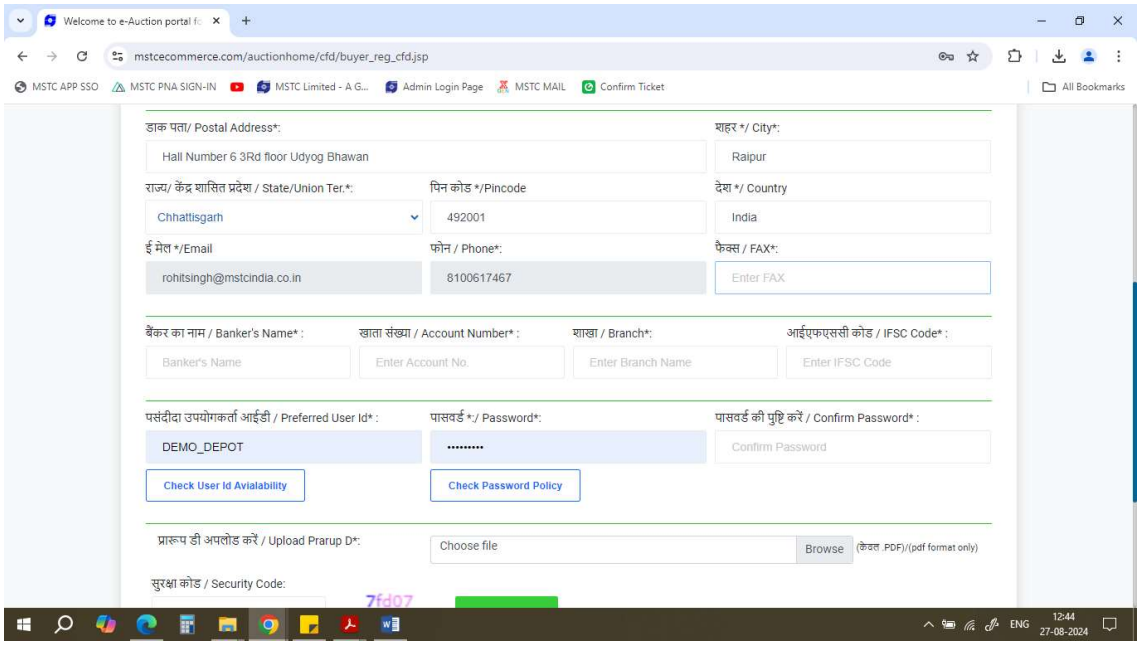


Kindly enter the name of the “Authorised Person”:

In case of an Individual, “Authorised Person” shall be same as the individual name, however, in case of firms (partnership, pvt ltd, llp etc) the authorised person can be a person who has been nominated by the firm or the partners to look after the day to day activities of the company.



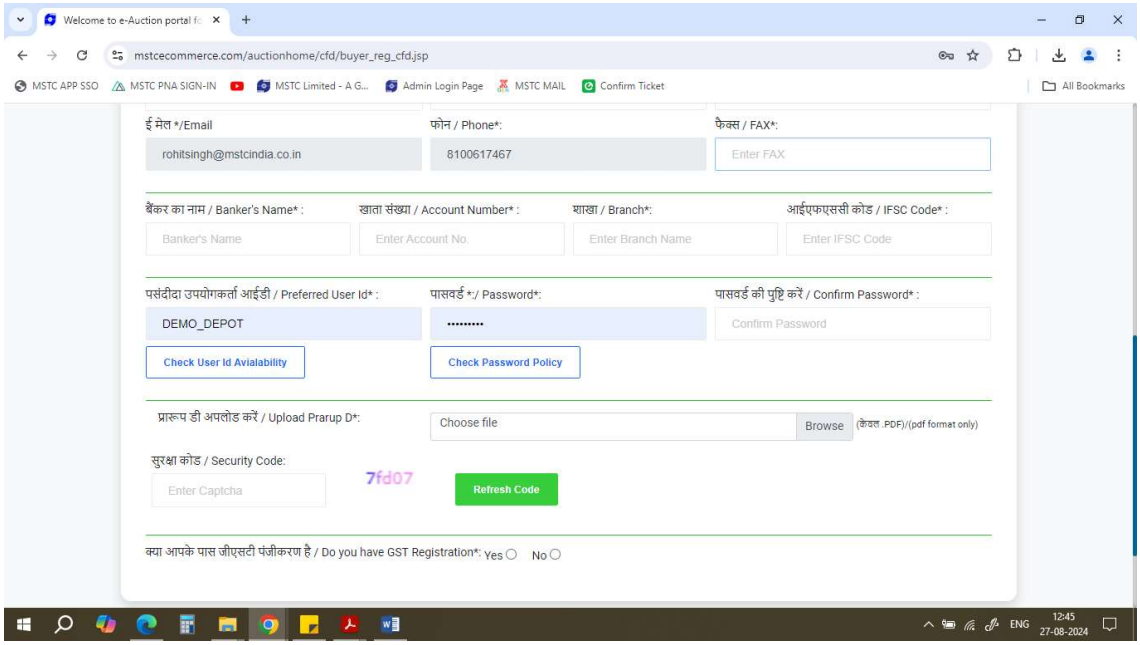
Kindly enter your/firm’s address and select the relevant State.



**FAX is not a mandatory field.

Enter your valid and active bank account details:

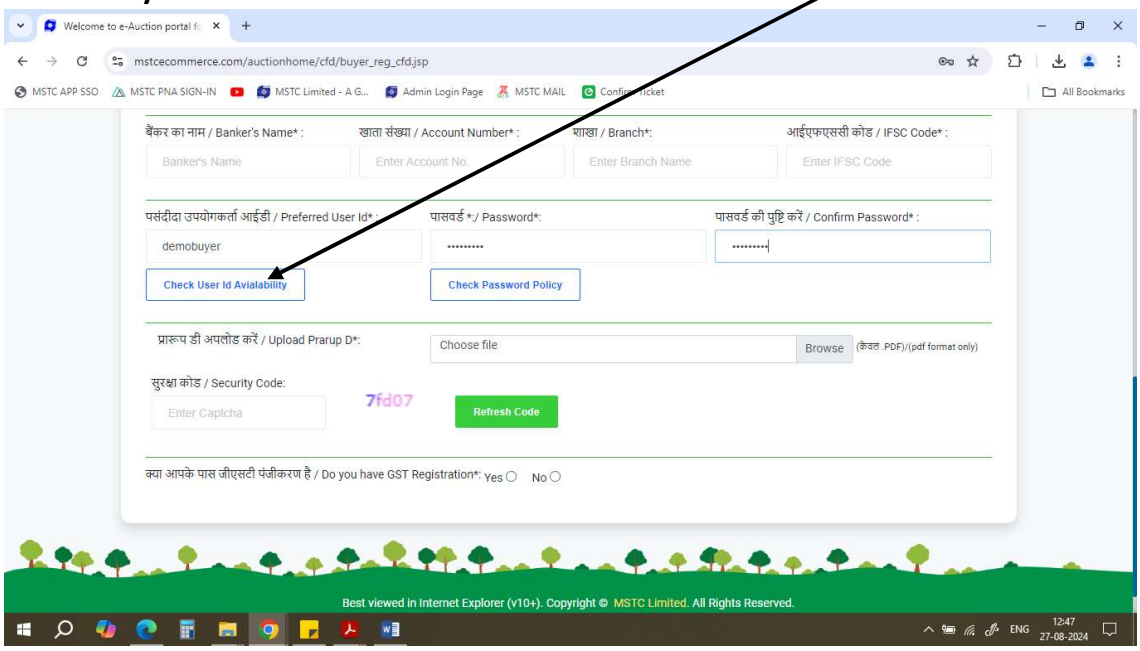
**All the transactions shall have to be done through this bank account only



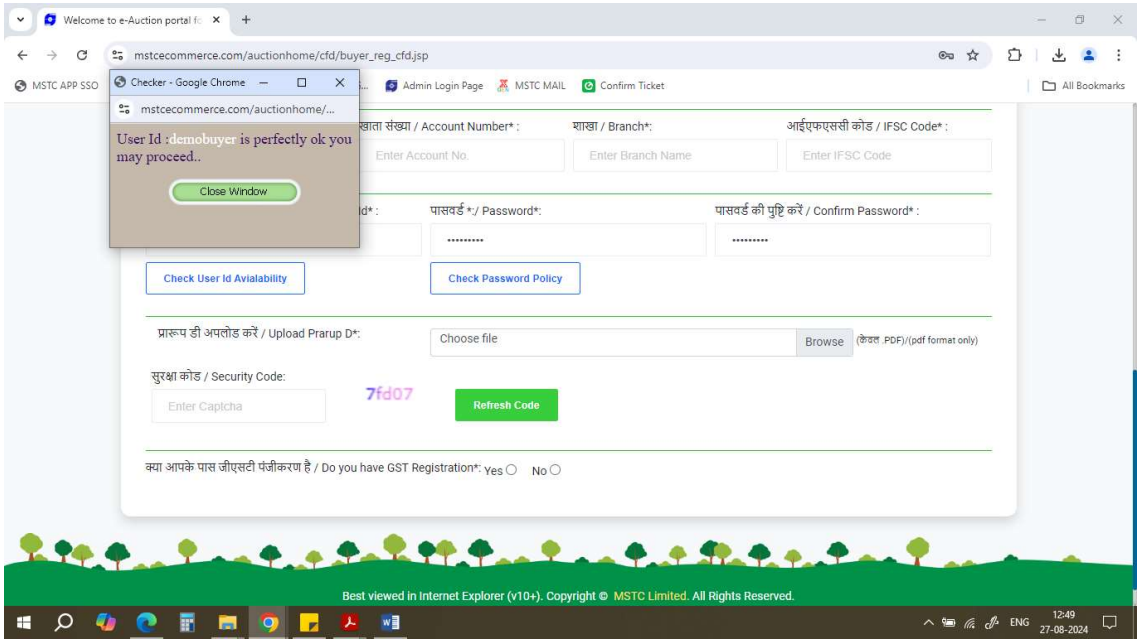
Enter your desired user id and password:

User id is alpha numeric and shall accept only characters “A-Z”, “a-z” and numbers “0-9”.

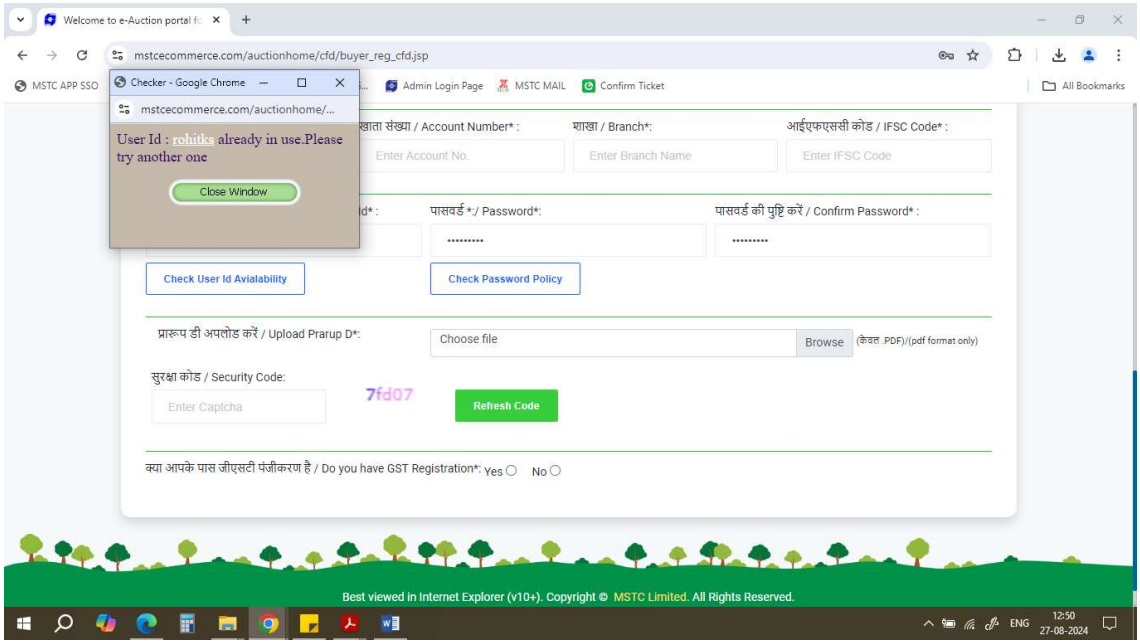
You may check availability of your desired user id through **“Check User Id Availability”**



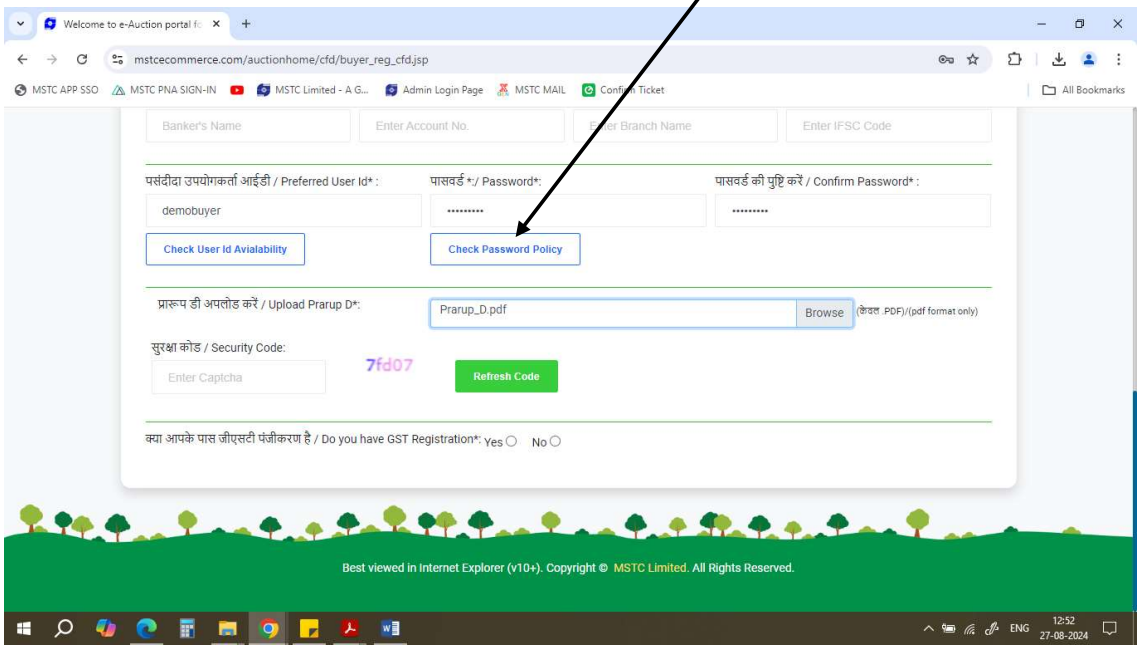
User id is available to use.



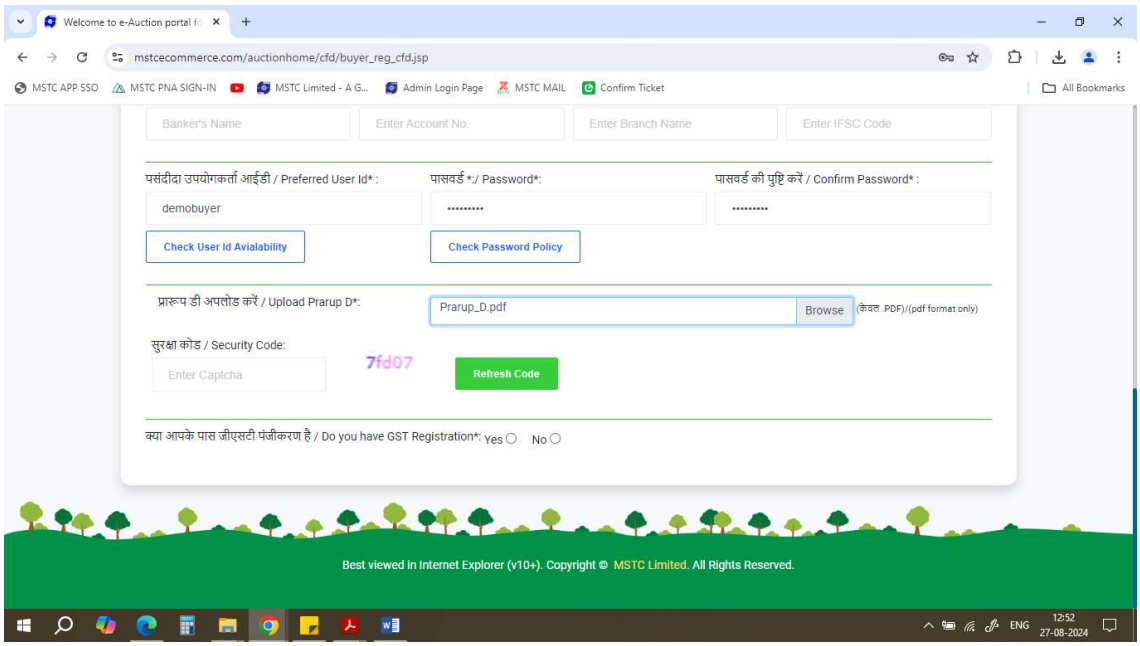
If the user id is already in use, you shall get the below message.



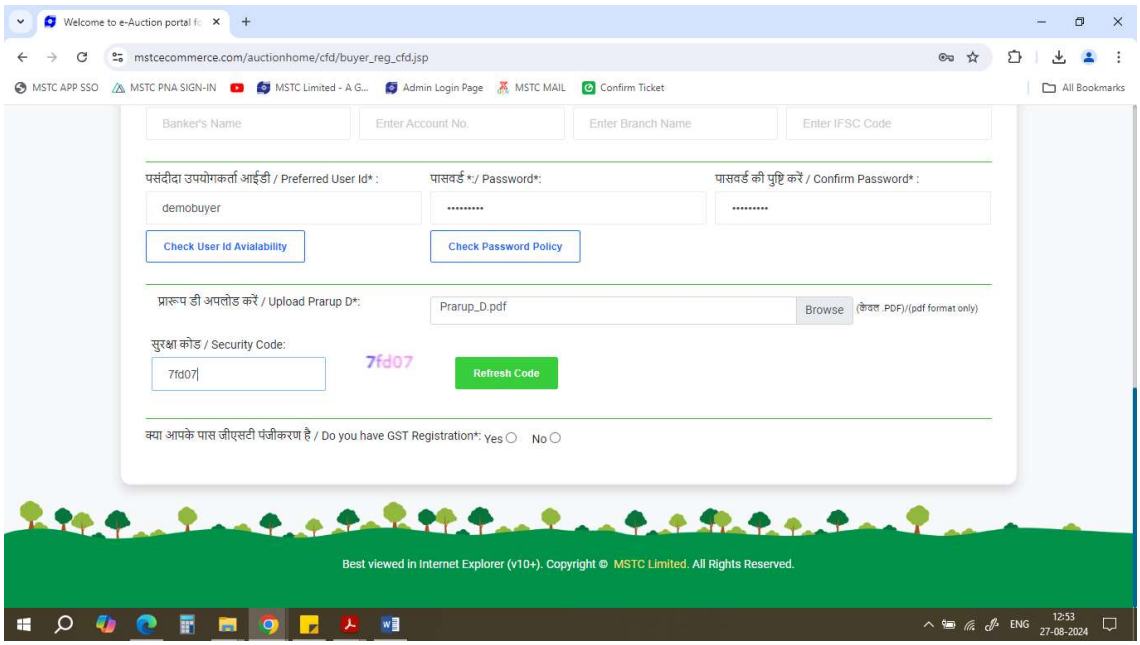
If your desired user id is available, you may proceed else change the user id and enter your desired password as per the password policy of MSTC. You may check the password policy of MSTC.



Once you have entered the password as per policy of MSTC. Select browse and Upload the completely filled “Prarup D”:

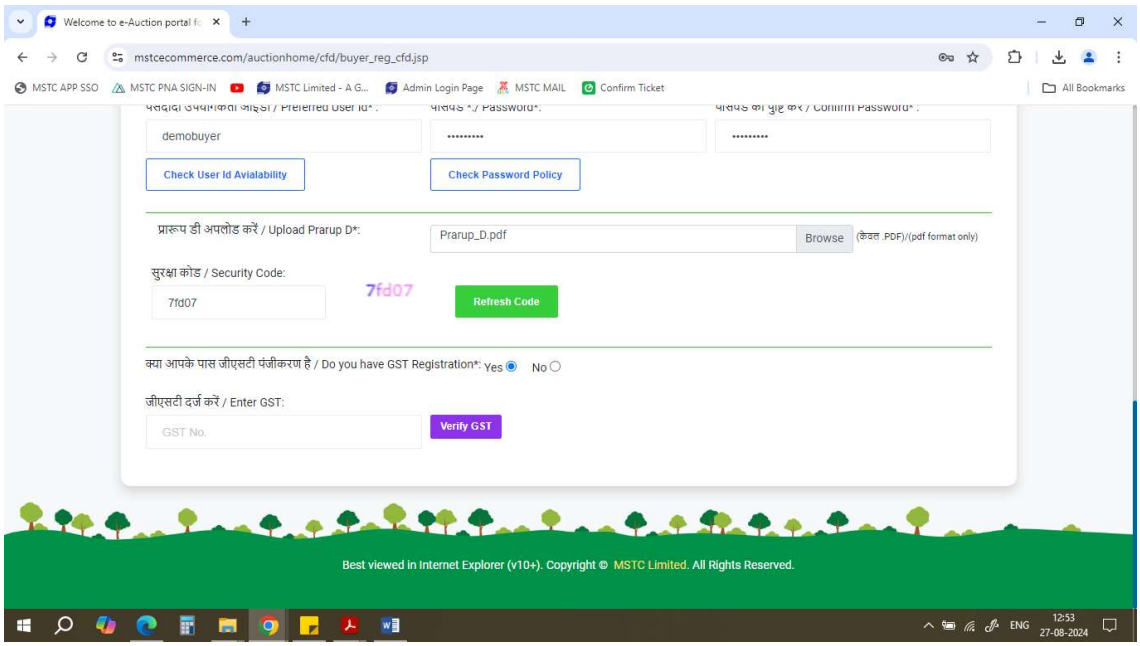


Enter the Security Code:

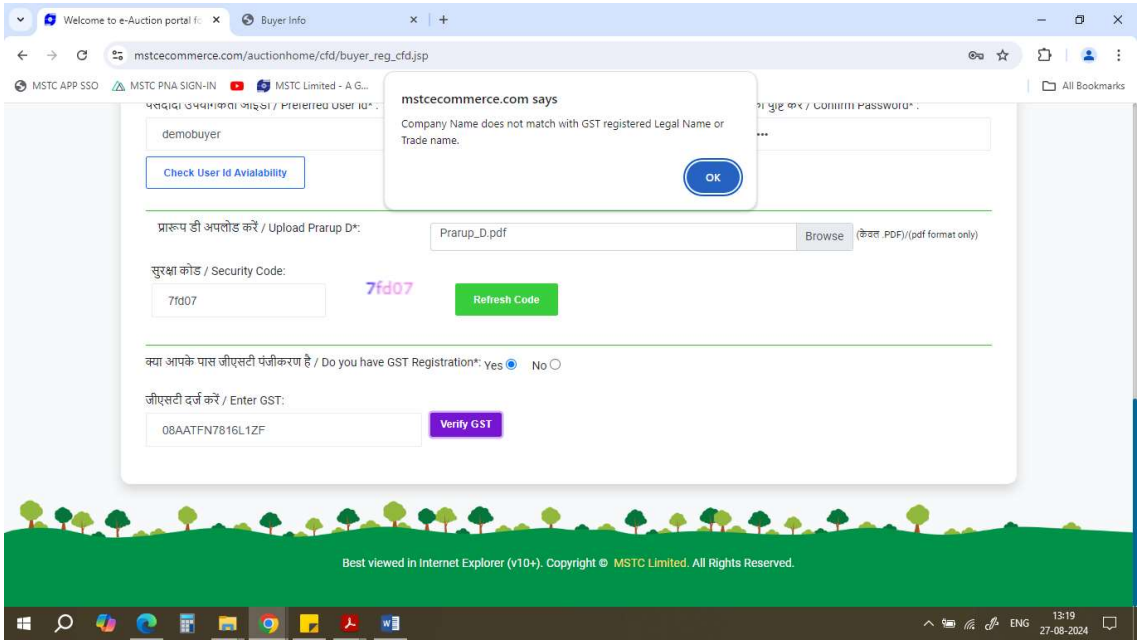


In the next Step, Select if you have a GST registration number:

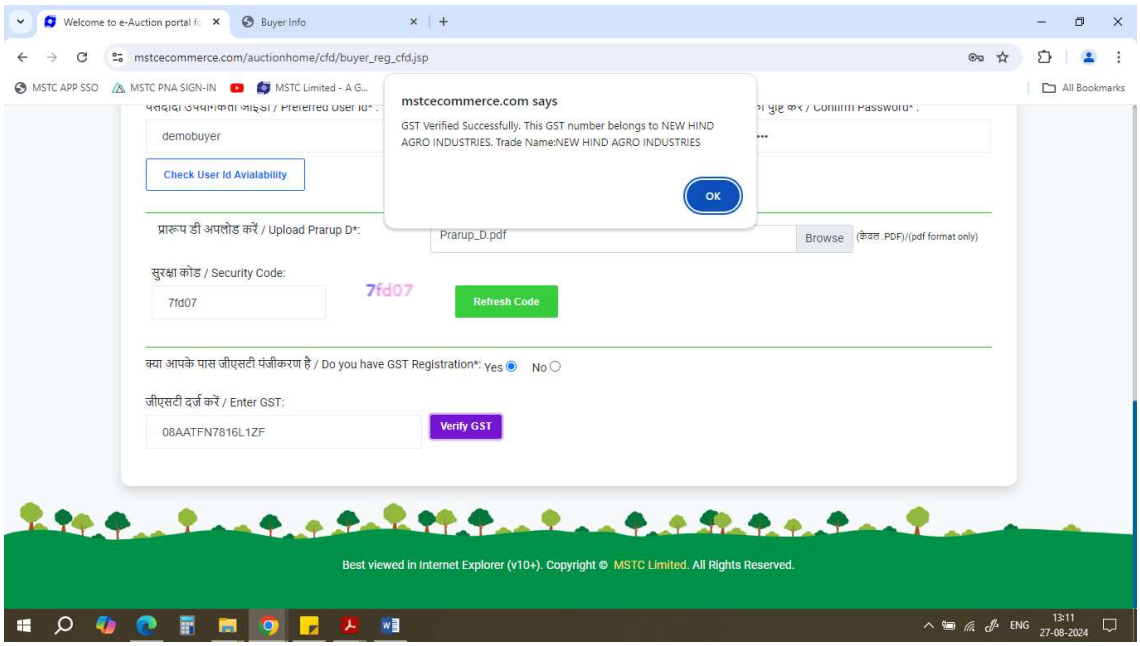
If yes, enter your GST number and click on verify GST



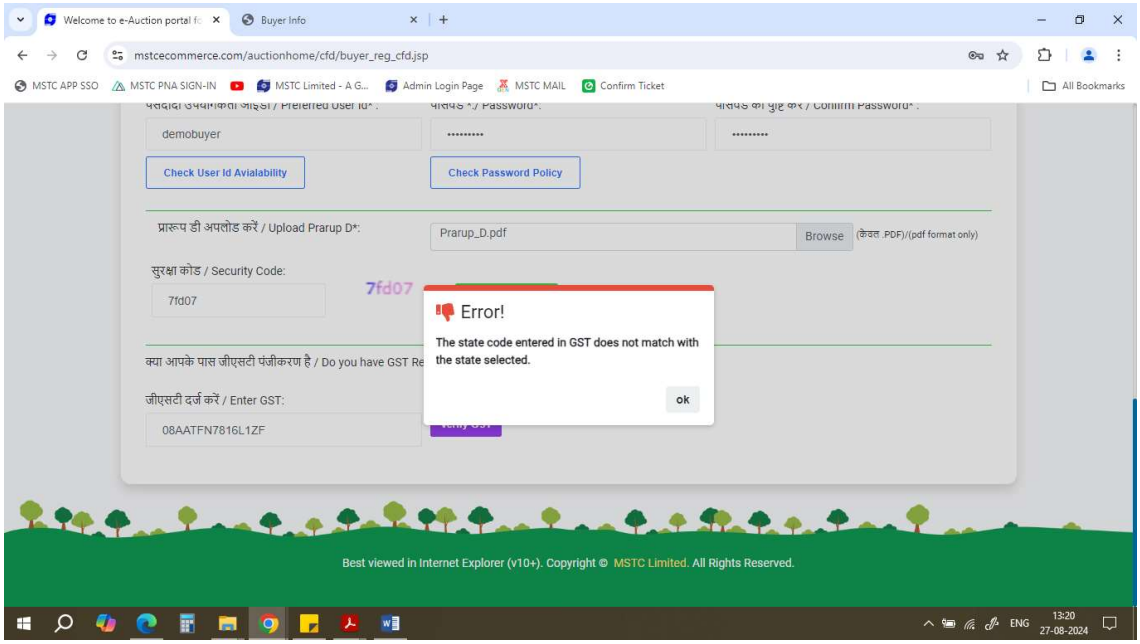
Kindly ensure that the company name entered by you matches exactly with the name printed on your GST certificate. Else below error will be thrown.



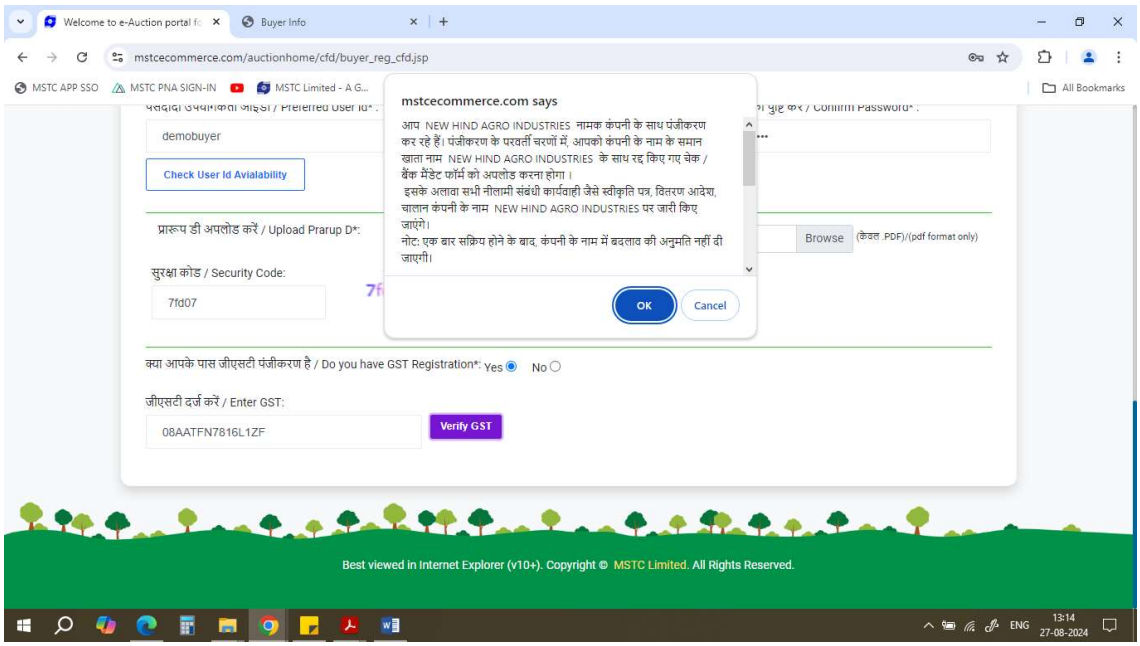
If the name matches with the name on GST certificate, successful message shall be displayed.



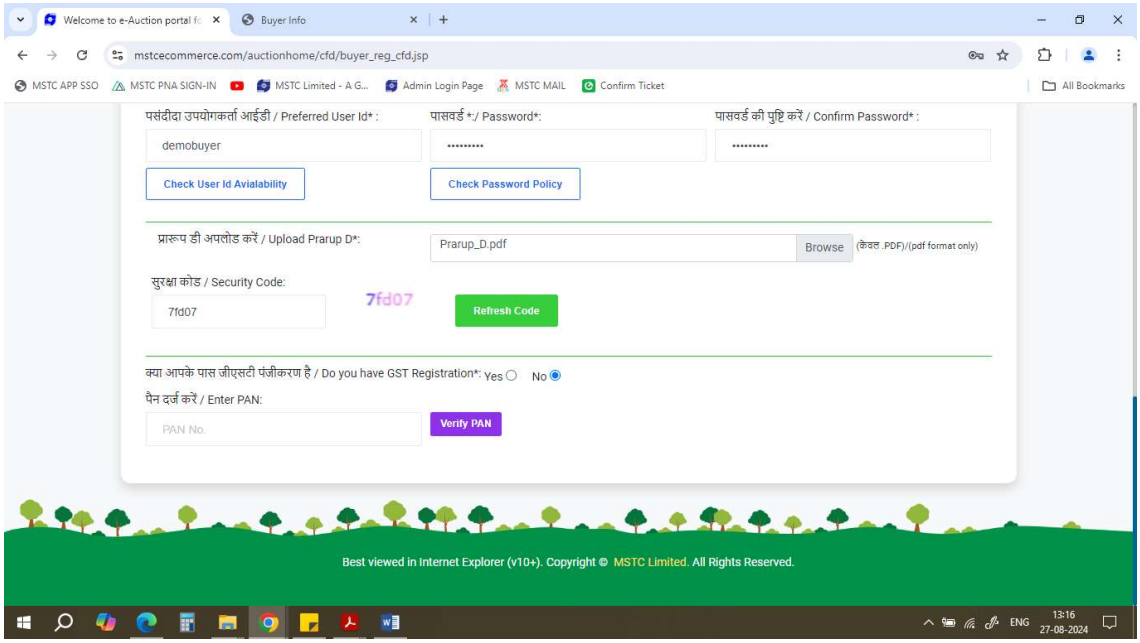
If there is a mismatch between State (in address field) and State Code of GST, the below error shall be shown.



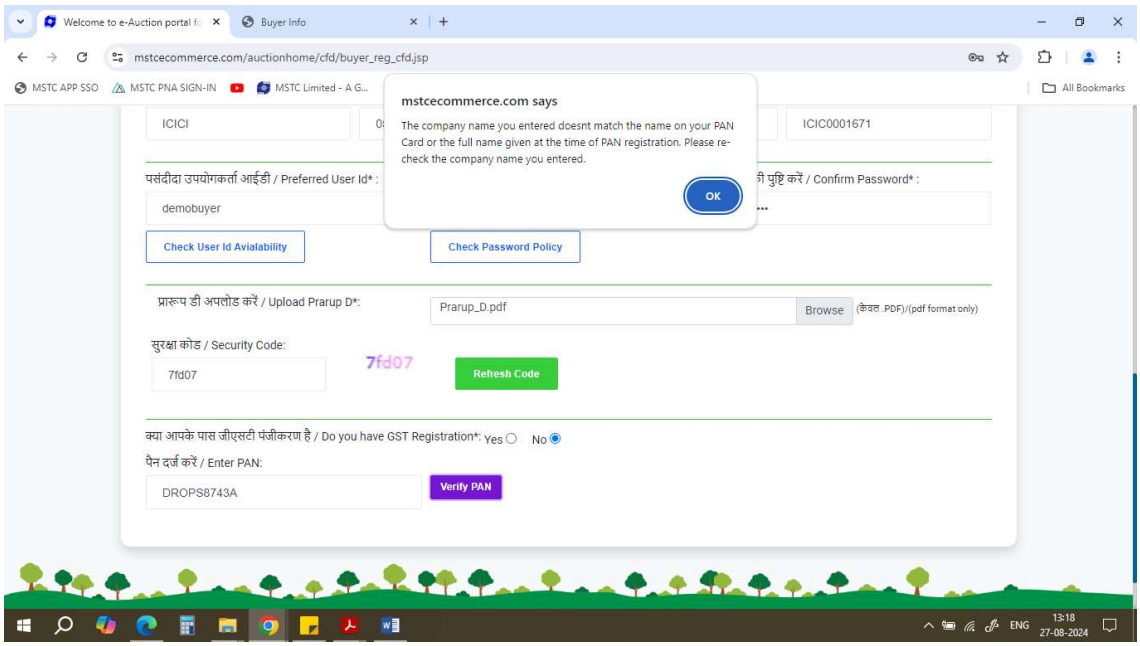
Kindly note that in no case company name shall be modified once registered and hence, kindly make sure that you have entered the correct company and GST.



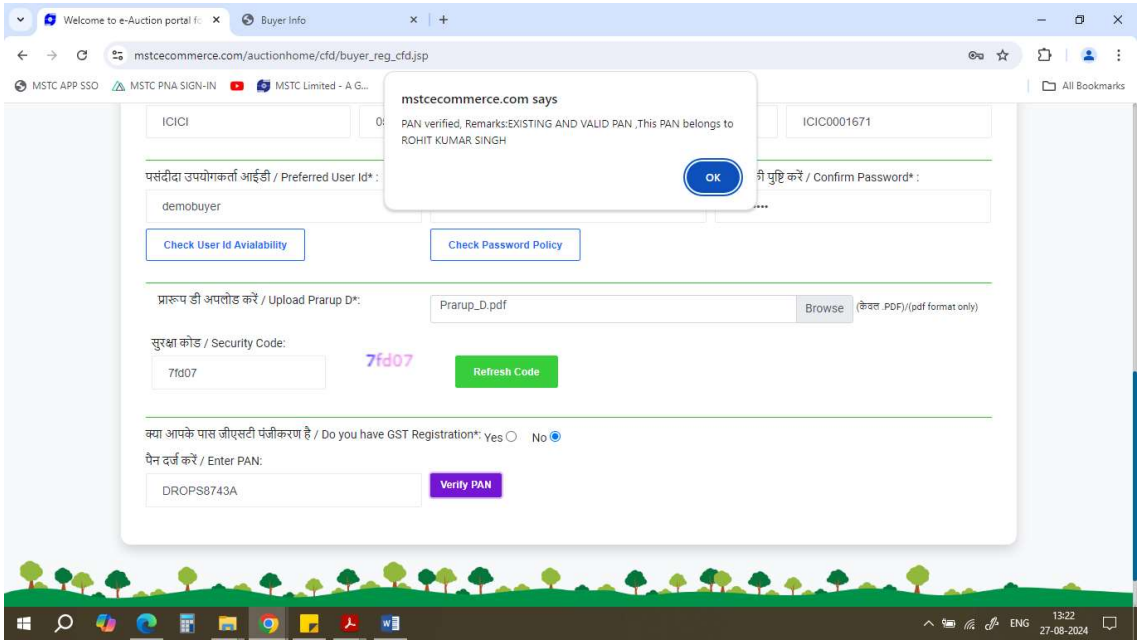
If you do not have GST Registration, kindly select “No” and enter your PAN number.



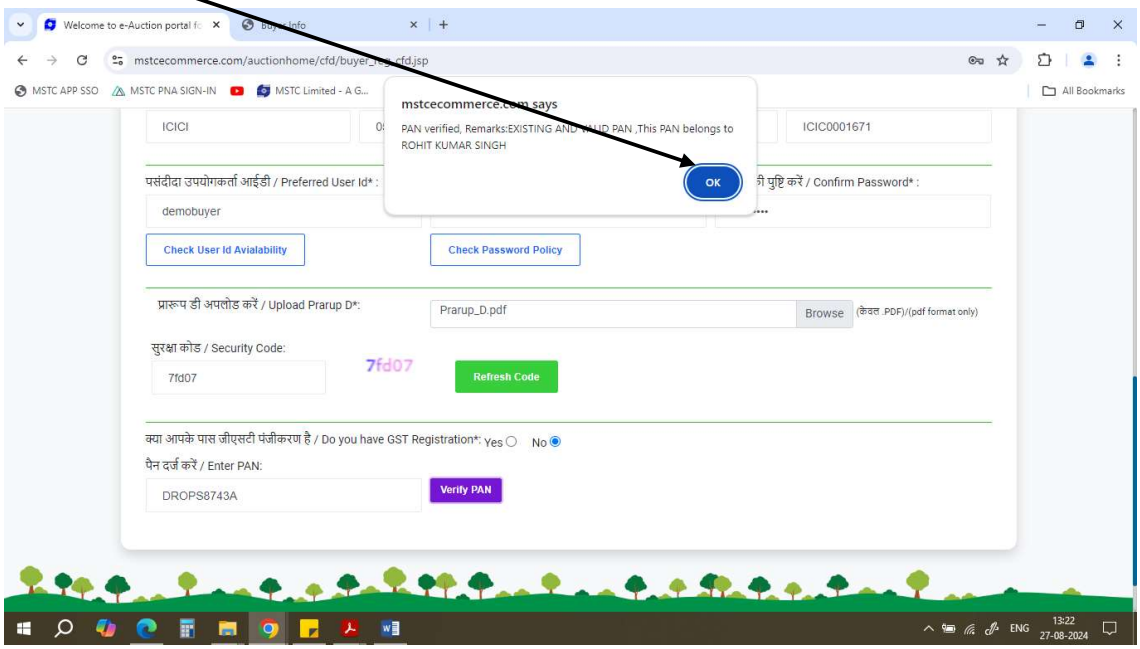
Kindly click on “Verify Pan” once you have entered the PAN number. Kindly make sure that the Name entered in the form matches exactly with the name on your PAN otherwise it will throw the below error.



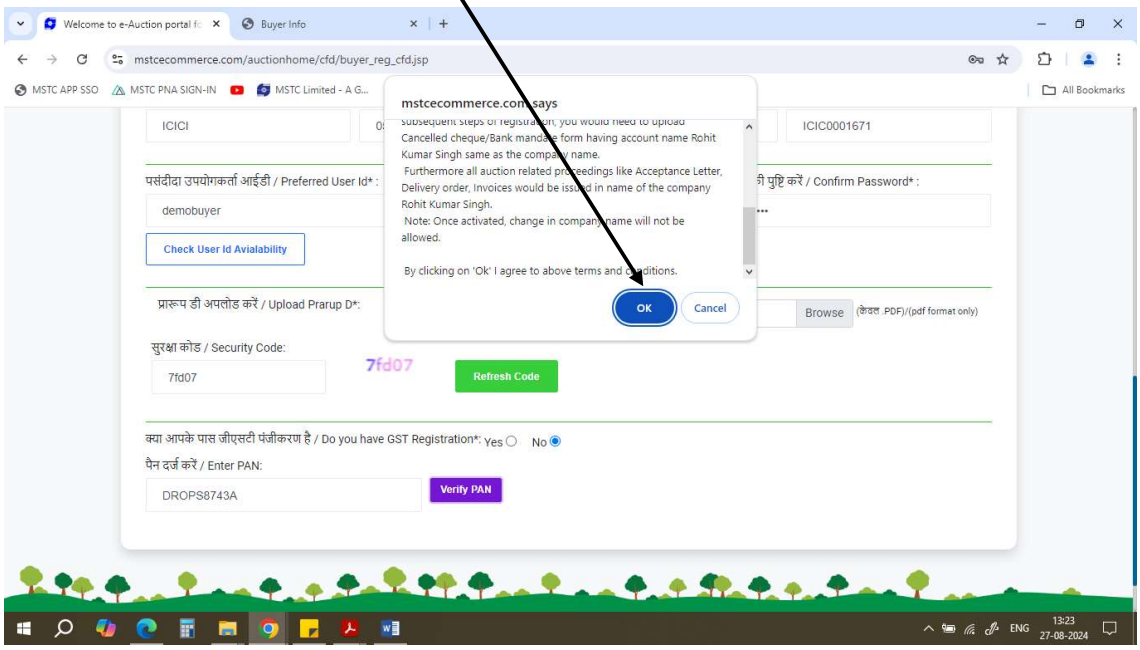
If the name matches with that available on your PAN, successful message shall be displayed.



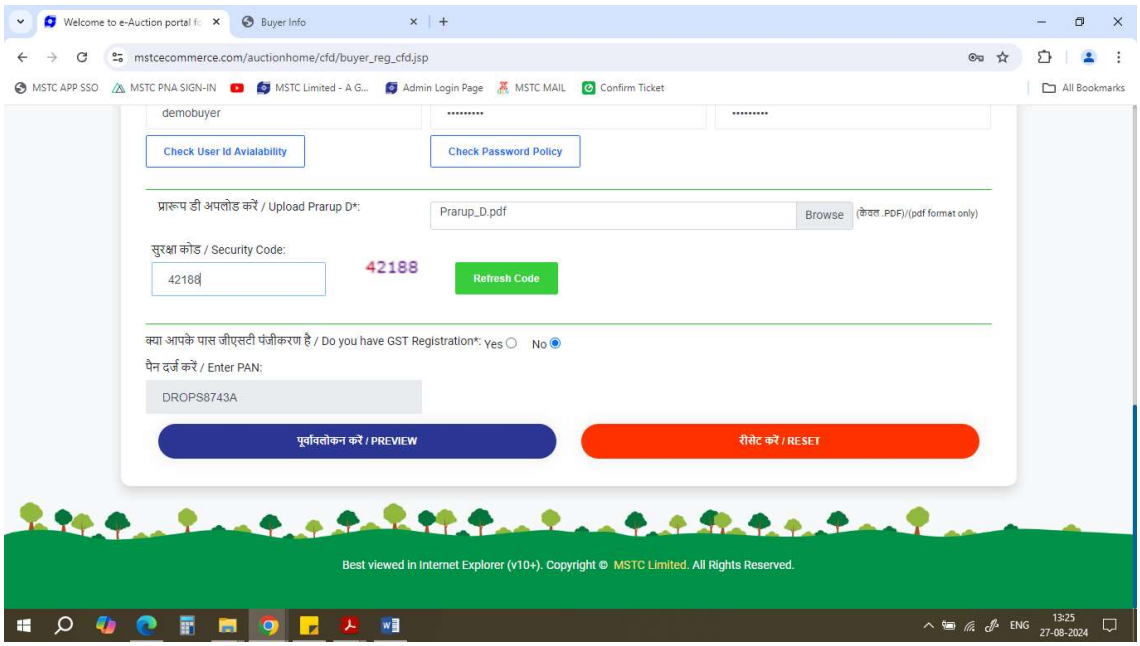
Click on “Ok”



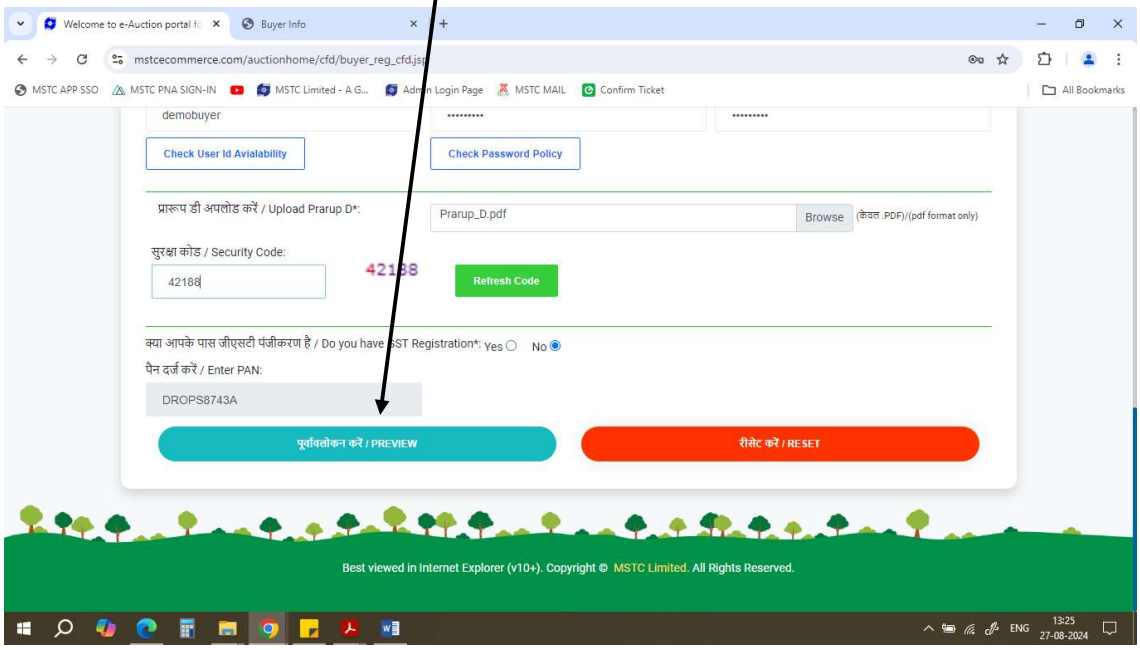
In the next pop up, Click on “Ok”



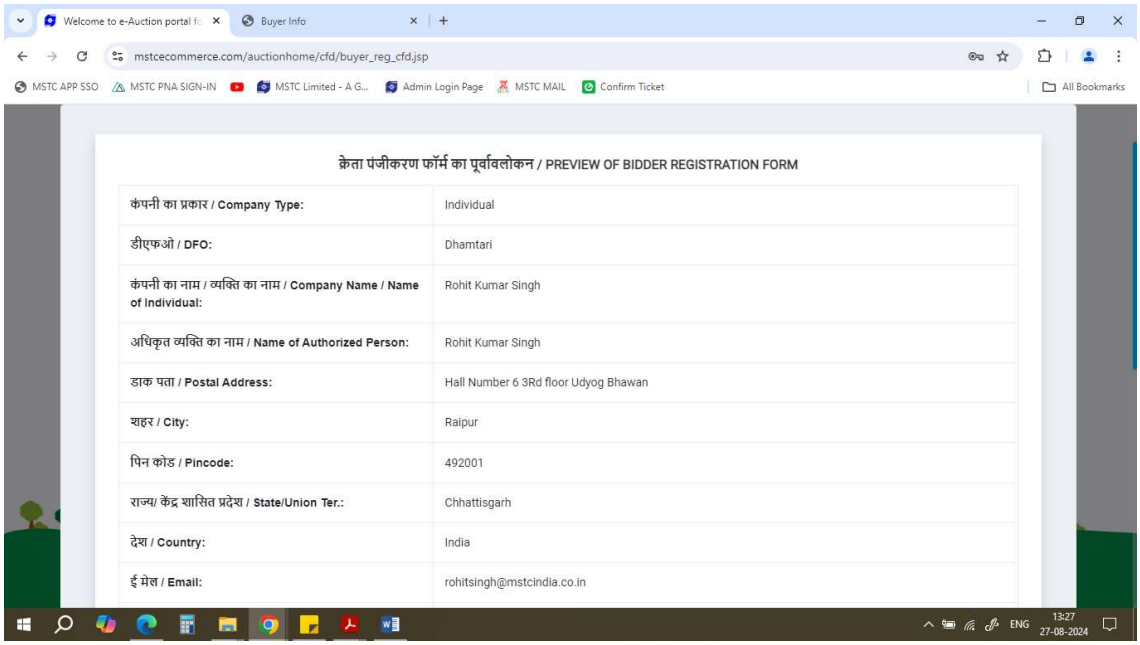
If you want to reset the form and fill it again, click on “Reset”.



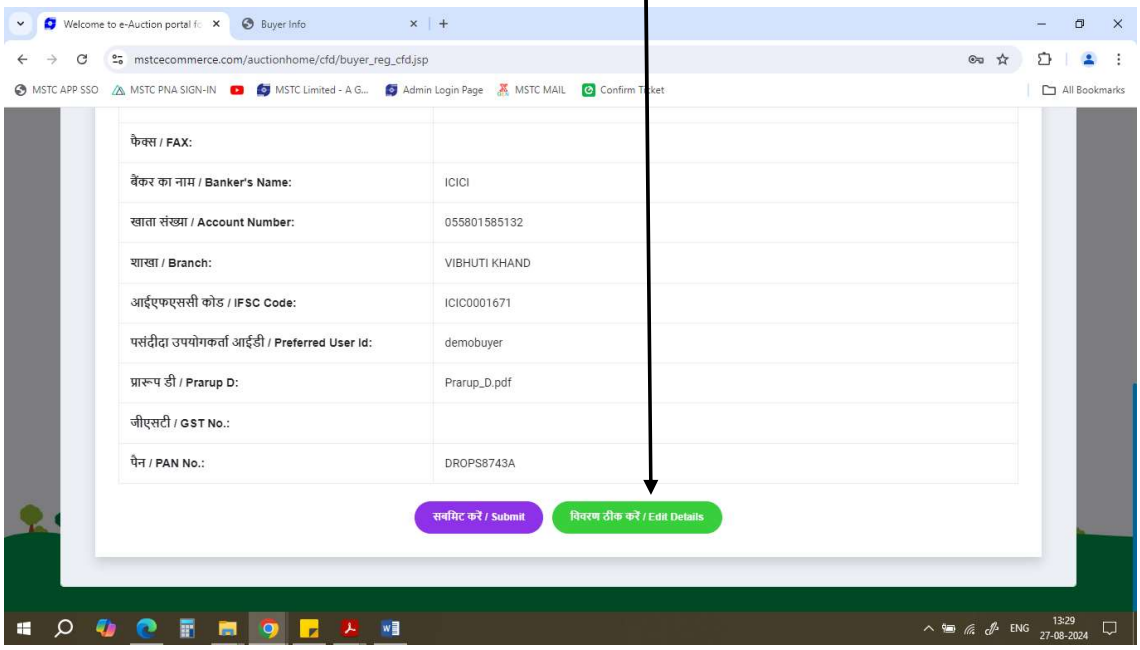
If there are no corrections to be made, to Preview the data, click on Preview.



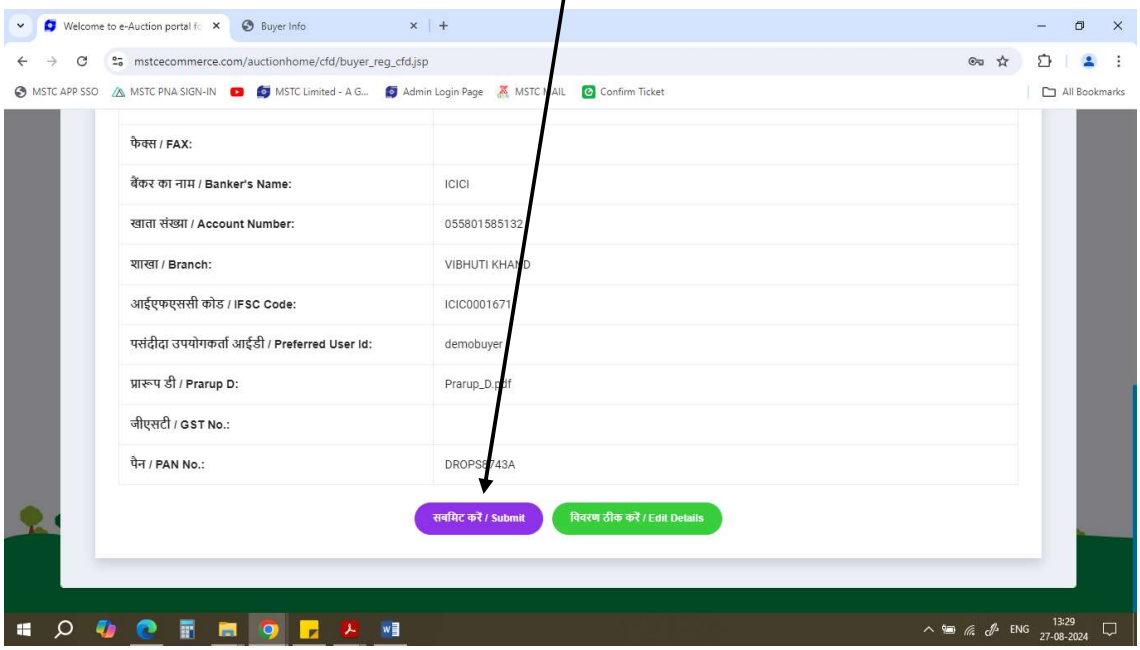
In the pop up, the details entered by you in the form shall be shown. Kindly carefully check the data



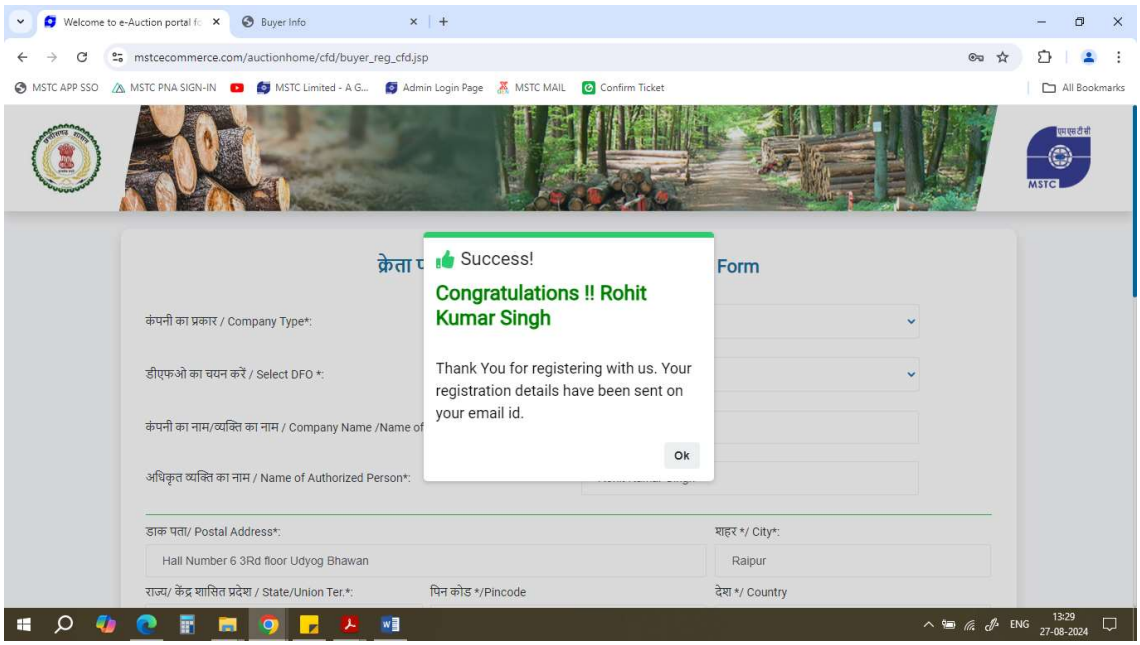
If you wish to edit any details, click on **"Edit details".**



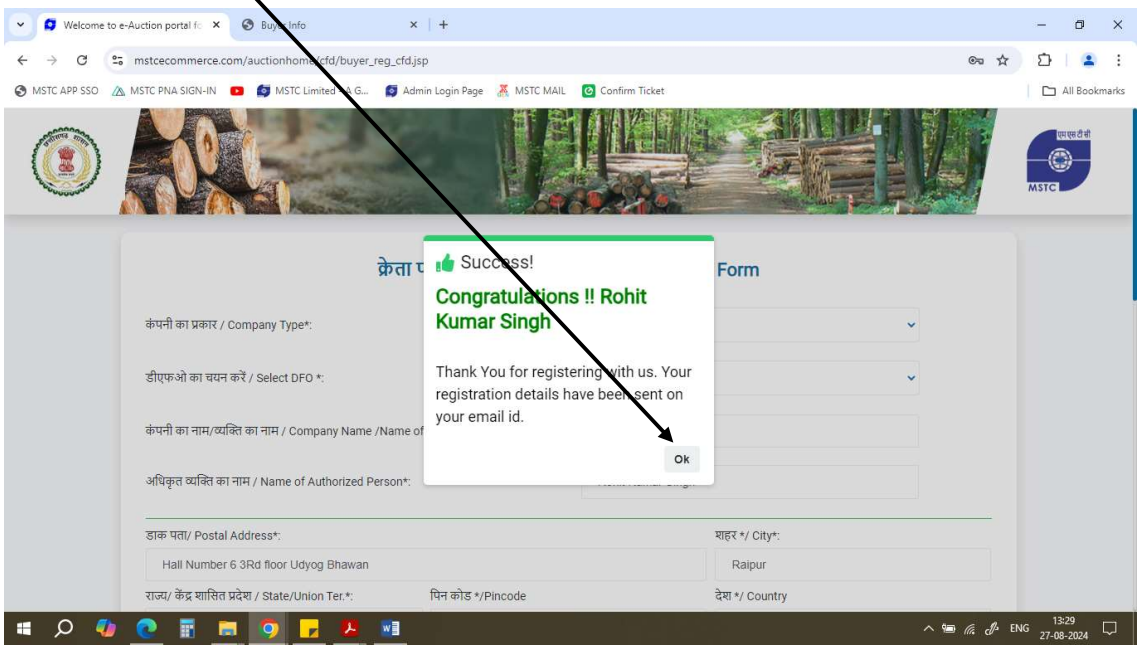
If no changes are to be made, Click on **"Submit".**

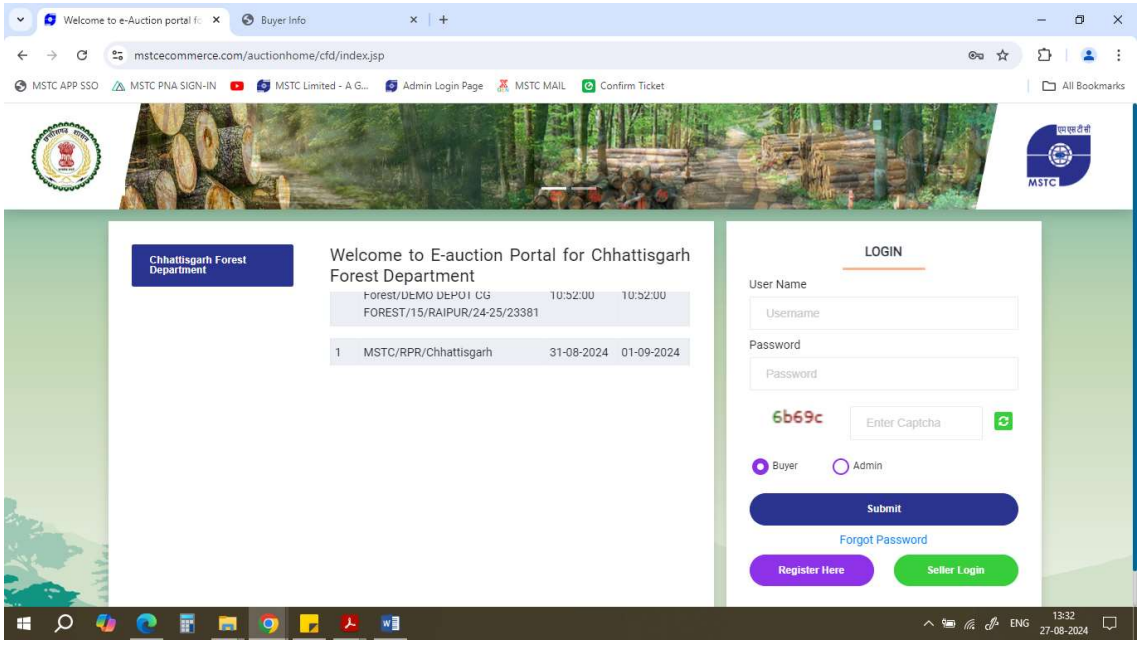


On Submitting the details, the below message shall be shown.

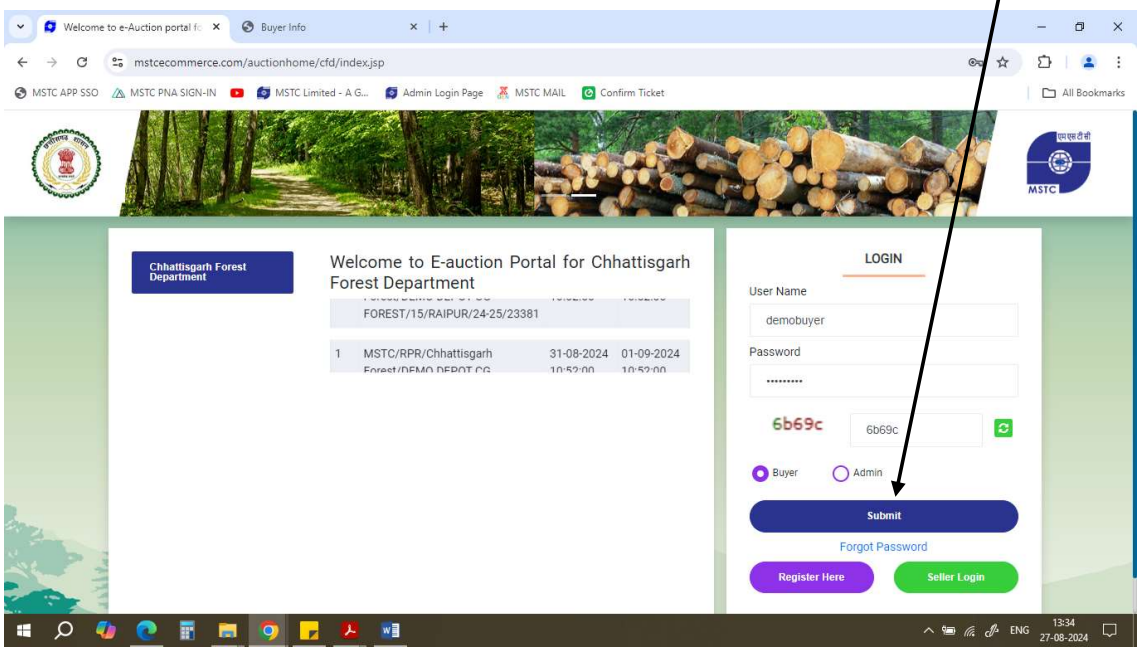


On clicking “Ok” you shall be directed to the login page.

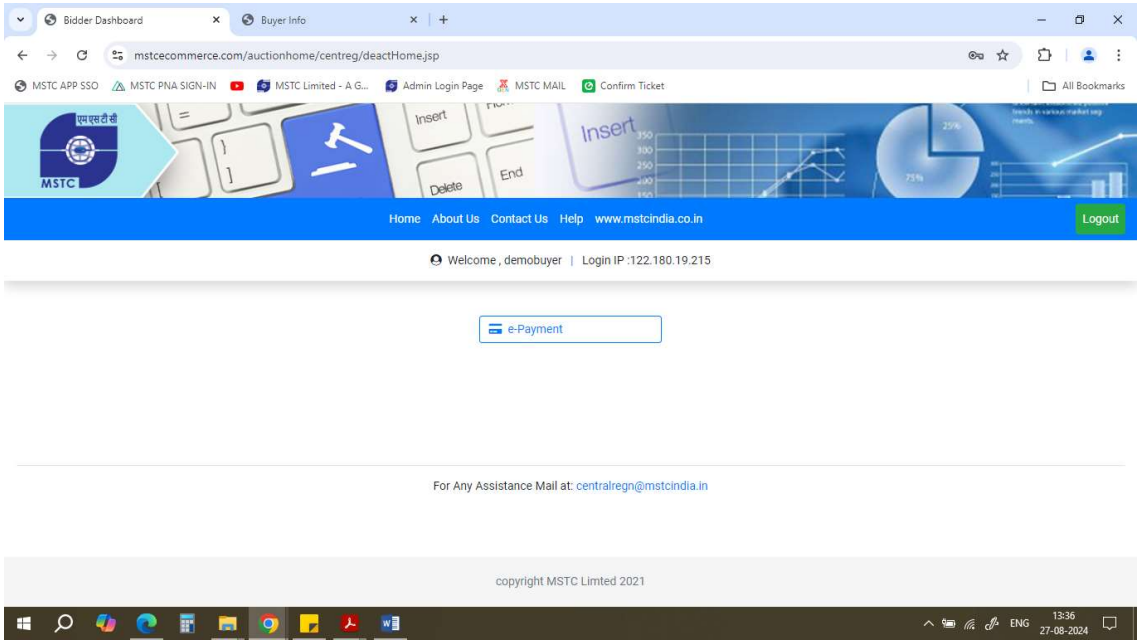




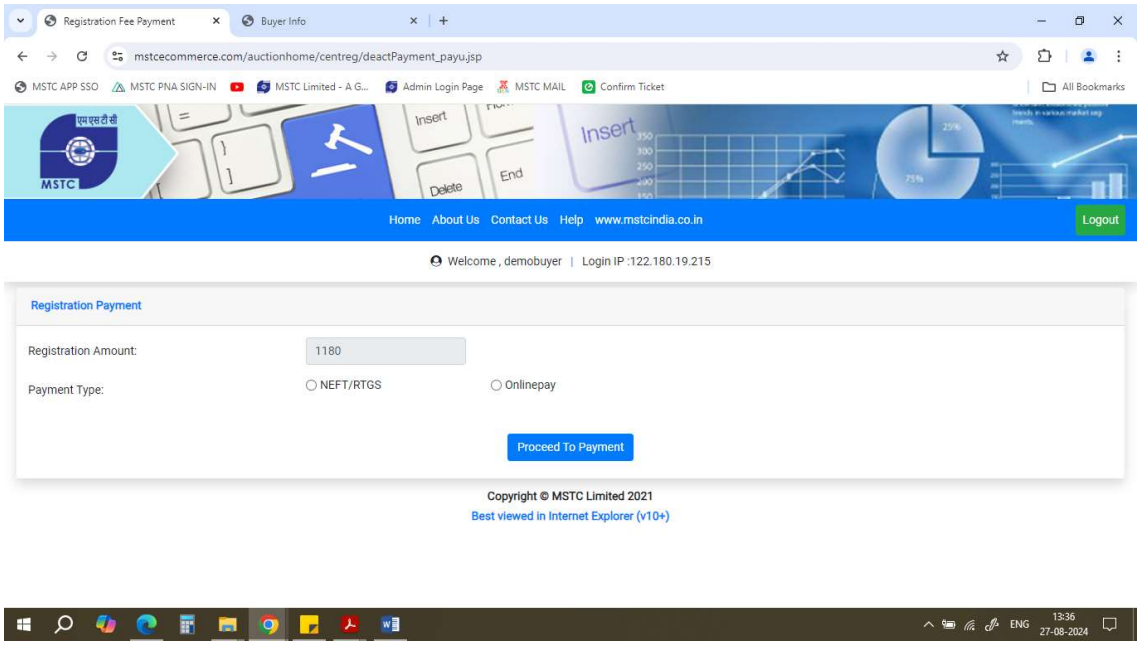
Login with your user id & password and enter the Captcha and click on Submit.



In the next page, you shall be able to see **“e-Payment”** link to pay MSTC registration fee.

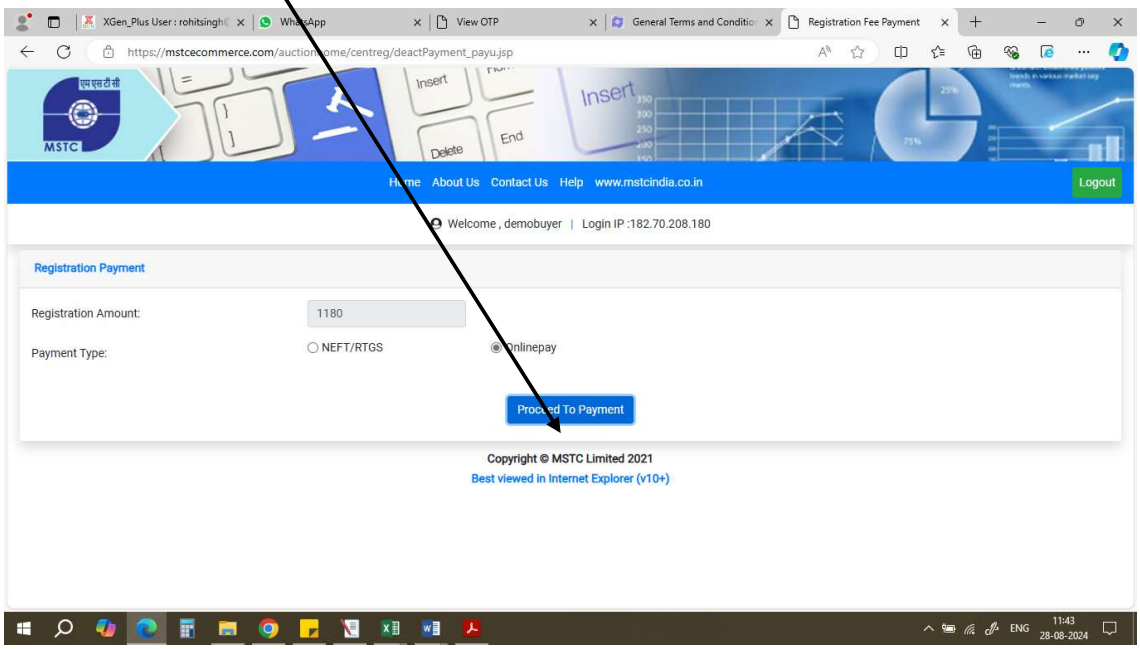


Click on **“e-Payment”** and make the payment through the options available.

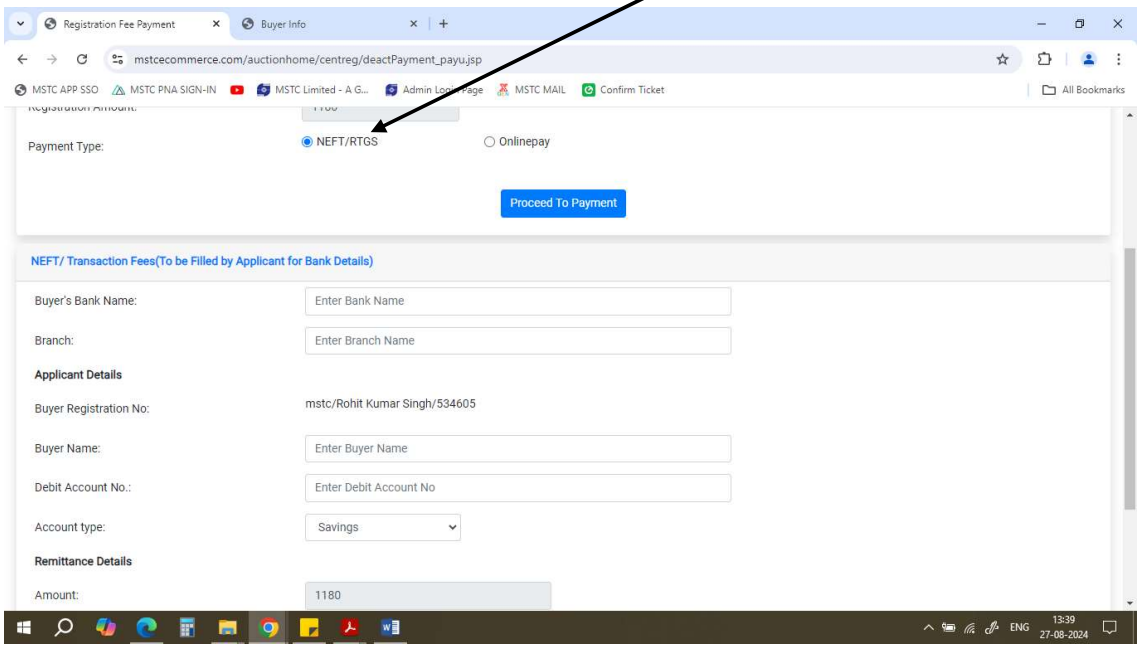


From the below options select “**NEFT/RTGS**” or “**Onlinepay**”.

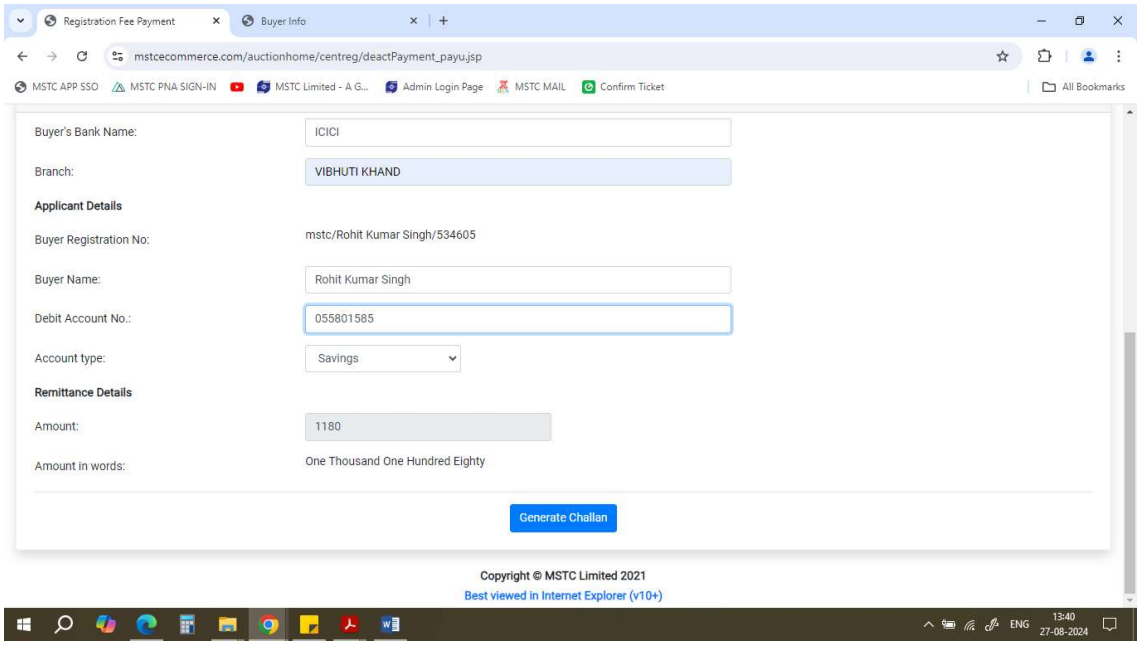
If you wish to make the payment online, select “**Onlinepay**” and click on “**Proceed To Payment**” you shall be directed to payment gateway to make the payment online.



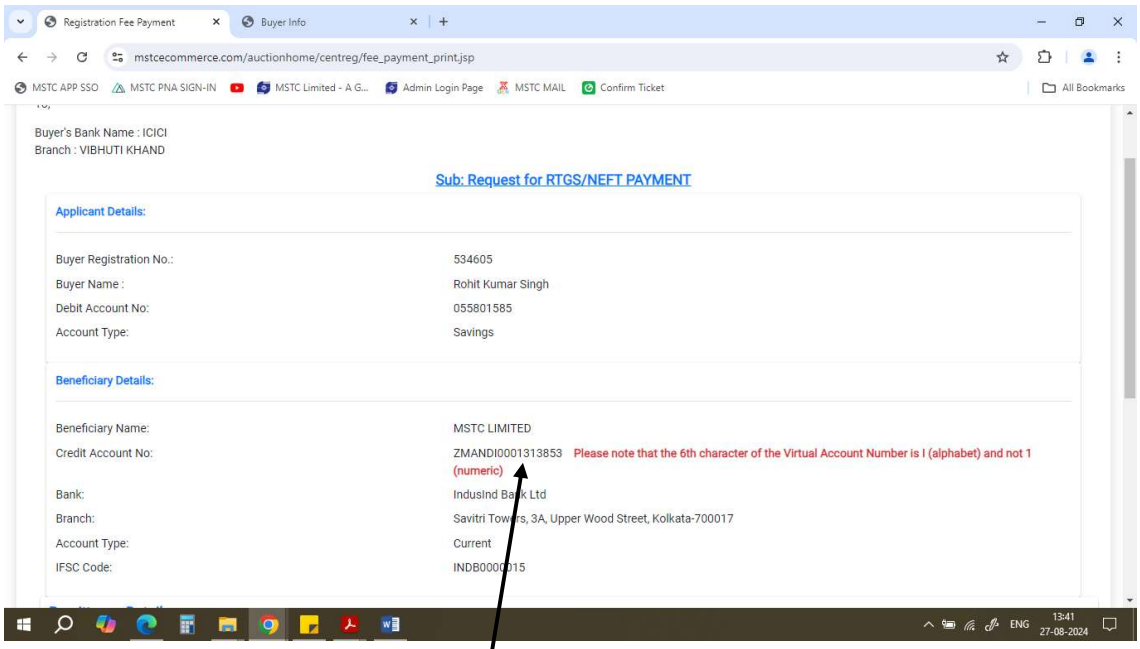
If you do not have online banking facility. May click on "**NEFT/RTGS**" to generate the Challan to make the payment.

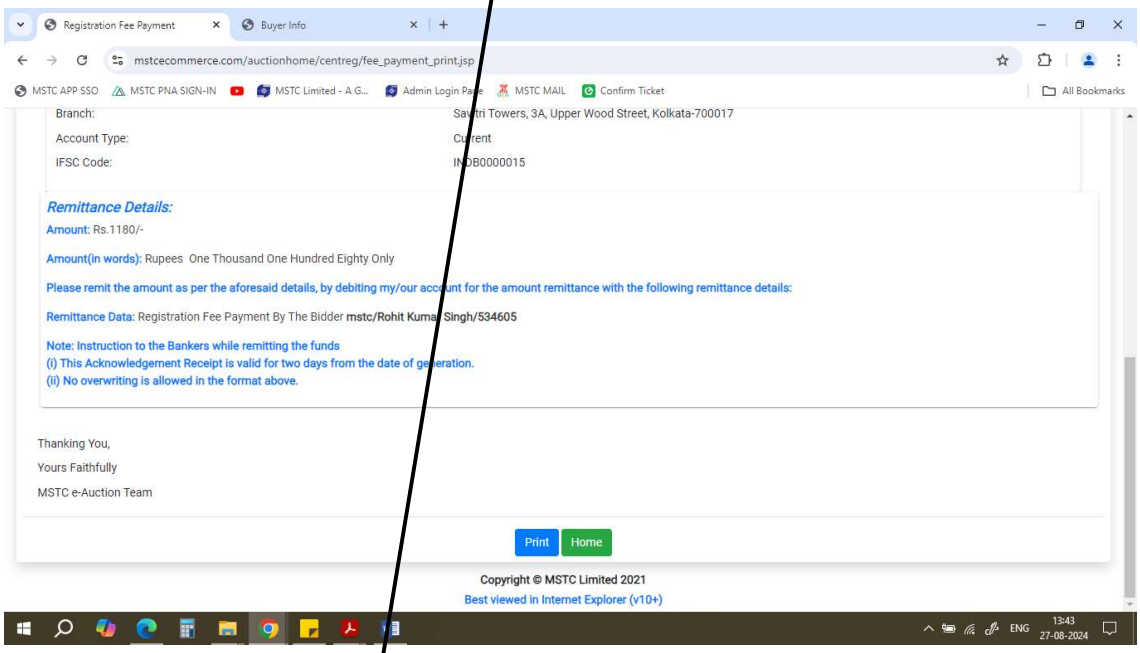


Fill in your bank details in the given form:



Click on Generate Challan:





You shall get the MSTC account number to make the payment of registration fee. This account shall not be used for any other payment. Click on print to print the challan.

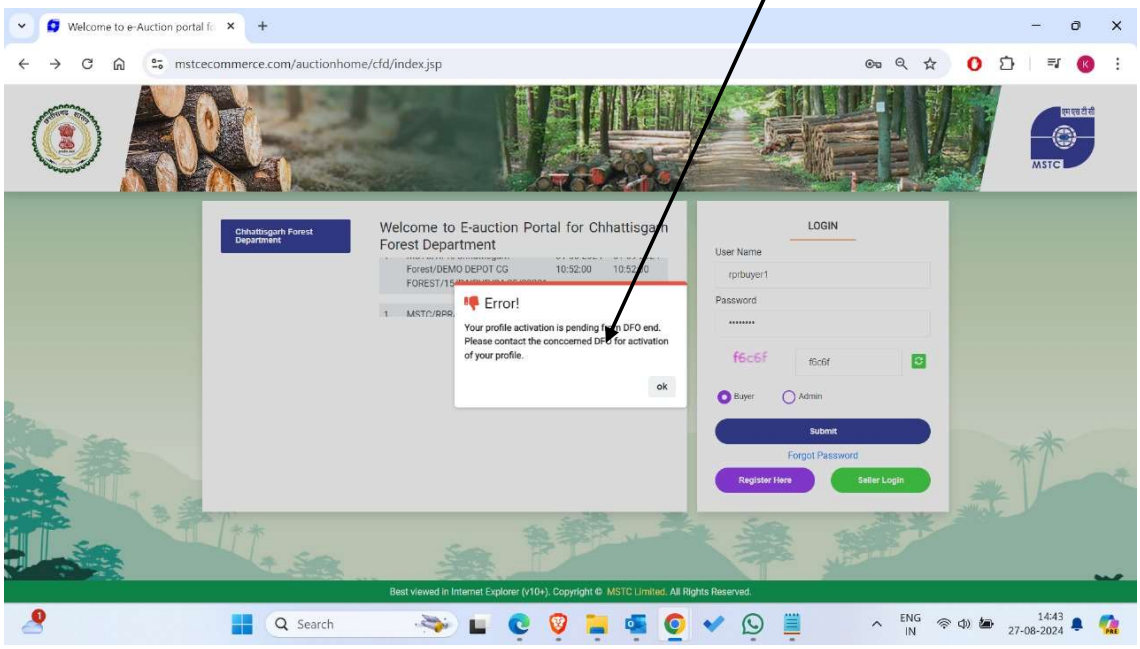
You are requested to kindly make the payment in the account number given in the challan.

Once the payment has been made, your id shall be auto activated. After that you are requested to kindly make the required FOREST REGISTRATION FEE payment to the concerned DFO and request the concerned DFO to activate your id.

If the MSTC registration fee has been paid but the id has not been activated by DFO due to non-payment of Forest Registration Fee, the below error shall be shown.

The error may also be shown in case the Forest Registration fee has been paid but the Id has not been activated by the DFO.

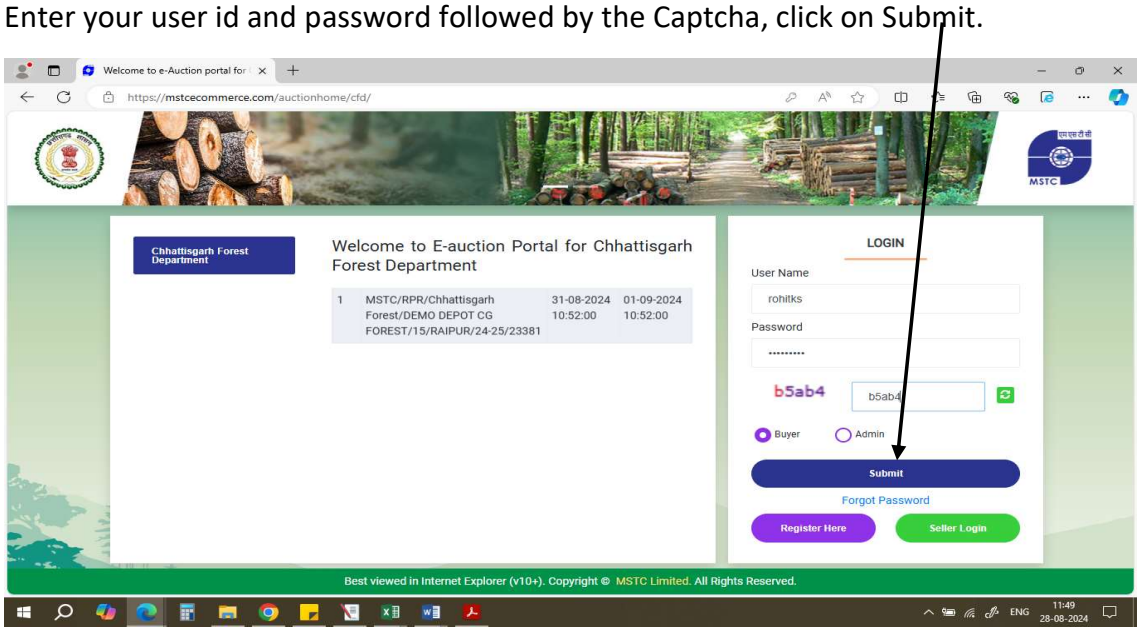
In this case you are requested to kindly contact the concerned DFO.



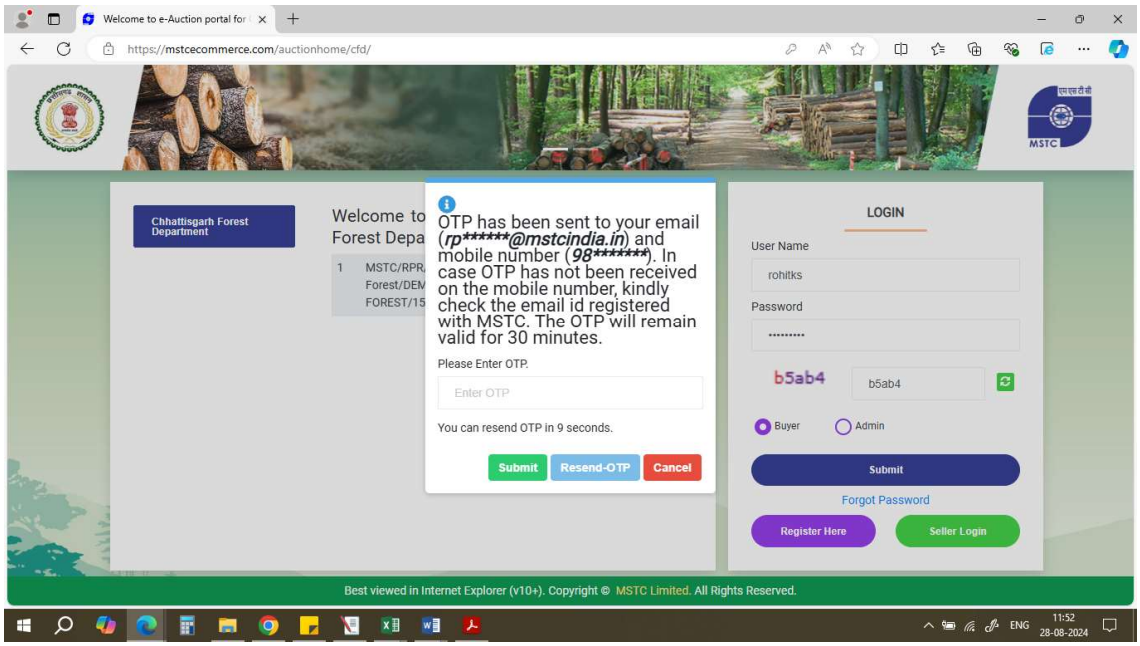
Once your ID has been activated by concerned DFO, you shall be able to login into Chhattisgarh Forest Portal on MSTC.

Go to the home page https://mstcecommerce.com/auctionhome/cfd/

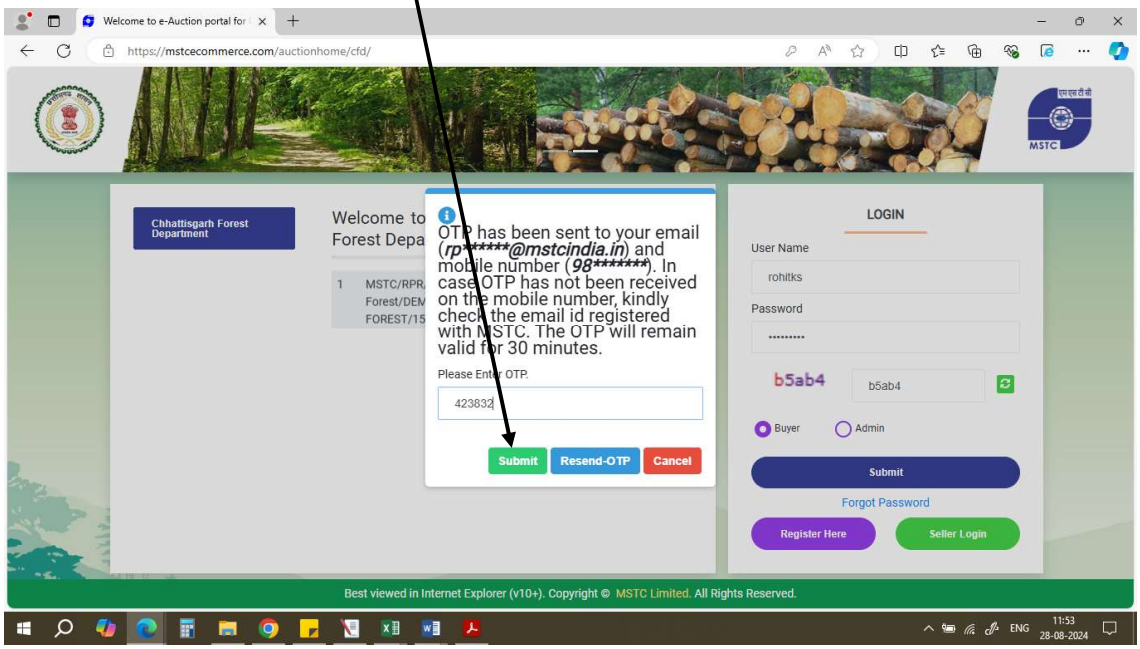
Enter your user id and password followed by the Captcha, click on Submit.



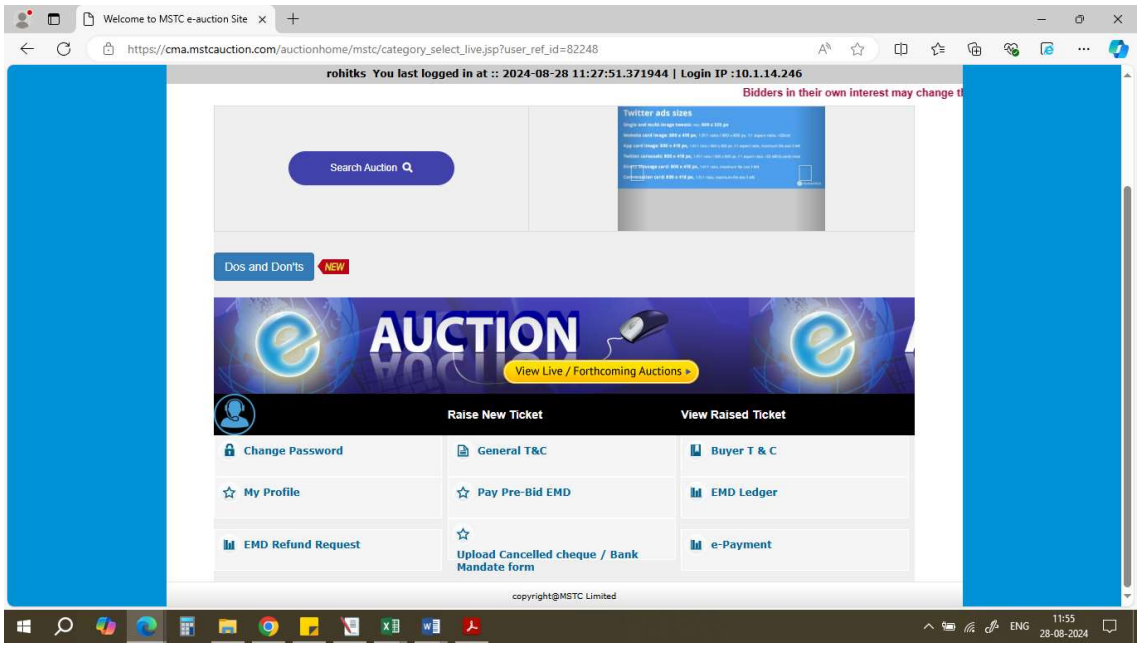
An OTP shall be sent to your registered email id/phone number.



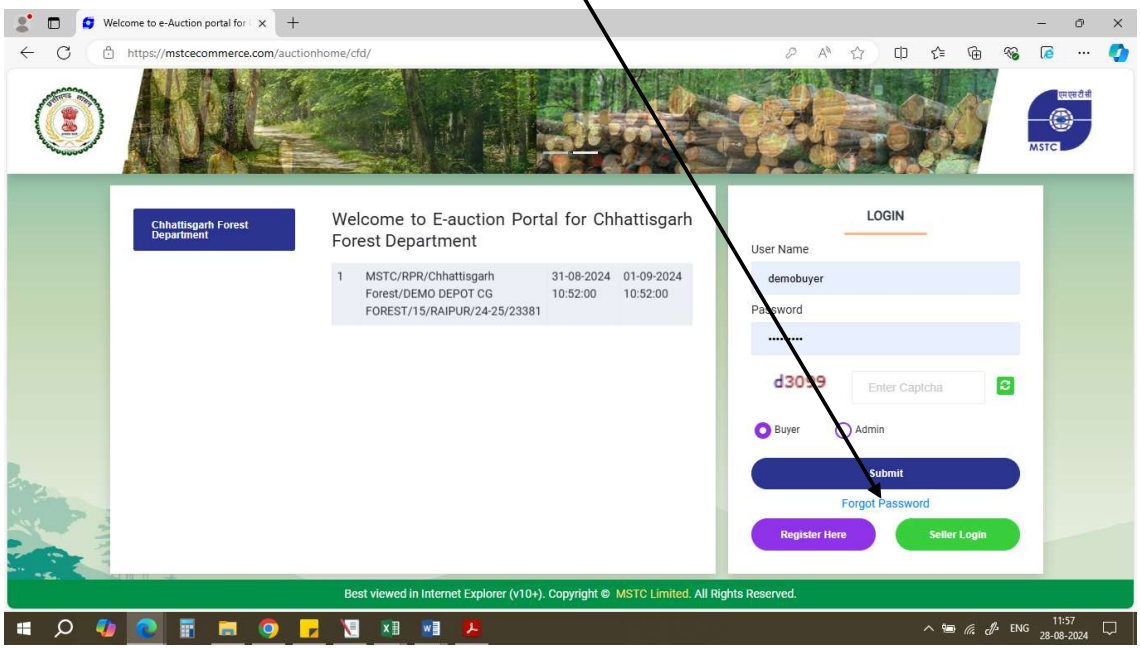
Enter the OTP and click on Submit.



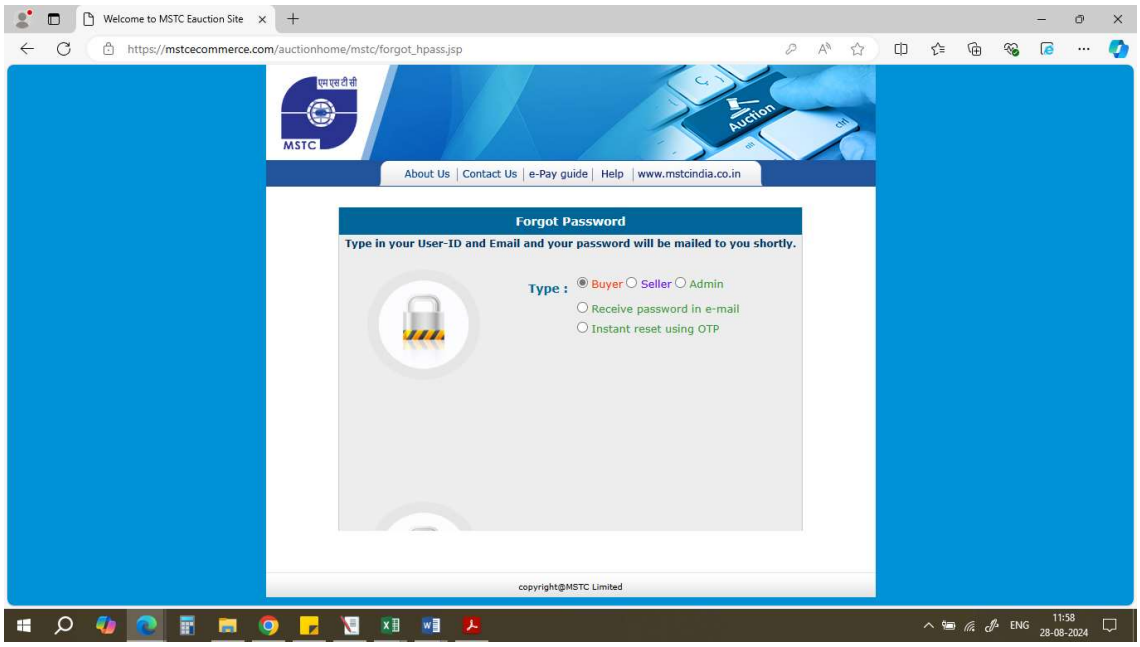
The below home page shall be shown to you upon successful login.



To rest your password, you may use the forgot password link given on the home page.

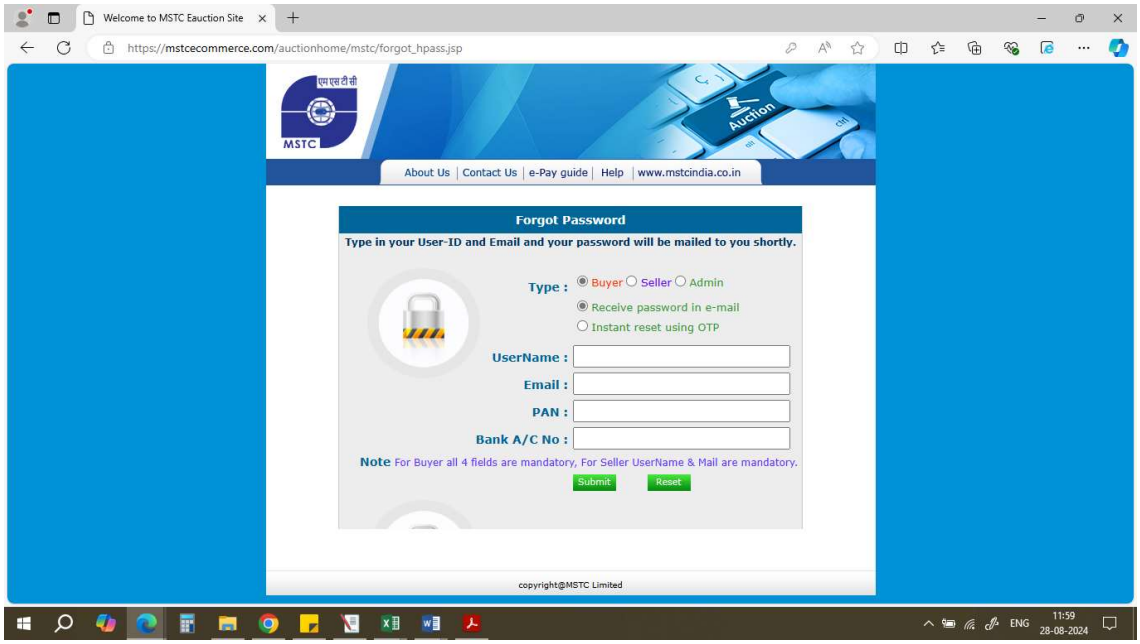
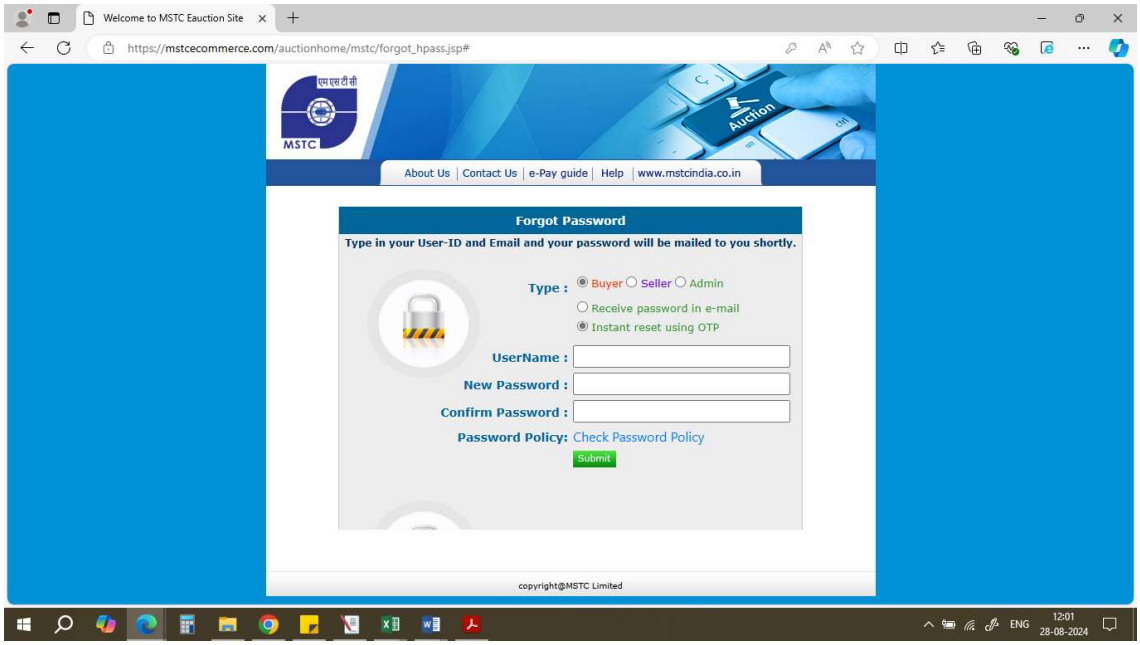


Select “Buyer” in the radio button:



To receive your password in email, select “Receive password in e-mail” and fill in the required details and click on submit.

Password shall be sent to your registered email.



To instantly reset your password, select “Instant reset using OTP” and fill in the required details and click on submit.