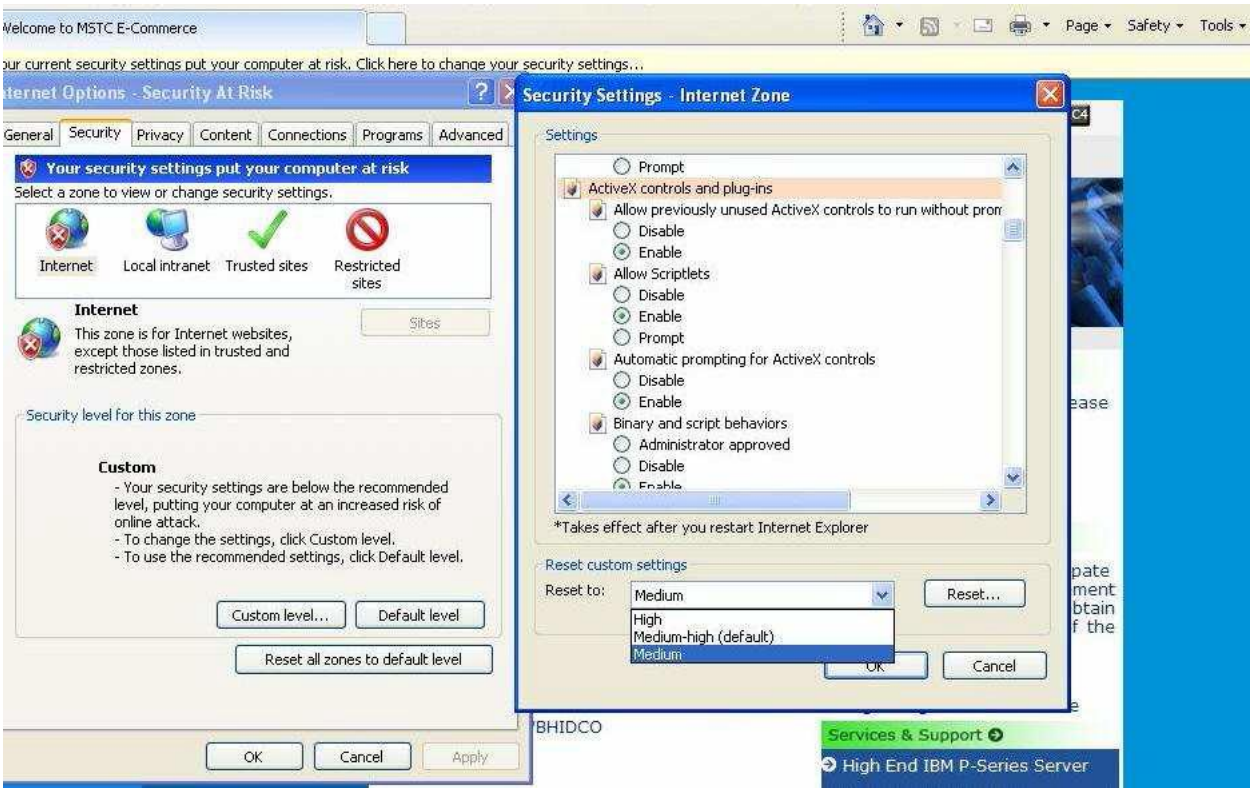
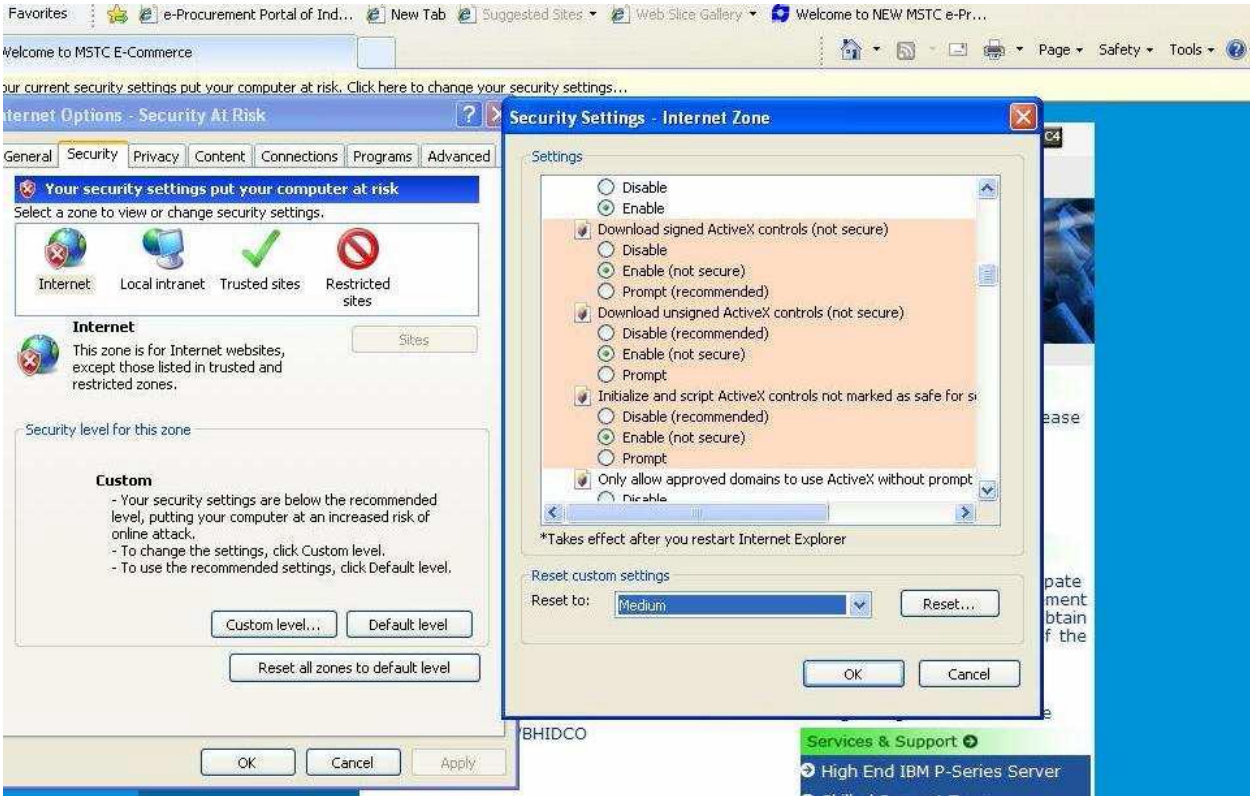
BIDDERS GUIDE / TRAINING MANUAL

SYSTEM REQUIREMENT:

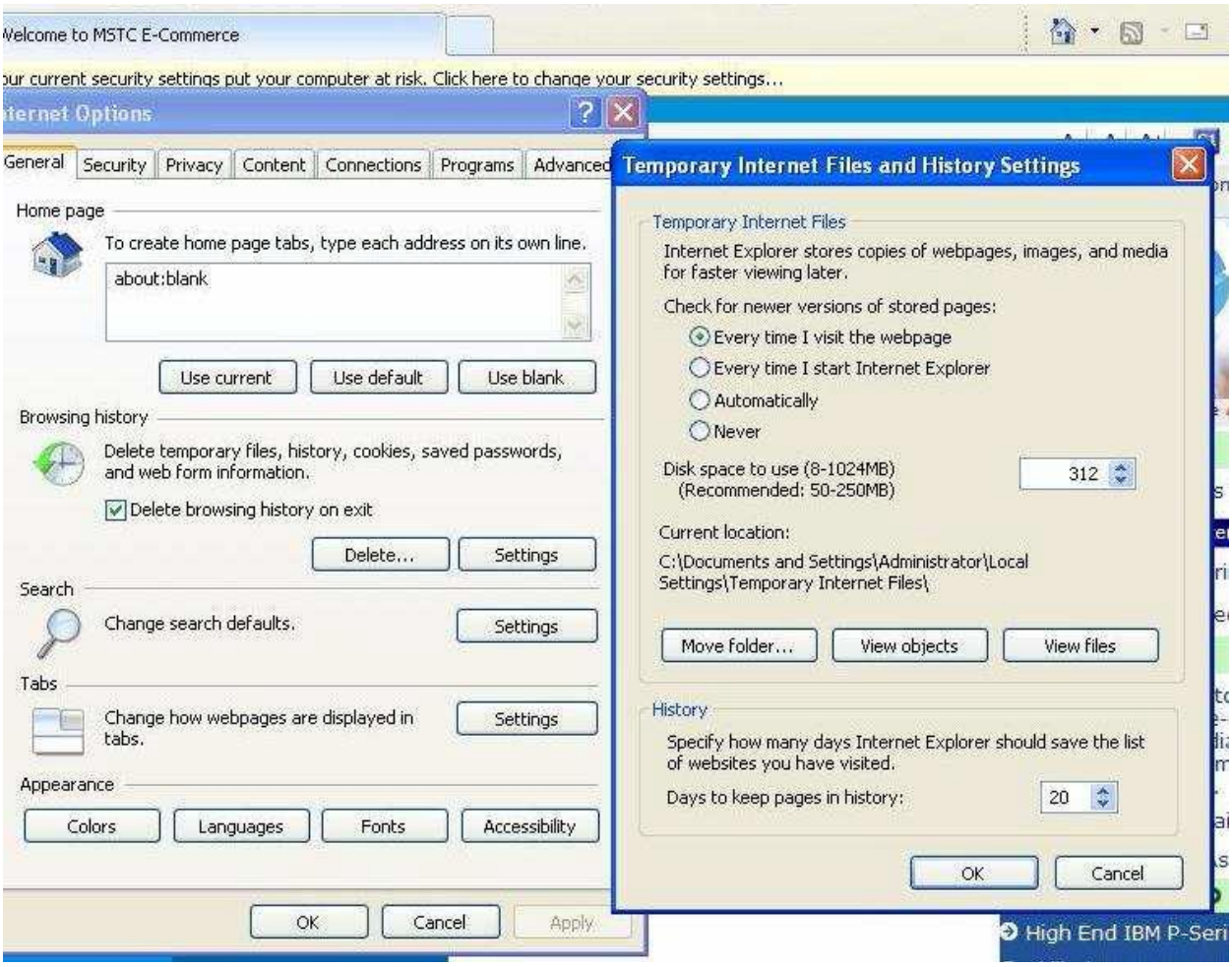
1) The following requirements need to be fulfilled for optimum use of the features available on the website of MSTC.
2) A computer connected to internet through an ISP.
3) The computer should have adequate RAM depending on version of Windows.
4) The computer (Desktop / Laptop) should have Windows XP SP3 or above as the Operating System.
5) The website is best viewed in Internet Explorer version 7 or above and IE 7 is preferred.
6) All the ActiveX controls of the Internet Explorer should be set in Enable mode. As described below.

Tools> Internet Options > Security > Custom level > Enable ALL Active-X Controls and Plug-ins

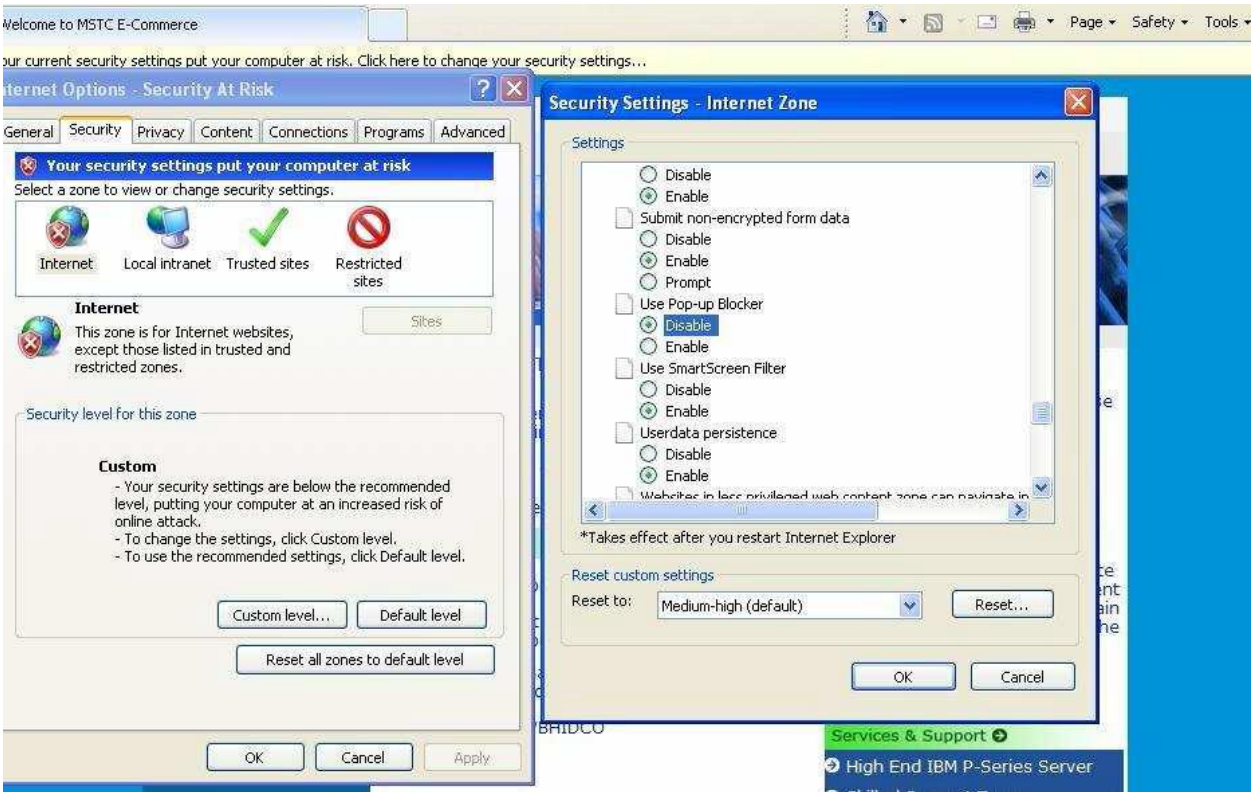




7) The settings under Browsing History (Under Tools _ Internet Options _ General) for Check for newer versions of web pages should be kept at Every time I visit the webpage as shown below.

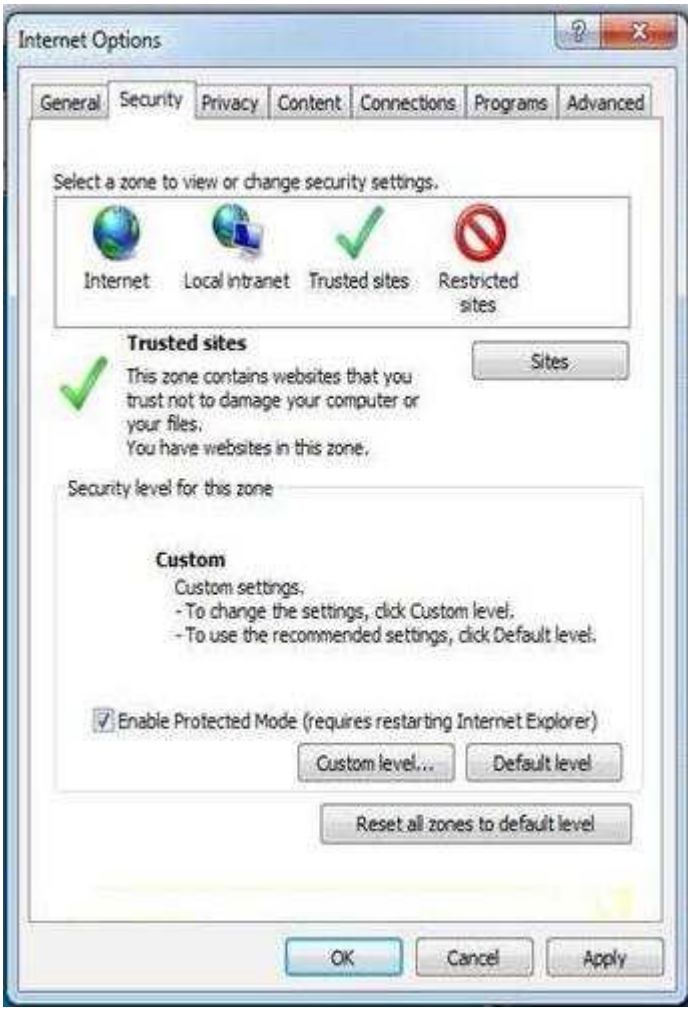


8) All Pop-Blockers should be kept in Disable or turn off mode.



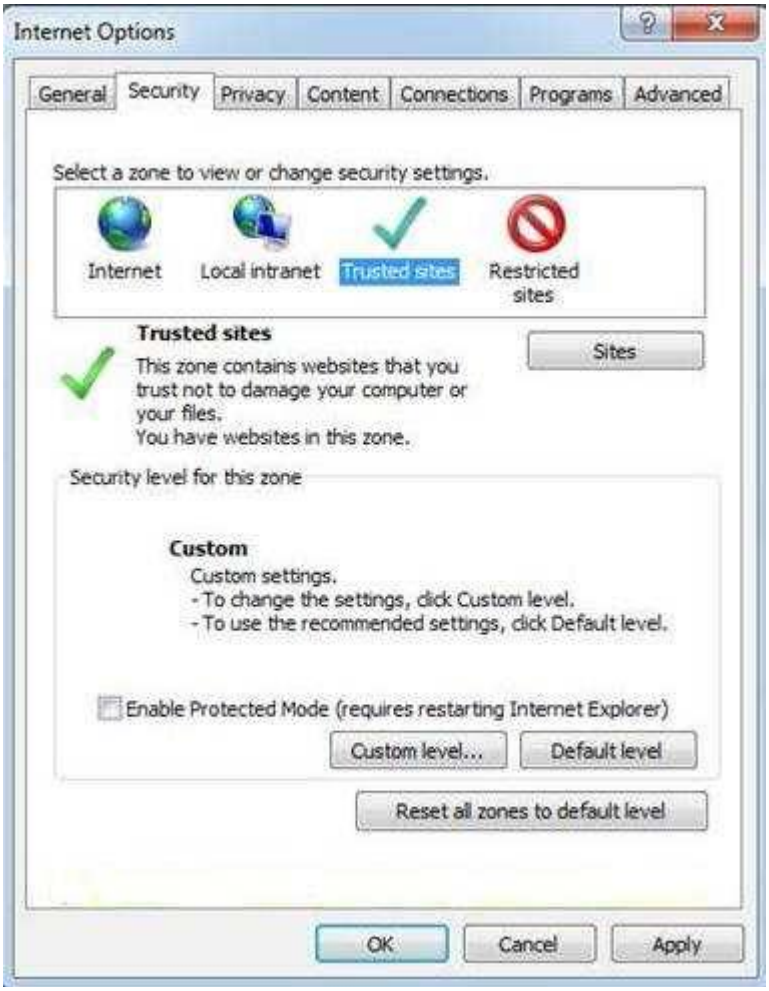
9) Scripting should be in Enable mode under Tools -> Internet Options -> Security -> Custom Level.

10) The protected mode of the computer should be turned off for higher version of Windows where available.

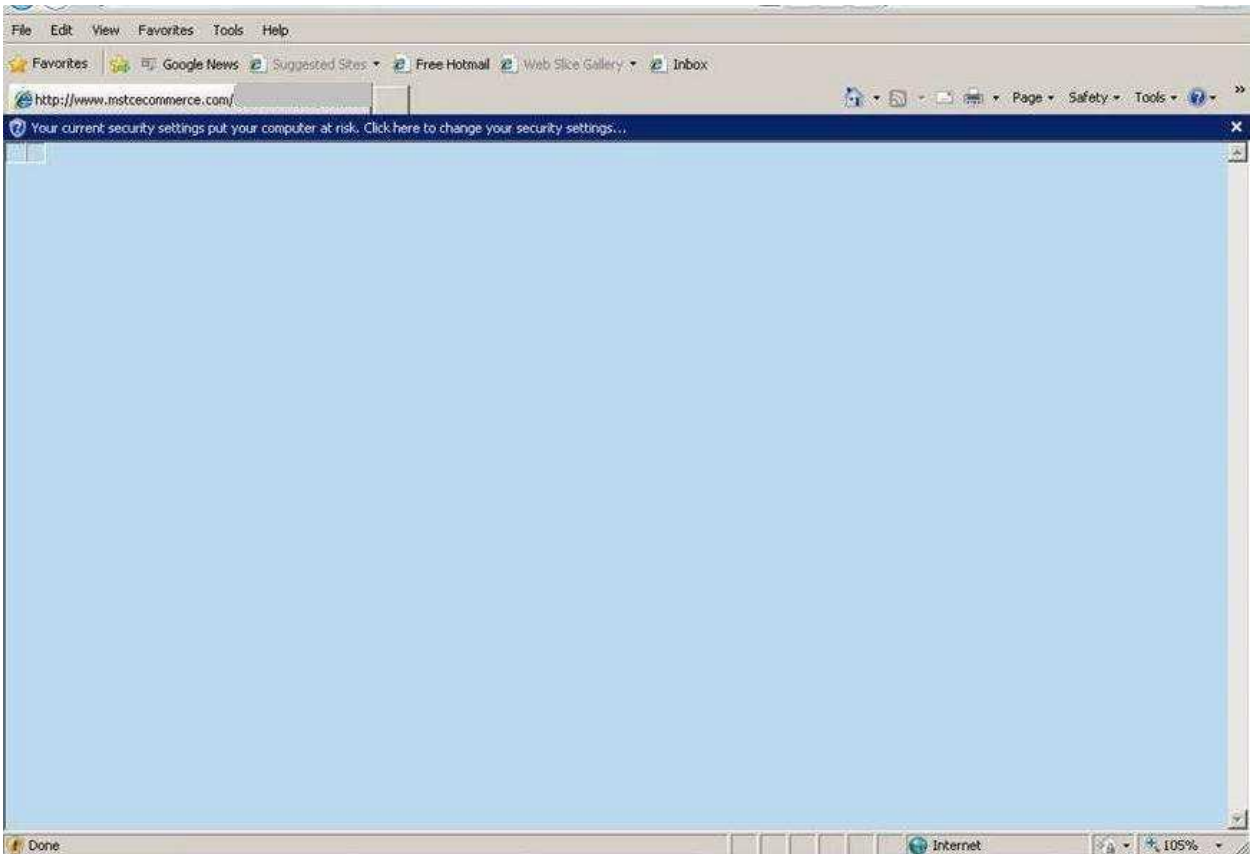


Under Tools> Internet Options > Security > There is a check box “ENABLE PROTECTED MODE”.

To enable the Digital Signature Certificate appear in the Signer the box should be unchecked as shown below.

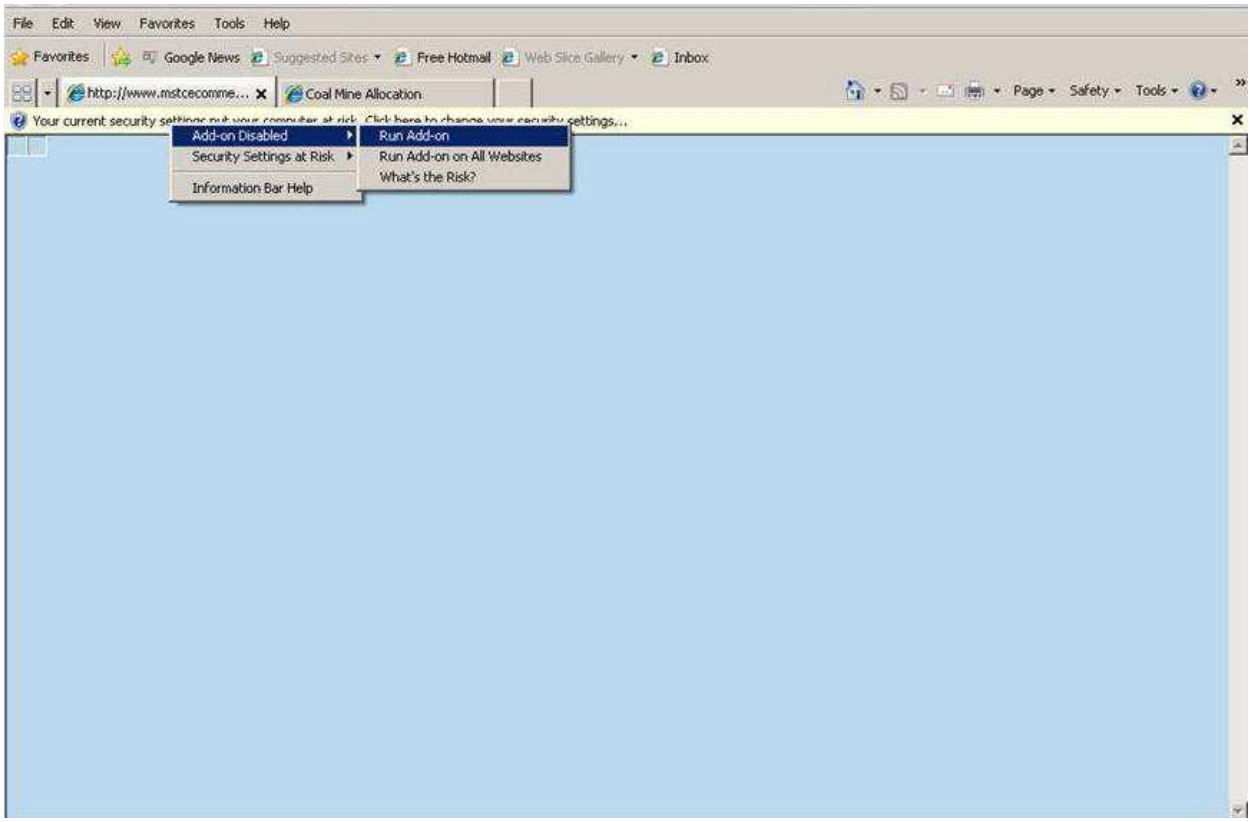


After changing the settings the message might appear on your screen “Your current security settings put your computer at risk. Click here to change your security settings” as shown in subsequent screenshots. This should not be fixed unless it appears with a blue question mark as shown below.

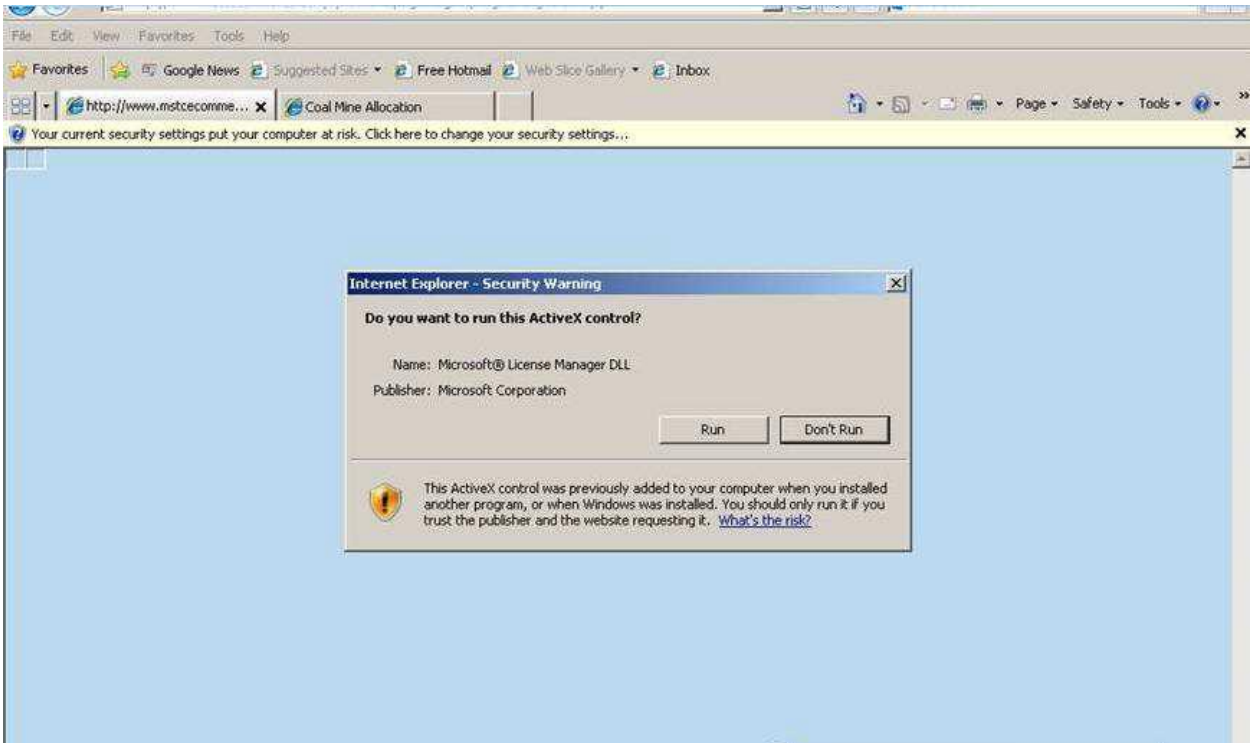


In the above case, the blue question mark sign indicates that add-on/s want to run. That should be done by right clicking on the icon and running the add-ons as shown in subsequent screenshots.

Right Click on the message and run the add-on/s as they appear.



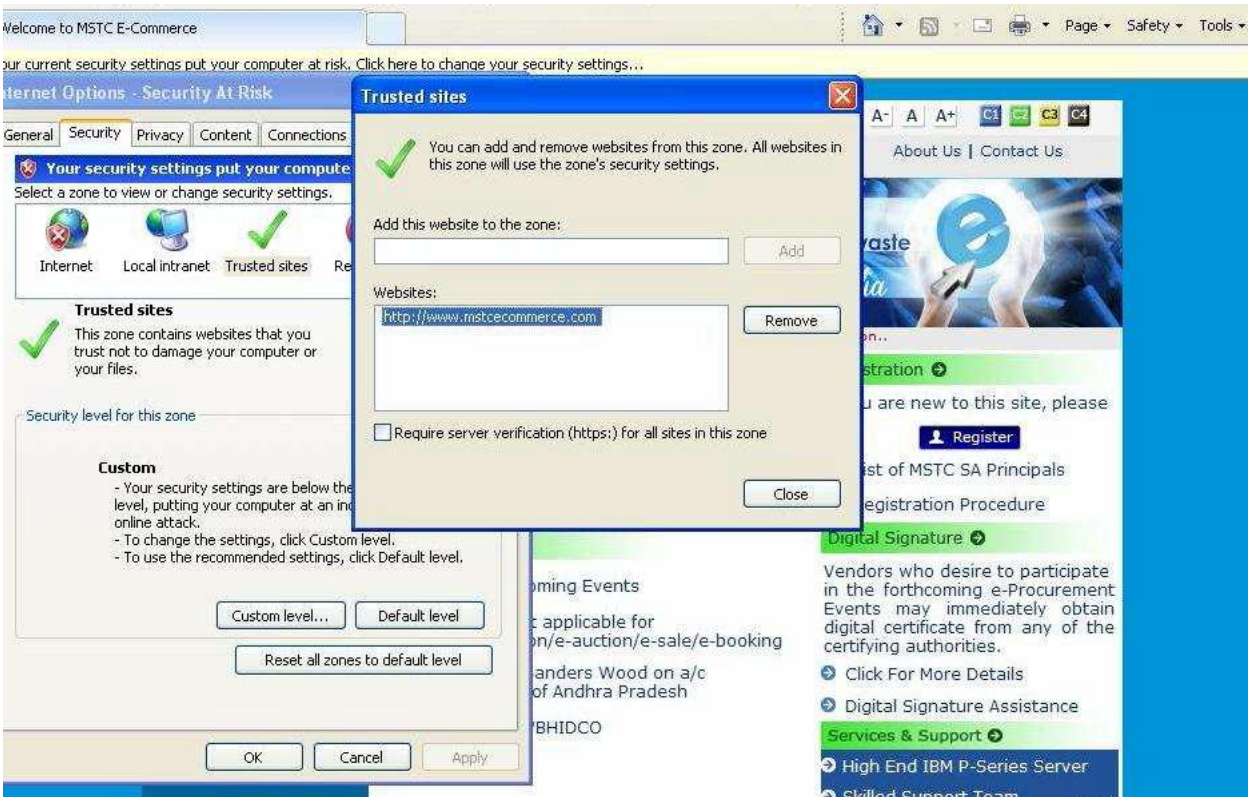
A sample add-on is shown below when the add-on wants to run. Click on run to allow that add-on.



Another add-on “TCS Signer” (cab file) also needs to run similarly to allow DSC’s to sign digitally.

11) Latest Drivers for your Digital Signature Certificate should be installed properly in the computer.

12) The website https://www.mstcecommerce.com should be added to the list of Trusted Sites.



13) The website https://www.mstcecommerce.com should be added to the list of Compatibility View Settings under Tools. Tools > Compatibility View Settings > Add our website

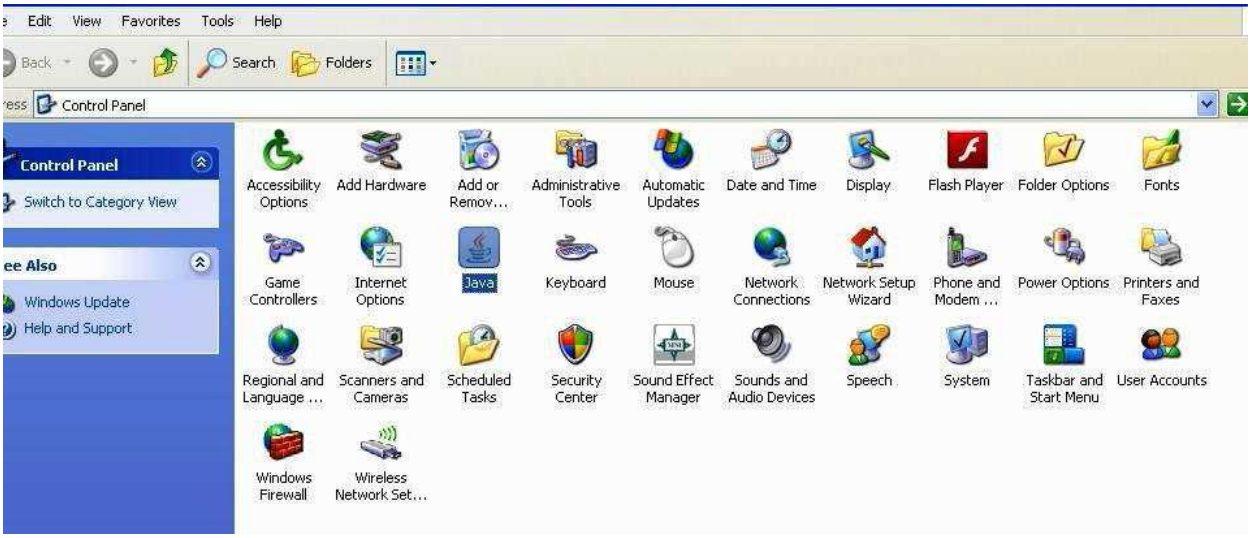
14) The computer should have Java Runtime Environment version 7 update 9 or above installed in it.

15)Windows user should have administrative privilege to install packages on being prompted on screen like TCS signer certificate needs to be installed for DSC Operation, java applet needs to be loaded etc.

Configuring Java

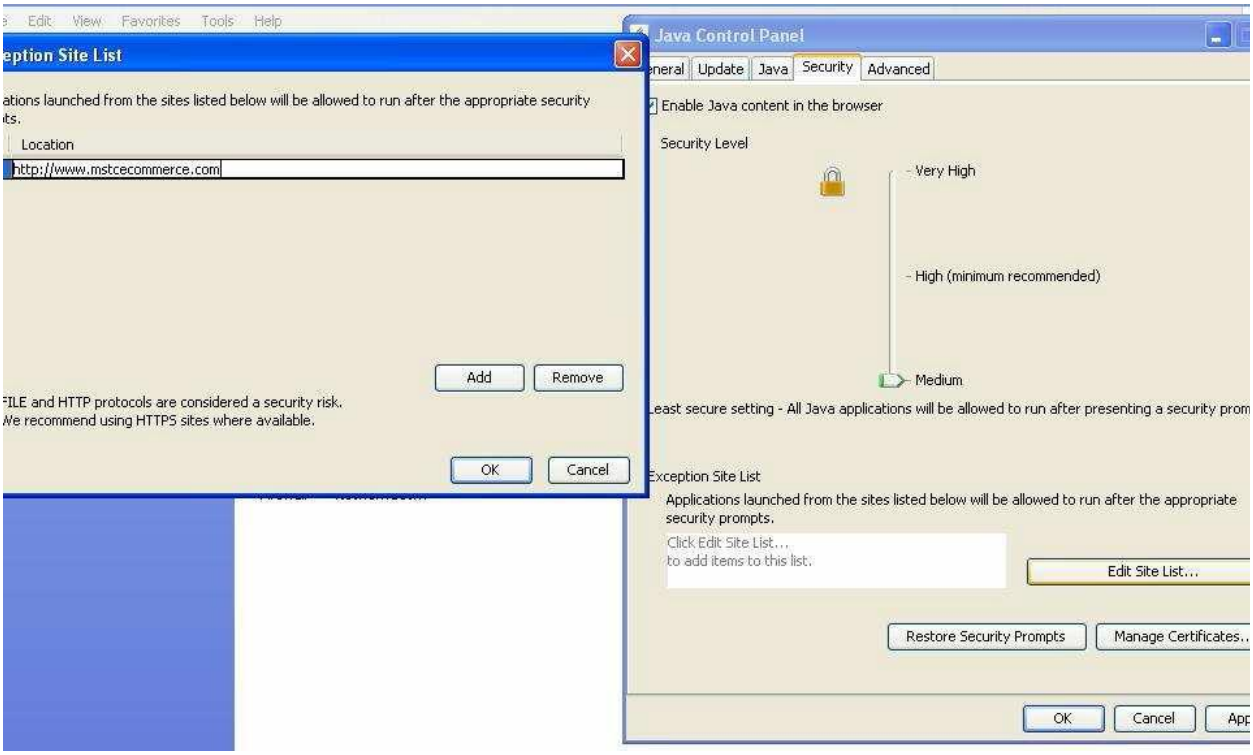
To configure the Java, please follow the steps given below:

From Control panel Click on the Java Icon as highlighted below.

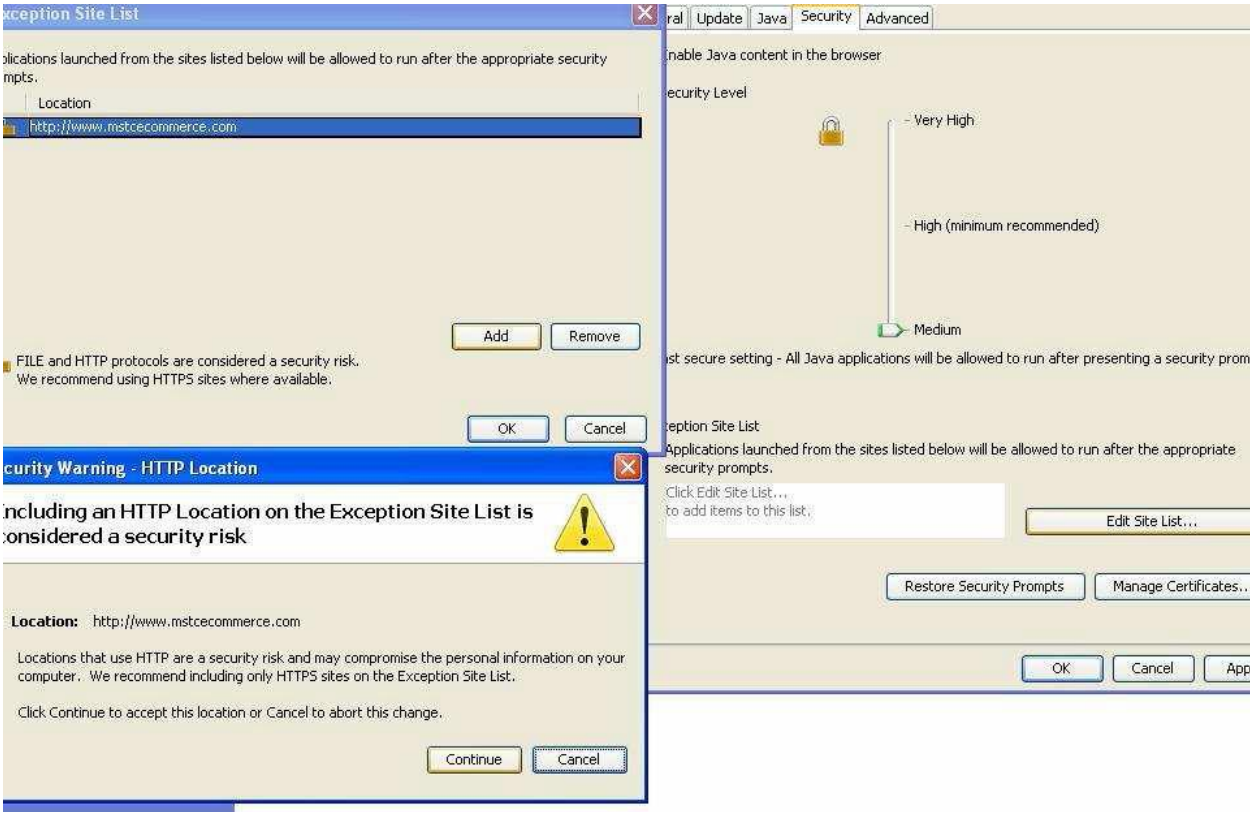


To check for the Java Version Click on **"About"** under **"General"** in the Java Control panel. The version along with the update is as shown below

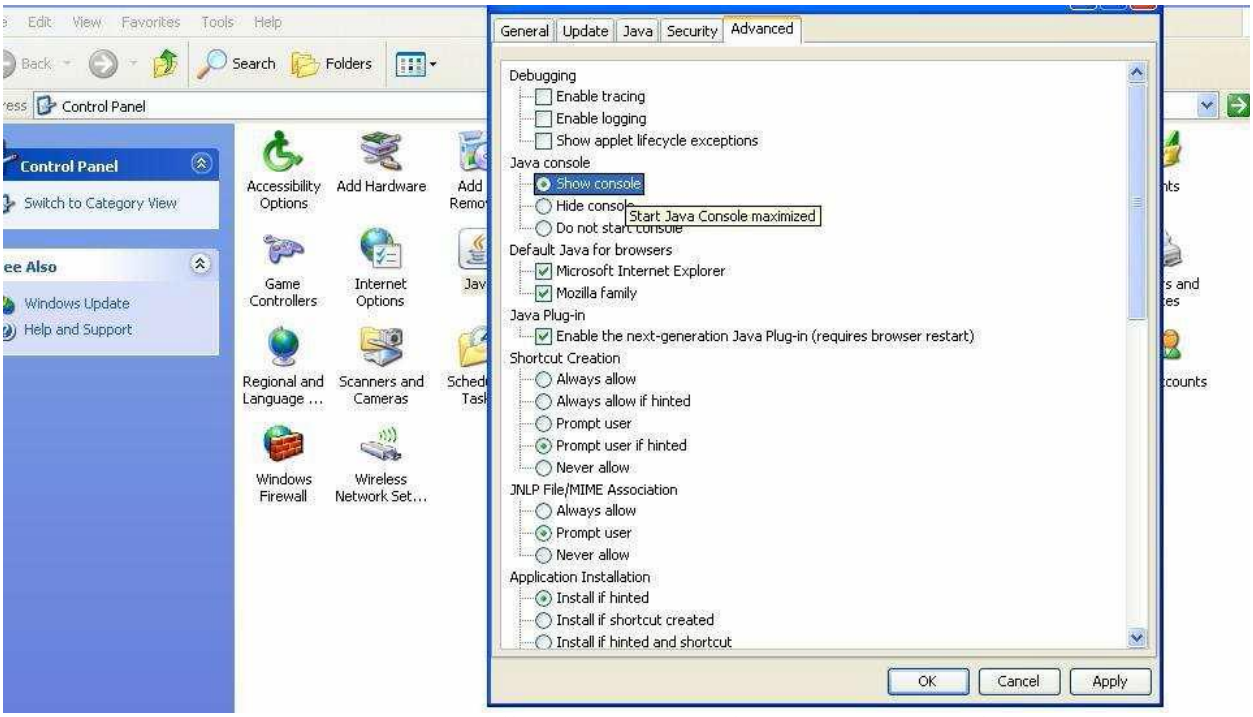
Click on the **"Security"** tab and drag the slider to **"Medium"** as shown below.



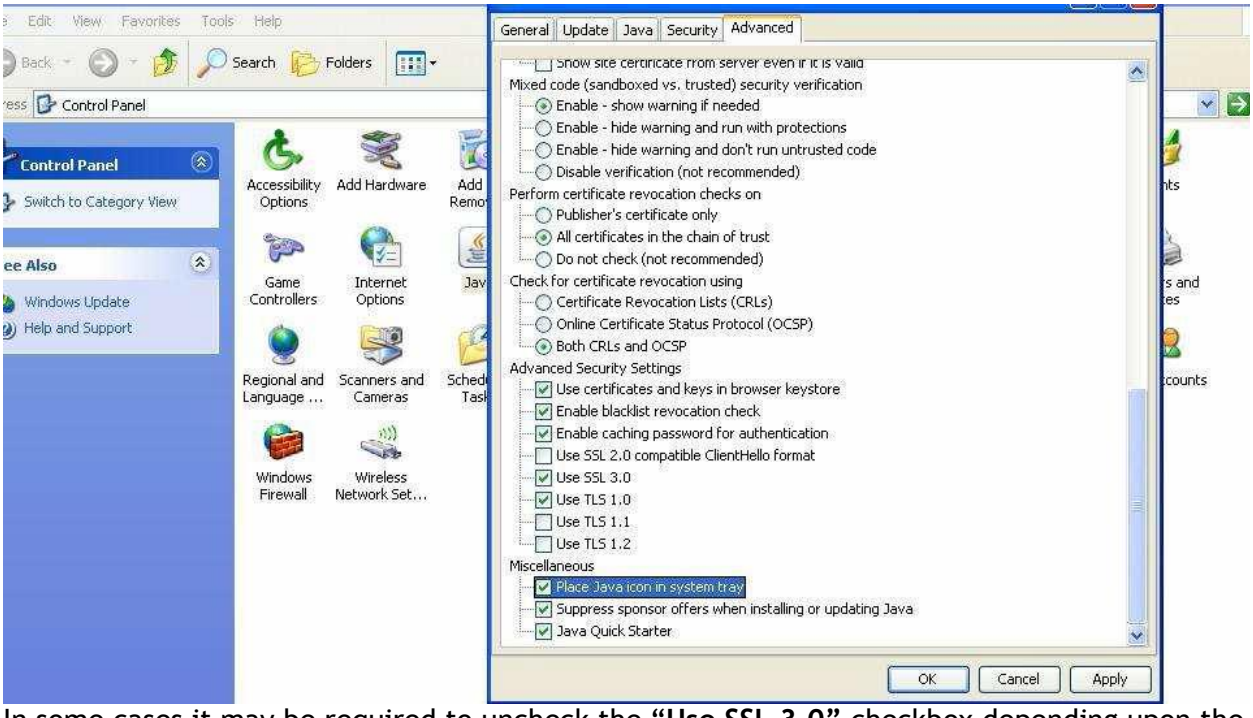
Then add our website http://www.mstcecommerce.com by clicking on **Edit Site List.** On doing so a security prompt would appear as shown below.



Click on **“Continue”** to add our website to the “Exception Site List”.
Then Click on **“Advanced”** and under Java Console select **“Show Console”**



and all the check boxes under **“Miscellaneous”** like **“Place Java Icon in the system tray”** etc, should be checked as shown in the subsequent screenshot.



In some cases it may be required to uncheck the **“Use SSL 3.0”** checkbox depending upon the

REGISTRATION OF BUYER

How to Register as BUYER with www.mstcecommerce.com

(i) Log on to our website at **www.mstcecommerce.com /auctionhome/oed/index.jsp**

(ii) Then click on the link **'Register'.** GENERAL TERMS & CONDITIONS OF e-AUCTION will appear on the screen. Scroll down to the bottom of the page where two options will be there : (a) **Register as Buyer** and (b) **Register as Seller.**

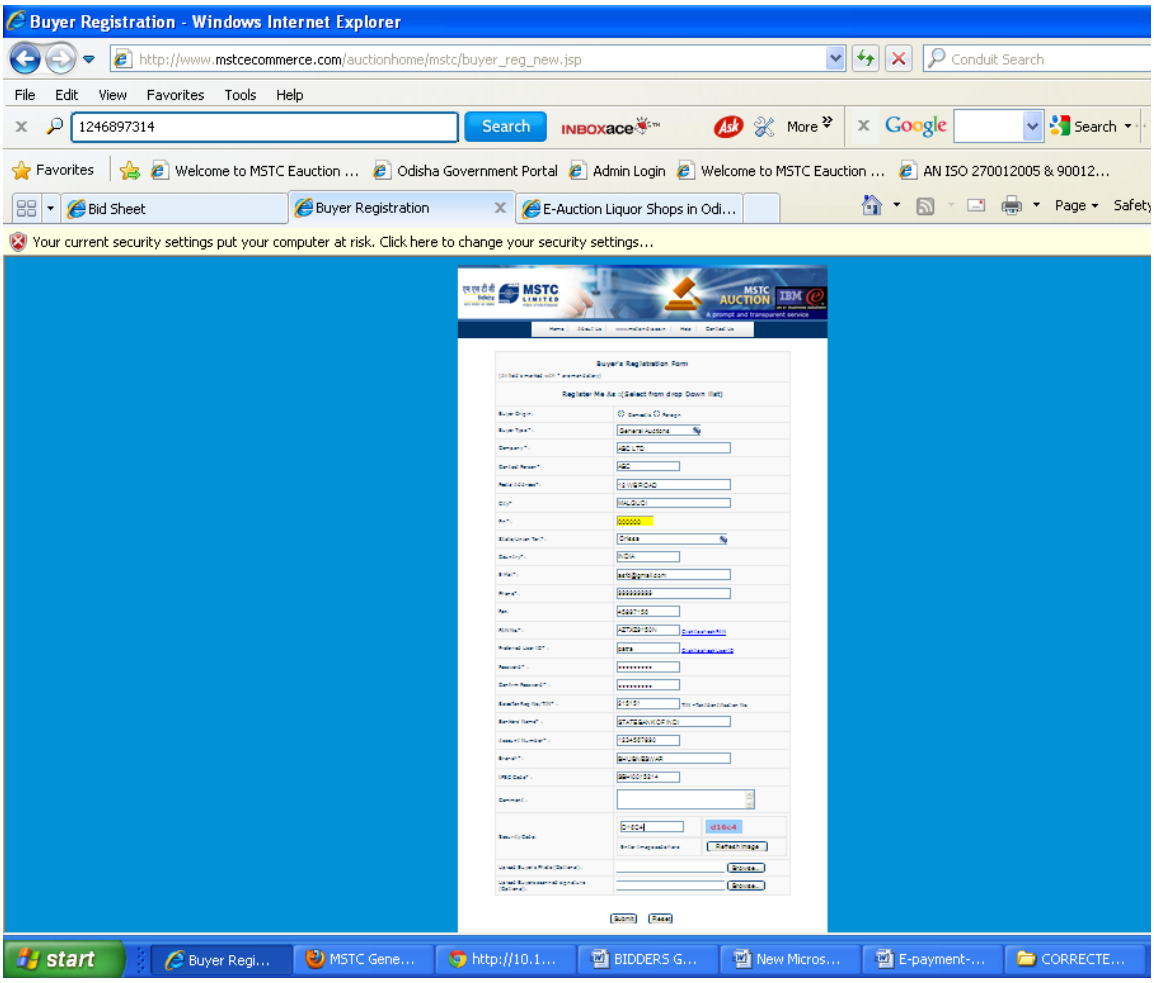
(iii) Select and click on **"Register as Buyer"** option.

(iv) BUYER SPECIFIC TERMS & CONDITIONS will appear next on the screen. Scroll down to the bottom of the page where again two options will be available: **'Agree'** and **'Disagree'**.

(v) Select and click on **'Agree'** button.

(vi) Buyer's Registration Form will appear on the screen. Fill up the desired information.

(vii) All fields marked with ***** are mandatory and must be filled in.



Select your **User ID** and **Password** and keep a note of the same.

(viii) Please ensure that the email address given is a valid one and is presently active.No special characters should be used while giving the Postal Address. Also no special characters other than @ and _ should be given in user id and password. Digital photo upload & signature upload should be completed while submitting the buyer registration form.

(ix) After filling up the form click on the **'Submit'** button.

(x) The next page may not be relevant to you. Please fill up only relevant fields and click on **'Preview'** button. All the information typed in the form will be displayed to you for verification. If the information is correctly entered then click on 'Submit' button. The next page will ask for some information which you need to fill up. On successful registration the system will send you an email containing your unique buyer registration Number and also inform you instantly to submit 'Registration Fee' and the relevant documents.

(xi) The above documents should be submitted at MSTC office of Bhubaneswar and the registration fee can be remitted thr e-payment gate way using www. mstcecommerce.com.

(xii) On submission of documents and registration fee, your account will be activated and you will be issued a **'Photo Identity Card'**, which has to be collected from MSTC offices. **'Photo Identity Card'** will be issued by same MSTC office where you have submitted the documents.

DOCUMENTS TO BE SUBMITTED TO MSTC, BHUBANESWAR ON SUCCESSFUL SUBMISSION OF ONLINE BUYER REGISTRATION FORM

1. PAN Card Original & Photocopy (the Original will be returned after verification) or Notarised copy. In case of Partnership firm, PAN of the firm and that of the Authorized partner are to be submitted.

2. In case of Partnership firm, Notarised copy of Partnership deed and in case of Limited Company Memorandum and Articles of Association should be submitted.

3. Latest Income Tax Return Photocopy. In case where it is not available, an undertaking should be submitted on letter head that as soon as the same is filed, it will be submitted.

4. Sales Tax/VAT Registration Certificate Original & Photocopy (the Original will be returned after verification) or Notarised Copy. In cases where such registration is "applied for," the application receipt in Original & Photocopy (the Original will be returned after verification) will have to be submitted along with an undertaking on letter-head that as soon as the same is received, it will be submitted.

5. In case of registration in individual name, in lieu of Sales tax/VAT certificate, Voter ID Card/Passport or any I-card issued by Central or State Govt. will have to be submitted in original and photocopy (original will be returned after verification).

6. Registration Fee of Rs. 10,000/- + applicable rate of Service Tax @12.36% (Non-Refundable) totaling Rs.11,236/- through e-payment gateway.

7. Signature of the Proprietor/Partner/Director verified by Bank (For Proprietorship/Partnership Firm/Company) on Bank's Letter-head. If such verification is done on Customer's Letter-head, then the full Address of the Branch of the Bank must be mentioned.

8. A copy of confirmation e-mail regarding successful submission of online buyer registration.

Odisha excise specific documents:

9. Solvency Certificate original

10. No dues certificate issued as on date by excise dept.,

11. Affidavit in form 'C' as per e-auction notification

IMPORTANT RULES FOR BIDDING

PRE BID ACTIVITIES FOR BIDDERS :

1. After successful registration as buyer with MSTC Ltd., and collection of Photo ID card from MSTC Bhubaneswar office, please check for the proper working of your login ID and password in the MSTC e-auction portal www.mstcecommerce.com/auctionhome/ oed/index.jsp

2. Pleas remit sufficient amount of EMD and application fee through e-payment gateway and get confirmation through a request mail indicating the details of remittance with UTR/ transaction reference no. of e-payment gateway etc.,

(a) The EMD should be 3 times the start bid of the shop

(b) Application fee shall be Rs.60,000/- each for OFF shops and Rs.30,000/- each for CS shops.

(c) Please ensure submission of solvency certificates at the time of registration to a value of at least 6 times the start bid of the shop.

3. Acquire / purchase DSC Class II or III from authorized certified authority and install the same in the lap shop / computer through which you wish to bid.

4. Please attend the bidders training programme being organized for acquainted with the system and procedures & the methods of bidding.

5. Please set your computer as explained below: The preferred OS will be XP or WINDOWS 7.

6. Collect the dummy USER ID & password from the office of MSTC and practice bidding in DEMO auctions in demo server of MSTC i.e., www.mstcauction.com.

7. Please clear all your questions well before the cut off / last date for registration and submission of EMD & Application fee for each phase. Queries will not be entertained after the cut off date. Please send your queries to the dedicated e-mail: mstcbbr@mstcindia.co.in

LIVE AUCTION:

1. Only those bidders who registered with www.mstcecommerce.com/auctionhome/oed/index.jsp as a buyer and those who remitted required Application fee, EMD and Solvency certificate are eligible to participate in e-auction.

2. The e-Auction shall be open for a pre defined period as stipulated in eAuction Catalogues. Please refer the schedules of e-auction for this purpose.

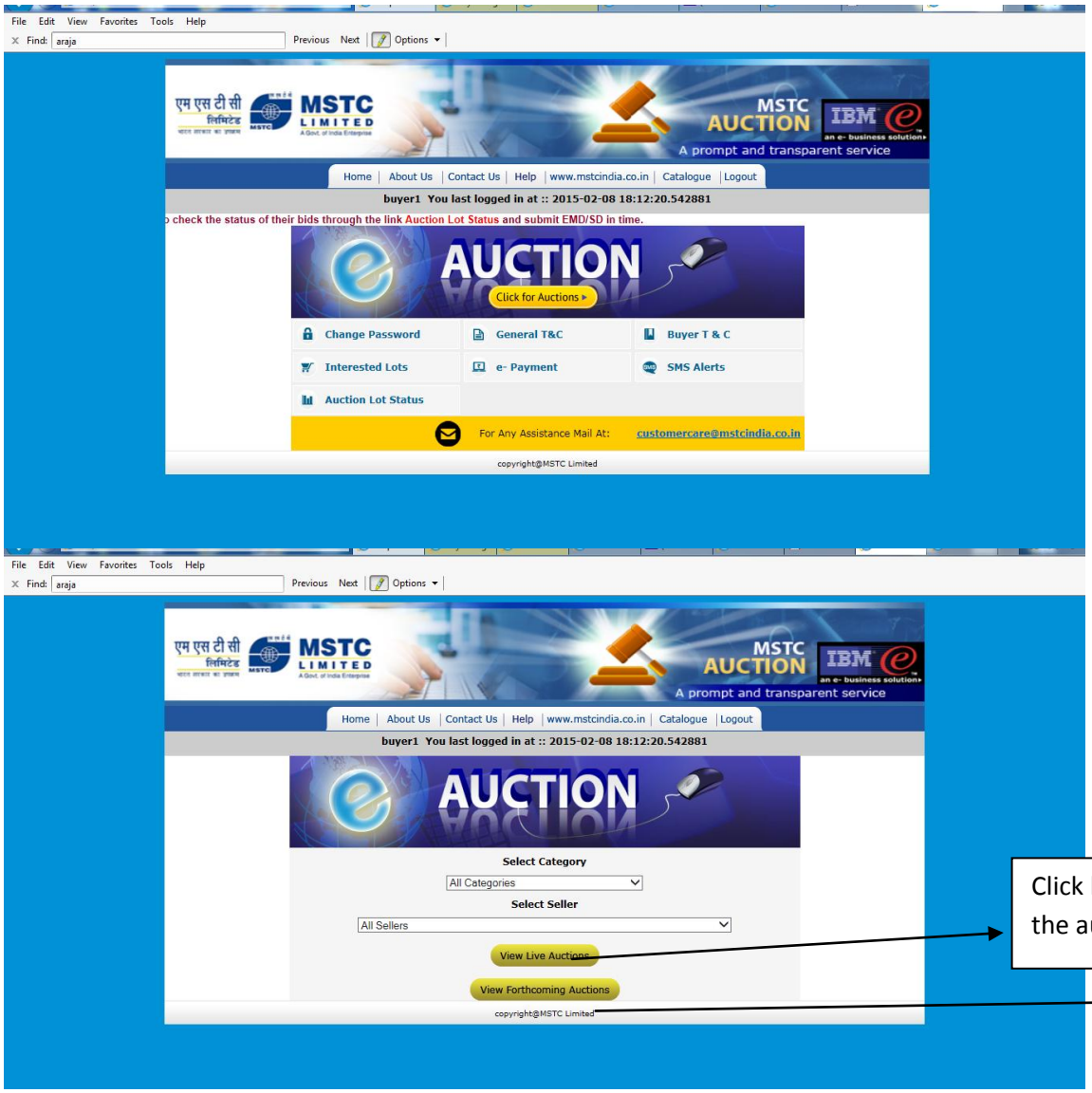
3. e-Auction will start at the scheduled date and time and only eligible bidders able to participate in that.

4. After the scheduled start time, a registered and activated bidder need to do the following. Log onto www.mstcecommerce.com/auctionhome/oed/index.jsp and click on 'e-auction for liquor shops in Odisha". A page will appear where you will have to give your username and password and log on as a Buyer.

Please use Internet Explorer 7 and above for participating in the bidding process.

The preferred browser is either XP or Windows 7.

5. Click on View Details on the next page. Then click on View Live Auctions. The next page will display the running e- auction. Click on the auction number you wish to participate and proceed.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MSTC LIMITED
MSTC AUCTION
IBM
A prompt and transparent service
Home | About Us | Contact Us | Help | www.mstcindia.co.in | Catalogue | Logout
buyer1 You last logged in at :: 2015-02-08 18:12:20.542881
check the status of their bids through the link Auction Lot Status and submit EMD/SD in time.
AUCTION
Click for Auctions
Change Password
General T&C
Buyer T & C
Interested Lots
e- Payment
SMS Alerts
Auction Lot Status
For Any Assistance Mail At: customercare@mstcindia.co.in
copyright@MSTC Limited
Select Category
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Select Seller
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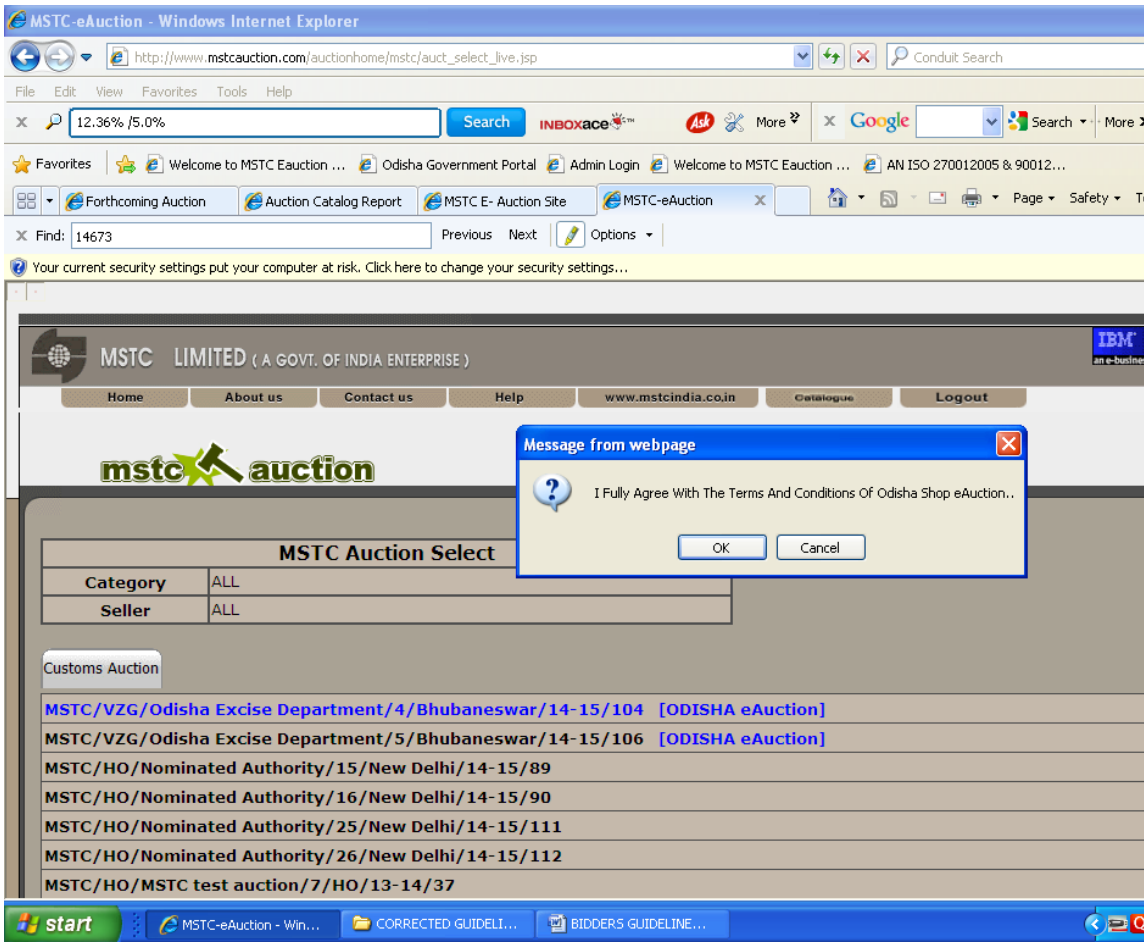
View Live Auctions
View Forthcoming Auctions
Click here to view the auction.
Click here to go to live auction floor


MSTC-eAuction - Windows Internet Explorer
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Welcome to MSTC Eauction ...
Odisha Government Portal
Admin Login
Welcome to MSTC Eauction ...
AN ISO 270012005 & 90012...
Forthcoming Auction
Auction Catalog Report
MSTC E- Auction Site
MSTC-eAuction
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Safety
Find: 14673
Previous
Next
Options
Your current security settings put your computer at risk. Click here to change your security settings...
MSTC LIMITED (A GOVT. OF INDIA ENTERPRISE)
IBM
Home
About us
Contact us
Help
www.mstcindia.co.in
Catalogue
Logout
mstc auction
Message from webpage
I Fully Agree With The Terms And Conditions Of Odisha Shop eAuction..
OK
Cancel
MSTC Auction Select
Category
ALL
Seller
ALL
Customs Auction
MSTC/VZG/Odisha Excise Department/4/Bhubaneswar/14-15/104 [ODISHA eAuction]
MSTC/VZG/Odisha Excise Department/5/Bhubaneswar/14-15/106 [ODISHA eAuction]
MSTC/HO/Nominated Authority/15/New Delhi/14-15/89
MSTC/HO/Nominated Authority/16/New Delhi/14-15/90
MSTC/HO/Nominated Authority/25/New Delhi/14-15/111
MSTC/HO/Nominated Authority/26/New Delhi/14-15/112
MSTC/HO/MSTC test auction/7/HO/13-14/37
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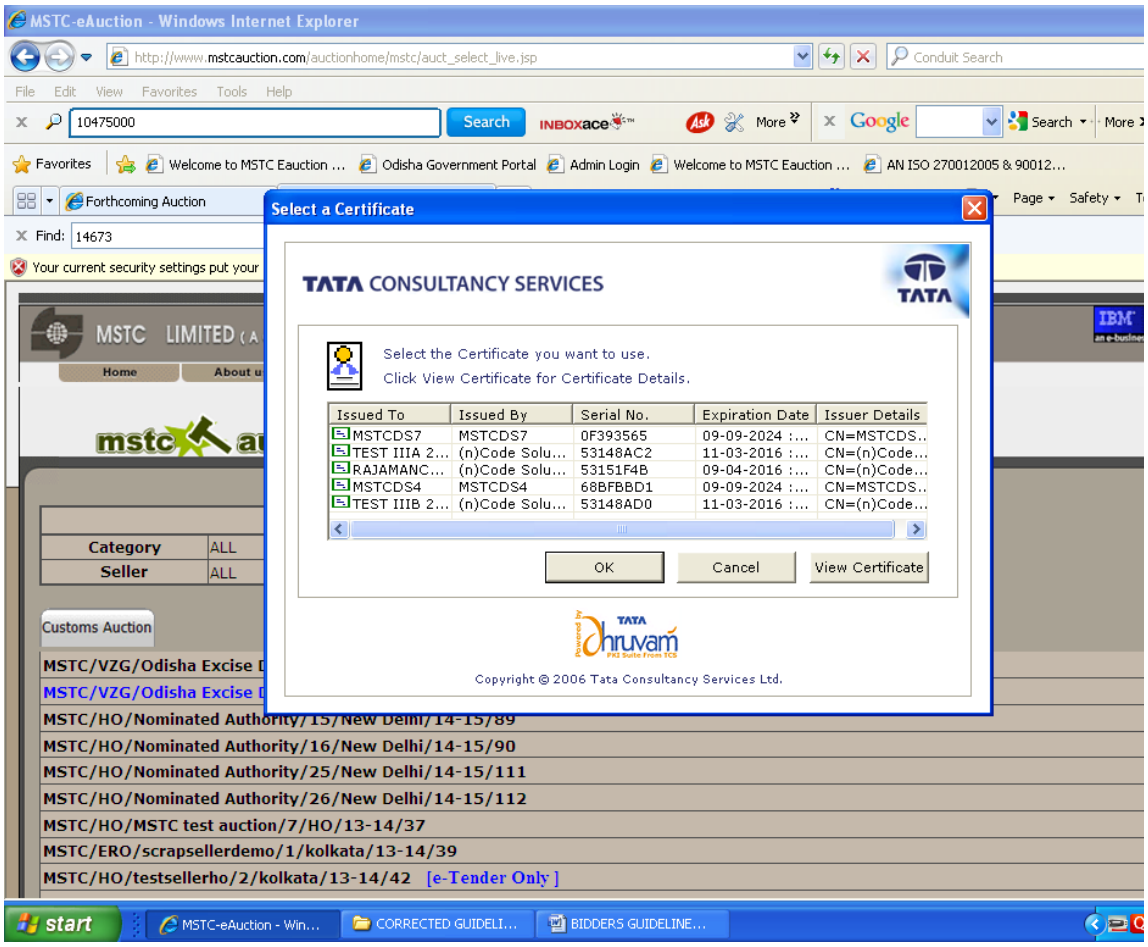
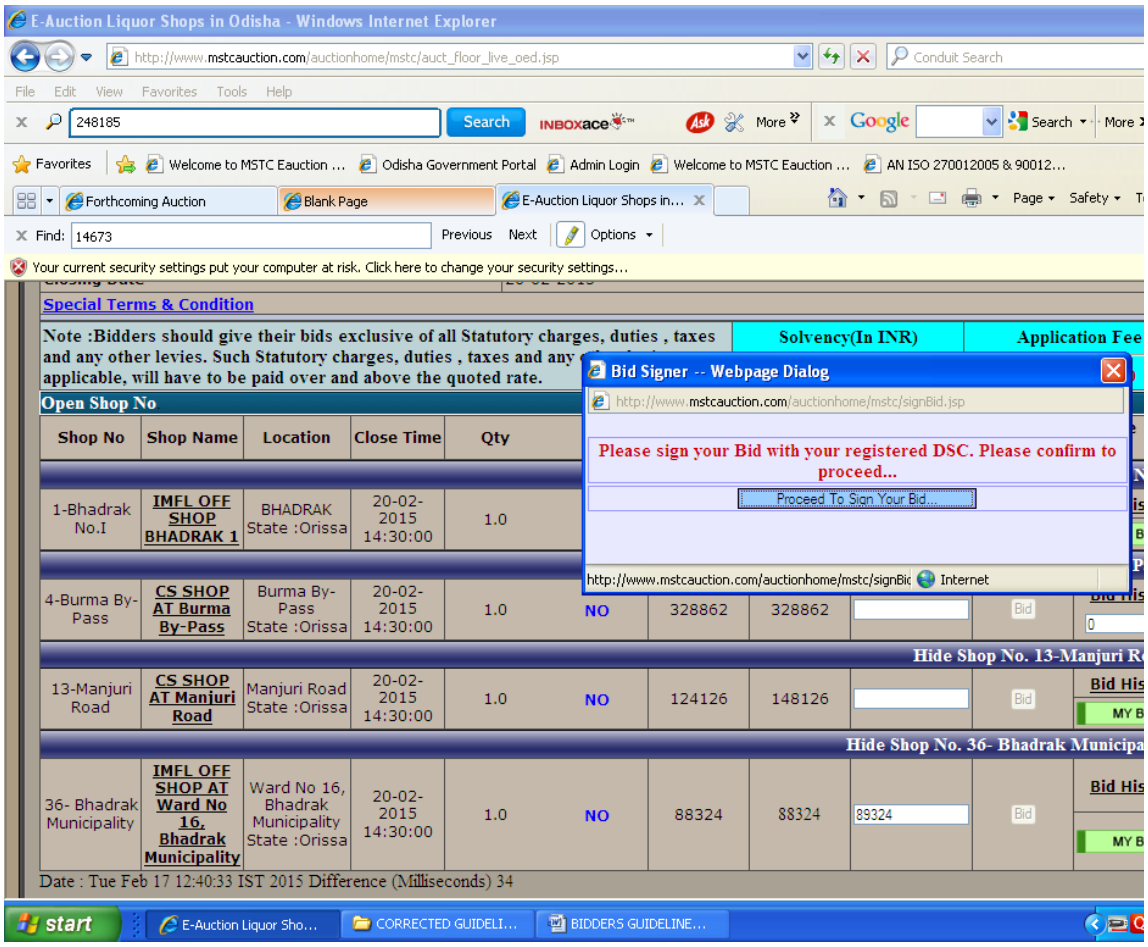
BIDDERS GUIDELINE...


MSTC-eAuction - Windows Internet Explorer
http://www.mstcauction.com/auctionhome/mstc/auct_select_live.jsp
Select a Certificate
TATA CONSULTANCY SERVICES
Select the Certificate you want to use.
Click View Certificate for Certificate Details.
Issued To | Issued By | Serial No. | Expiration Date | Issuer Details
MSTCDS7 | MSTCDS7 | 0F393565 | 09-09-2024 :... | CN=MSTCDS..
TEST IIIA 2... | (n)Code Solu... | 53148AC2 | 11-03-2016 :... | CN=(n)Code...
RAJAMANC... | (n)Code Solu... | 53151F4B | 09-04-2016 :... | CN=(n)Code...
MSTCDS4 | MSTCDS4 | 68BFBBD1 | 09-09-2024 :... | CN=MSTCDS..
TEST IIIB 2... | (n)Code Solu... | 53148AD0 | 11-03-2016 :... | CN=(n)Code...
OK
Cancel
View Certificate
Copyright © 2006 Tata Consultancy Services Ltd.
Category ALL
Seller ALL
Customs Auction
MSTC/VZG/Odisha Excise
MSTC/VZG/Odisha Excise
MSTC/HO/Nominated Authority/15/New Delhi/14-15/89
MSTC/HO/Nominated Authority/16/New Delhi/14-15/90
MSTC/HO/Nominated Authority/25/New Delhi/14-15/111
MSTC/HO/Nominated Authority/26/New Delhi/14-15/112
MSTC/HO/MSTC test auction/7/HO/13-14/37
MSTC/ERO/scrapsellerdemo/1/kolkata/13-14/39
MSTC/HO/testsellerho/2/kolkata/13-14/42 [e-Tender Only]


E-Auction Liquor Shops in Odisha - Windows Internet Explorer
http://www.mstcauction.com/auctionhome/mstc/auct_floor_live_oed.jsp
Special Terms & Condition
Note :Bidders should give their bids exclusive of all Statutory charges, duties , taxes and any other levies. Such Statutory charges, duties , taxes and any applicable, will have to be paid over and above the quoted rate.
Solvency(In INR)
Application Fee
Bid Signer -- Webpage Dialog
http://www.mstcauction.com/auctionhome/mstc/signBid.jsp
Please sign your Bid with your registered DSC. Please confirm to proceed...
Proceed To Sign Your Bid...
Open Shop No
Shop No
Shop Name
Location
Close Time
Qty
1-Bhadrak No.I
IMFL OFF SHOP BHADRAK 1
BHADRAK State :Orissa
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4-Burma By-Pass
CS SHOP AT Burma By-Pass
Burma By-Pass State :Orissa
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328862
Hide Shop No. 13-Manjuri R
13-Manjuri Road
CS SHOP AT Manjuri Road
Manjuri Road State :Orissa
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NO
124126
148126
Hide Shop No. 36- Bhadrak Municipa
36- Bhadrak Municipality
IMFL OFF SHOP AT Ward No 16, Bhadrak Municipality
Ward No 16, Bhadrak Municipality State :Orissa
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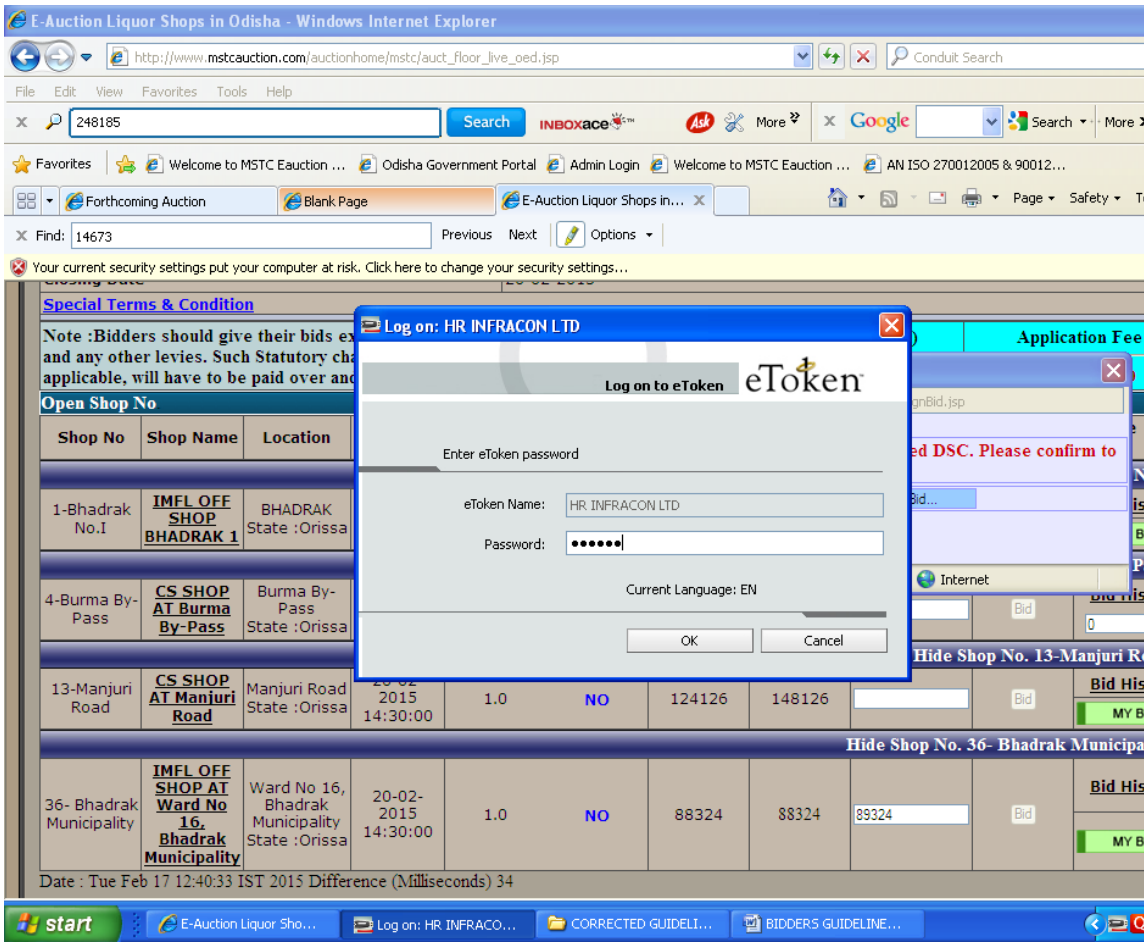
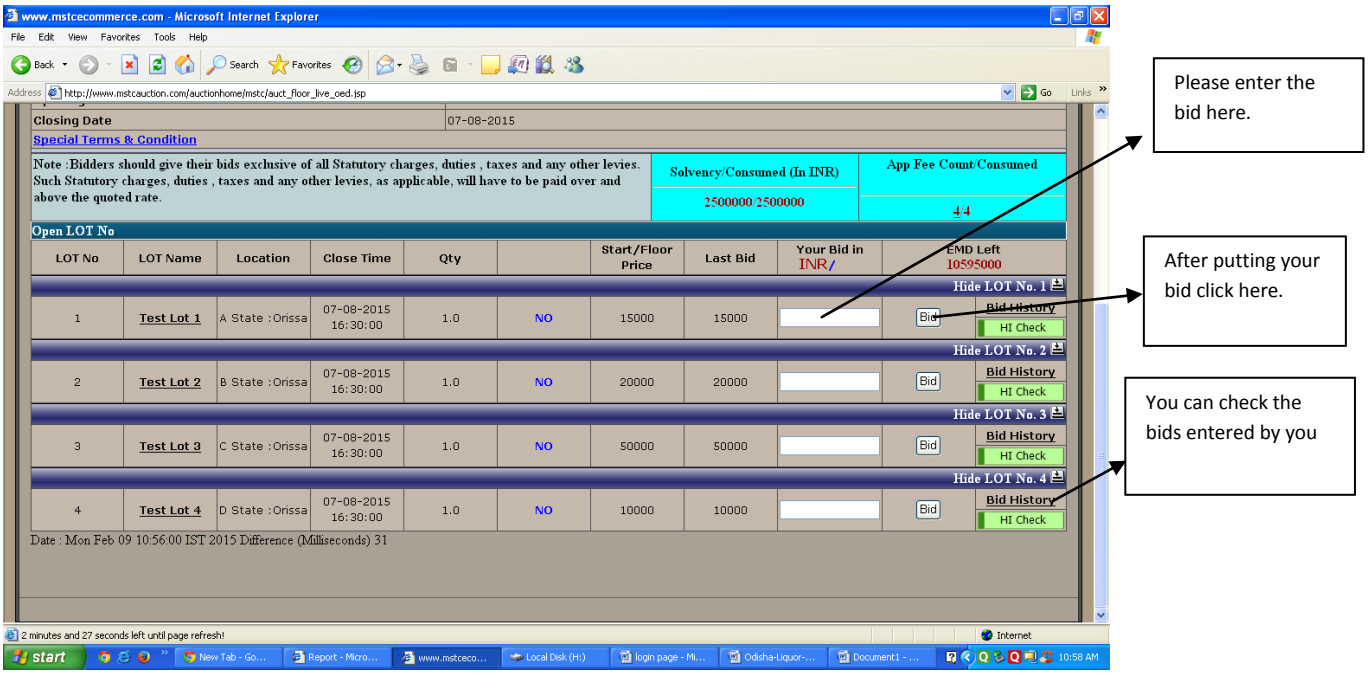


After that a pop-up will appear asking the buyer to accept the terms and conditions. Click ok. Then the buyer will be required to verify his digital signature. After verifying he will be directed to the auction floor.



6. The auction floor will open up with relevant details. Bidding is to be done shop wise. A bidder may submit bids against any shop more than once. After putting in his bid amount in the relevant field and pressing bid button he will be required to verify his DSC.

7. In e-auction, for any shop, a bidder can increase his bid any no. of times provided his bid is outbid by others. No downward revision of bid will be allowed.

   Minimum increment will be as follows:

   Rs. 1,000/- For shops with start / reserve price up to Rs. 2,00,000/-
   Rs. 2,000/- For shops with start / reserve price over Rs. 2,00,000/-

   Maximum increment in a single step may be restricted to 1.25 times the current highest bid.

   Current H1 bidder may not be allowed to revise/ increase his own bid till he/she is outbid by others

8. The H-1 bid for the shops put up for auction will be displayed on the auction floor under LAST BID coloumn.

9. Against every shop, the time of close of auction will be displayed separately.

10. An auction will close for bidding at the scheduled time or extended time depending upon the bidding/ competition.

11. AUTO EXTENSION: If any bid is received during the last 5 minutes before scheduled close of auction for any shop, its close time will get automatically extended by 5 minutes from the time of last bid in order to give equal opportunity to all bidders.

12. When bidding for all the shops in an e-Auction close, e-Auction will close.

13. Autobid facilty : In the auction, a bidder may give instruction to the computer to bid on his behalf every time his bid is exceeded by clicking on the Autobid button. Once the bidder clicks on the Autobid button, the computer will ask for incremental value and upper limit of bid. The bidder has to fill up these values and submit. The auction floor will display the upper bid limit against each active autobid for all the lots. While registering auto bid the minimal incremental should be taken into consideration and the maximum bid should be chosen accordingly.

    Bid value shall be in terms of monthly consideration money (i.e. licence fee) for each shop.

14. If a bidder is the highest bidder for any shop at any point in time in e-auction, proportionate EMD will be deducted from the available EMD of the bidder till he is out-bidded by another bidder for the same lot.

18. UNIVERSAL EMD: The EMD required for any shop is three times the starting bid of particular shop. The EMD remitted by any bidder is available for bidding against any auctions of Odisha Excise Dept., of this series. The bidders need not to indicate the shops for which they wish to bid in writing and they can bid as per their wish choosing the shops. The required EMD will be blocked only if their bid is H1 in any particular shop and gets released if the same is out-bid by others. The balance EMD will be available for bidding in any other lot of the same auctions and any lot of any other auction of this series. This is a dynamic process during the currency of the auction.

19. UNIVERSAL SOLVENCY SHOP AMOUNT: The solvency amount required for any shop is six times the starting bid of particular shop. The solvency amount remitted by any bidder is available for bidding against any shops of the auctions of Odisha Excise Dept., of this series. The bidders need not to indicate the shops for which they wish to bid and they can bid as per their wish to bid in writing choosing the shops. The required solvency amount will be blocked only if their bid is H1 in any particular shop and gets released if the same is out-bid by others. The balance solvency amount will be available for bidding in any other shops of the same auction and any shops for any other auctions of Odisha Excise Dept., of this series.

20.UNIVERSAL APPLICATION FEE: The required application fee is Rs.60,000/- each for CS shops and Rs.30,000/- each for "OFF" shops. The application fee remitted by any bidder is available for any shops in that particular auction or available for any shops in any auctions of Odisha Excise dept., of this series. The application fee will be blocked on the first hit of any shop. Application fee once remitted will not be refunded.

21. Bidders must be extremely careful in making their bids on the Live e-Auction floor. Bids in Decimals are not acceptable by the system. After typing any Bid, but before submitting the Bid into the Live e-Auction floor, Bidders must check the same. Bidders will be fully liable and responsible for the bids submitted by them, including any errors made by them, if any, and no complaint / representation in this regard will be entertained by MSTC / Principal.

22. In case any bidder puts in a bid which is more than 1.25 times the current highest bid, then before submission of bid by him in the Live e- Auction floor, a warning to this effect will be displayed on his screen. No bidder is allowed to bid more than 1.25 times the current h1 bid.

24. Sale will be governed by the Special Terms and Conditions (STC) & the sale notification displayed on the "Live" e-Auction floor only and Bidders may download a copy of the same for their records. Bidders should take note of

the corrigendum being issued from time to time which will form part and parcel of the terms and conditions.

POST BID ACTIVITY:

1. It will be the bidder's responsibility to personally see the result of e-Auction by seeing and downloading the "Auction Lot Status" from the Website immediately after Closing of eAuction which will be displayed upto 7 (Seven) days from the date of Closing of eAuction (excluding the date of closing of eAuction). The "Auction Lot Status" will show status of their H1 shop. Sale Intimation Letter will be issued by email to such highest successful Bidder after the closing of e-Auction and approval of the principal.

2. Please request MSTC for refund of unsuccessful EMD.

3. Successful bidder to contact the Principal for further directions

4. Successful bidders may simultaneously look for finalizing the shop space in the particular location in order to complete the process of issuing license / opening of shop quickly.

N.B : These guidelines are meant to assist the bidders in understanding the process and should not be taken as exhaustive. Modifications / amendments, if necessary, shall be made from time to time. Bidders are therefore advised to frequently check for any modification / amendments.