Guidelines for Bidders

(The following section is meant only to provide guidance to bidders about MSTC's e-bidding portal. These guidelines are subject to change from time to time depending on the development of the portal. Bidders are advised to keep checking the latest guidelines from the website to keep themselves updated. They may also contact the offices of MSTC to seek clarification on any point. MSTC shall not be responsible for any mistake committed by any bidder or for any consequent loss to the bidder due to misunderstanding anything written hereunder.)

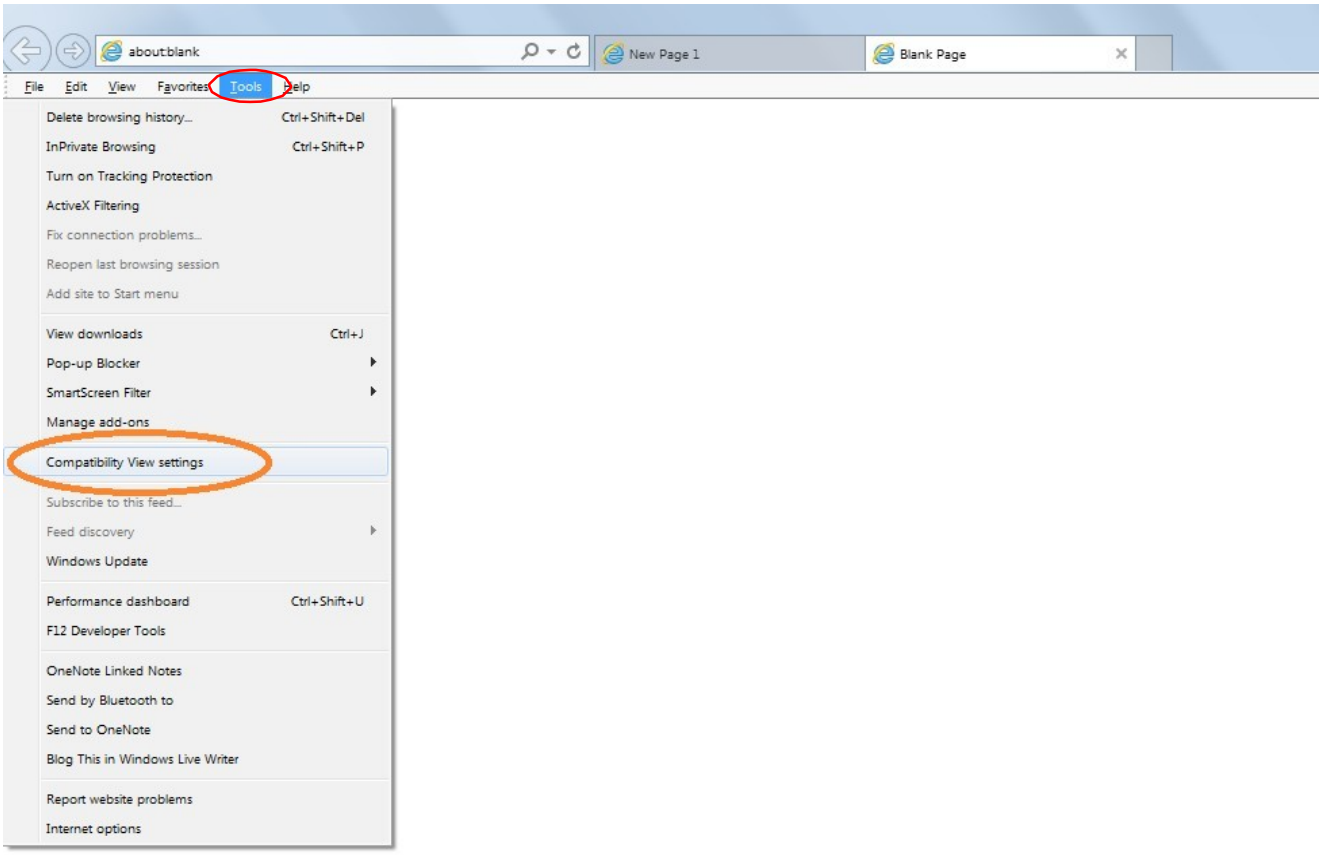
System Requirement

The following requirements need to be fulfilled for optimum use of MSTC e-bidding portal.

(1) A computer connected to internet through an ISP.
(2) The computer should have adequate RAM depending on version of Windows.
(3) The computer (Desktop / Laptop) should have Windows 9 or above.

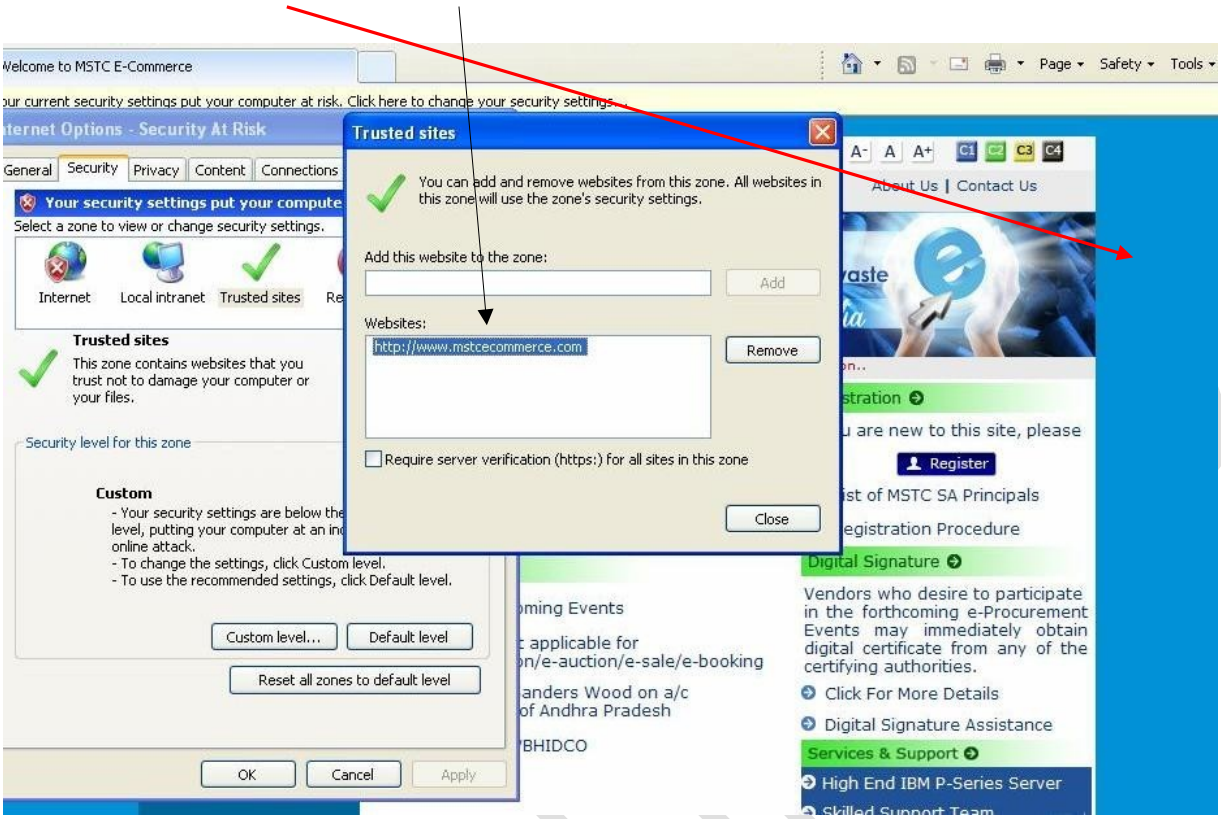
The website is best viewed in Internet Explorer version 11 or above. In case there is a different version being used, the website should be added to Compatibility View Settings as shown below
Tools > Compatibility View Settings>

MSTC LIMITED



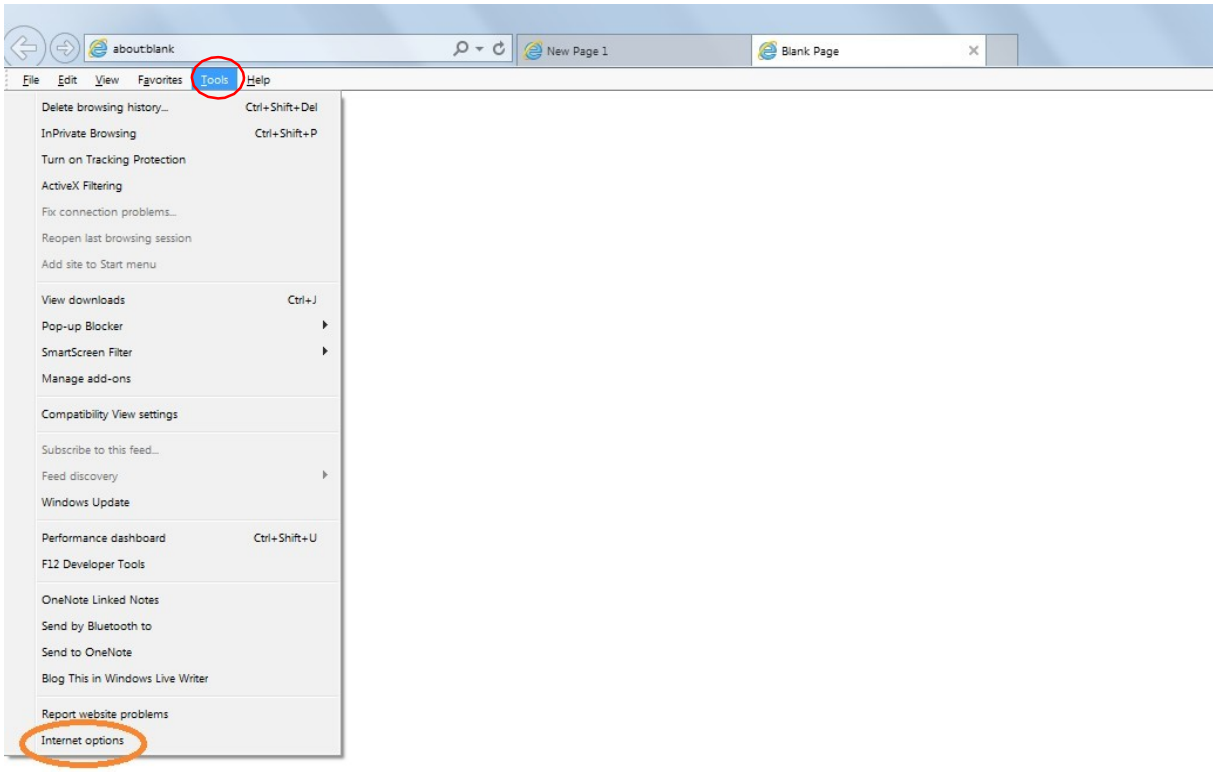
Add our website mstcecommerce.com

4) The website http://www.mstcecommerce.com should be added to the list of **"Trusted Sites"**.

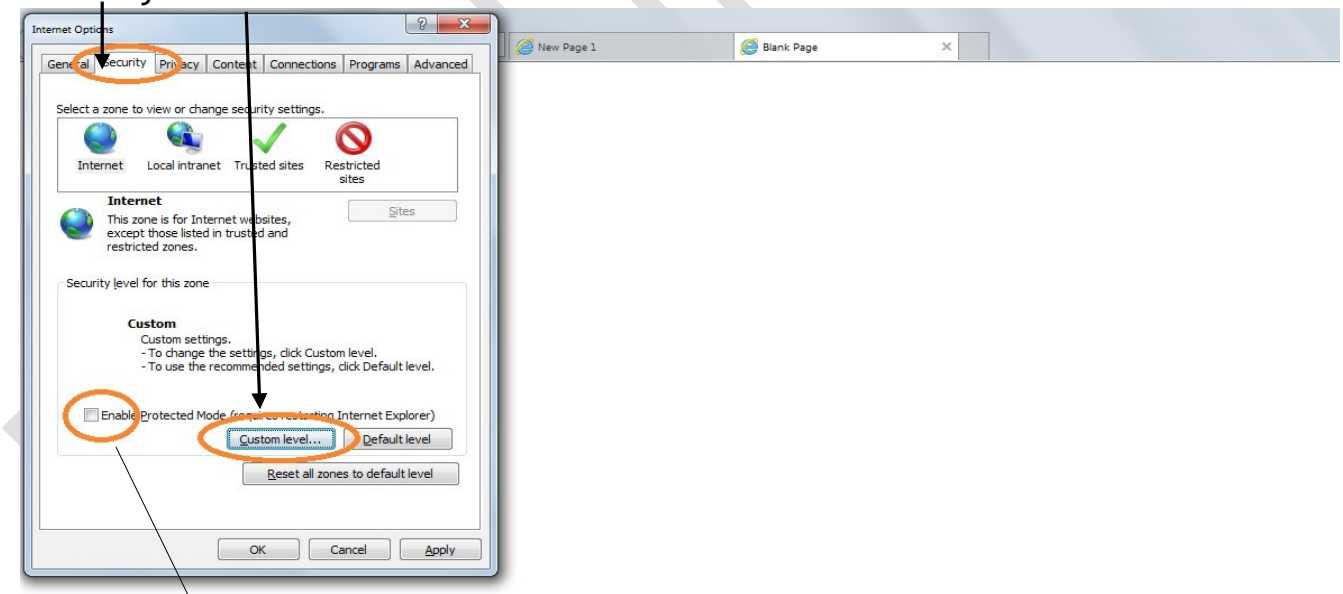


(5) All the ActiveX controls of the Internet Explorer should be **Enabled** as shown below.
Tools > Internet Options

MSTC Ltd

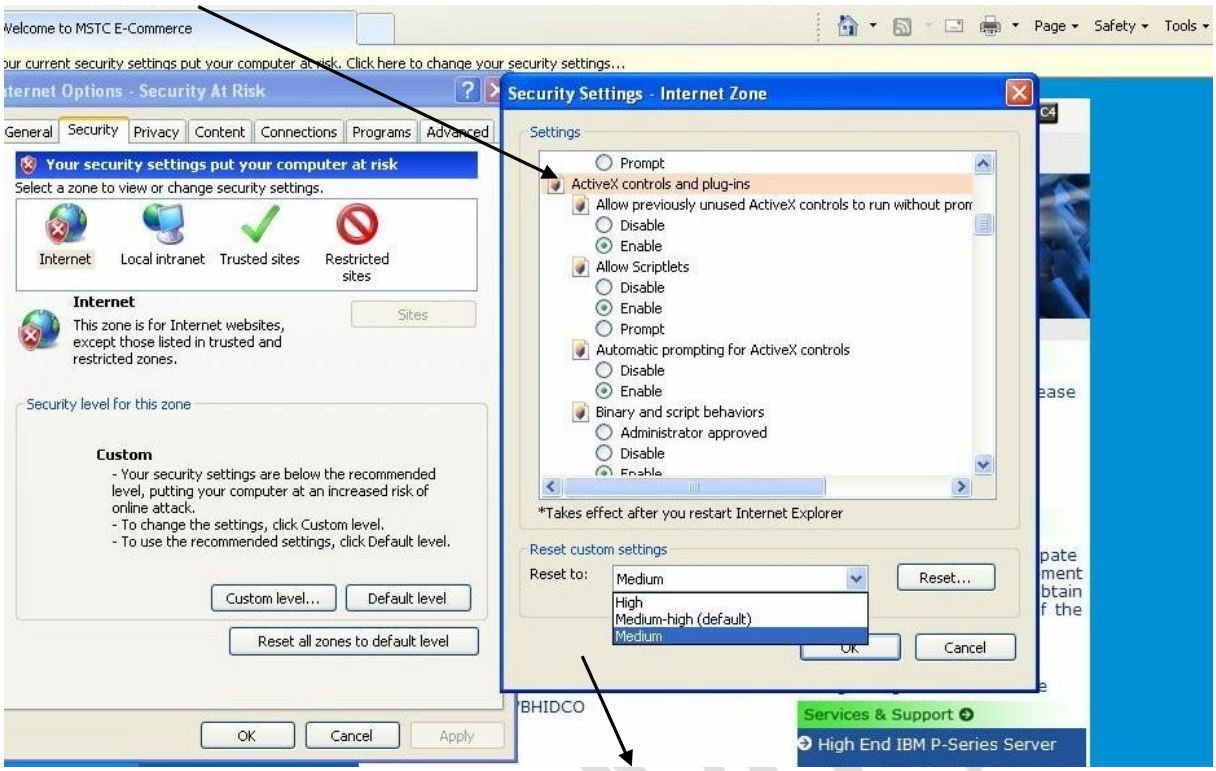


Security > Custom level >



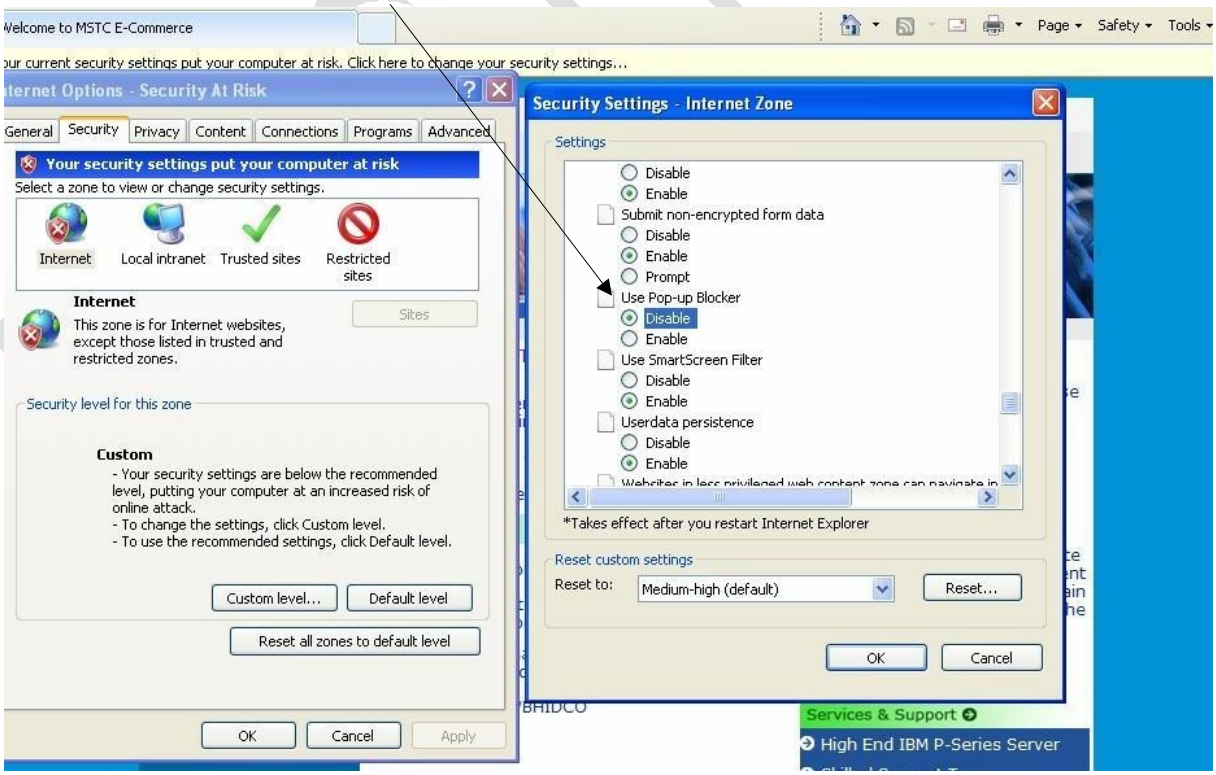
Uncheck “Enable protected Mode”

Enable **ALL** Active-X Controls and Plug-ins

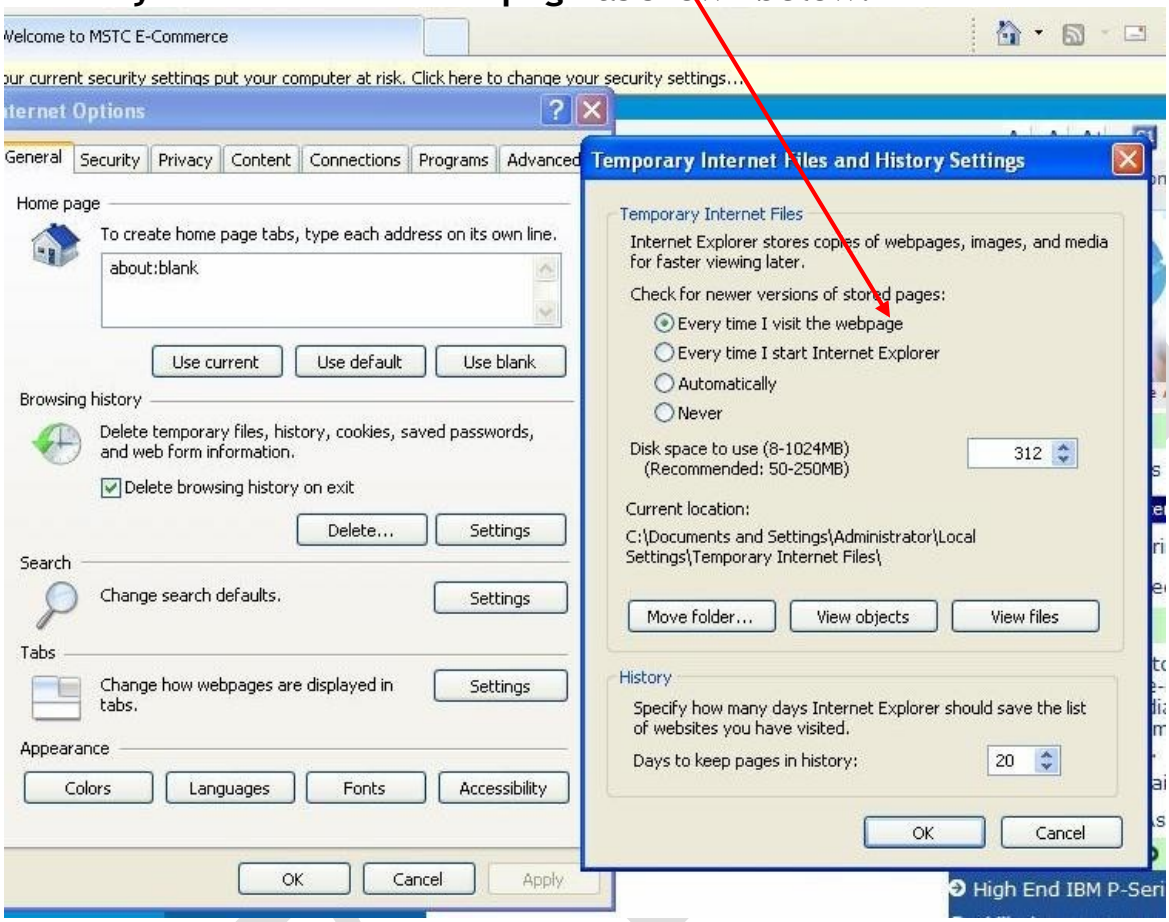


The custom settings should be reset to the lowest possible option from the drop down.

(6) Disable **"Use Pop-up blocker"** under the heading **Miscellaneous**



(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.

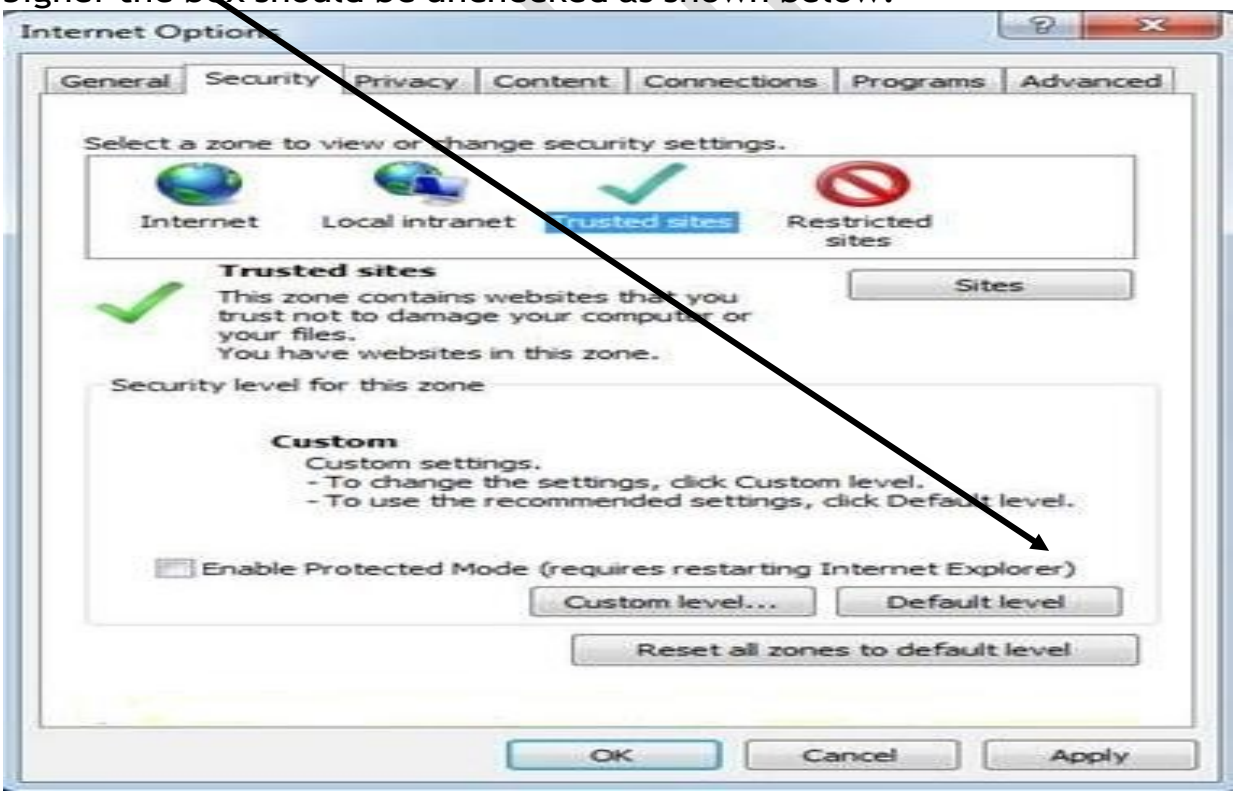


(8) Latest Drivers for your Digital Signature Certificate should be installed properly in the computer.

(9) The PC should run as an **Administrator** to install packages on being prompted on screen like TCS signer file for signing with DSC, Java encryption applet for data encryption, etc.

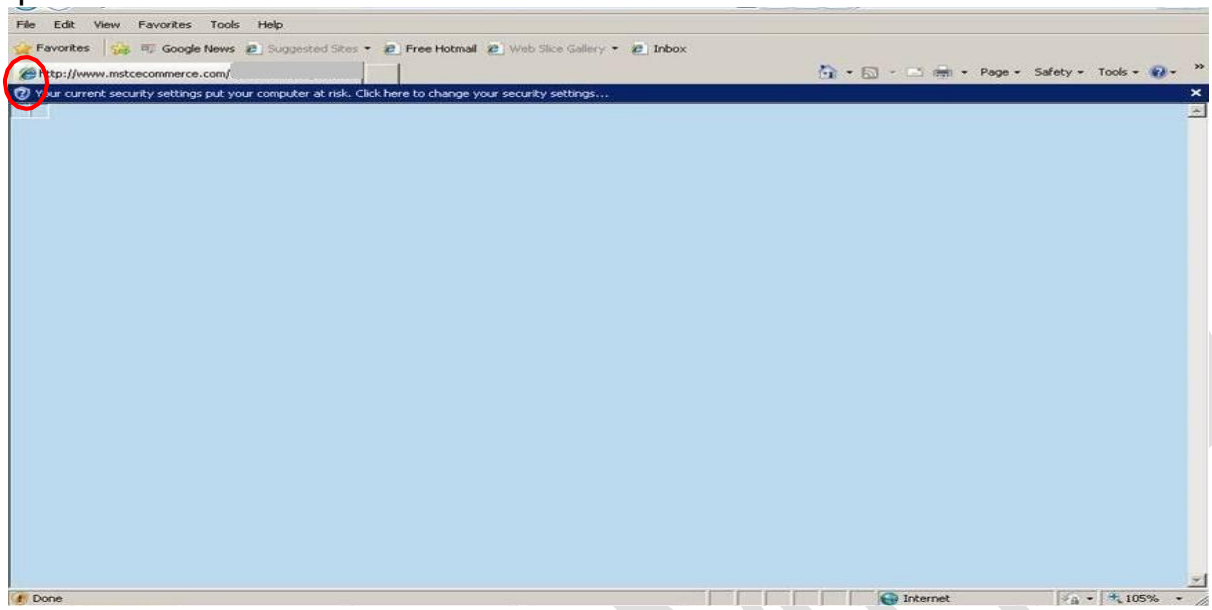
(10) The protected mode of the computer should be turned off as described in the next page.

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.



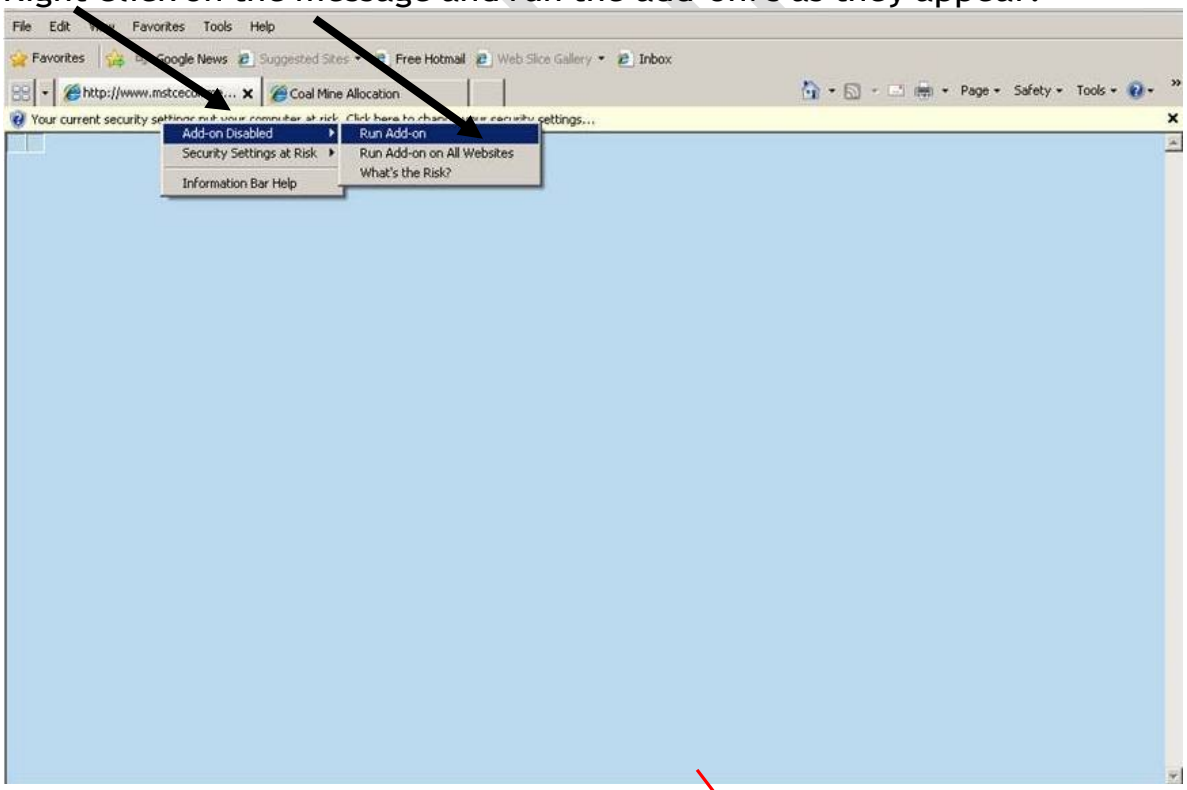
After Changing the settings, the message might appear on your screen **"Your current security settings put your computer at risk. Click here to**

Change your security settings" as shown in subsequent screenshots. This should not be fixed under any circumstances. Initially it might appear with a blue question mark as shown below.



In the above case, the **blue question mark** sign indicates that the website wants to run certain add-on/s. 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.

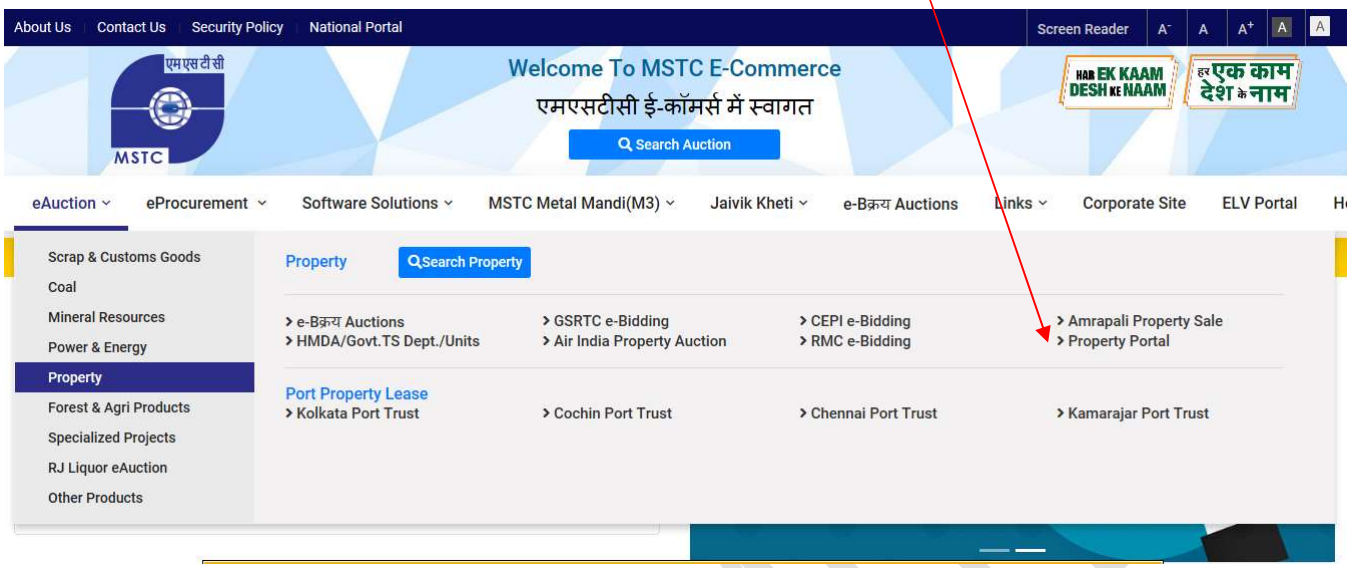
Another add-on **"TCS Signer"** also needs to run similarly to allow DSC's to sign digitally.

Java (Latest version JRE8 update101- file name Windows X-86 Offline) should be downloaded and configured as shown in the video guide.

MSTC LIMITED

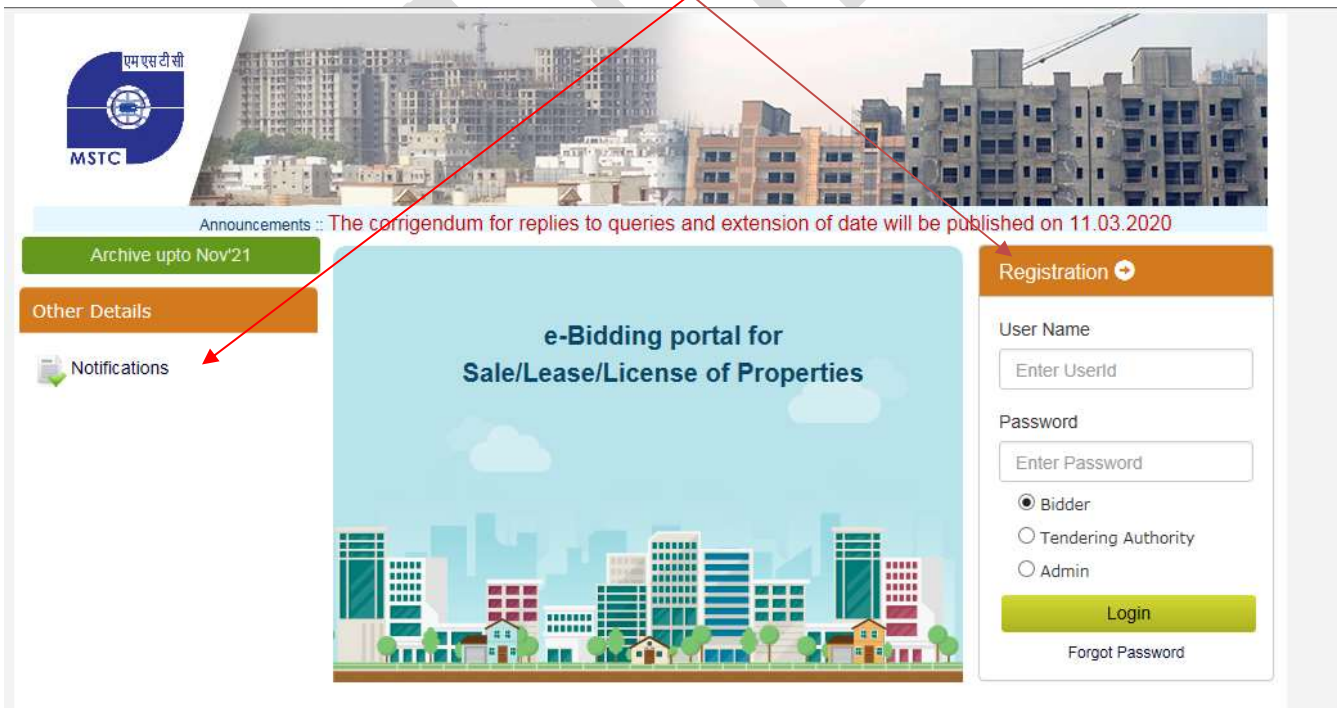
BIDDING PROCESS

The bidder should visit https://www.mstcecommerce.com to participate in the Sale/Lease/License of Properties tenders and click on Property>Property Portal



The page that appears on clicking is given below. The Notification Link on shall contain all the necessary tender documents (RFP) along with the corrigendum/addendum if any.

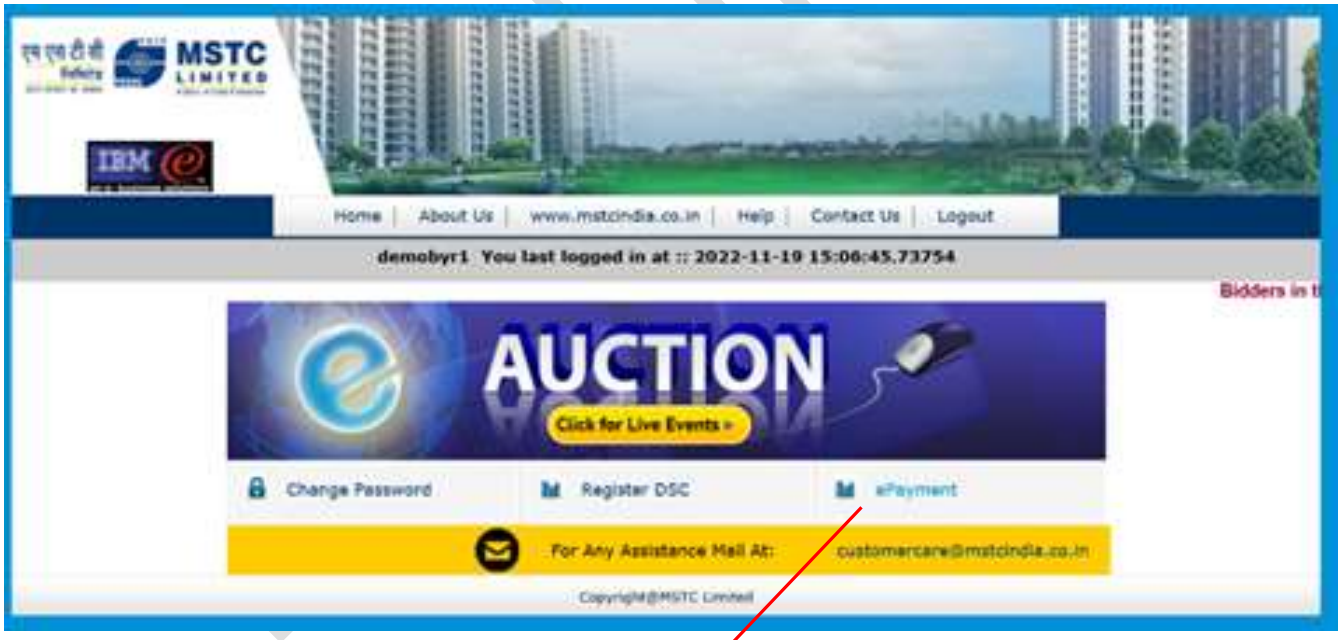
The bidder should click on "Registration" Link below to fill up a proforma and create his own user id and password. After filling up, intimation mail may be sent to MSTC contact persons as mentioned in the RFP for activation of the same.



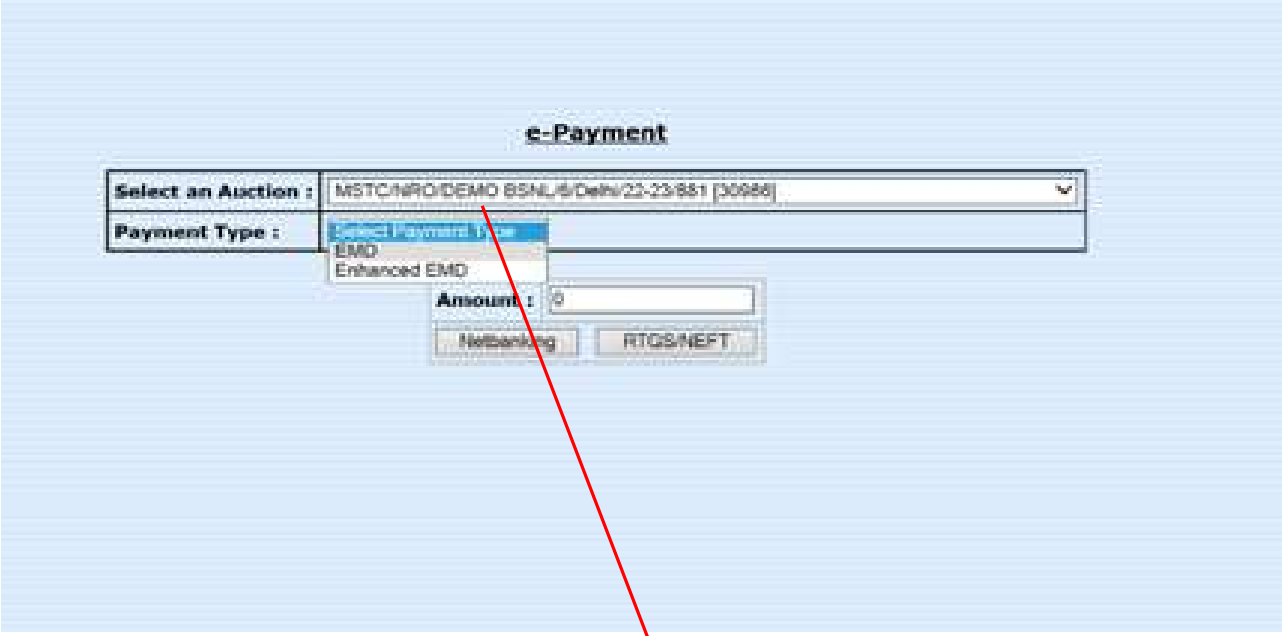
The bidder should type in the user id and password generated by them while filling up the registration form, in the fields given above.

This will generate the home screen as shown above.

The bidder should now click on register DSC link to register their Digital Signature Certificates (DSCs)



To generate a challan containing the unique tender id and the bidder id along with the amount to be submitted to MSTC account, the e-payment link above may be clicked.



In the page that opens on clicking the e-payment link, select the e-tender number from the dropdown and the lot in which he wishes to participate, as shown above. The challan is generated as shown above and the bidder may take a printout of thesame for onward submission to MSTC.

Sample Challan

Beneficiary Details

Beneficiary Name	MSTC LIMITED
Credit Account No	ZMSNRO0000106230
Bank	IndusInd Bank
Branch	New Delhi(NRO)
Account Type	Current
IFSC Code	INDB0000005

Remittance Details

Amount Rs. 7800000.00 /-

Amount (in figures.)Rupees Seventy Eight Lakh Only

Please remit the amount as per the aforesaid details, by debiting my/our account for the amount of remittance with the following remittance details:

Remittance Type :EMD Event No: MSTC/NRO/DEMO BSNL/6/Delhi/22-23/881 for Bidder::Unneti Saini/5631

Note: Instruction to the Bankers while remitting the funds

i) This Acknowledgement Receipt is valid for three days from the date of generation.
ii) No overwriting is allowed in the format above.

Thanking you,

Print

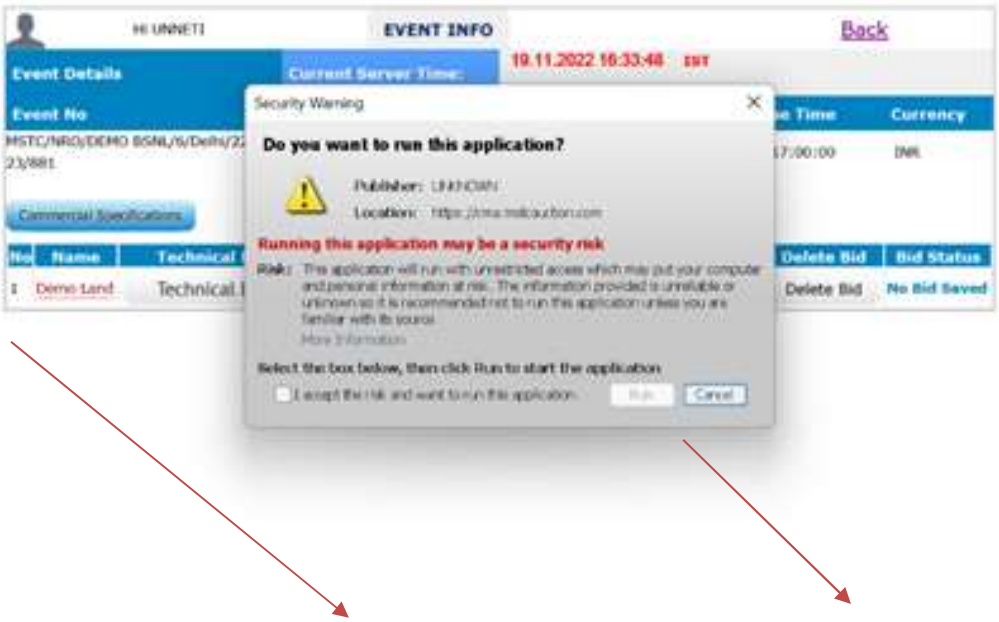
After completing the payment formalities the bidder may click on “Click for Live Events”

On the page that appears, click on “Stage I Bid Submission” for submitting techno-commercial offer and the initial price offer. For second stage bidding click on ‘Forward Auction ‘. This shall happen after the IPO is opened by the respective authorities and shall be intimated separately.

Then Click on “Live Events” for both stage I bid submission as well as forward auctions.

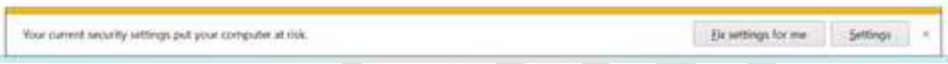
Select the tender from the list of tenders.

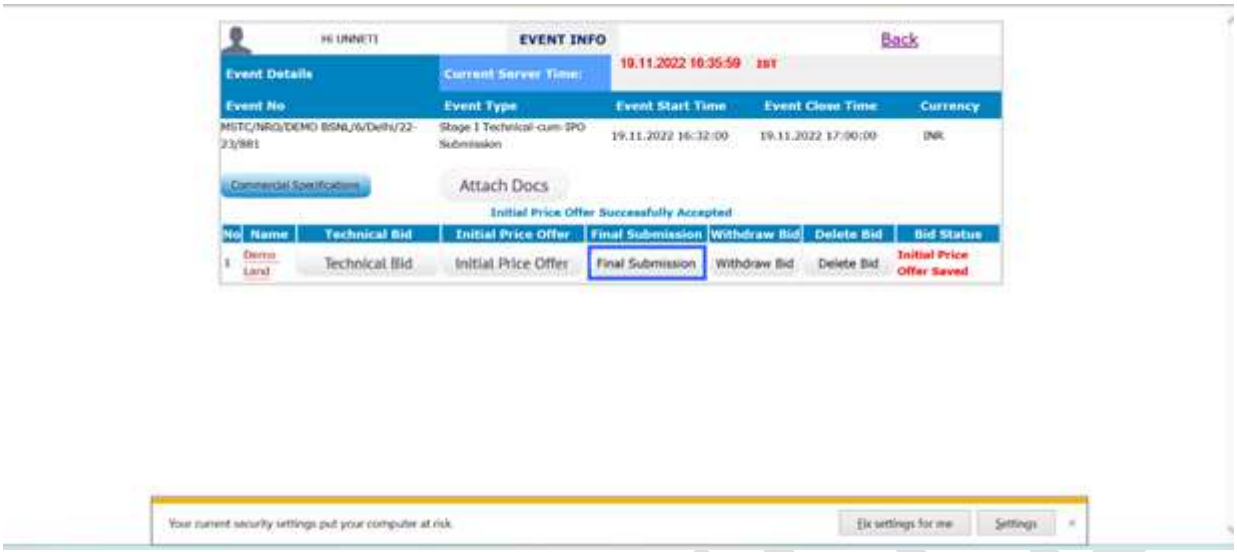
On the following page wait for the Java Encryption applet to load.



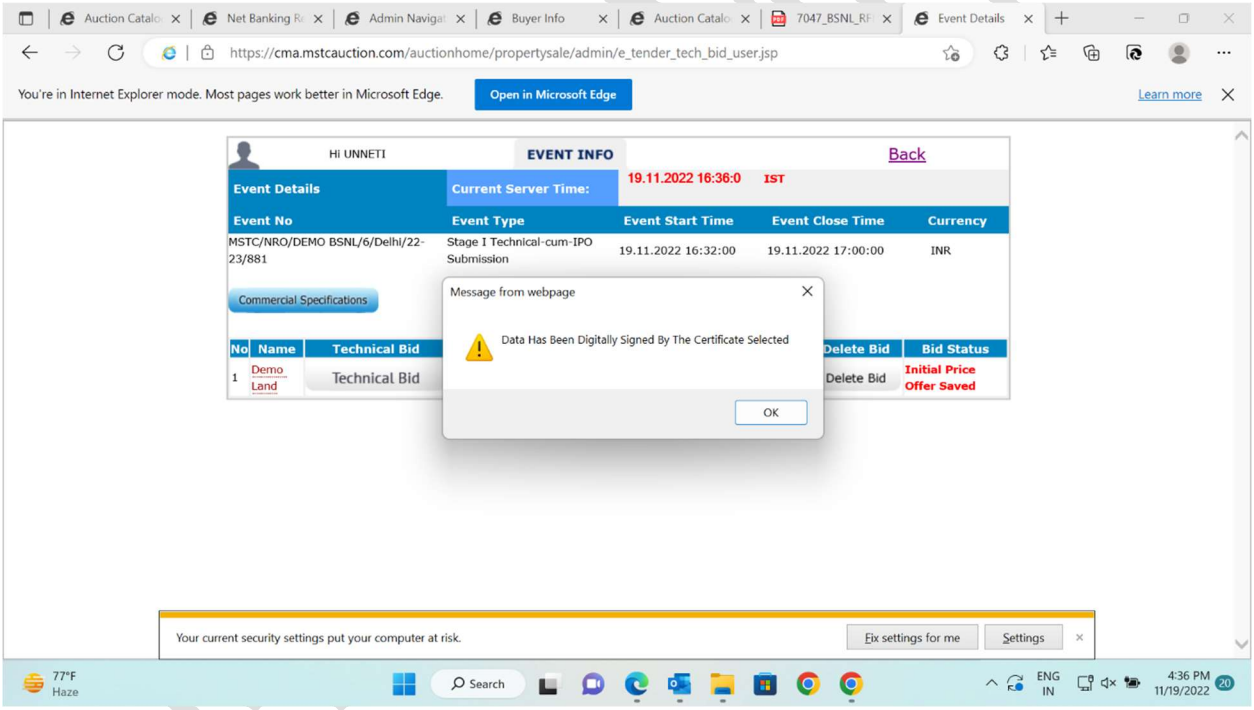
"Accept" and "Run" the application TWICE. Or else "Object Error" messages may pop up.

First Click on "Commercial Specifications" and fill up. Then click on "Attach Docs" to submit documents. Then Click on "Technical Bid" and save after filling up terms and conditions, if any. Finally click on "Initial Price Offer" to submit the price bid. After saving the price bid for each lot (in case there are multiple plots) the "Final Submission" link will be activated as shown below. Click on it to record the bid in the server



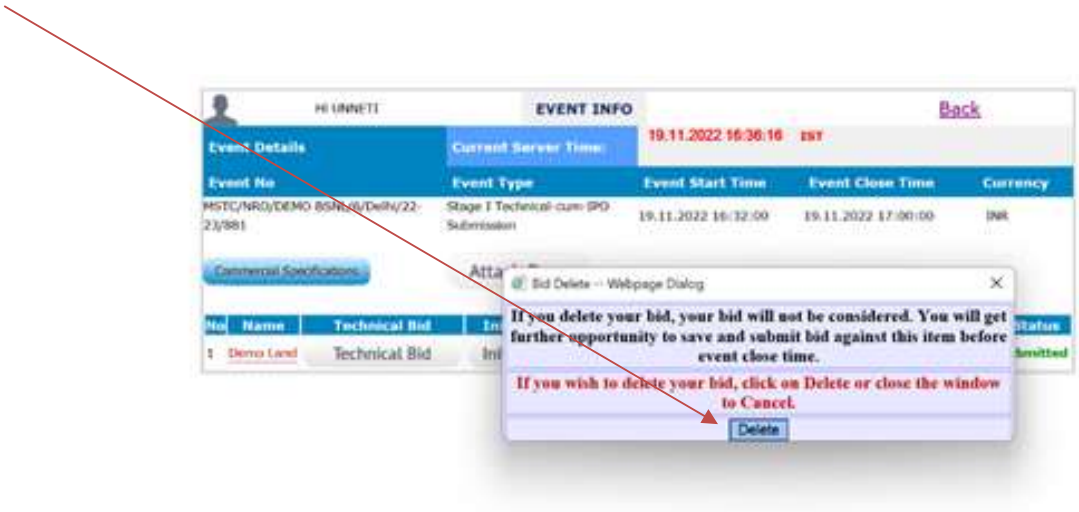


Select the DSC from the signer box and submit the bid finally.

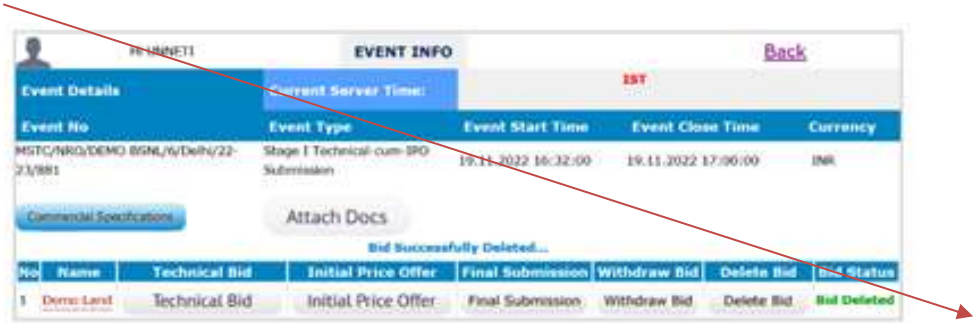


The bid status will show“Bid Submitted” in green as shown below.

If there is a need to delete the bid after bid submission, click on Delete Bid :

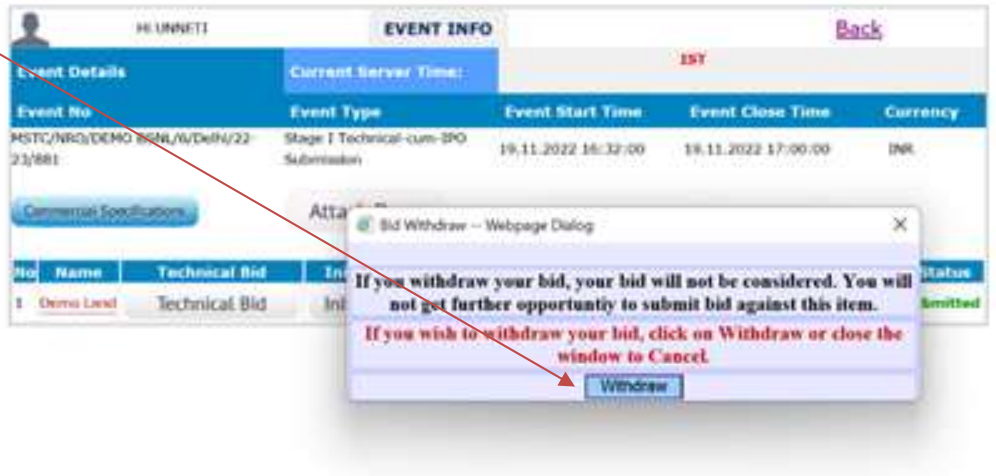


Bid Deleted Sucessfully:



Once the bid is deleted, the buyer can save the bid again following the same process.

If there is a need to withdraw the bid after bid submission, click on Withdraw Bid:



Bid withdraw successfully:

Once the bid is withdrawn, the bidder will not be able to submit the bid again.