How to Register as a bidder for RLNG Allocation through www.mstcecommerce.com

Basic requirement:

- ✓ A PC connected to internet.
- ✓ Preferred operating system : Windows XP SP3 and above
- ✓ Internet Explorer Version 7 and above.

Registration Methodology:

- Visit the website www.mstcecommerce.com/auctionhome/psdf/index.jsp.
- Click on the button “Registration”.
- **GENERAL TERMS & CONDITIONS OF e-AUCTION** will appear on screen. Read the same and click on the “**Proceed**” button at the bottom of the page.
- Read the **BUYER SPECIFIC TERMS & CONDITIONS** (BSTC) and click on “**Agree**” to proceed.
- Fill up the Form with correct information. Please select suitable user id and password and keep note of the same.
- All fields marked with * are mandatory and must be filled in.
- After filling up the form click on the ‘**Submit**’ button.
- The next page contains the preview of the information submitted. If the information is correctly entered then click on ‘Submit’ button.
- On successful registration the system will send an email to the registered email address advising the bidder to submit the following.

:

1. Self attested Income Tax PAN Card. In case of a registered Company or Firm, the Firm's PAN card and in case of a proprietorship firm, proprietor's personal PAN card is required. In case of partnership firm, PAN of the firm and that of the authorized partner are to be submitted.
2. Two passport size photographs of the contact person.
3. Letter of Authorization from Chairman/MD/Directors/CEO/Company Secretary in favour of the contact person in the standard format available in the home page of RLNG allocation website.
4. Proof of Identity of the contact person in the form of Company ID Card/PAN Card/Voter ID Card.
5. Copy of this email.
6. A non refundable registration fee of Rs 10,000/- plus applicable service tax to be paid online to the following bank account.

   Beneficiary Name : MSTC Limited
   Bank Details : Axis Bank, Shakespeare Sarani Branch, Kolkata
   Account Details: Axis Bank A/c.No.005010200057840
   IFSC Code No. : UTIB0000005.

   Please provide details of payment made like UTR No, remitting bank name, date of payment and amount in the covering letter.

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

rlng@mstcindia.co.in

It may be noted that bidders need not visit any of the offices of MSTC Limited for submission of the documents. However, the bidders may contact the following offices of MSTC Limited for seeking assistance on the bidding process.

MSTC Limited E-Commerce Division 225-F, A.J.C Bose Road, 2nd Floor Kolkata - 700 020 Telephone : 03322901004	MSTC Limited Northern Regional Office 30/31A Jeevan Vikas Building, 1st Floor, Asaf Ali Road (opp. Hamdard) New Delhi - 110 002. Telephone : 01132068276

On submission of documents the bidder's login shall be activated and a 'Photo Identity Card' will be issued in the name of the Contact Person.

Note : The interested bidders are also required to obtain Class III signing type Digital Signature Certificate from Certifying Authorities as Digital Signature is compulsory for submission of bids in e-bidding process.

Note : If a bidder company has multiple Gas Based Power Plants for which it intends to submit bids in the e-reverse bidding for e-Bid RLNG, then the bidder needs to have separate registrations for each such Plant.

*****