

## Bidders' Guide

### Registration process:

- 1) To participate in this e-auction process, intending buyers need to be registered with MSTC. The buyers already registered for coal may login with their 'USERNAME' and 'PASSWORD'. For new Registration buyers need to visit the website:  
<https://www.mstcecommerce.com/coalauctionhome/mcoal/index.jsp>
- 2) On the homepage, bidders need to click on "**Registration**".
- 3) On next page, Buyer Registration Form will open which need to be duly filled and submitted online. In buyer's Registration form, select **Individuals Tribal from Meghalaya of Others** Type as deemed fit. Upload buyer photo and signature is optional. It may be provide at the time of offline formalities.
- 4) For registration Individuals Tribal from Meghalaya, fill Election Photo Identity Card (EPIC) No. → Tribal Certificate number → Company (fill name of person) → Contact Person → Postal Address → City → Pin → State/Union Ter. (select from drop down list) → Country → E Mail → Phone (mobile number) → Fax (not mandatory) → PAN No. (not mandatory) → generate their unique User ID and Password → GST No. (not mandatory) → SSI Reg. No/Factory license number (not mandatory) → Bankers' Name → Account Number → Branch → IFSC Code → Security Code as displayed → check box of acceptance of general terms and buyer specific term & conditions → upload photo and signature is not mandatory → submit → check preview and submit.
- 5) For registration others, select appropriate buyer category. \* marked fields in the online form are mandatory. The bidders must also generate their unique User ID and Password during the online registration.
- 6) The Password of the bidder will be activated by MSTC only after receipt of payment of registration fees Rs. 2000/- + applicable GST @ 18% and receipt of documents as mentioned in buyer registration confirmation email.
- 7) After successful online registration, an auto e-mail Confirmation Letter will be sent to the buyer confirming him the Buyer Registration Details and advising him to complete the registration fees and document formalities. The buyer should download a copy of this Confirmation Letter, countersign the same and submit it to MSTC while completing the Offline registration formalities.
- 8) Bidders are also required to furnish certain documents mandatorily to make their account operative along with registration fees. The list of such documents will be available in the e-mail which they will receive after submission of online registration form.
- 9) After completion of the above formalities, login of the buyers will be activated and they may login with their USERNAME and PASSWORD and witness a host of opportunities.

### **Bidding Process: (Use internet explorer v10+ only)**

- 1) To participate in this e-auction process, intending buyers need to login at website <https://www.mstcecommerce.com/coalauctionhome/mcoal/index.jsp> with their 'USERNAME' and 'PASSWORD'.
- 2) Pay pre-bid EMD amount through 'Meghalaya Coal EMD Pay' option in their login and check amount in EMD ledger.
- 3) Buyer has to change transaction password through 'change password' option.
- 4) For participate in bidding, click on "Click for Action".
- 5) On next page, select seller will be "All Sellers". Here to enter on live bidding floor, click on "View Live auctions".
- 6) On live floor find your desired auction reference number and click on it.
- 7) Live floor for the auction will open.
- 8) The auction is a price-quantity type of auction. System will ask transaction password for first bid.
- 9) On live floor, bidder may bid desired quantity and price equal to or higher the start/floor price displayed. Rule for quantity and price bidding is mentioned in auction catalogue.
- 10) Bidding time will initially be for a period of Two hours and the closing time of the auction is system controlled. If any market-leading bid (bid high than the highest at the point in time) is received within the last 5 minutes of closing time for a lot, the bidding time will be extended automatically by five minutes. In case, there is no bid in the extended 5minutes, the auction of that particular lot shall get closed automatically without any extension. If no increment bid comes within the last 5 minutes of designated bidding time of 02 hours, then also the auction for that particular lot will close once the designated timing is over.
- 11) On closing of auction, successful bidders will get system generated email.
- 12) The Seller has the absolute right to postpone or cancel the process without assigning any reasons thereto.