

Registration Process for Exclusive e-Auction scheme 2015 for Non Power Sector (Including CPPs)

How to Register with MSTC Limited:

1. Log on to our website at www.mstcecommerce.com
2. Click on the link 'e-Auction' > 'e-Auction for Coal' and then on the link provided: 'Register'.
3. Two options will be there: (a) **Register as Buyer** and (b) **Register as Seller**
4. Select and click on "Register as Buyer" option
5. **Buyer's Registration Form** will appear on the screen. Fill up the desired information. **Coal/Coal Products'** is the default choice in the Buyer Type field.
6. Kindly check the box and for "I want to participate In Forward Auction"
7. All field's marked with * are mandatory and must be filled in
8. Select your User ID and Password and keep a note of the same
9. Kindly check (put tick mark) in the boxes to accept the **General Terms 'n' conditions and Buyer specific Terms 'n' Conditions**
10. After filling up the form click on the '**Submit**' button
11. The next page is not relevant to you. Please do not fill anything 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.
12. On the next page you need to put the validity of certain documents and submit the form. On successful registration the system will send you an email and also inform you instantly to submit 'Registration Fee' and the relevant documents as mentioned under:
 - (a) Attested copy of PAN Card of the Company/Proprietor
 - (b) One passport size photograph of the contact person along with a copy of individual PAN Card or Driving License
 - (c) Valid GST Certificate of the company
 - (d) Attested copy of latest Income Tax return for the Company/ Proprietor (Self declaration in case of newly formed company whose income tax return has not been filed)
 - (e) Original certificate from Bank certifying the address of the bidder and status & account number
 - (f) Registration fee by way of Demand Draft/Pay Order in favor of **MSTC Limited** payable at **Kolkata**

In order to participate in our on-line e-auctions, you are requested to pay a non-refundable registration fee of **Rs. 2,000/- (Rupees two thousand only) + GST @ 18 %** . **Your login will be activated with a validity upto 23rd Dec' 2016.**

The above documents and the registration fee can be submitted at any of our offices in India whose address is available on our website. Documents to be submitted should be either attested by a Gazetted Officer or notarized by a Public Notary. Alternatively, original documents may be produced along with photocopies for verification (original documents will be returned after verification). On submission of documents your account will be activated and you will be issued a 'Photo Identity Card'.

REGISTRATION AS A CONSUMER:

Apart from being registered with MSTC as a buyer of coal; one has to register as a CONSUMER of Coal in order to participate in the Exclusive e-auction for non-power sector. To register as a CONSUMER, please log on to www.mstcecommerce.com/coalauctionhome with your username and password and click on the link 'Consumer Registration'. A form will appear. Please provide the required information (Note: If the buyer has already checked the "I want to participate In Forward Auction" during online registration as mentioned above, this option won't appear in the login).

Kindly submit the following documents for activation for forward e-auction:

- a. Income-tax return (for immediately completed preceding financial year)
- b. PAN card of the company
- c. Valid GST certificate
- d. Valid SSI / Industrial Registration Certificate
- e. Valid Letter of recommendations issued by the concerned Ministry certifying existence, nature of operation and end use of coal in the unit . "Letter of recommendations issued by the concerned Ministry certifying the existence" would mean a Letter to be issued by any Central/State Ministry from the Office of Secretary/Director of Industries certifying the existence and end-use of coal. For this the Linkage letter issued by the Ministry will be accepted as valid recommendation. However, those consumers who do not get any linkage or any letter from the ministry can submit sponsorship documents by the Director of Industries of the state.
- f. Audited Accounts of the company duly certified by practicing Chartered Accountants. The said accounts should depict a positive net worth of the company.
- g. Valid NOC from State Pollution Control Board. NOC for 'consent to establish' shall not be considered for registration of the unit.
- h. Proof of ownership of land/lease hold for the unit from the concerned authority. (In case of private land purchased from the owner directly, copy of registered sale deed and in case of other , copy of transfer deed / lease deed agreement)
- i. Actual Sales Tax / VAT and / or Excise Duty paid during the last two years, The intending consumers can also submit either a copy of the return filed, duly certified by practicing Chartered Accountants or a self statement of the payment already made during the last 2 years which would necessarily contain few sample copies of challans.
- j. Copies of electricity bills for the last six months, wherever applicable, In absence of electricity connection for running their unit, the consumers need to submit at least a proof of the electricity connection for the purpose of illumination of their office premises and for running their unit, the copy of receipt in support of diesel consumption may be submitted.
- k. A Sworn-in-Affidavit before a Magistrate certifying coal purchased will be for own consumption and would not be resold, transferred or exported on a stamp paper of minimum value of Rs. 10/- ([The Sworn-in-Affidavit should be in the given format](#))

- l. Proof of existence of business entity like registered partnership deed / certificate of incorporation issued by the registrar of companies of the concerned state, wherever applicable ,
- m. Two passport size photograph of the consumers (Contact Person) along with a copy of individual PAN Card or Driving License.

The above documents should be either attested by a Gazetted Officer or notarized by a Public Notary. Alternatively, original documents may be produced along with photocopies for verification (original documents will be returned after verification).

A nominal, one time, Document processing fee of Rs.3000/- plus GST @18% shall be payable by way of DD/PO in favor of MSTC Limited, payable at Kolkata. Your account will then be activated as CONSUMER of coal and a separate Identity Card will be provided. Please note that the consumer / bidder will be responsible for ensuring to keep the registration valid, and for the purpose, the consumer / bidder will keep all the documents mentioned above valid throughout the period right from bidding upto completion of lifting. In the event of expiry of any of these documents, the registration will automatically become dormant and during the Period of dormancy, the consumer / bidder will not be allowed to participate in bidding by the service providers and release of coal will be kept suspended by the Coal Company.

NOTE: The registered coal buyer are also advised to obtain Digital Signature Certificate from Certifying Authorities as Digital Signature is compulsory for participating in coal auction. One Digital Signature can be used for multiple registration provided same PAN for all the registration.

For any further query or assistance regarding e-Auction contact any of us at the following telephone numbers:

Operations:

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|---------------------------|--|
| Shri A Mahalanabis | 033- 2289-2843 |
| Shri R K Singh | 033-22891401, 033-2290-0964 extn. 205 |
| Shri Arun Kumar | 033-22891401, 033-2290-0964 extn. 201 |
| Smt Srabani Barai | 9051077886, 033-2290-0964 extn. 216 |

Finance:

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|-----------------------|--|
| Shri B K Nayak | 033-22895064/ 2287-7557 extn. 204 |
| Shri B Barik | 033-22895064/ 2287-7557 extn. 206 |