

How to Register with MSTC LIMITED for coal e-auction:

1. Log on to our website at www.mstcecommerce.com.
2. Click on the link '**e-Auction**', from the dropdown list select “**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. All field's marked with * are mandatory and must be filled in
7. Select your User ID and Password and keep a note of the same
8. Kindly check (put tick mark) in the boxes to accept the **General Terms 'n' conditions and Buyer specific Terms 'n' Conditions**
9. After filling up the form click on the '**Submit**' button
10. 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. 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**) + **applicable GST @ 18 %**.

Your login will be activated with a validity upto 23rd August' 2017.

The above documents and the registration fee can be submitted at any of our offices in India whose addresses are available at www.mstcindia.co.in. 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'.

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.

Information of Coal e-Auction: All the registered coal buyers will be intimated about all the auctions through email. The information will also be available on our websites: www.mstcecommerce.com and www.mstcindia.co.in.

How to know about coal, grade, colliery etc. Log on to www.mstcecommerce.com and type your user id and password. You will be taken to your 'Home Page'. Click on the link: 'Click for Auctions'. There will be two options: Select and click on "**View Forthcoming e-Auctions**". A list of all the coal e-Bookings will appear on your screen. Select and click the one you want to see. The catalogue with all the details and terms and condition will appear. You can take a print of the same and keep for your further needs and record. The information will also be available on www.mstcindia.co.in.

How to purchase coal through e-Auction?

1. Only those customers registered with www.mstcecommerce.com as a buyer of coal shall be eligible to participate in e-Auction of coal.
2. The e-Auction shall be open for a period of TWO hours only
3. The rate of EMD is **Rs. 200/-** per tonne of coal for Coal India Limited or as specified by respective coal companies.
4. The rate of EMD is **Rs.200/-** per tonne for all grades with the Service Provider for participation in e-auction. In case of washery slurry, washery rejects, washery fines and low grade coal the EMD is Rs.50/Tonne for participation in e-auction for Singareni Collieries Company Limited or as specified in the terms and condition of e-auction.
5. Minimum Bid quantity through road mode will be 50 MT (For CIL) and 51 MT (For SCCL) and for rail mode it will be 1 Rake or as specified by respective coal companies.
6. A bidder can bid for any quantity, up to the offered quantity from any particular source for auction provided he has submitted requisite EMD. There is no restriction on maximum quantity that one can bid.
7. For a given source, a customer can increase his bid any no. of times.
8. The bidding will start from Reserve Price specified against each source. The bidder will have to quote a price equal to or higher than the Reserve Price or that source to secure consideration in the concerned e-auction.
9. Prior to scheduled start time of an auction, the auction catalogue will be available under the link 'Forthcoming Auction'.

10. If any bid is received during the last 5 minutes before scheduled close of auction for any source, its close time will get automatically extended by 5 minutes from the time of last bid in order to give all the bidders equal chance to revise their bid.
11. Bidding will close for a particular source either at the scheduled close time or till there will be period of 5 minutes in which no bid is recorded for the source, whichever happens later.
12. Coal will be allotted to the H-1 Bidder on the basis of rate, quantity quoted and time of bid in order of preference.
13. The customers will be intimated about the allotment of coal through Sale Intimation Letter after the completion of e-auction. A copy of the same will also be available under e-Auction Status on their Home page. However, it will be the responsibility of the bidder to check his status in an auction.
14. All customers already registered with MSTC Limited, as coal buyer will be eligible for participating in the e-Auction process.

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

**Coal cell -Operations: 033-22891401, 033-2290-0964 extn. 201 / 205
| 033- 2289-2843**

For Coal Registration: 033-2290-0964 extn. 216

Finance (F&A): 033-22895064/ 2287-7557 extn. 204 / 206