एम एस टी सी लिमिटेड (भारत सरकार का उपक्रम) MSTC MSTC LIMITED (A Govt. of India Enterprise)

225 F, AJC BOSE ROAD, KOLKATA- 700020

Registration Process for Forward e-Auction for sale of coal

(For forward e-auction a prospective buyer should be first registered with MSTC)

How to Register with MSTC Limited:

a. Log on to our website at www.mstcecommerce.com
b. Click on the link 'e-Auction' > 'e-Auction for Coal' and then on the link provided: 'Register'.
c. GENERAL TERMS & CONDITIONS OF e-AUCTION will appear on the screen. Scroll down to the bottom of the page where two options will be there: (a) Register as Buyer and (b) Register as Seller. Select and click on "Register as Buyer" option.
d. BUYER SPECIFIC TERMS & CONDITIONS will appear next on the screen. Scroll down to the bottom of the page where again two options will be available: 'Agree' and 'Disagree'. Select and click on 'Agree' button.
e. Buyer's Registration Form will appear on the screen. Fill up the desired information. You will have to select and click on 'Coal/Coal Products' in the Buyer Type field.
f. Kindly check the box and for "I want to participate In Forward Auction"
g. All field's marked with * are mandatory and must be filled in.
h. Select your User ID and Password and keep a note of the same.
i. After filling up the form click on the 'Submit' button.
j. 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:

    1. PAN Card of the company/Proprietor and
    2. Latest Income-tax return
    3. Valid Sales Tax/VAT Registration Certificate of the company
    4. One passport Size photograph of the contact person along with PAN card/Driving License of the contact person
    5. Original certificate from Bank certifying the address of the bidder and status & no. of the account (in the prescribed format of bank certificate)
    6. Registration fee by way of Demand Draft/Pay Order in favor of ***MSTC Limited*** payable at **KOLKATA**

The Registration fee is: 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)+ service tax @ 15 % . Your login will be activated with a validity upto 23rd Dec' 2016.**

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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 Sales Tax / VAT registration 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.

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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 Service Tax @15% 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.

Apart from the above all the existing valid linked consumers of each subsidiary coal Company will be considered as entitled to register themselves with the Service Providers for participating in the scheme subject to:

1. The names of existing valid linked consumers is certified and conveyed to the Service Providers by the subsidiary coal companies concerned.
2. Such consumer furnishes a sworn affidavit (in the given format) to the Service Providers seeking registration giving undertaking that coal Bought under Forward e-auction would be for own use and will not be for resale, trade, export or transfer and that all necessary Documents (as per the forward e-auction scheme required for Registration) would be submitted to the Service Providers within a period of 30 days from the date of registration Failure to submit the documents or documents being found deficient would result in cancellation of the order booked, forfeiture of EMD/Security deposit, cancellation of registration. The actual supply of coal against Forward e-auction shall only commence after the documents are submitted and found in order.

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How to purchase coal through Forward e-Auction?

1. Only those customers registered with MSTC as a CONSUMER of coal shall be eligible to participate in Forward e-Auction of coal.
2. The e-Auction shall be open for a period of TWO hours only.
3. The rate of EMD will be @ Rs 200/- per MT of coal.
4. Minimum Bid quantity through road mode will be 1050 MT and for rail mode it will be 1 Rake or as specified by respective coal companies.
5. 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.
6. For a given source, a customer can increase his bid any no. of times.
7. 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.
8. Prior to scheduled start time of an auction, the auction catalogue will be available under the link ' Forthcoming Auction'
9. 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.
10. 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.
11. Coal will be allotted to the H-1 Bidder on the basis of rate, quantity quoted and time of bid in order of preference.
12. 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.

Detailed Terms and condition and the Scheme for Forward e-Auction for sale of coal are available on our website www.mstcindia.com and www.mstcecommerce.com.

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

Shri R K Singh/ Shri Arun Kumar: 033-22891401/ 033-2290-0964 extn. 205/201
Shri R K Pradhan/ Shri B K Nayak/ Shri Bishnu Barik: 033-22895064/ 033-2290-0964/ 2287-7557 extn.203/204/206

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