

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

1. FRESH REGISTRATION (Earlier Not registered with MSTC for coal SPOT auction)

Step-1	<p>Go to MSTC Coal Auction website https://www.mstcecommerce.com/coalauktionhome/index.jsp</p> <p>Select Register>Register as Buyer> Buyer's Registration Form choose Buyer Type as- (I want to participate In Exclusive Auction) for registration in Exclusive auction.</p>
Step-2	<p>Fill the Buyer's Registration Form, accept the terms & conditions and upload photo & signature of Authorized person (optional) and submit the form.</p> <p>Note:-</p> <ol style="list-style-type: none"> 1. All field's marked with * are mandatory and must be filled in. 2. Select User ID and Password and keep a note of the same. 3. Provide SSI/Factory License & PCB validity dates in the subsequent page. <p>For any Technical Assistance, please contact MSTC Helpdesk Nos-033- 23400020/23400021/23400022 9AM-6PM on all working days.</p>
Step-3	<p>On successful submission of Buyer's Registration Form you will receive system generated email, mentioning list of documents & applicable fee for activation.</p>
Step-4 (OFFLINE)	<p>Send required documents (notarized) and Fee to Coal Cell, MSTC Ltd. 18/2 CF Block, Street No 175, NewTown Action Area 1 Pincode-700156(West Bengal)</p>
ONLINE	<p>Email scan copies of notarized documents along with payment details to rranjan@mstcindia.co.in, sbarai@mstcindia.co.in. Deposit applicable registration fee(Rs 2360/-) & doc. Processing fee(Rs 3540/-) separately in the Given Bank a/c no</p> <p>BENIFICIARY NAME : MSTC LIMITED COAL CELL CREDIT ACCOUNT NO: MSRENT00XXXXX (XXXXX-Buyer reg. No</p> <p><i>[Post online registration you will receive confirmation email from MSTC mentioning 5 digit bidder reg. no. In the given Bank a/c details pls replace last 5 digit with that No]</i></p> <p>BANK :HDFC BANK LTD BRANCH : Kanjurmarg Branch, Mumbai IFSC CODE : HDFC0004989</p> <p>Note-1.Payment should be made only from buyer a/c Name (As in record of MSTC).</p>

	<p>2. Registration fee (Rs 2360/-) & doc. Processing fee (Rs 3540/-) should be deposited separately in the Given Bank a/c no.</p> <p>3. Given MSTC Bank a/c is only to deposit reg. fee/processing fee & it should not be used for depositing PRE-BID EMD.</p>
--	--

List of documents (Notarized) required for Buyer Registration in Exclusive Auction

SL No	Documents
1	PAN card of the company
2	Valid GST certificate
3	Valid SSI / Industrial Registration Certificate/Factory License(As applicable)
4	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.
5	Valid Consent to operate certificate/ PCB certificate
6	A Sworn-in-Affidavit duly notarized by a public notary 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 Format is attached as Annexure. You can also download it from option- Download from MSTC Coal Bidder login page). https://www.mstcindia.co.in/content/CoalAuction.aspx
7	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
8	Two passport size photograph of the consumers (Contact Person) along With a copy of Contact person PAN Card

Mandatory Additional documents required for participation in Exclusive Auction

Please note that above mentioned documents (Sr. No 1 to 8) is for registration in Exclusive auction of coal .In order to participate in Exclusive auction of coal please submit applicable documents as per given below condition

In case of **MSMEs** a **certificate from DIC** (original/notarized copy) is to be submitted. The Certificate should contain the certification that the **unit is end user of coal** and is **functioning**. The **date of inspection** by DIC should also be mentioned. The **date of inspection** must not be more than **12 Months** old from the date of e-auction event.

In case of **other than MSME** units notarized copy of **IEM Part B acknowledgement** shall be required to be submitted.

CIL latest notification named -“**Review of documents required by bidders in different e-auctions**” is available for reference through given below link.

<https://www.mstcindia.co.in/content/CoalAuction.aspx>

Download-

https://www.mstcindia.co.in/MSTC_Static_Pages/Coal/Review%20of%20Documents_Coal%20Auction.pdf

FEE

Fee(Non refundable)	Amount & Mode
Registration Fee(for SPOT Auction)	Rs 2000/- plus applicable GST(18%)= Rs 2360 /-
Processing Fee(For EXCLUSIVE Auction)	Rs 3000/- plus applicable GST(18%)= Rs 3540 /-
Payment Mode	1.Separate Demand Draft(DD) of Rs 2360/- and Rs 3540/- in favour of MSTC LIMITED payable at KOLKATA 2.Online- MSTC Bank A/c details is shared above with instructions to deposit Reg. fee & processing fee separately.

4. REGISTRATION IN EXCLUSIVE AUCTION (for Buyer already registered in SPOT auction of coal)

Step-1	<p>Log into your MSTC Coal Account.</p> <ul style="list-style-type: none"> • Select option-“CONSUMER REGISTRATION”. • Choose option I want to participate In Exclusive Auction. • Provide SSI/Factory License & PCB validity dates and submit the form <p>For any Technical Assistance, please contact MSTC Helpdesk Nos-033- 23400020/23400021/23400022</p>
Step-2	<p>On successful submission of Buyer’s Registration Form you will receive system generated email, mentioning list of documents & applicable fee for activation.</p>
Step-3 OFFLINE Submission of doc & Fee	<p>Send required documents (notarized) and Fee (Demand Draft) to Coal Cell, MSTC Ltd. 18/2 CF Block, Street No 175, NewTown Action Area 1 Pincode-700156(West Bengal)</p>
Step-4 ONLINE Submission of Doc & fee	<p>Email scan copies of notarized documents along with payment details to rranjan@mstcindia.co.in, sbarai@mstcindia.co.in .Deposit applicable doc. Processing fee (Rs 3540/-) in the Given Bank a/c no</p> <p>BENEFICIARY NAME : MSTC LIMITED COAL CELL CREDIT ACCOUNT NO: MSRENT00XXXXX</p> <p>(XXXXXX-5 DIGIT BUYER ID TO BE MENTIONED. IF BUYER ID IS 4 DIGIT THEN PUT ONE “o” ZERO BEFORE ID NO.)</p> <p>BANK :HDFC BANK LTD BRANCH : Kanjurmarg Branch, Mumbai IFSC CODE : HDFC0004989</p> <p>Note-1.Payment should be made only from buyer a/c Name (As in record of MSTC). 2. Given MSTC Bank a/c is only to deposit processing fee & it should not be used for depositing g PRE-BID EMD.</p>

Draft format of Affidavit to be submitted by the Consumer at the time of
Registration to participate in Exclusive e-Auction for Non-Power

Before _____

AFFIDAVIT

I,.....Son of Shri..... aged.....years do hereby solemnly affirm and declare as follows:

That I am one of the **Director** of M/s.having its Registered office at..... hereinafter referred to as Company which expression shall include its successors in interest and permitted assigns.

That I have been duly authorized by the said Company to affirm this Affidavit and thus competent to do so.

OR

That I am one of the **Partner** of M/s.....a Partnership Firm having its Head Office at.....hereinafter referred to as the said Firm which expression shall include its successors in interest and permitted assigns.

OR

That I am the Sole **Proprietor** of M/s.....having its office at.....

(Use one of the above according to suitability)

That as per the new coal sale policy of Coal India Limited and its Subsidiary Companies we M/s.....(Co./Firm) are entitled to be registered to participate in the Forward E-Auction for getting supply of coal from M/s. Eastern Coalfields Ltd./Bharat Coking Coal Ltd./Central Coalfields Ltd./ Northern Coalfields Ltd./Western Coalfields Ltd./South Eastern Coalfields Ltd./Mahanadi Coalfields Ltd./North Eastern Coalfields as the case may be to be used by us exclusively in our unit located at

That I do hereby undertake on behalf of the said Company/Firm that coal as may be supplied to us by M/s. Eastern Coalfields Ltd./Bharat Coking Coal Ltd./Central Coalfields Ltd./Northern Coalfields Ltd./Western Coalfields Ltd./South Eastern Coalfields Ltd./Mahanadi Coalfields Ltd./North Eastern Coalfields as the case may be, for catering to the needs of end use as mentioned above, shall be used only for which coal will be supplied to us and shall not use the said coal for the purposes other than the said purpose.

That I further undertake that the aforesaid coal to be supplied to us shall neither be resold, transferred nor exported by us.

That I further confirm that in case of any failure in complying with the undertaking mentioned in the proceeding paragraph M/s. Eastern Coalfields Ltd./Bharat Coking Coal Ltd./Central Coalfields Ltd./Northern Coalfields Ltd./Western Coalfields Ltd./South Eastern Coalfields Ltd./Mahanadi Coalfields Ltd./North Eastern Coalfields as the case may be/service provider shall have the right to cancel the Registration as also to disallow to participate in future E-auction and also to take any legal action.

That the contents of the foregoing paragraphs of this Affidavit are true to my knowledge and belief.

.....
Deponent

Witness:

- 1.

- 2.