



**225 F, AJC BOSE ROAD, KOLKATA- 700020**

## **Registration Process for Special Forward e-Auction scheme 2015 for Power Producers**

### **How to Register with MSTC Limited:**

- a. Log on to our website at [www.mstcecommerce.com](http://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. All field's marked with \* are mandatory and must be filled in.
- g. Select your User ID and Password and keep a note of the same.
- h. After filling up the form click on the 'Submit' button.
- i. 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. A declaration on stamp paper of minimum Rs 10(ten) value before a 1st class/Executive magistrate/Notary certifying coal purchased will be for own consumption and generation of power only and would not be resold, transferred or exported. Power producers shall also furnish the status the status of commissioning under the affidavit with other particulars like Name of Plant, No of Units, capacity as per format annexed as Schedule-I . Bidders shall also declare under the same Affidavit that If at any later stage, it is found that the documents produced were false, misleading or any misinterpretation was made, the defaulting bidder shall be debarred from participating in auction of coal by CIL for next 1 year. ([Format of Affidavit](#))
  2. Certificate of incorporation issued by the registrar of companies (ROC)
  3. Latest Income-tax return
  4. PAN Card of the company
  5. Valid Sales Tax/VAT Registration Certificate of the company
  6. Valid Excise registration certificate/ Factory License (If any)

7. Valid NOC from Pollution Control Board/Certificate for consent to operate
8. A board resolution authorizing one representative of the of the power plants who will be authorized to sign on behalf of the company alongwith one passport size photograph and copy of PAN card of the authorized official
9. Original certificate from Bank certifying the address of the bidder and status & no. of the account (in [the prescribed format of bank certificate](#))
10. Registration fee by way of Demand Draft/Pay Order in favor of **MSTC Limited** payable at **KOLKATA**

The Registration fee:

- i. 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 23<sup>rd</sup> Dec' 2016.**
- ii. Processing fee for Special Forward e-auction is of **Rs. 2,000/-(Rupees two thousand only)+ service tax @ 15 %**. The validity would be same as the validity of the registered account.

The above documents and the registration fee can be submitted at Head office (Kolkata) only. 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'.

**NOTE 1: The bidders who already have registration with MSTC for coal e-auction then they need not do the online registration once again. They only need to submit the above mentioned documents and the processing fee for special forward e-auction.**

**Note 2: 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.**

**NOTE 2: Kindly mention your buyer reference number (which shall generate after online registration with MSTC) in your application or attach the copy of confirmatory email along with the above mentioned documents.**

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