



(A Govt. Of India Enterprise)

e-Commerce Division

225-F, A.J.C.Bose Road Kolkata – 700 020

E-AUCTION FOR SALE OF IRON ORE FINES / LUMPS, Mn/ MnO₂ BY OMDC

Requirement: (i) One PC(Computer) with Internet connection
(ii) Email address
(iii) Registration with www.mstcecommerce.com as buyer

In case PC or Internet Connection is not there the website can be accessed from any cybercafé.

How to Register with www.mstcecommerce.com ?

- (i) Log on to our website at www.mstcecommerce.com .
- (ii) Click on the link '**Scrap & others Auction**' and then on the link provided: '**Register**' .
- (iii) **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**.
- (iv) Select and click on “Register as Buyer” option.
- (v) **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**'.
- (vi) Select and click on '**Agree**' button.
- (vii) **Buyer's Registration Form** will appear on the screen. Fill up the desired information. You will have to select and click on '**Iron Ore**' in the Buyer Type field.
- (viii) All field's marked with * are mandatory and must be filled in.
- (ix) Select your User ID and Password and keep a note of the same.
- (x) After filling up the form click on the '**Submit**' button.
- (xi) 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) Copy of Sales Tax Registration Certificate
- (b) Copy of PAN Card
- (c) Copy of Income Tax return (Latest one)
- (d) Two passport size photographs of the contact person along with a copy of individual PAN Card or Driving License.
- (e) Registration fee by way of Demand Draft/Pay Order in favour of MSTC Limited where the documents are to be submitted by you.

The above documents and the registration fee can be submitted at any of our offices in India whose address is available on the website itself. Copies of the documents to be submitted should be

attested by a Gazetted Officer or a Public Notary or the original documents should be produced for verification.

On submission of documents your account will be activated and you will be issued a 'Photo Identity Card'.

The Registration fee is Rs.10000/- (one time). In addition Service Tax @10% and Educational CESS @3% shall be payable on the registration fee.

Information of OMDC 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 material offered. Log on to www.mstcecommerce.com and type your user id and password. You will be taken to your 'Home Page'. There will be two buttons: Select and click on "**View Forthcoming e-Auctions**". A list of all the e-Auctions 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 material through e-Auction?

- 1) Only those customers registered with www.mstcecommerce.com as a buyer of 'Scrap and Others' shall be eligible to participate in e-Auction.
- 2) The e-Auction shall be open for a period of TWO hours only.
- 3) The rate of EMD will be mentioned in the e-auction catalogue itself. A bidder has to submit requisite EMD along with duly signed and stamped Letter of Interest to be eligible to participate in an e-auction.
- 4) Minimum Bid quantity for Road and Rail mode will be 1 UNIT. UNIT will be defined separately for every material in the e-auction catalogue itself.
- 5) Maximum quantity that one can bid varies with material and offered quantity and shall be as specified in the e-auction catalogue.
- 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) Material 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.

13) Please register your acceptance of the General Terms and Condition, Special Terms and Condition. General Rules and regulation and Definition of Key Terms online before being allowed by the system to participate in an e-auction.

For any further query or assistance regarding e-Auction:

http://www.mstcindia.co.in/mstc_static_pages/frontpage/contact_us_new.htm