

Important Guidelines for Registration and Bidding for bidders)

Requirement:

- I. One PC (Computer) with Internet connection.
- II. Email address.
- III. Registration with www.mstcecommerce.com as buyer.

Operating System:

- I. Windows 98/XP-SP3 & above/Windows 7.
- II. IE-6 and above Internet browser.
- III. To enable all activeX controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level and protected mode to be turned off/disabled

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 'e-auction for Govt. of Telangana.
- III. Then click on the link '**Register Here**'. Two option will be displayed: (a) Register as Bidder and (b) Register as Seller.
- IV. Select and click on "Register as Bidder" option.
- V. Buyer's Registration Form will appear on the screen. Fill up the desired information.
- VI. All fields marked with * are mandatory and must be filled in.
- VII. Select your User ID and Password and keep a note of the same.
- VIII. Please ensure that the email address given is a valid one and is presently active.
- IX. After filling up the form click on the 'Submit' button.
- X. The next page may not be relevant to you. Please fill up only relevant fields 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. The next page will ask for some information which you need to fill up. On successful registration the system will send you an email containing your unique buyer registration Number and also inform you instantly to submit 'Registration Fee {Rs.1150/- (incl. Service tax)}' and the relevant documents.

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 or [Click Here](#) for MSTC offices. Copies of the documents to be submitted should be attested by a Gazetted Officer or Chartered Accountant 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', which has to be collected from MSTC offices. 'Photo Identity Card' will be issued by same MSTC office where you have submitted the documents.

Important rules for bidding in e-Auction

1. Only those customers who are registered with www.mstcecommerce.com/auctionhome as a buyer shall be eligible to participate in e-Auction.
2. The registered bidders can view the auction catalogue by login as buyer in www.mstcecommerce.com -> view forthcoming auction.
3. The e-Auction shall be open for a pre defined period (as declared in e-Auction Catalogues).
4. e-Auction will start at the scheduled date and time with only eligible bidders able to participate in that.
5. After the scheduled start time, a registered and activated bidder need to do the following. Log onto www.mstcecommerce.com and click on 'e-auction for Govt. of Telangana'. A page will appear where you will have to give your username and password and log on as a Buyer. Click on View Details on the next page. Then click on View Live Auctions.
6. The next page will display the running e-auctions. Click on the auction number to proceed.
7. The auction floor will open up with relevant details. Bidding is to be done lot/Flat wise. A bidder may submit bids against any lot/Flat more than once.
8. In e-auction, for any lot/Flat, a bidder can increase his bid any no. of times. No downward revision of bid will be allowed.
9. During auction at any time a bidder can see the last ten bids received for a lot/Flat through the link Bid History. However, name of bidder will not be available.
10. The H-1 bid for the lots/Flats put up for auction will be displayed on the auction floor.
11. Against every lot/Flat, the time of close of auction will be displayed separately.
12. An auction will close for bidding at the scheduled time or extended time depending upon the bidding.
13. If any bid is received during the last 8 minutes before scheduled close of auction for any lot/Flat, its close time will get automatically extended by 8 minutes from the time of last bid in order to give equal opportunity to all bidders.
14. Bidding will close for a particular lot/Flat either at the scheduled close time or till there will be a period of 8 minutes during which no bid has been recorded, whichever happens later.
15. When bidding for all the lots/Flats in an e-Auction close, e-Auction will close.
16. **Autobid facility** : In the auction, a bidder may give instruction to the computer to bid on his behalf every time his bid is exceeded by clicking on the Auto-bid button. Once the bidder clicks on the Autobid button, the computer will ask for incremental value and upper limit of bid. The bidder has to fill up these values and submit. The auction floor will display the upper bid limit against each active auto-bid for all the lots/Flats.
17. To bid in any lot/Flat, a bidder shall have to deposit Pre-bid Earnest Money Deposit (EMD) @ Rs.10,000/- for each lot/Flat in advance.
18. A bidder shall be able to bid in as many lots/Flats as permitted by the amount deposited by him / her as EMD.
19. If a bidder is the highest bidder for any lot/Flat at any point in time in e-auction, proportionate EMD will be deducted from the available EMD of the bidder till he is out-bid by another bidder for the same lot/Flat.
20. A bidder may submit EMD for as many lots/Flats as he / she wishes to bid for. EMD left unutilized after conclusion of an e-auction can be utilized for subsequent e-auctions.
21. After close of auction, system will compare the H-1 price (Net Price) received in e-Auction with the Reserve Price for that Flat , it will be taken on Subject to Approval (STA) basis if it is less than the Reserve Price.
22. The seller will decide the STA lot and results will be declared after receipt of communications from the seller.

23. All the H1 bidders will be intimated through Intimation Letter which will be sent automatically through email by the system. However, you may also personally see online through the link "Auction Lot Status" immediately after closing of e-Auction and payment of Post-Bid EMD/SD must be made accordingly.
24. Bidders will then deposit the balance payments including taxes and duties at TRSC Ltd office and Necessary documents will be issued by TRSC Ltd.

For any further query or assistance regarding e-Auction, please contact MSTC Limited, Hyderabad

Office Contact address of M/s. MSTC Ltd.: Aakash Ganga Complex, Office No. 201, 2nd Floor, Door No. 6-3-635 & 637, Khairatabad Hyderabad – 500004.

Telephone (040) 23301039
 Fax (040) - 23301049
 Email hyd@mstcindia.co.in

N.B :These guidelines are meant to assist the bidders in understanding the process and should not be taken as exhaustive. Modifications / amendments, if necessary, shall be made from time to time. Bidders are therefore advised to frequently check for any modification / amendments and take clarification well in advance.

I. In case of Individual following documents has to be submitted

a	Income Tax PAN Card (Original & Photocopy – the Original will be returned after verification)
b	Photocopy of Latest Income Tax Return
c	Produce original documents of the above documents for verification.
d	Registration Fee of Rs. 1,000/- + 15.0% Service Tax(Non- Refundable) by PO / DD favouring MSTC Ltd. Payable at respective region / branch.
e	Signature of the Proprietor / Partner verified by Bank (If Proprietorship / Partnership Firm) on Bank's Letter-head. If such verification is done on Customer's Letter-head, then the full Address of the Branch of the Bank must be mentioned.
f	And any one of the following as proof of photo ID: (i) Passport (ii) Driving License (iii) Voter's Identity Card (iv) Photo Ration Card (v) Aadhar card

After successful completion of above, the bidder's user id and password will be activated for participating against the property for which EMD has been remitted.