

**Registration Process for Spot e-Auction scheme 2015 for Sale of Coal by
M/s JSMDCLTD, Ranchi**

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 jsmdc' 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 'JSMDCLTD' 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:

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) + Applicable Service tax @ 14.5 % (Total Rs.2290/-). Your login will be activated **with validity upto 08th Nov 2017.**

1. Registration fee is to be paid through e-payment gateway/ NEFT (No other mode of payment shall be accepted). For e-payment/NEFT, pls visit here: http://www.mstcecommerce.com/auctionhome/e-Payment_deact.jsp . You can find the link on www.mstcecommerce.com/auctionhome/index_new.jsp in the scroll bar. Use your user ID and Password to login.

2. Upload your Photograph and Signature (in .jpg format, size upto 50 kb) at the above mentioned web address. While filling up the registration form.
3. **You are also advised to forward the scan copy of the following documents (duly self attested) to the email address: coalreg@mstcindia.co.in in order to get your account activated:**
 - a) PAN card of the company/ Proprietor
 - b) PAN card/Driving license of the contact person
 - c) Latest Income tax return for the company/proprietor
 - d) Valid CST/Sales Tax /VAT Registration certificate
 - e) SSI Registration, EM (Part-II), Trade License, if applicable
 - f) Original Banker's certificate as per format given in webpage:
visit:http://www.mstcindia.co.in/MSTC_Static_Pages/Coal/JSMDc%20-eAuction%20Scheme%202015.htm
 - g) To enable RTGS facility for refund of EMD, you are requested to submit RTGS Mandate form : pls visit:
http://www.mstcindia.co.in/MSTC_Static_Pages/Coal/JSMDc%20-eAuction%20Scheme%202015.htm

The bidder ID card would be prepared after activation of your account and it would be sent to you through speed post at your registered address. Or it can be collected by hand from our MSTC office. Bidders interested to collect ID card by Hand should mention the same in their application.

In case the ID card is returned due to non delivery at the bidder's registered address for any reason whatsoever, the buyer must collect it from our office within three months from the date of registration, failing which MSTC would bear no liability. A penalty of Rs 1000/- + Applicable Service tax @14.5% (Total Rs 1145/-) would be levied if any registered buyer claims the Bidder ID card beyond this period of three months and bidder ID card would be provided only after the receipt of the said payment.

NOTE 1: 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.