

Annexure 10: Bidder's Guide

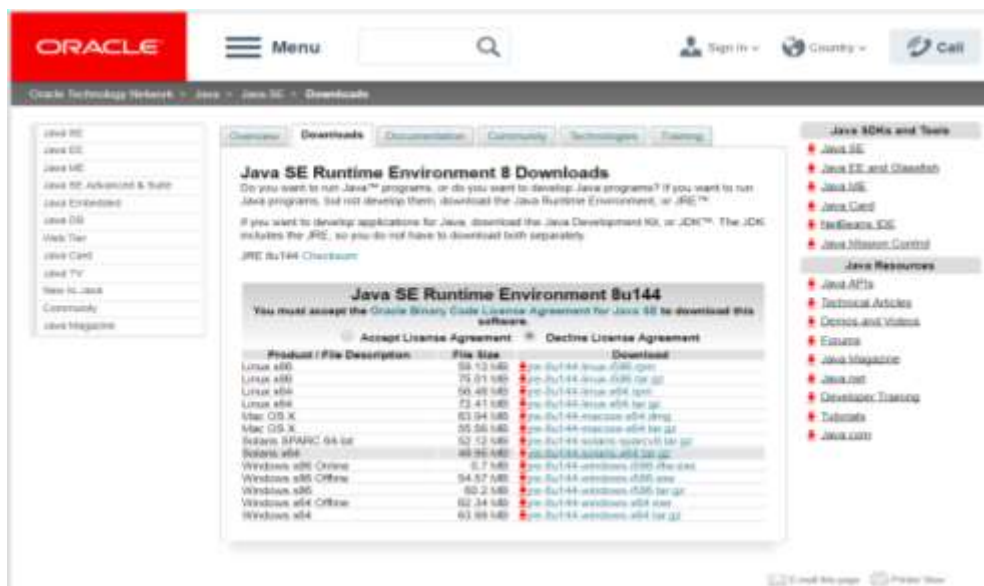
A dedicated e-Bidding Portal has been created by MSTC at <http://www.mstcecommerce.com/auctionhome/ndmc/index.jsp>



Settings

1. Bidders are required to use a computer with Windows XP (service pack 3 or above)/Windows 7/8/10.
2. Bidders are required to open the portal using Internet Explorer browser.
3. Bidders will be required to have Java 32 bit (x86) latest version installed in their computers. In case more than one version is installed, only the latest 32 bit version has to be retained, other have to be removed. Java can be downloaded from <http://www.oracle.com/technetwork/java/javase/downloads/jre8-downloads-2133155.html>

DO NOT DOWNLOAD 64 Bit version



- Bidders will be required to have a Class 3 signing type Digital Signature (in the form of USB pen drive) issued by a Certified Authority of Government of India. Detailed list of Certified Authority is available at http://www.cca.gov.in/cca/?q=licensed_ca.html.

Licensed CAs



Registration

- Any bidder interested in participation is required to go to the above mentioned portal and click on the Register here link.
- On clicking the link a bidder will be prompted to select Register as a Bidder.
- On the page that appears a KYC form will have to be filled by the bidder giving their details.

The image shows a screenshot of the 'Bidder's Registration Form'. The form title is 'Bidder's Registration Form' with a subtitle '(All field's marked with * are mandatory)'. Below the title is a dropdown menu labeled 'Register Me As : (Select from drop Down list)'. The form contains several input fields: 'Registering for *' (License Rights of Proprietary), 'Company Name *', 'Name of Authorized Representative (Contact Person)*', 'Postal Address of Registered Office*', 'City*', 'Pin Code*', 'State / DT*', 'Country*' (pre-filled with INDIA), 'Email address of Authorized Representative*', 'Phone Number *', 'PAN Number of Company*' (with a 'Click to check PAN' link), 'GST Number of Company*' (with a 'Click to check' link), 'Preferred User ID*' (with a 'User ID' link), 'Password*', 'Confirm Password*', 'Name of the Bank where Company has their account*', and 'Account Number of Company*'. There is also a 'Branch Address*' field at the bottom.

- Once the form is filled up, the bidder is required to click on the submit button to submit the form.
- Once the form is submitted the bidder will receive an email on their registered email address, prompting them to submit KYC documents in MSTC e-Mail.

The following documents will have to be submitted:

- Scan copy of the PAN Card of the organization
 - Scan copy of the PAN Card of the authorized representative who is registering as a Bidder.
 - Scan copy of the email confirmation Letter received from MSTC after successful completion of on-line registration and containing bidder registration details of the bidder.
 - RTGS Mandate Form
6. Once the documents and fee is are submitted with MSTC, the bidder's account will be activated in two working days from receipt of the documents.

Submission of Fees through e-Payment

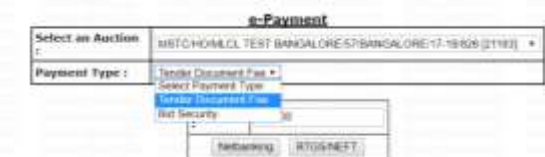
1. After the account has been activated, a bidder has to login in the portal with their username and password.
2. After the login the bidder will see an option for e-Payment.



3. The bidder has to click on e-Payment, select the event number.



4. Select the auction from the drop down, select the payment type, the amount will be displayed. The bidder can pay the amount using Net Banking or RTGS/NEFT. **If paying through Net banking, please ensure that address on the top of the browser has https. i.e.** <https://www.mstcecommerce.com>



5. The Bidders are required to make separate payments for Tender Fee and Bid Security as per the tender document.
6. It may be noted that In case the bidder makes a common payment the same may not be authorized by the system and will only be refunded after the completion of tender and auction. (In such cases the bidder may be required to make the payment twice for getting access.)

Submission of Bids

1. To submit a bid, the bidder must register Digital Signature. To register DSC click on Register DSC.



On the box that appears, select the Digital Signature and press OK.



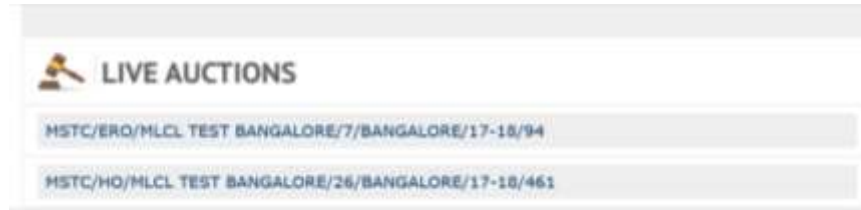
2. Then bidder has to click on “Click for Live Events” button. Then select Stage 1 Bidding, select the tender number.



3. For participating in Tender a bidder can to select Stage -1 Submission, while to participate in Forward Auction a bidder has to click on Forward Auction as shown below



4. On clicking the Stage- 1 Bid submission, the auction number will be displayed. Click on the Auction number to proceed to tender submission Screen.



- In the tender submission screen Bidder will see Accept Terms & Conditions, Accept Eligibility Terms & Conditions, Initial Price Offer and Attach documents



- The first step towards submitting the bid is Accept Terms & Conditions on the left side. Click on Accept Terms & Conditions and fill the form given therein. Conditions with agree have to be necessarily agreed, while in the conditions with empty remarks field bidder can give their comments.



- After the Accept Terms & Conditions are saved, click on attach documents on the top. Here the system will ask the bidder to select if the bidder will bid independently or with an affiliate. Double click to select.



- Once the bidder selects from above, they will be required to upload documents for the said tender. A list of previously uploaded files will be visible at the bottom of the screen. To revise a document please select the same from the dropdown and upload the new document. Bidders can upload one document against each selection, document can be of any size. Only PDF documents can be uploaded.



9. After the documents have been uploaded, the bidder can proceed to saving the Accept Eligibility Terms & Conditions and Initial Price Offer fields. To fill Accept Eligibility Terms & Conditions form click on Accept Eligibility Terms & Conditions against any line item and fill the form therein.

10. Once Accept Eligibility Terms & Conditions terms are saved, proceed with submitting the initial price offer, here the bidder has to input the % of Revenue Share as per the tender terms and conditions.

11. After the documents have been uploaded, click on final submit to finally submit the bid. In case of any amendments after final submit, click on delete bid button to delete the Accept Eligibility Terms & Conditions and price bids and resubmit the same. **Please note that at the end the bid must be final submit, otherwise the same will not be considered.**

e- Auction:

12. The Financial Bid will comprise of two rounds. In the first round, the total Initial Price Offer (submitted online along with the Techno Commercial) of the Technically Qualified bidders shall be opened and total Initial Price Offer shall be ranked on the basis of ascending order for determination of the H-1 bid. This H-1 Bid shall become the floor price for start of e-auction. The qualified bidders shall be permitted to place their Price Bid on the electronic bidding platform in increments of 0.1% of prevailing H-1 Bid. The initial period for conducting e-auction shall be 240 minutes which will be extended with Auto extension of 8 mins every time a bid is received 8 mins before closing time.

Auction No		MSTC/HO/MILCL TEST BANGALORE/34/BANGALORE/17-18/502					
Opening Date & Time		16-09-2017::11:50:00					
Closing Date		18-09-2017					
SL.No							
Sl.No	Lot Name	Close Time	Start Price *	Last Bid *	Your Bid in Percent%	Bid	Bid Info
Hide SL.No. 01							
01	Hotel at 1 Man Singh Road	18-09-2017 14:30:00	18.00	18.00	<input type="text"/>	Bid	Bid History <input type="button" value="Hi Check"/>
* Price in INR/UOM							