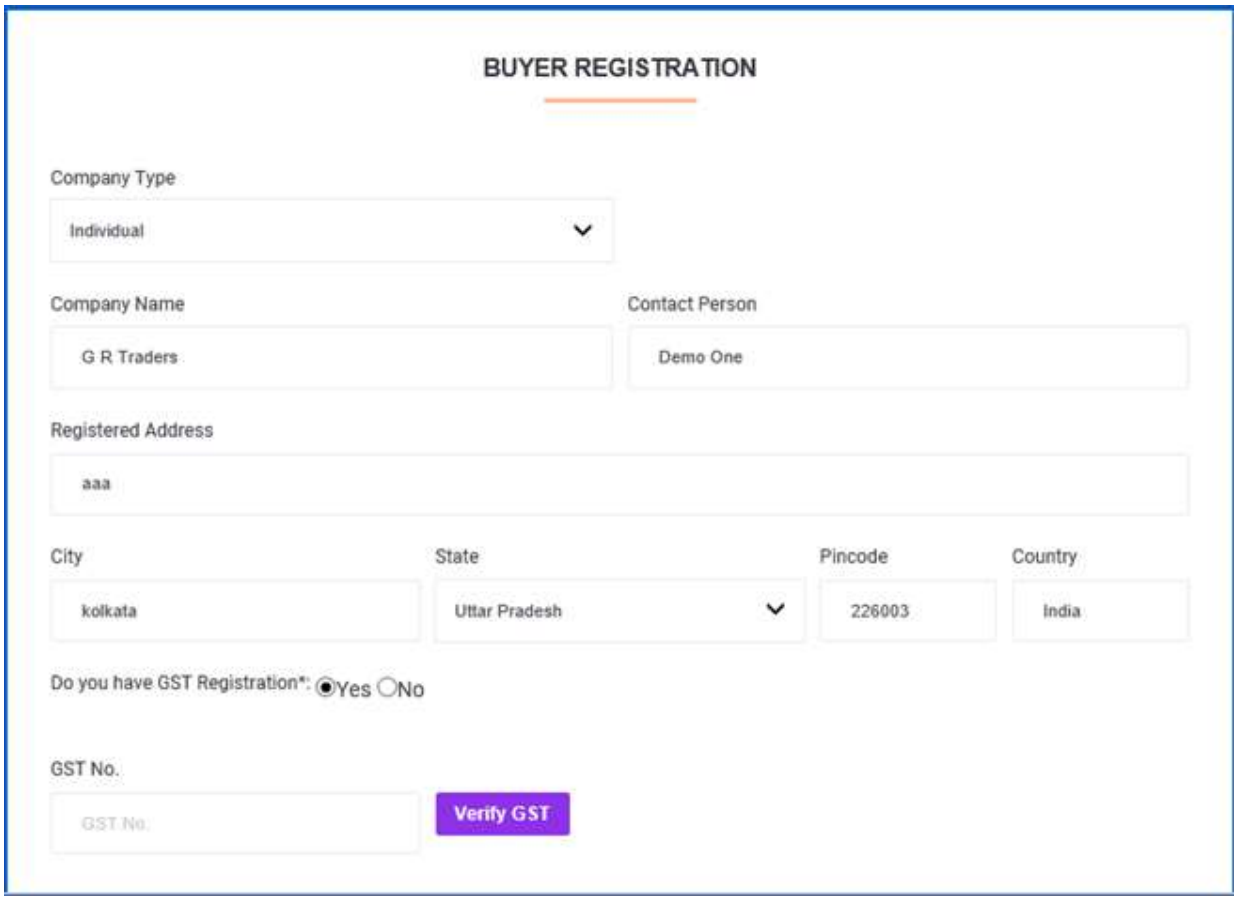
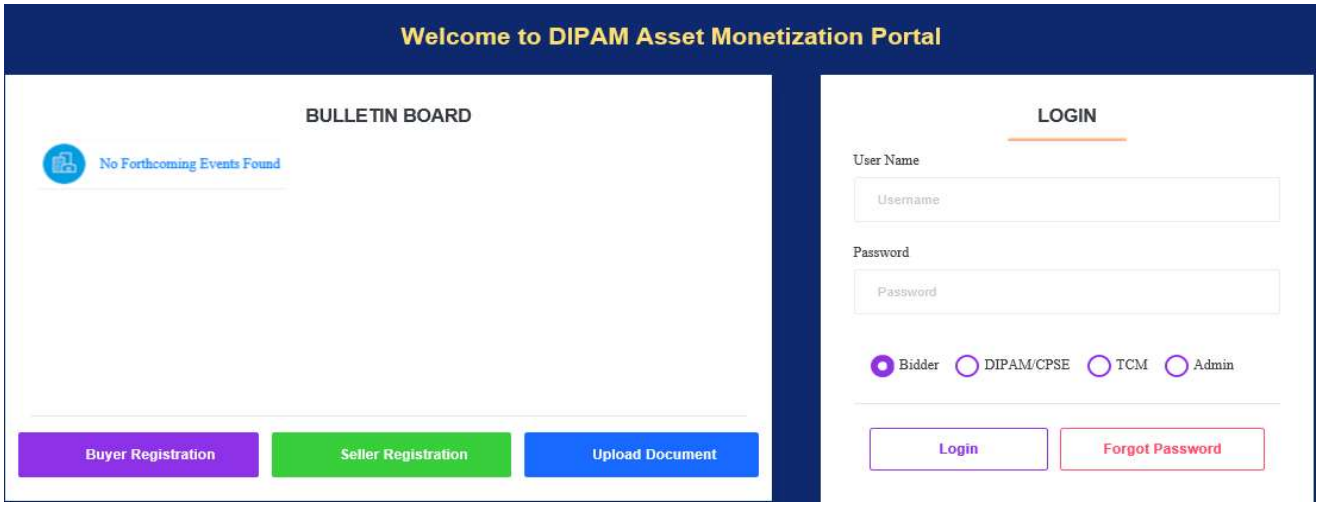
Bidder's Guide

STEP 1: BUYER REGISTRATION: To be done in the URL: (https://www.mstcecommerce.com/auctionhome/dipamam/registration/buyer_registration.jsp)

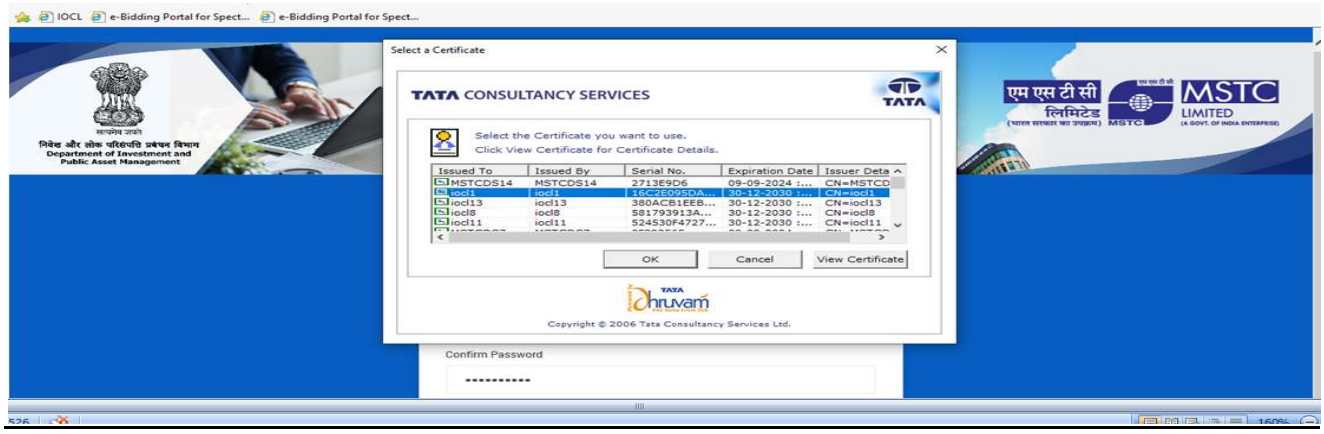


After submitting the all the details in the registration form and clicking submit, bidder will get a mail with all the 'Buyer Registration Details'. Bidders need to pay a registration fees of Rs 1000 + taxes for activation of their profile.

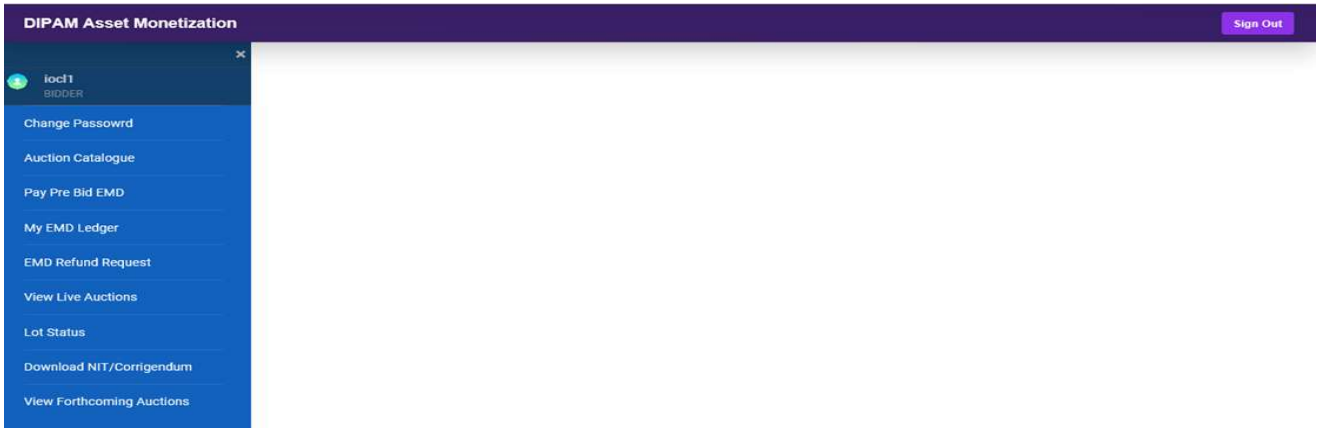
Bidder's also needs to upload all the documents necessary for registration, using the link 'UPLOAD DOCUMENTS' available in the homepage:



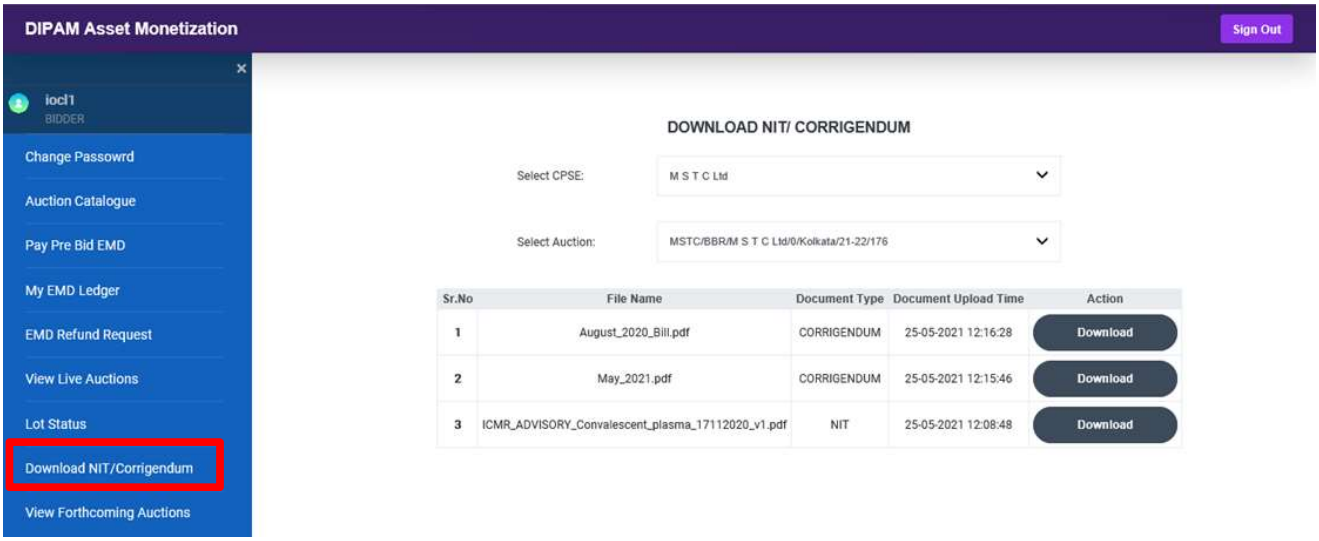
STEP 2: Once MSTC admin activates the bidder's profile, he can login using the user id and password entered during registration. During first login, bidder has to map his DSC. Same DSC has to be sued for all subsequent login else system will display DSC mismatch error.



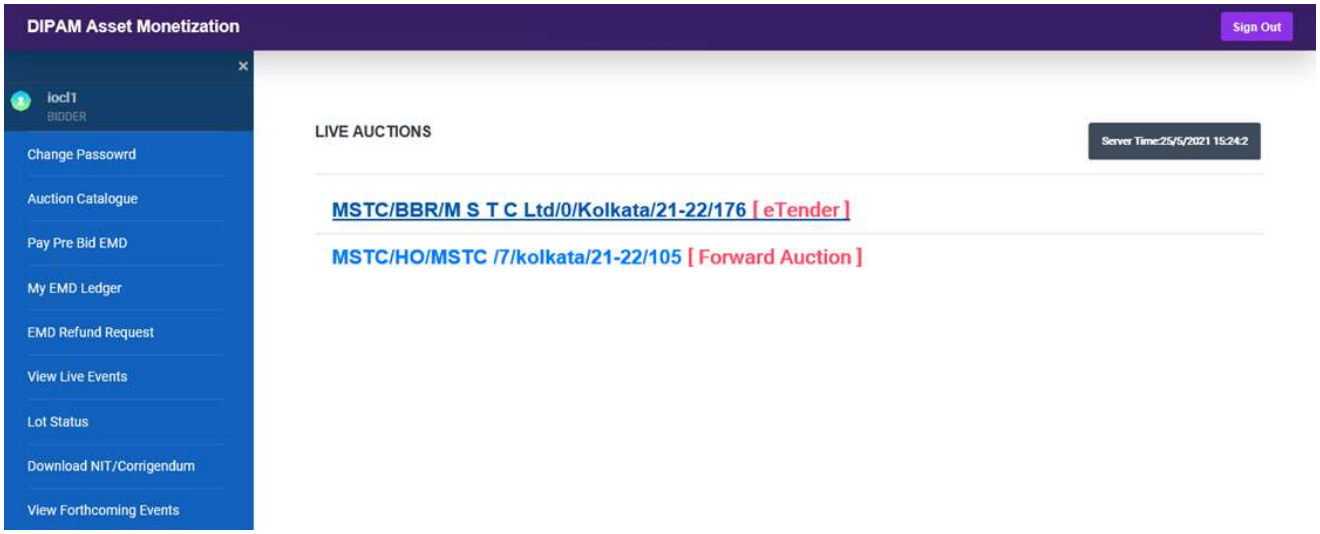
STEP 3: Once the bidder logs in successfully, he will have access to his Dashboard- following links are available in bidder's dashboard:



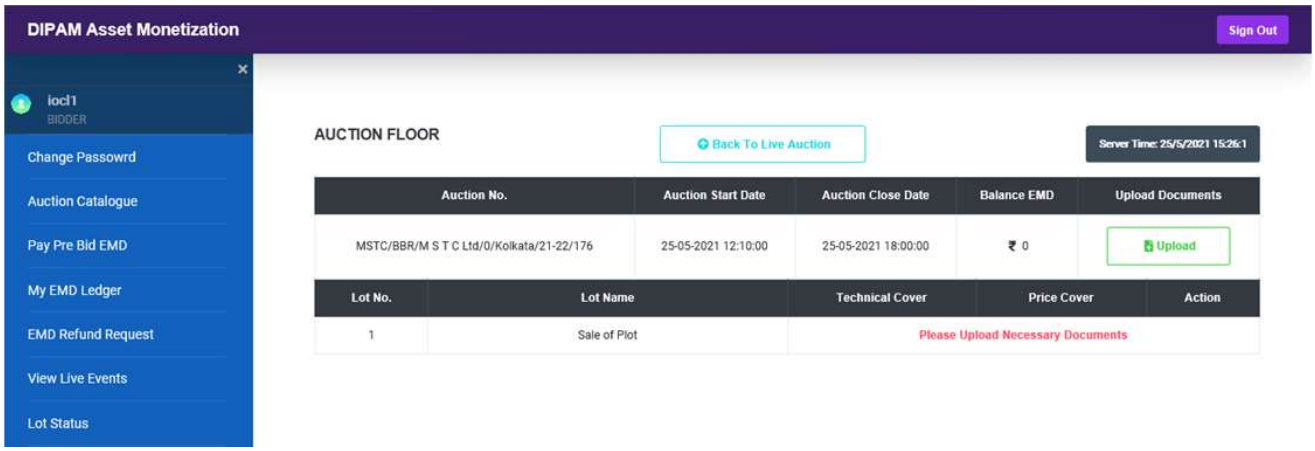
STEP 4: Download NIT/ Corrigendum link – Using this link, bidder's can download the NIT and corrigendum uploaded by CPSE's/DIPAM. Bidder has to select the 'name of the CPSE' followed by auction number, after which the list of all documents available for download will be displayed:



STEP 5: View Live Auctions link – Using this link, bidders can view and participate in the live Tenders and auctions:

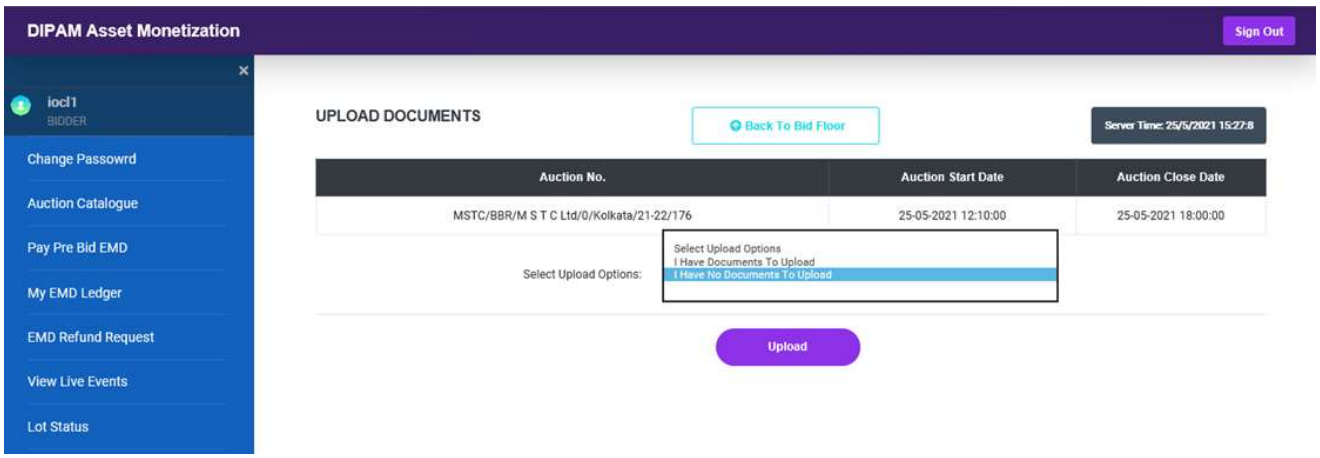


STEP 6: Bid Floor – On clicking the particular auction number bidder will need to first agree with the terms and conditions and subsequently he will be navigated to the bid floor:

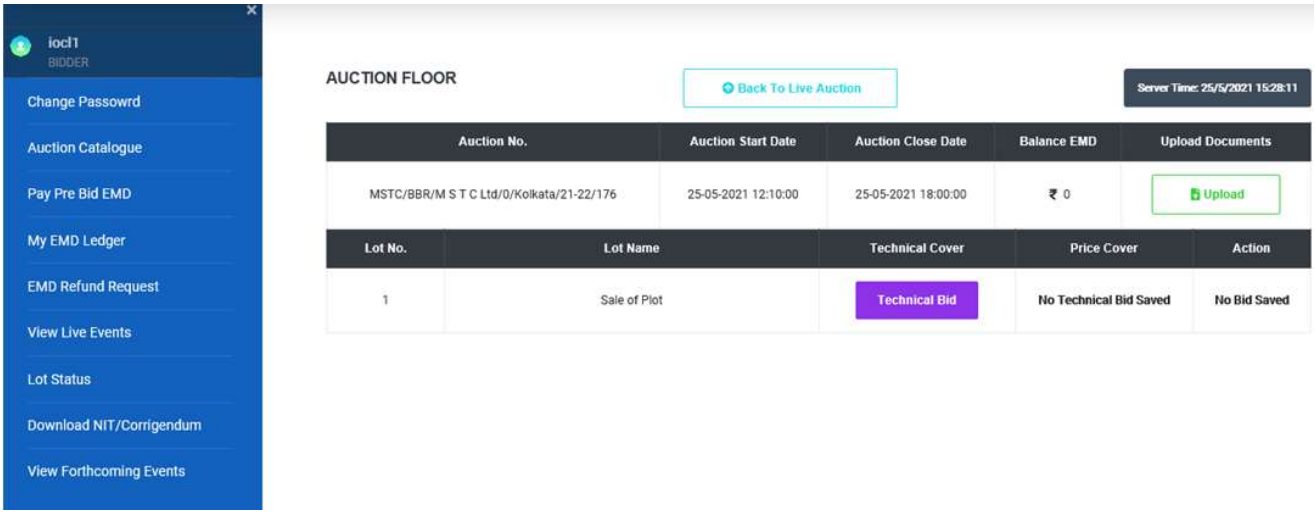


Above is an e-Tender Bid Floor. Bidders will need to upload all the documents as specified in the NIT using the link 'Upload'.

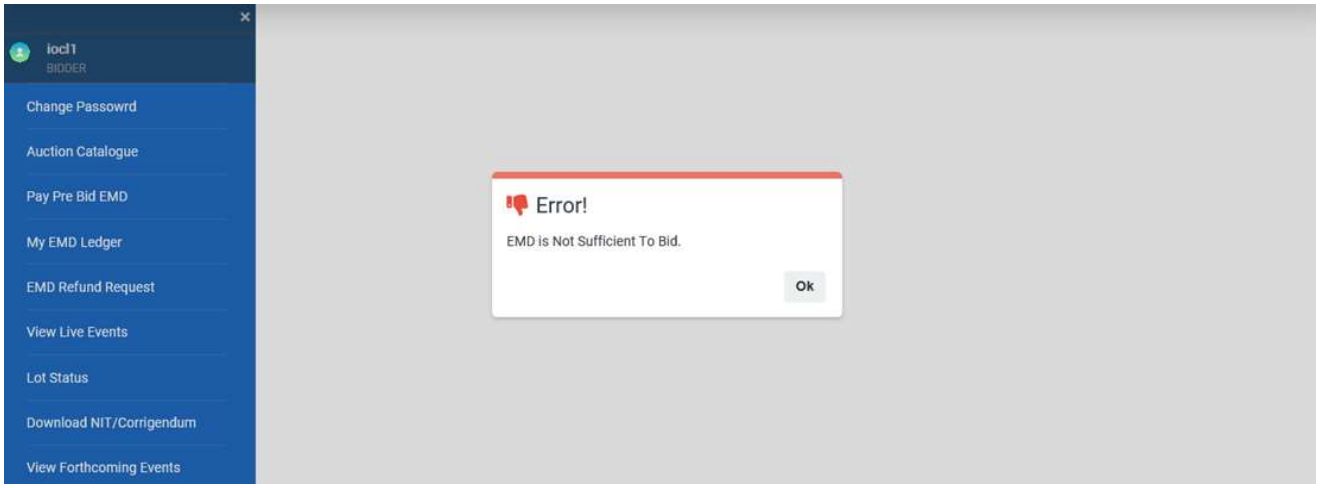
In case bidder has no documents to upload, he has to select the relevant option in the dropdown:



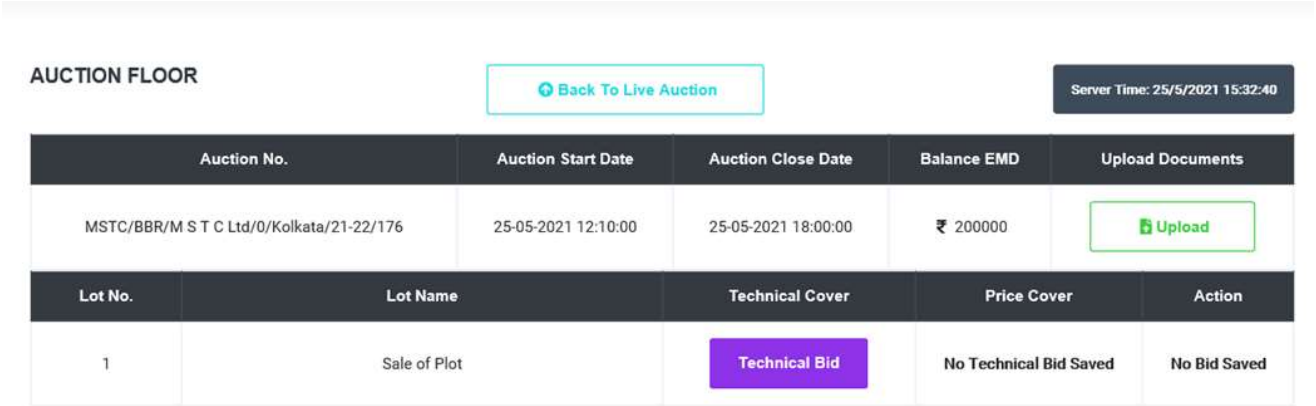
Once the uploading of document is successful, button to submit the Technical bid will be visible as follows:



In order to submit the technical bid, bidder should have sufficient EMD in his wallet barring which, system will display appropriate error message:

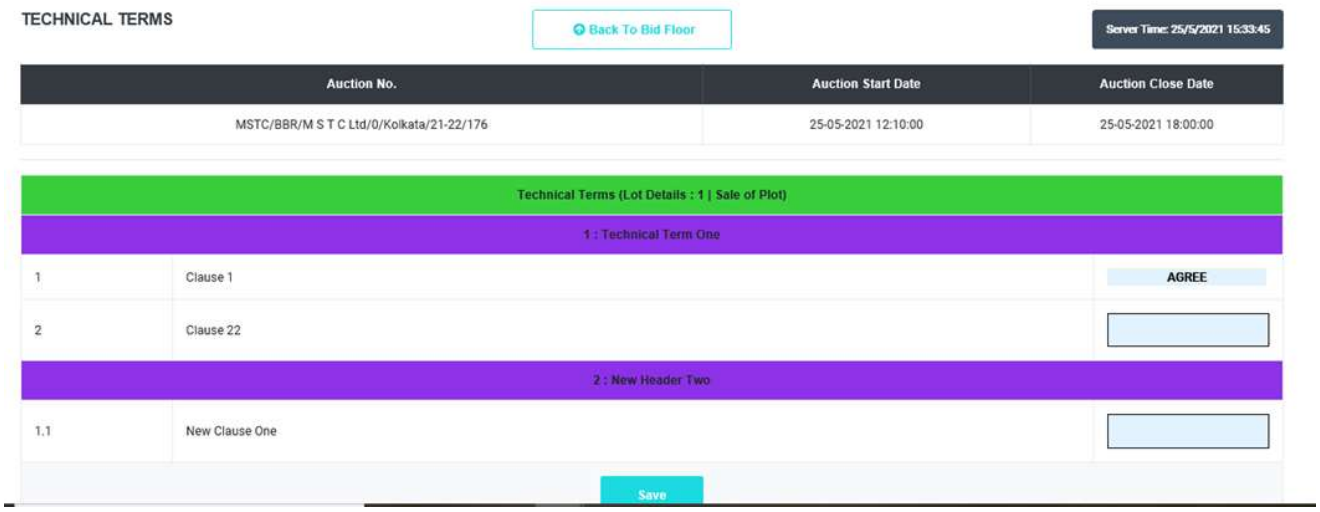


Bidder’s can view his EMD amount in the section ‘Balance EMD’ of the Bid Floor:

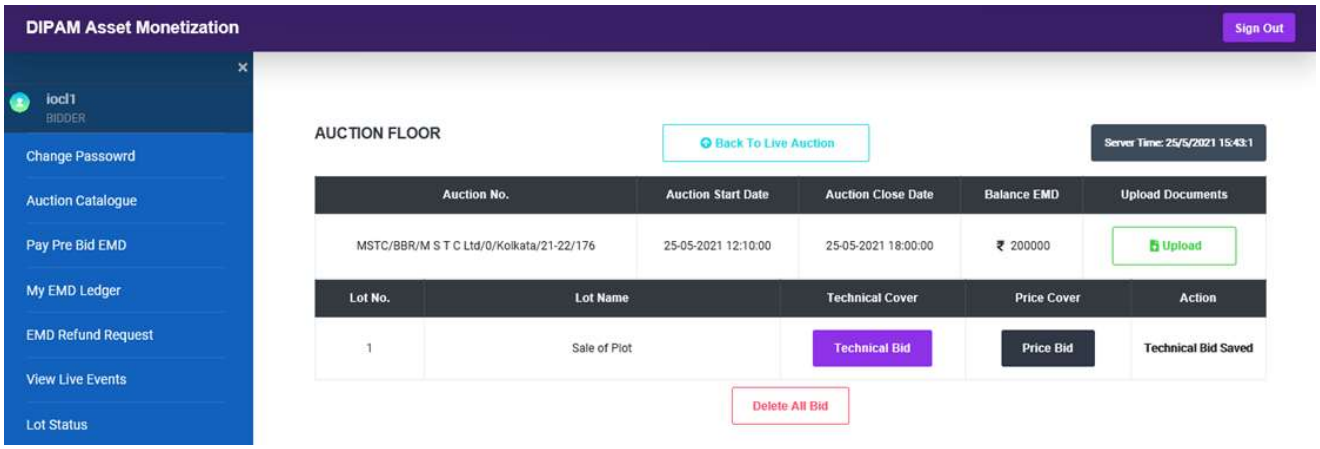


The technical bid consists of all the terms and conditions uploaded by the seller against the tender. Same is displayed in the bid floor in the following format. In case remarks

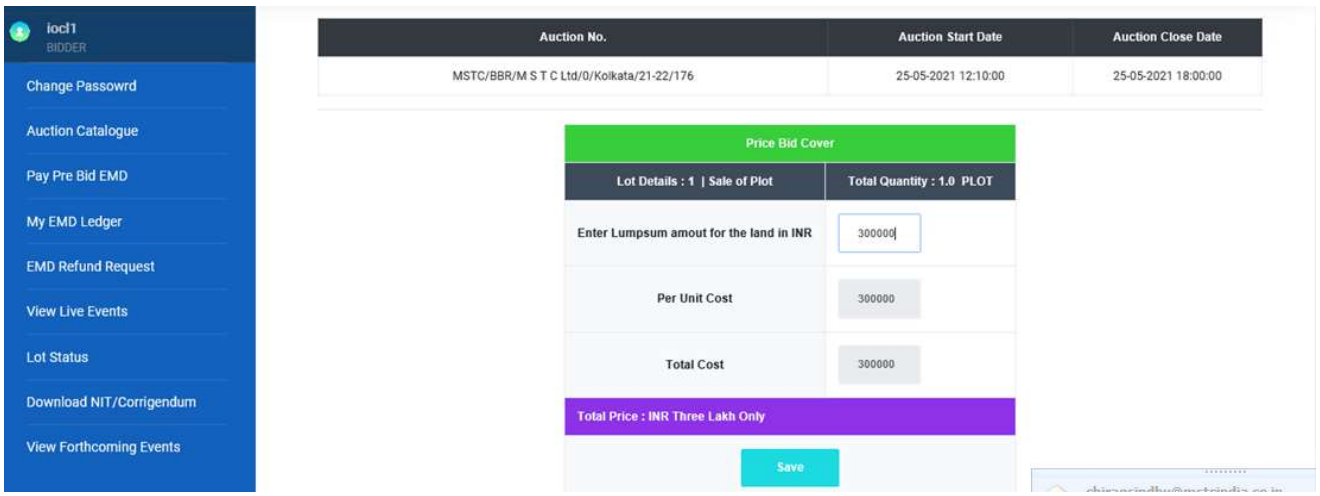
fields appear against a particular term, bidder needs to enter his remarks in the field and click ‘Save’. Public key of the bidder will be needed to save the bid successfully.



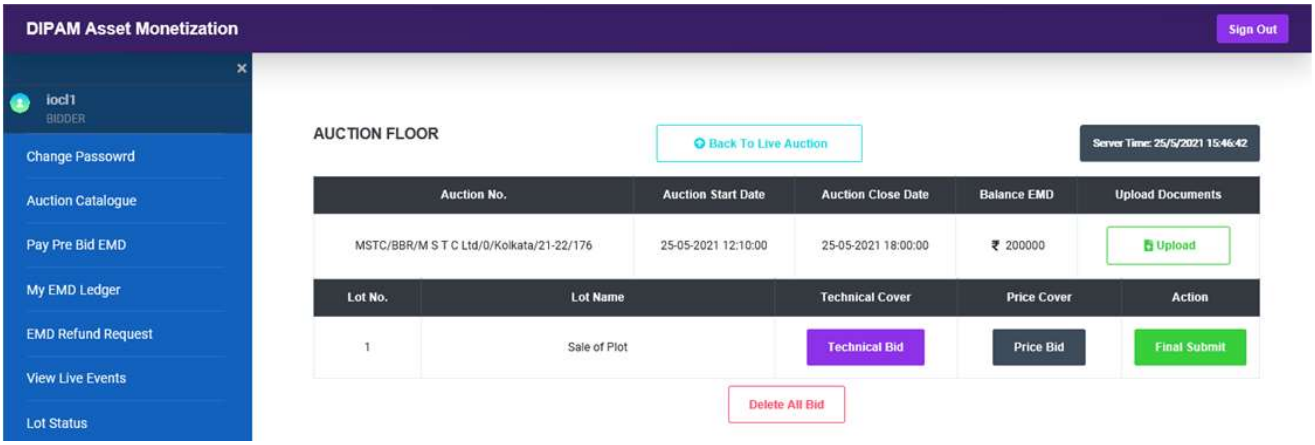
Once the technical bid is saved, the value under the ‘Action’ column will change to ‘Technical Bid Saved’.



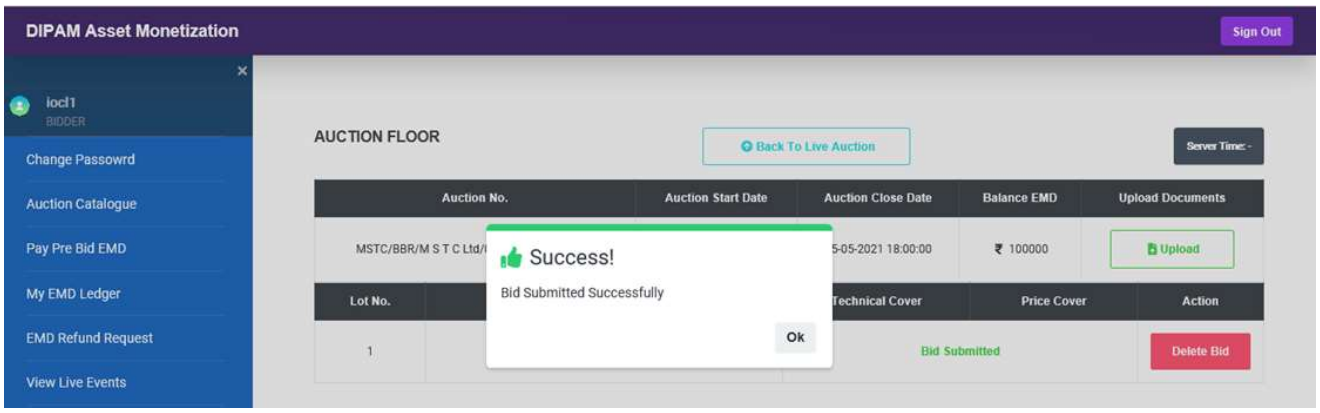
After saving the technical bid, bidder needs to submit the ‘Price Bid’. Price Bid floor looks like the following:



Bidder will save the price bid after digitally signing it. On doing so, the value under the ‘Action’ column will change to ‘Final Submit’ button.

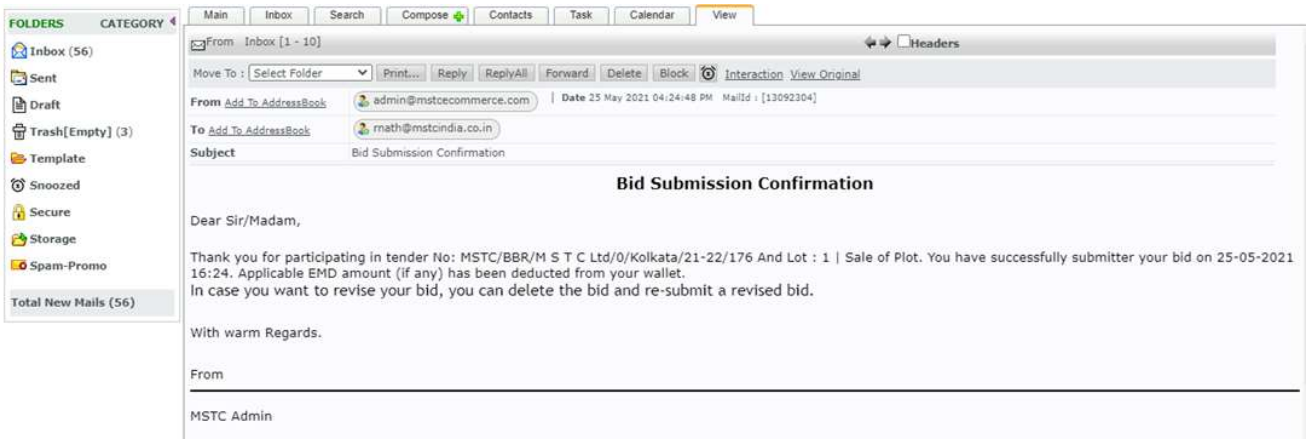


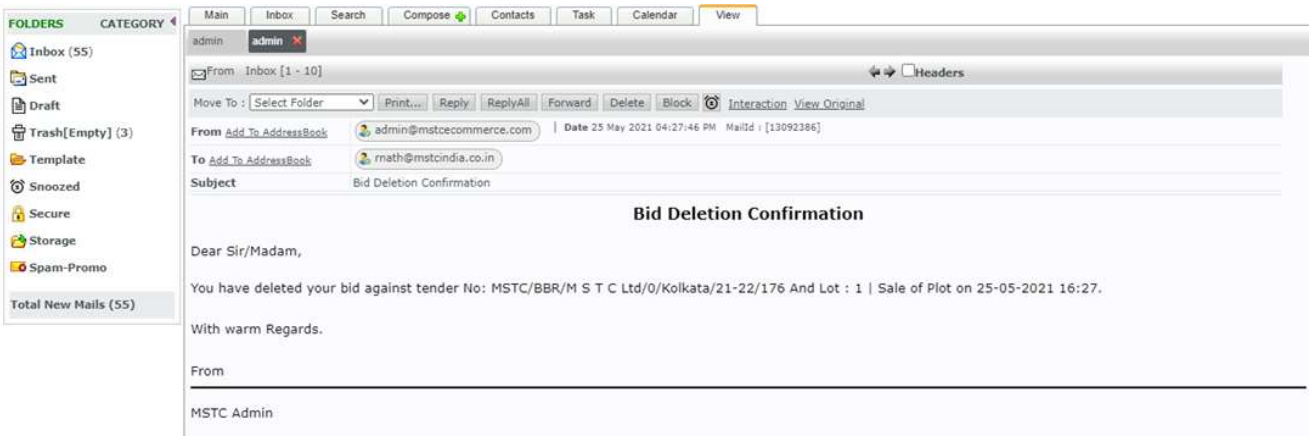
Once final submission of the bid has been done, bidder will also get the option to delete the bid and submit the bid afresh including all its components like document upload, technical bid, price bid.



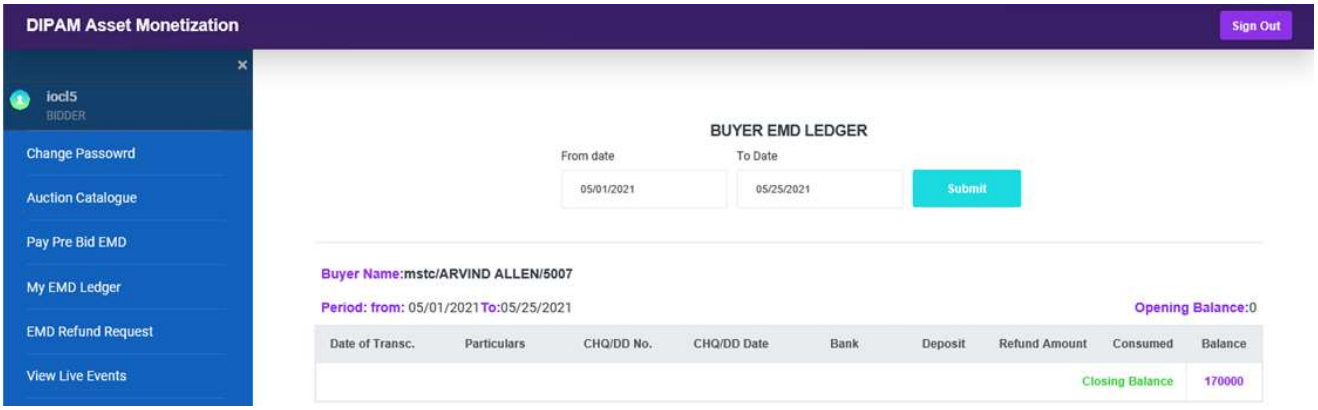
When final bid submission is done, EMD amount is deducted from the Bidder’s wallet and it is released only when the bidder is technically qualified or he doesn’t become H1 in the subsequent auction stage. Also on deleting his bid, the EMD amount is released.

On successful submission and deletion of bids, bidder receives necessary email confirmations:





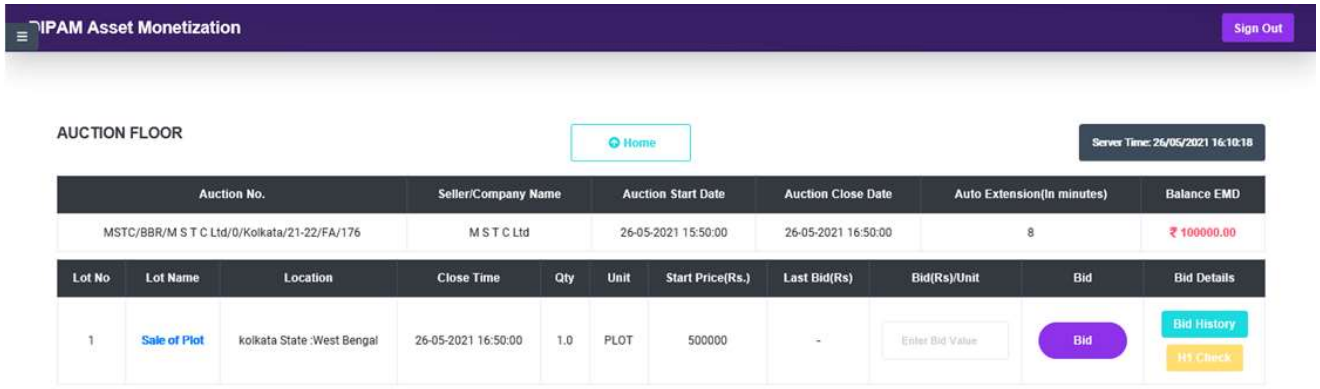
<u>STEP 7:</u> Making EMD payment – Bidders can make payment of the EMD amount using the link 'Pay Pre Bid EMD' available in their left menu. While using the NEFT/RTGS mode of payment, a chalan will be generate which will contain a Virtual Account number. Same chalan should be used to remit the Pre Bid and one chalan should be used for making payment only once. Multiple use of the same chalan will lead to non credit of the amount. The balance amount in the bidders wallet can be verified in the link 'My EMD Ledger':



Also the bidder can raise a refund request of the balance available in his wallet using the link 'EMD Refund Request'

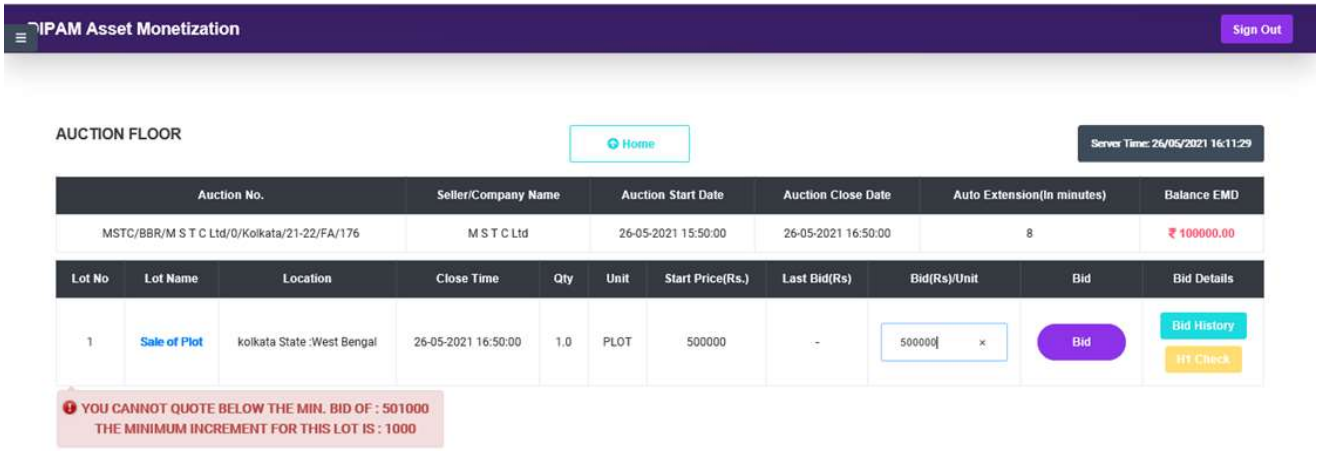
<u>STEP 8:</u> Participating in auction – The nature of the events will either be Tender followed by Auction or only forward auction. In case of tender followed by Auction, the designated event will only be visible to the technically qualified bidders. However in case of 'only auction' type events, they are visible to all the registered bidders in DIPAM portal.

The Forward Auction Bid Floor is as follows:

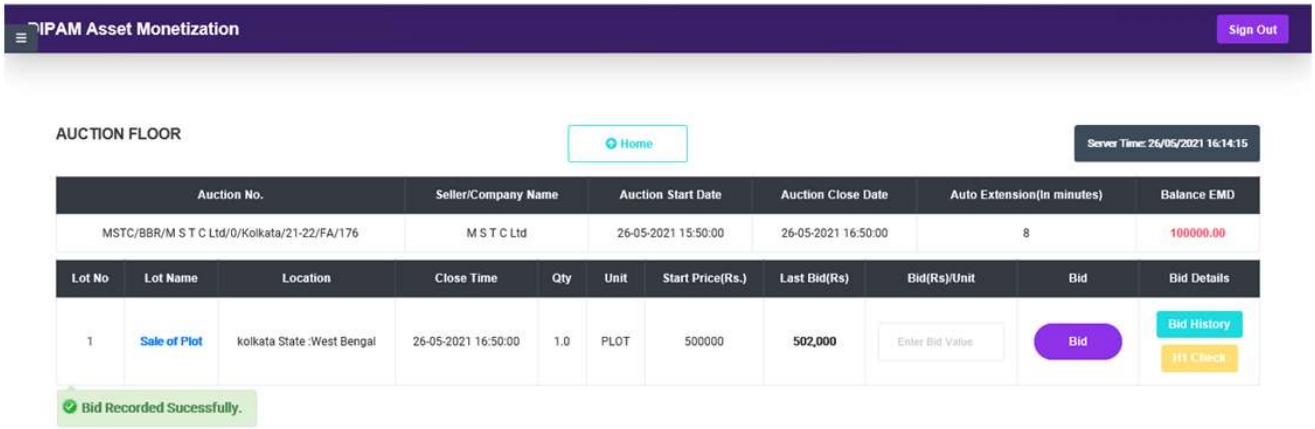


Bidder will be displayed the lot name, location, closing time of the event, quantity, unit of measurement, start price, Last bid (H1 bid available). He has to enter his bid in the input box and click on the Bid button. Bidder must quote a value greater than the current H1 bid displayed under the column Last Bid(Rs). Bidders can also check the Bid history and H1 check using the relevant buttons.

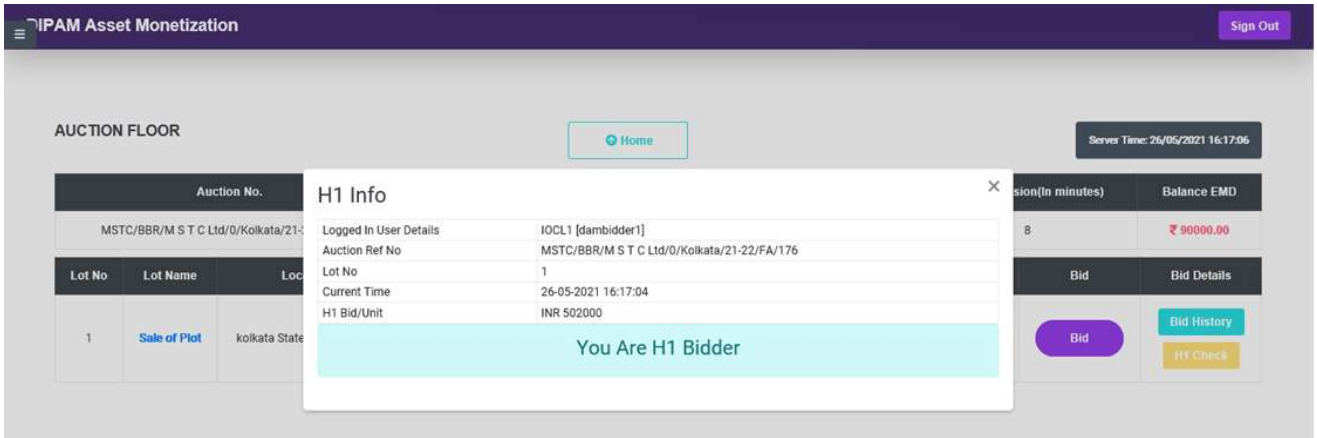
In case the bids submitted don't adhere to the back end checks, relevant error messages will be displayed and the bid will not be registered. Bidders should be vigilant about this error messages and rectify their bids accordingly.



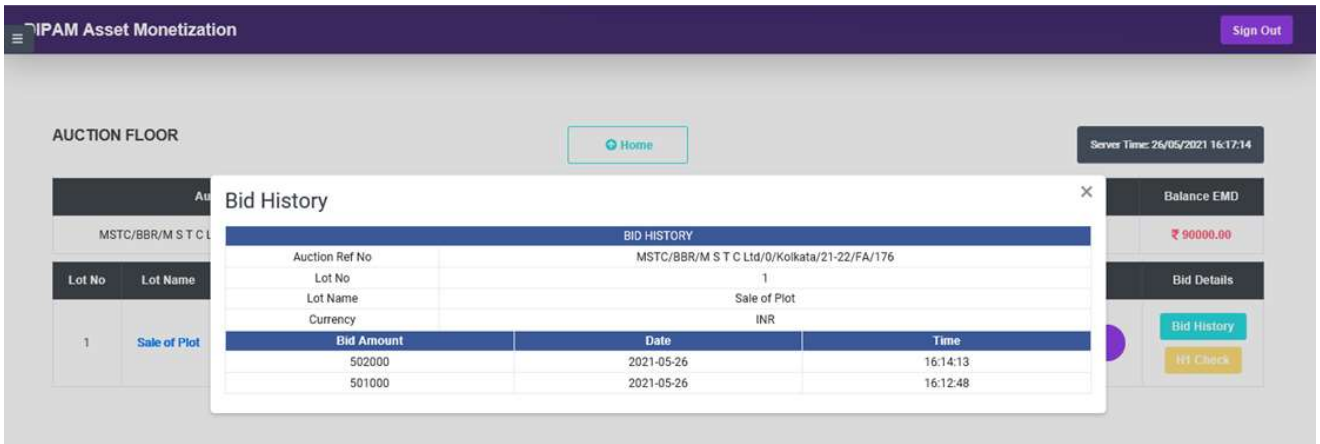
If the bid is registered successfully, system displays a message in green color 'Bid Recorded Successfully'



Through H1 check button, bidder’s can verify, whether they are H1 bidder or not.



Using the button ‘Bid History’, they can verify the list 10 bids along with the time stamp:



Using the link Lot Status, bidders can verify on whether a particular lot for which they were H1 has been approved or still in STA status.