

BIDDER'S GUIDE FOR OCPL COAL AUCTION

If you are already a registered General Auction/Scrap buyer, you need not to register again. You may use your existing user id and password for further participation in auction. If you are a new buyer i.e. you don't have registration as General Auction/Scrap buyer, please follow the following procedure in order to participate in OCPL Coal Auction:

1. **Registration and Activation:** First of all, you need to register on OCPL Coal Auction portal. Go to <https://www.mstcecommerce.com> -> e-Auction -> Mineral resources -> OCPL Coal Auction or click on <https://www.mstcecommerce.com/auctionhome/ocpl/index.jsp> link to navigate to OCPL coal auction portal. Click on **Register as Buyer**. Agree to BSTC and GSTC. Verify email id and mobile no. by OTP. The email id and mobile no. given by buyer should be unique. After verification, fill the registration form by giving your PAN/GST and other relevant details and submit it. Once submitted, you will get registration confirmation mail on your given mail id.

After registration, navigate to OCPL coal auction portal <https://www.mstcecommerce.com/auctionhome/ocpl/index.jsp> and click on **Login as Buyer/Seller**. You have to login with your user id and password. After login, you will see only e-Payment link. Click on e- Payment link, pay the given registration fee amount. After successful payment of registration fee, your account will be activated. Further, other links will be available on your dashboard for access.

2. **Upload Cancelled cheque/bank mandate form:** After activation of your registration profile, log in to OCPL coal auction portal. You will find **Upload cancelled cheque/bank mandate form** on your dashboard. Upload cancelled cheque/bank mandate having correct details through this link. You may also download the prescribed format of Bank mandate under this link.
3. **Pay Pre Bid EMD:** For participating in auction you need to have sufficient amount of EMD. If you don't have the sufficient amount, pay pre bid EMD amount as given in auction catalogue through **Pay pre-bid EMD** link.
4. **Auction floor:** After login, go to **View Live/Forthcoming Auctions**. Now, click on **View Live Auctions** to see the auctions which are currently on auction floor. Click on **Forthcoming Auctions** to view the auctions which are scheduled for any future date. If you want to participate in any auction go to **View Live Auctions**. Click on auction no. in which you are supposed to participate. A popup message will come. Click on OK to agree with GTC, BSTC and special terms conditions of the e-auction. Thereafter, you will be redirected to the bid floor of that auction. Please read the auction catalogue having terms and conditions carefully before participating in auction. Auction will be price quantity type. Bidder may bid desired quantity and price equal to or higher the start price displayed on bid floor. If any bid is received within the last 8 minutes of closing time for a lot, the bidding time will be extended automatically by eight minutes. In case, there is no bid in the extended 8minutes, the auction of that particular lot shall get closed automatically without any extension. If no increment bid comes within the last 8 minutes of designated bidding time, then also the auction for that particular lot will close once the designated timing is over.

5. **Raise request for EMD refund:** Click on **EMD Refund Request** link available on your dashboard to raise request for EMD after completion of auction.

For any assistance in system settings and registration, you may contact our helpdesk, Landline no: 03323400020, 03323400021, 03323400022

For any other query please contact MSTC officials of Bhubaneswar office
<https://www.mstcindia.co.in/content/contact.aspx>