

## **Registration Methodology**

In order to submit online bids in the e-bidding process for Coal Linkage, a bidder needs to register itself with the e-auction website of MSTC Limited, A Government of India Enterprise. For this the bidder should visit the website at [www.mstcecommerce.com/auctionhome/coallinkage/index.jsp](http://www.mstcecommerce.com/auctionhome/coallinkage/index.jsp) and click on the button “Registration”.

On the next page, there are two options – Register as Bidder and Register as Seller. The bidder shall have to click on the link Register as Bidder to proceed.

An online Registration Form will appear on screen and the bidder has to fill up the same with correct information. During this process, the bidder shall create his user id and password and keep note of the same. The bidder shall ensure that the secrecy of his user id and password is maintained at all time and he/she shall alone be responsible for any misuse of the user id and password. During this process, the bidder shall also have to mention the name of the End Use Plant (EUP) and choose the sector from the dropdown menu correctly. It may be noted that separate registrations are to be made for individual EUPs.

After filling up the online form, the bidder should tick both the check boxes for accepting the General Terms 'n' Conditions of e-Auction and Buyer Specific Terms 'n' Conditions of e-Auction. The bidder may click on the respective links to read the General Terms 'n' Conditions of e-Auction and Buyer Specific Terms 'n' Conditions of e-Auction before submitting the form. In case of any contradiction between the terms and conditions under General Terms 'n' Conditions of e-Auction / Buyer Specific Terms 'n' Conditions of e-Auction and the scheme for e-bidding, the provisions of the scheme for e-bidding shall prevail.

The bidder may check the details entered by it before final submission. On successful submission of the online registration Form, the bidder shall receive a confirmation mail in the registered email address advising the bidder to submit the following documents.

- i. Self attested Income Tax PAN Card. In case of a registered Company or Firm, the Firm's PAN card and in case of a proprietorship firm, proprietor's personal PAN card is required. In case of partnership firm, PAN of the firm and that of the authorized partner are to be submitted.
- ii. Photocopy of Sales Tax Registration Certificates
- iii. Copy of the confirmation email Letter received from MSTC after successful completion of on-line registration and containing buyer registration details of the Bidder.

- iv. A non refundable registration fee of Rs 10,000/- plus applicable GST (Rs 11,800/- at present) to be paid online to the following bank account.

Beneficiary Name : MSTC Limited  
Bank Details : Punjab National Bank, Tivoli Park Branch, Kolkata  
Account Details: A/c.No. 0068210300192  
IFSC Code No. : PUNB0006820

Please provide details of payment made like UTR No, remitting bank name, date of payment and amount in the covering letter.

The bidder shall have to submit all the above documents along with the details of the payment made towards Registration Fee like UTR No, remitting bank name, date of payment and amount to MSTC Limited for verification and activation of their login ids. The bidders should send scanned copies of the above documents to the designated email id only which is given below.

**[coallinkage@mstcindia.co.in](mailto:coallinkage@mstcindia.co.in)**

It may be noted that bidders need not visit any of the offices of MSTC Limited for submission of the documents.

Once the complete set of documents and requisite registration fee are received from a bidder, MSTC shall activate the bidder's login after verification / scrutiny of the documents. MSTC Limited reserves the right to call for additional documents from the bidder if needed and the bidder shall be obliged to submit the same.

On completion of the above stated registration process, a bidder shall be able to login to MSTC's website.

A bidder needs to register only once to participate in multiple auctions of coal linkage.