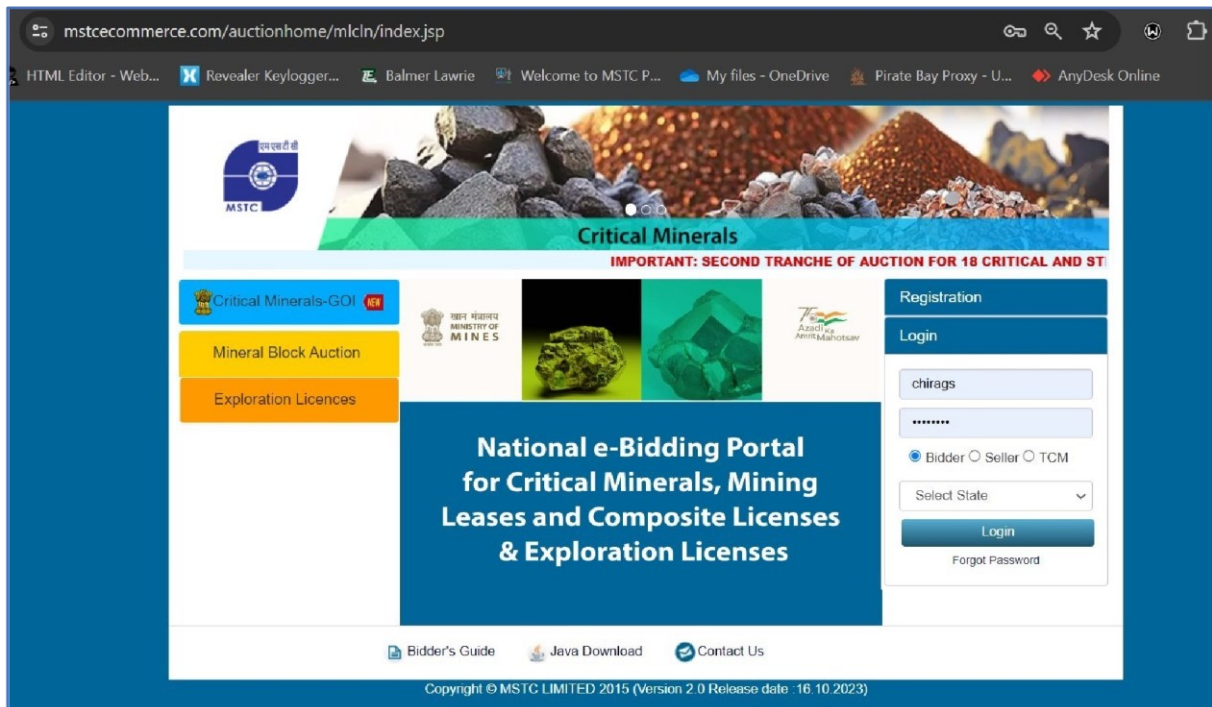




Registration Guide for e-Portal for Mining Lease and Composite License, Critical Minerals and Exploration Licenses.

In order to submit bids in any of the above-mentioned e-Bidding processes, a prospective bidder has to register itself with the e-auction website of MSTC Limited a Government of India Enterprise. Bidders already registered with the said website need not register again.

The bidder has to go to <https://www.mstcecommerce.com/auctionhome/mlcln/index.jsp> and click on the button Registration.



On the next page, the “General Terms and Conditions” will be shown with two options – Register as Buyer and Register as Seller. The Bidder shall have to click on the link Register as “Buyer” to proceed.

On the next page, bidder will be displayed the “Buyer Terms and Conditions ” pages. Bidder has to “Agree” to the terms and conditions and a page to enter the e-mail and mobile number will open. The e-mail and mobile will be verified by one time password (OTP).

After verification via OTP, an online “Buyer 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.

While filling the form, the buyer/bidder has to enter the correct details such as companyname, GSTIN and address as mentioned on GST certificate or which is available with the GST portal. The above details will be verified with the data available with GST portal. Only when the correct details as required above have been mentioned, the bidder shall be able to “Preview” the entered details before “Submission”.

The Bidder may check the details entered from the “Preview” page 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 remit the registration fee via “e-payment” link. The e-payment link shall be accessible to the bidder when he logs-into the portal via the “User ID” and “Password” created by them during registration.

The fee can be paid via “NEFT/RTGS” or “Online Pay” options under e-payment link.

A non-refundable registration fee of INR 10,000/- plus applicable taxes is to be paid by the Bidder.

Important Notes:

1. The activation of registration via fee received from NEFT/RTGS is subject to realization of funds by the MSTC Limited.
2. GSTIN is mandatory for completing the registration.
3. The Digital Signature of the bidder shall be mapped during first login after the fee payment. Bidder will need to synchronize their Digital Signing Certificate (DSC) during first login.
4. Bidder will mandatorily require Class 3, signing and encryption type Digital Signature (DSC). For information please go to https://cca.gov.in/digital_signature.html

After registration, bidder may update their DSC (if required), by logging into the portal and going to Delete DSC button. Here they can delete their currently mapped DSC and login with the new DSC.

If for any reason bidder is unable to Login and delete their DSC, they can also write to mlcmstc@mstcindia.in or contact the respective branch/region assigned to him. (region is mentioned in the activation mail sent to bidders on receipt of the registration fee).

A request to delete/update DSC has to be given through bidder’s Registered email address only, accompanied by their Company PAN Card.

It may be noted that Bidders need not visit any of the offices of MSTC Limited for submission of the documents related to registration. However, the Bidders may contact any office of MSTC Limited for seeking assistance on the login process, details of which are available on MSTC website www.mstcindia.co.in. 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.