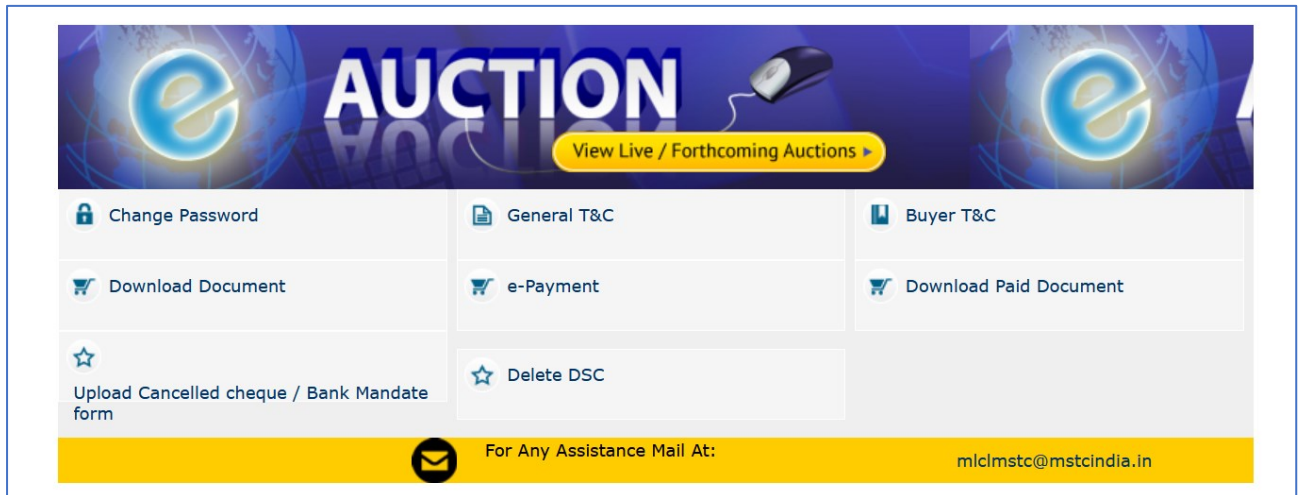




e-Payment Guide for Paid documents

In order to make payment towards fees for paid documents containing information about mines/blocks, the following steps should be followed:

1. Bidder must be registered with e-Bidding portal as follows, in case not register, bidder may register (<https://www.mstcecommerce.com/auctionhome/mlcln/index.jsp>).
2. Once registered the bidder has to go to the e-Portal and login.
3. Upon login with username, password and valid class – 3 signing and encryption type DSC, the following screen will appear:



4. The bidder may then click on e-Payment and on the page that opens Select the mine from the dropdown. The amount to be paid will auto populate as shown below.

e-Payment for MINE Block [Home](#)

Choose the Block(s) :	ELMINE
Mine Name :	ELMINE
Event No :	MSTC/HO/HINDUSTAN OIL EXPLORATION CO LIMITED/39/Chennai/23-24/3549 [e-Tender for Exploration Licenses]
Enter Amount :	10000.0
<input type="button" value="Netbanking"/>	<input type="button" value="RTGS/NEFT"/>

5. Payment can be made by the modes available on this page (such as Net banking or RTGS/NEFT). In case a bidder wishes to make payment through Net banking option, they may do so by clicking on the Net banking button. In the subsequent screen, the bidder may choose the option for Net Banking. Else if the bidder clicks on RTGS/NEFT, they may input their account details and generate a challan.

Important Note:

- i. Bidders are advised to follow the above process only to make the payment towards cost of paid documents.



- ii. Bidders may ensure to choose the correct mine from the dropdown list and enter the correct amount in the system. It may be noted that payment received for any mine cannot be transferred / adjusted against any other mine.
- iii. After making the payment, the bidder should send an email intimating the payment details like MSTC Registration No, UTR No, date of remittance, remitting bank name, amount, name of remitter etc to MSTC's office which is conducting the e-auction for the mine. The details for such office shall be available in Schedule III of the Tender documents.