

Bidding Guide

1. Open the link <http://www.mstcecommerce.com/auctionhome/mmb/welcome.jsp>
2. Select the tab **Minor Mineral Assam Forest**.
3. Click on **Registration**.
4. Select **Register as buyer**.
5. Fill all the details and click on **Submit** button.
6. Go to the link <http://www.mstcecommerce.com/auctionhome/uplBidderDocs.jsp> and upload all the documents(Self Attested) as mentioned below
7. Go to the link http://www.mstcecommerce.com/auctionhome/e-Payment_deact.jsp and make the payment of buyer registration fees.
8. Login into <http://www.mstcecommerce.com/auctionhome/mmb/welcome.jsp> with your DSC and click on **e-payment** link to pay for bidding document (**Rs 5000/- may change case to case basis**).
9. Download the Bid Document from **Download Paid Document** link.
10. Pay Participation fee from **e-payment (Rs 5000/- may change case to case basis)** link
11. Pay Pre-bid EMD from **e-payment** link
12. Go to home page and click on Button **Click for Bidding**

Stage 1 Bidding:

13. Click on **Bid Submission** for First Stage Bidding
14. Click on **technical cum bid submission**.
15. Click on **Live tenders**.
16. Upload your **technical bid documents (as mentioned in NIT)** and **Submit your IPO**.
17. A success/failure mail will be received on your registered e-mail ID after bid evaluation.

Stage 2 Bidding :

18. Click on **forward auction** for second stage bidding
19. Submit your bid.
20. H1 Bidder will receive e-mail and they may approach Forest Department for further action.

Registration Documents:

1. PAN Card (Self Attested)
2. Partnership deed (for partnership firm)/ MOA and AOA (for pvt. Ltd.) company as applicable.
3. Duly signed copy of confirmation email from MSTC. (Bidders shall receive this email after successful submission of Online Registration Form.).
4. Duly signed copy of Electronic Payment Mandate Form certified by Bank alongwith one cancelled chequeleaf with Name of Applicant, Account Number, IFSC Code mentioned on the cheque leaf.
5. Bidder Registration Fees of Rs 10000/- plus applicable taxes/duties to MSTC.Registration fees may be submitted to MSTC vide NEFT/RTGS/Online Transfer using MSTC Payment Gateway. Bidders are required to submit Registration fee to MSTC using their same bank account, details of which they have submitted to MSTC during registration process. Payments received from any other bank account or any Third Party transfer will not be accepted and such payments, if received, shall be summarily rejected..
6. GST certificate (self attested) where ever applicable.
7. DIN (Director's Identification number) issued by Ministry of Corporate Affairs(in case of limited company).
8. EPF Registration Certificate
9. ESIC Registration Certificate.
10. Latest IT Return of Firm
11. In case of a proprietorship firm/partnership firm/ other association of individuals, only if all the designated partners of the firm or the members of the associations supply Aadhar Card/ EPIC Card/ Indian Passport/Certified Copy of Electoral Roll.
12. In the case the entity is an individual, he has to supply Aadhar Card/EPIC Card/ Indian Passport / Certified Copy of electoral Roll.
13. In case of a company, managing director, directors and authorized signatory of the company shall supply Aadhar card/EPIC Card/ Indian Passport / Certified Copy of electoral Roll.

Technical Bid Documents(Indicative, Final list of documents will be mentioned in BID DOCUMENT):

1. All documents submitted at time of Registration
2. A notarized affidavit on Rs 100 Non Judicial Stamp paper declaring the leases for major and minor minerals held by the bidder in the state of Assam and no mineral revenue dues to the Government of Assam.
3. A notarized affidavit on Rs 100 Non Judicial Stamp paper declaring that the person is not convicted in any criminal case
4. Supporting document as proof of Net Worth of bidder. Should not be less than 20% of reserve price.
5. Court fees stamp of Rs. 100/- (Rupees One Hundred only) shall be pasted and cancelled and then be crossed, scanned, digitally signed and uploaded.
6. Past 3 years' Income Tax return.
7. In case the bidder is an individual/proprietor and belongs to any of the Scheduled Castes, Scheduled Tribes and Other Backward Classes, the attested copies of such certificates.

***All the Technical bid documents should be duly self-attested and digitally signed.**

Fees to be deposited by Buyer

1. At the time of registration- Rs 11800/- Registration Fee
2. For Downloading Bid document- Rs 5000/-(may change, As per Bid Document)
3. Participation Fee- Rs 5000/- (may change, As per Bid Document)
4. EMD – As per Bid document (Refundable/adjustable as per terms)

Other Prerequisites-

1. Class III Signing type DSC.

For any queries, Call MSTC, Guwahati at :

- a. Office Landline - 0361-2221199
- b. Shri Prashant Chitranjan – +91-8592888286
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