

Bidding Guide

1. Open the link
https://www.mstcecommerce.com/auctionhome/mmb/assam/index_cl.jsp
in **Internet Explorer (version 8 or above)**.
2. Select the tab **Minor Mineral Assam (Geology & Mining)**.
3. Click on **Registration**.
4. Select **Register as buyer**.
5. Fill all mandatory details (* marked) and other details (which are available) and click on **Submit** button.
6. Go back to https://www.mstcecommerce.com/auctionhome/mmb/assam/index_cl.jsp and upload below mentioned (Self Attested) documents from **upload document link**.
7. Go to the link
Go back to https://www.mstcecommerce.com/auctionhome/mmb/assam/index_cl.jsp and make the payment of buyer registration fees from **bidder registration fee link** .
8. Login into https://www.mstcecommerce.com/auctionhome/mmb/assam/index_cl.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 15,000/- 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:

- i. PAN Card (Self Attested)
- ii. Duly signed copy of confirmation email from MSTC. (Bidders shall receive this email after successful submission of Online Registration Form.).
- iii. 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.
- iv. Bank Certificate, verifying signature of the Individual/Proprietor/Partner/Director.
- v. GST certificate (self attested) where ever applicable.
- vi. DIN (Director's Identification number) issued by Ministry of Corporate Affairs (in case of limited company).
- vii. EPF Registration Certificate
- viii. ESIC Registration Certificate.
- ix. Latest IT Return of Firm
- x. 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.
- xi. In the case the entity is an individual, he has to supply Aadhar Card/EPIC Card/ Indian Passport / Certified Copy of electoral Roll.
- xii. 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.
- xiii. Character Certificate issued from Deputy Commissioner's Office

Fees to be deposited by Buyer

1. At the time of registration- Rs 11,800/- Registration Fee (including GST)
2. For Downloading Bid document- Rs 5,000/- (may change, As per Bid Document)
3. Participation Fee- Rs 15,000/- (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
- c. Shri Neeraj Mathur- +91-8871111473
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