

## **Buyer Registration Procedure for e-Auction of Minor Mineral Block or RCC/ERCC (Kindly use Internet Explorer Browser only)**

ई-नीलामी के लिए क्रेता पंजीकरण प्रक्रिया( कृपया इन्टरनेट एक्सप्लोरर ब्राउज़र का ही उपयोग करें )  
**हस्ताक्षर व फोटो अपलोड न करें**

For **Minor Mineral Block or RCC/ERCC** Registration Customers may kindly comply with the following:

ई-नीलामी पंजीकरण के लिए ग्राहक कृपया निम्नलिखित का अनुपालन कर सकते हैं :

Customers should first register themselves On-line on MSTC's Website

<https://www.mstcecommerce.com> and thereafter email the required documents online and submit the requisite fee as mentioned in the confirmation email to any of the MSTC's office and send email to MSTC Officials.

ग्राहकों को पहले MSTC की वेबसाइट <https://www.mstcecommerce.com> पर खुद को ऑन-लाइन पंजीकृत करना चाहिए और उसके बाद आवश्यक दस्तावेजों को ई-मेल करना चाहिए और MSTC के किसी भी कार्यालय को पुष्टि ईमेल में उल्लिखित आवश्यक शुल्क जमा करना होगा और MSTC अधिकारियों को ईमेल भेजना होगा।

How to register with <https://www.mstcecommerce.com> .  
www.mstcecommerce.com के साथ कैसे पंजीकरण करें?

1. Log on to our website at <https://www.mstcecommerce.com> .  
हमारी वेबसाइट [www.mstcecommerce.com](https://www.mstcecommerce.com) पर लॉग ऑन करें।

2. Click on the heading named **e-Auction**. A drop-down menu will appear.  
ई-ऑक्शन नाम की हेडिंग पर क्लिक करें। एक ड्रॉप डाउन मेनू दिखाई देगा।

3. Click on the link "**Mineral Resources**" and then click on "**Minor Minerals Block Auction or RCC/ERCC auction**".

"Mineral Resources" लिंक पर क्लिक करें और फिर " **Minor Minerals Block Auction or RCC/ERCC** नीलामी" पर क्लिक करें।

'**Registration**' लिंक पर क्लिक करें।

(a) **Register as Buyer** and (b) **Register as Seller**.

5. Select and click on "**Register as Buyer**" option.  
"Register as Buyer" विकल्प पर क्लिक करें।

6. Buyer's Registration Form will appear on the screen. Fill up the desired information. You will have to select and click on "**Minor Mineral Block e-Auction or RCC ERCC auction for Rajasthan**" in the Buyer Type field.

खरीदार का पंजीकरण फॉर्म स्क्रीन पर दिखाई देगा। वांछित जानकारी भरें। आपको क्रेता प्रकार क्षेत्र में "**Minor Mineral Block e-Auction or RCC ERCC auction for Rajasthan** नीलामी" पर क्लिक करना होगा।

7. All fields marked with \* are mandatory and must be filled in (**Fill Company Name and Address same as mentioned in GST Certificate**).

\* के साथ दर्शित सभी फील्ड अनिवार्य हैं और इन्हें भरना होगा (कंपनी का नाम और पता जीएसटी सर्टिफिकेट में उल्लिखित कंपनी के नाम और पते के अनुसार भरे)।

8. यदि आप **व्यक्तिगत क्रेता** हैं तो कंपनी नाम और कांटेक्ट पर्सन में अपने पैन कार्ड में दिया हुआ नाम लिखें।  
If you are an "**Individual Buyer**" then fill name in "Contact Person" and "Company Name" as mentioned in the PAN card

9. Select your User ID and Password and keep a note of the same.

अपनी यूजर आईडी और पासवर्ड चुनें और उसी का ध्यान रखें।

10. Please ensure that the email address given is a valid one and is presently active.

कृपया सुनिश्चित करें कि दिया गया ईमेल पता एक मान्य है और वर्तमान में सक्रिय है

11. After filling up the form click on the 'Submit' button.

फॉर्म भरने के बाद click सबमिट 'बटन पर क्लिक करें

12. Click on 'Preview' button. All the information typed in the form will be displayed to you for verification. If the information is correctly entered then click on 'Submit' button. On successful registration the system will send you an email on the email id filled by you in the form, containing your **unique buyer registration Number and also** inform you instantly to submit 'Registration Fee' and the relevant documents as mentioned in the confirmation email:

Preview बटन पर क्लिक करें। फॉर्म में टाइप की गई सभी जानकारी आपको सत्यापन के लिए प्रदर्शित की जाएगी। अगर जानकारी सही दर्ज है तो 'सबमिट' बटन पर क्लिक करें। सफल पंजीकरण पर सिस्टम आपको आपके द्वारा भरे गए ईमेल आईडी पर एक ईमेल भेजेगा, जिसमें आपका अद्वितीय खरीदार पंजीकरण नंबर होगा और साथ ही आपको 'पंजीकरण शुल्क' और संबंधित दस्तावेजों की पुष्टि ईमेल में उल्लिखित करने के लिए तुरंत सूचित करना होगा:

#### **List of Documents-**

“In order to activate your login and participate in on-line e-auctions, you are requested to pay one-time non-refundable registration fee of Rs.10,000/- (Rupees ten thousand only) + applicable GST through the online payment link. Your login has to be activated within 30 days from the date of registration otherwise your details will be deleted from our database.

- (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.
- (ii) For individual buyer's registration aadhar card/driving licence/Voter id card for Address verification.
- (iii) GST (self-attested) where ever applicable.
- (iv) Signature of the Contact Person verified by Bank on Bank's Letter-head. If such verification is done on Bidder's Letter-head, then the full Address of the Branch of the Bank must be mentioned.
- (v) Self-attested Income Tax PAN Card of the Contact Person.
- (vi) A letter addressed to MSTC stating the serial number of the DSC to be used by the bidder for login and bidding.
- (vii) Self-attested Copy of the confirmation email Letter received from MSTC after successful completion of on-line registration and containing buyer registration details of the Bidder.

- (viii) Duly signed copy of Electronic Payment Mandate Form certified by Bank along with one cancelled cheque leaf with Name of Applicant, Account Number, IFSC Code mentioned on the cheque leaf. (Click here to download Electronic Payment Bank Mandate Form)
- (ix) Copy of partnership deed/ MoA/ AoA as applicable.
- (x) A non-refundable registration fee of Rs 10,000/- plus applicable GST to be paid online through "**Bidder Registration Fee**" tab available on the login page of RCC/ERCC Rajasthan. 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. Please provide details of payment made like UTR No, remitting bank name, date of payment and amount in the covering letter. Note: In case the documents mentioned in above points ii and iii, are not applicable, the bidder may submit the declaration signed by the Contact Person stating that document (s) is not applicable. The bidder shall have to submit all the above documents to MSTC Limited for verification and activation of their login ids within 30 days of registration. The bidders may send scanned copies of the above documents to the following email ids:-

mstcjaipur@mstcindia.co.in; ashish@mstcindia.co.in;  
Ph: 0141-2742208

**You must mention the DSC serial number on the body of the email while forwarding the above documents.**

In case of any further query, following MSTC officials may be contacted:-

1. Shri Ashish Kumar, Asst. Manager, MSTC Jaipur, 7230022882,  
ashish@mstcindia.co.in; mstcjaipur@mstcindia.co.in;

For participation in E-Tender-cum-E-Auction, Class II/III Signing Type Digital Signature Certificate will be required which is to be purchased by you at your own cost from any Certifying agency for issuance of Digital Signature Certificate. After activation of your buyer registration account, you will be required to login to your account using your User ID & password and thereafter map your Digital Signature Certificate (DSC) to it. You shall be required to inform serial number of your DSC to MSTC vide email to mstcjaipur@mstcindia.co.in; ashish@mstcindia.co.in;. Mapping of DSC will be one time process.

During the course of e-Tender-cum-E-Auction, if any document furnished by you is found to be incorrect/invalid/forged/expired, your Registration will become liable to be cancelled.