

ANNEXURE – B

Guidelines for Registration and bidding for Bidders

Requirements:

1. One PC (Computer) with Internet connection.
2. Email address.
3. Registration with www.mstcecommerce.com as buyer.

Operating System:

1. Windows 98/XP-SP3 & above/Windows7.
2. IE-6 and above Internet browser.
3. To enable all active X controls and disable 'use pop up blocker' under Tools→ Internet Options→ custom level and protected mode to be turned off/disabled
4. In case PC or Internet Connection is not there the website can be accessed from any cybercafé.

How to register with www.mstcecommerce.com?

1. Log on to our website at www.mstcecommerce.com
2. Click on the link 'General auctions'.
3. Then click on the link 'Register', GENERAL TERMS & CONDITIONS OF e-AUCTION will appear on the screen. Scroll down to the bottom of the page where two options will be there: (i) Register as Buyer and (ii) Register as Seller.
4. Select and click on "Register as Buyer" option.
5. BUYER SPECIFIC TERMS & CONDITIONS will appear next on the screen. Scroll down to the bottom of the page where again two options will be available: 'Agree' and 'Disagree'.
6. Select and click on 'Agree' button.
7. Buyer's Registration Form will appear on the screen. Fill up the desired information.
8. All fields marked with * are mandatory and must be filled in.
9. Select your User ID and Password and keep a note of the same.
10. Please ensure that the email address given is a valid one and is presently active.
11. After filling up the form click on the 'Submit' button.
12. Please fill up only relevant fields and 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. The next page will ask for some information which you need to fill up. On successful registration the system will send you an email containing your unique buyer registration Number and also inform you instantly to submit 'Registration Fee' and the relevant documents.

The above documents and the registration fee can be submitted at any of our offices in India whose address is available on the website itself. Copies of the documents for the domestic buyer to be submitted should be attested by a Gazetted Officer or Chartered Accountant or a Public Notary or the original documents should be produced for verification. Foreign buyer shall get the copies of the documents attested by the concerned Chamber of Commerce or the Embassy of the concerned Country or the Bank Manager from which account, the foreign buyer transact the business or the original documents should be produced for verification.

On submission of documents your account will be activated and you will be issued a 'Photo Identity Card', which has to be collected from MSTC offices. 'Photo Identity Card' will be issued by same MSTC office where you have submitted the documents.

Important rules for bidding in e-Tender-cum-e-Auction:-

1. Only those customers who are registered with www.mstcecommerce.com/auctionhome as a buyer shall be eligible to participate in e-Tender-cum-e-Auction.
2. The registered bidders can view the auction catalogue by login as buyer in www.mstcecommerce.com - view forth coming auction.
3. The e-Tender-cum-e-Auction shall be open for a pre-defined period (10:00 AM to 2:00 PM in IST) in e-Auction Catalogues.
4. e-Tender-cum-e-Auction will start at the scheduled date and time with only eligible bidders able to participate in that.
5. After the scheduled start time, a registered and activated bidder need to do the following. Log onto www.mstcecommerce.com and click on 'General Auctions'. A page will appear where you will have to give your username and password and log on as a Buyer. Click on View Details on the next page. Then click on View Live Auctions.
6. The next page will display the running e-tender-cum-e-auction. Click on the auction number to proceed. A dialog box asking the bidder to choose the mode of bidding – e-Auction or e- Tender will appear.
7. If the bidder chooses e-Tender, the bidder will be directed to the tender floor for bid submission.
8. To submit bid in e-tender, type your bid against the lot of your choice and click on 'BID' button. Once a bid is registered against a lot, the 'BID' button against the lot will get disabled and you cannot bid against the same lot again. To view your bid, you may click on the link 'Your Bid' and see the bid and bid date and time. Only one bid can be submitted against a lot in e-tender.
9. To participate in e-Auction, choose e-Auction as your mode of bidding from step sl. no. 6 above. The auction floor will open up with relevant details. Bidding is to be done lotwise. A bidder may submit bids against any lot more than once.
10. In e-auction, for any lot, a bidder can increase his bid any no. of times. No downward revision of bid will be allowed.
11. During auction at any time a bidder can see the last ten bids received for a lot through the link Bid History. However, name of bidder will not be available.
12. The H-1 bid for the lots put up for auction will be displayed on the auction floor.
13. Against every lot, the time of close of auction will be displayed separately.
14. An auction will close for bidding at the scheduled time or extended time depending upon the bidding.
15. If any bid is received during the last 15 minutes before scheduled close of auction for any lot, its close time will get automatically extended by 15 minutes from the time of last bid in order to give equal opportunity to all bidders. This auto extension of bid which is available for e-auction only and not for e-tender.
16. Bidding will close for a particular lot either at the scheduled close time or till the particular

- period of 15 minutes during which no bid has been recorded, whichever happens later.
17. When bidding for all the lots in an e-Auction close, e-Auction will close.
 18. Auto bid facility: In the auction, a bidder may give instruction to the computer to bid on his behalf every time his bid is exceeded by clicking on the Auto bid button. Once the bidder clicks on the Auto bid button, the computer will ask for incremental value (100 USD) and upper limit of bid. The bidder has to fill up these values and submit. The auction floor will display the upper bid limit against each active auto bid for all the lots.
 19. There will be no extension of time for bidding in e-Tender. This means that e-tender will close at the scheduled close time (2.00 PM IST) even if the e-Auction for the same lots may continue in the extended period.
 20. Indian bidders as well foreign bidders shall bid in US Dollar (USD only).
 21. For the purpose of comparison between INR and USD, a conversion factor will be used and the same shall be displayed in the auction bid floor.
 22. The highest bid at any point of time in e-auction shall be displayed in both INR and USD to Indian Bidders.
 23. The bid increment for each lot will be USD100 or it's multiple.
 24. To bid in any lot, a bidder shall have to deposit Earnest Money Deposit (EMD) in advance.
 25. A bidder shall be able to bid in all the lots against receipt of lump sum EMD as stipulated in STC.
 26. If the highest rate obtained in the e-tender is same as that in the e-auction, then the bid received earlier will be considered the Net Highest Price (H-1).
 27. After close of auction, system will compare the higher of the H-1 prices (Net Price) received in e-Tender and e-Auction and it will be taken on Subject to Approval (STA) basis.
 28. The seller will decide the STA lot and results will be declared after receipt of communication from the seller.

N.B: The above guidelines are meant to assist the bidders in understanding the process and should not be taken as exhaustive. Modifications / amendments, if necessary, shall be made from time to time. Bidders are therefore advised to frequently check for any modification / amendments and take clarification well in advance.