

**DOMESTIC BUYER REGISTRATION PROCEDURE FOR PARTICIPATING IN  
THE E-TENDER CUM E-AUCTION (RED SANDER)**

**A) STEPS FOR BUYERS' REGISTER WITH MSTC LTD:**

- (i) Log on to our website at [www.mstcecommerce.com](http://www.mstcecommerce.com)
- (ii) Click on the link "**General e-auction**" and then on the link provided: **'Register'/New User? Sign up here**.
- (iii) 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: (a) **Register as Buyer** and (b) **Register as Seller**.
- (iv) Select and click on "**Register as Buyer**" option.
- (v) 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'**.
- (vi) Select and click on **'Agree'** button.
- (vii) **Buyer's Registration Form** will appear on the screen. Now, fill up the desired information. All field's marked with \* are mandatory and must be filled in.
- (viii) Select **User ID and Password** and keep a note of the same.
- (ix) After filling up the form click on the **'Submit'** button.
- (x) All the information typed in the form will be displayed for verification. If the information is correctly entered then click on submit. On successful registration the system will send an email and also inform instantly to submit 'Registration Fee' and the relevant documents.

**B) Documents to be submitted at any office of MSTC for activation**

**of Registration:**

- (i) Duly signed print out of the email received from MSTC regarding confirmation of online Registration.
- (ii) Income Tax PAN Card Original & Photocopy (the Original will be returned after verification). In case of Partnership firm, PAN of the firm and that of the Authorized partner.
- (iii) In case of Partnership firm, Notarised copy of Partnership deed and in case of Limited Company Memorandum of Association (MoA) and Articles of Association (AoA).
- (iv) Latest Income Tax Return Original & Photocopy (the Original will be returned after verification).
- (v) Sales Tax/VAT Registration Certificate Original & Photocopy (the Original will be returned after verification).
- (vi) Registration Fee of Rs.11,236/- (Non-Refundable) by DD / PO favoring MSTC Ltd. Payable at respective Region/Branch for life time validity.
- (vii) Signature of the Proprietor/Partner/Director verified by Bank on Bank's Letter-head. If such verification is done on Customer's Letter-head, then the full Address of the Branch of the Bank must be mentioned.
- (viii) Two identical Passport-size Color Photographs of the Proprietor / Partner / Director (For issue of Photo ID Card by MSTC). In case of Proprietorship / Partnership Firm, the Proprietor / Partner will be required to personally visit MSTC's Office for signing the Photo ID Card.

Originals of the above documents may please be produced for verification at the time of making the payment towards registration fee.

## FOREIGN BUYER REGISTRATION PROCEDURE FOR PARTICIPATING IN THE E-TENDER CUM E-AUCTION (RED SANDER)

### **A) STEPS FOR BUYERS TO REGISTER WITH MSTC LTD:**

- (xi) Log on to our website at [www.mstcecommerce.com](http://www.mstcecommerce.com)
- (xii) Click on the link → **E-Auction** → **All General Auctions (Scrap & Other)** and then on the link provided: **' Register '**
- (xiii) 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 : (a) **Register as Buyer** and (b) **Register as Seller**.
- (xiv) Select and click on **"Register as Buyer"** option.
- (xv) 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'**.
- (xvi) Select and click on **'Agree'** button.
- (xvii) **Buyer's Registration Form** will appear on the screen. In the **Buyer Origin**, Choose as **"FOREIGN"**
- (xviii) Now, fill up the desired information. All field's marked with \* are mandatory and must be filled in.
- (xix) Select **User ID and Password** and keep a note of the same.
- (xx) After filling up the form click on the **'Submit'** button.
- (xxi) All the information typed in the form will be displayed for verification. If the information is correctly entered then click on submit. On successful registration the system will send an email and also inform instantly to submit 'Registration Fee' and the relevant documents.

## **B) DOCUMENTS REQUIRED FOR REGISTRATION OF FOREIGN BUYER**

- The interested Foreign Firm has to register as Buyer online in our web site i.e. [www.mstcecommerce.com](http://www.mstcecommerce.com).
- A non-refundable one time registration fee of US \$ 562.

The payment to be remit through SWIFT transfer in US Dollar only using the following information:

Name of the Beneficiary: MSTC LIMITED

Account No: 0462002100050633

Name of The Bank: PUNJAB NATIONAL BANK

Name of The branch: LIC BUILDING, VISAKHAPATNAM, ANDHRA PRADESH, INDIA

SWIFT Code: PUNBINBBVIS.

Or

Bank of India, New York Branch (SWIFT BKID US33) for credit to RFC account at Mumbai Overseas Branch with Cayman Island for ultimate credit to account No.4048 2021 0000002 of MSTC Ltd. with Bank of India, Kolkata Overseas Branch (SWIFT BKID IN BBCOS).

- Letter of introduction from your local Chamber of Commerce (where your business is situated) to be forwarded to MSTC through Indian Consulate/Embassy of your country.
- Details of your Bank Account and confirmation thereof by the Bank along with attested signature of your contact person.
- Copy of Personal ID proof of the contact person.
- Two Passport size photographs of the contact person of the buyer will have to be sent to MSTC for the purpose of issuing the Identity Card by MSTC.

On receipt of confirmation from the bank and on compliance of above, the registration will be activated as an e-auction buyer.