

## Users' Guide / Manual of e-tender-cum-e-auction –For Buyers (Important Guidelines for Registration and Bidding for bidders)

### Requirement:

- I. One PC (Computer) with Internet connection.
- II. Email address.
- III. Registration with [www.mstcecommerce.com](http://www.mstcecommerce.com) as buyer.

### Operating System:

- I. Windows 98/XP-SP3 & above/Windows 7.
- II. IE-6 and above Internet browser.
- III. To enable all activeX controls and disable 'use pop up blocker' under Tools→Internet Options→ custom level and protected mode to be turned off/disabled

In case PC or Internet Connection is not there the website can be accessed from any cybercafé.

### How to Register with [www.mstcecommerce.com](http://www.mstcecommerce.com)?

- I. Log on to our website at [www.mstcecommerce.com](http://www.mstcecommerce.com)
- II. Click on the link 'e-auction for Govt. of AP.
- III. 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 :  
(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. Fill up the desired information.
- VIII. All fields marked with \* are mandatory and must be filled in.
- IX. Select your User ID and Password and keep a note of the same.
- X. Please ensure that the email address given is a valid one and is presently active.
- XI. After filling up the form click on the 'Submit' button.
- XII. The next page may not be relevant to you. 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 or [Click Here](#) for MSTC offices. Copies of the documents 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.

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](http://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](http://www.mstcecommerce.com) -> view forthcoming auction.
3. The e-tender-cum-e-Auction shall be open for a pre defined period (for example three hours or as declared 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](http://www.mstcecommerce.com) and click on 'e-auction for Govt. of AP'. 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. 5 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 is 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 there will be a 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. **Autobid 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 Autobid button. Once the bidder clicks on the Autobid button, the computer will ask for incremental value 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 autobid 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 even if the e-Auction for the same lots may continue in the extended period.
20. Indian bidders shall bid in Indian Rupee (INR only) and all other bidders shall bid in US Dollar (USD only).
21. For the purpose of comparison of bid submitted in 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 time in e-auction shall be displayed in both INR and USD and for the convenience of understanding; the currency of the highest bid will be displayed in colour.
23. The start price of bidding shall be displayed in both INR and USD and bid above these values will only be accepted by the system.
24. The bid increment for each lot will be INR 5000/- or its multiple and corresponding figure in USD considering the conversion factor and rounded off to next higher USD.
25. To bid in any lot, a bidder shall have to deposit Pre-bid Earnest Money Deposit (EMD) @ 10% of the Start Price and Additional Pre-bid EMD @10% of start price in advance.
26. A bidder shall be able to bid in as many lots as permitted by the amount deposited by him / her as EMD.
27. If a bidder is the highest bidder for any lot at any point in time either in e-tender or in e-auction, proportionate EMD will be deducted from the available EMD of the bidder till he is out-bid by another bidder for the same lot either in e-tender or in e-auction.
28. A bidder may submit EMD for as many lots as he / she wishes to bid for. EMD left unutilized after conclusion of an e-tender-cum-e-auction can be utilized for subsequent e-tender-cum-e-auctions.
29. 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 and the same shall be compared with the Reserve Price.
30. After close of auction, system will compare the higher of the H-1 prices (Net Price) received in e-tender and e-Auction with the Reserve Price for that lot, it will be taken on Subject to Approval (STA) basis.
31. The seller will decide the STA lot and results will be declared after receipt of communications from the seller.

For any further query or assistance regarding e-tender-cum-e-Auction, please contact MSTC Limited, Hyderabad

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*N.B :These 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.*