

## **TECHNICAL DETAILS REGARDING ONLINE ELECTRONIC AUCTION**

Technical Details with respect to electronic auction

### **1. Registration Methodology:**

In order to submit online bids in the e-bidding process for Mining Lease, a bidder needs to register itself with the e-auction website of MSTC Limited, A Government of India Enterprise. For this the bidder should visit the website at [www.mstcecommerce.com/auctionhome/mlcl/index.jsp](http://www.mstcecommerce.com/auctionhome/mlcl/index.jsp) and click on the button "Registration".

On the next page, there are two options – Register as Buyer and Register as Seller. The bidder shall have to click on the link Register as Buyer to proceed.

An online Registration Form will appear on screen and the bidder has to fill up the same with correct information. During this process, the bidder shall create his user id and password and keep note of the same. The bidder shall ensure that the secrecy of his user id and password is maintained at all time and he/she shall alone be responsible for any misuse of the user id and password.

After filling up the online form, the bidder should tick both the check boxes for accepting the General Terms 'n' Conditions of e-Auction and Buyer Specific Terms 'n' Conditions of e-Auction. The bidder may click on the respective links to read the General Terms 'n' Conditions of e-Auction and Buyer Specific Terms 'n' Conditions of e-Auction before submitting the form.

The bidder may check the details entered by it from the Preview page before final submission. On successful submission of the online registration Form, the bidder shall receive a confirmation mail in the registered email address advising the bidder to submit the following documents:

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. In case of partnership firm, PAN of the firm and that of the authorized partner are to be submitted.

ii. Photocopy of Latest Income Tax Return.

iii. Photocopy of Sales Tax Registration Certificates

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. 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. 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. A non refundable registration fee of INR 11,500/- (Rs 10,000/- plus applicable service tax @ 15%) to be paid online to the following bank account.

Beneficiary Name : MSTC Limited

Bank Details : Axis Bank, Shakespeare Sarani Branch, Kolkata Account Details: Axis Bank

A/c.No.005010200057840

IFSC Code No. : UTIB0000005.

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. The bidders may send scanned copies of the above documents to the designated email id only which is given below.

**mlcl@mstcindia.co.in**

It may be noted that bidders need not visit any of the offices of MSTC Limited for submission of the documents. However, the bidders may contact the any office of MSTC Limited for seeking assistance on the login process details of which are available on MSTC website [www.mstcindia.co.in](http://www.mstcindia.co.in).

Once the complete set of documents and requisite registration fee are received from a bidder, MSTC shall activate the bidder's login after verification / scrutiny of the documents. MSTC Limited reserves the right to call for additional documents from the bidder if needed and the bidder shall be obliged to submit the same.

On completion of the above stated registration process, a bidder shall be able to login to MSTC's website.

#### **a. Downloading information of mineral block**

There are two sets of documents available for downloading from the website of e- auction platform provider.

First set of documents will be available free of cost in public domain and can be downloaded without registration on e-auction platform provider's website. These documents may include the following:

(a) Blank format of customized model tender document for this particular e- auction process; and

(b) Mineral block summary

The above information is being made available to all potential Bidders in order to assist them in familiarizing about the tender process and the mineral block on e-auction.

Subsequent to Bidder registration process with MSTC, certain other detailed documents (Particular Tender Document of the mineral block including Information Memorandum containing geological report and other information) shall be made available for download to the Bidder only subsequent to payment of a tender fee of INR 2,00,000/- (Indian Rupees (Two Lakh Only) per mineral block.

The Tender Document shall be sold in online mode only through website of MSTC. Bidders shall login with its user id and password. Bidder shall have the facility to make payment towards the cost of tender document through RTGS or net banking provided under the login of the Bidder. The Bidder after login shall click on the link for e-payment and then select the event number from the drop down menu for which it intends to make the payment. The bidder should enter the appropriate amount towards cost of the paid document and select either RTGS or net banking and click on submit. The bidder should fill an online RTGS application form and take a printout of the same before proceeding to transfer the fund to the beneficiary account. In case the Bidder has an online banking facility, it can make this payment online as well. After transferring the fund, the bidder shall be required to communicate the UTR No and other details to MSTC through email at the following email addresses.

The bidder shall send the email regarding the payment details to the email address corresponding to the office of MSTC which is conducting the event.

Once MSTC receives the payment in the designated account and the required information from the bidder, it shall activate the link for downloading of the paid documents for the respective mineral Block(s).

The bidder may note that the files containing information about the mineral blocks can be in various formats like doc, xls, ppt, pdf, jpg, jpeg, zip etc. and it shall be the responsibility of the Bidder to have suitable facilities at its end to download these documents from the website of MSTC.

## **2. Preparation and Submission of Bid**

The complete process of bid submission will be divided into 2 stages as follows:

**a. Stage 1: Technical Bid**

This stage will comprise (i) online submission of the Technical Bid and the initial price offer; and (ii) offline submission of certain original documents as detailed below.

**(i) Online submission of Technical Bid and initial price offer with supporting documents**

This stage shall be open to all Bidders who have purchased the Tender Document(s) for the specific mineral block(s).

In this process, the Bidder, after logging in to the above stated website, will have to click on the link “click for Auction”. In the next page, the Bidder shall have to go to the link “Stage 1 Technical cum IPO Submission”. Thereafter, the bidder will have a bouquet under “My Menu” having 3 (three) sub-menus – “Bid Floor Manager”, “Upload Documents” and upload the files in support of its Technical Bid.

**Bid Floor Manager**

Once the Bidder clicks on this sub-menu and then clicks on the menu “Live Auctions” on the next page, it will display a list of mine(s) for which the bidder has paid the tender document fees. On clicking on any of these mine(s), the Bidder will be directed to a screen where it can fill up the technical bid template and save the data. The Bidder can edit such data as many times as it wishes.

After saving the Technical Bid, the link / button for Initial Price Offer shall get activated. The Bidder, on clicking this button, will be directed to a screen having a template where it can fill up its Initial Price Offer and click on the Final Submission button. The final submission shall be digitally signed by the Bidder using its registered digital signature. Any digital signature certificate other than the registered one shall not be acceptable for bid submission by the system.

The bidder may note that the “Initial Price Offer” button will be activated only after the Technical Bid has been saved.

**Upload Documents**

The Bidder shall also have to upload the supporting documents along with the Technical Bid, as required under the Tender Document. These supporting documents will need to be uploaded in pdf format only (the file size should be limited to 4 MB; in case of larger files, they may be split into multiple files with suitable nomenclature). Files in formats other than pdf shall not be accepted. For this, the bidder shall first click on the link “Upload documents” and upload the files in support of its Technical Bid.

**Attach Documents**

After uploading these documents, the bidder shall have to attach them with the specific tender for the concerned mine for which it is intending to submit the Technical Bid. It may be noted by the Bidder that in case it intends to use the same supporting document for more than one mine, it does not need to upload the same document every time. The supporting document, once uploaded, can be attached with Technical Bid for multiple mineral block(s), if desired.

**The bidder should note that only a file which is “attached” with a specific mine(s) shall be considered during evaluation of the Technical Bid. Files which are not attached to any mine(s) shall not be considered for evaluation.**

**The Bidder should also note that a Bid will be considered as submitted if and only if the Bidder has submitted the Initial Price Offer. Only such Bids will be opened for which Initial Price Offer has been submitted. It is further clarified that saving of Technical Bid without saving of the Initial Price Offer will be treated as non-submission of bid.**

Upon successful submission of Initial Price Offer, the Bidder shall receive a bid acknowledgement from the system automatically.

The Bidders may note that the Technical Bid and the Initial Price Offer submitted online as above will be encrypted by the MSTC’s own software before storage in the database. This will be done to protect the sanctity and confidentiality of the Bids before the actual opening of the same.

The Bidder has an option to edit Technical Bid and initial price offer as many times as it wishes till the final submission.

### **Modification / Withdrawal of Bid**

If after submission of Initial Price Offer and before the scheduled closing time for Bid submission a Bidder wishes to make changes in its Bid, it can do so by clicking the “Delete Bid” option. By doing so, the entire Bid submitted by the Bidder will get deleted. A system generated email will be sent to the Bidder acknowledging the deletion. The Bidder will be able to save and submit its new Bid again.

a Bidder deletes its Bid and does not submit its new Bid in the same manner as stated above, its Bid will not come up for opening or further processing.

If after final submission of Bid and before the scheduled closing time for Bid submission a Bidder wishes to withdraw its bid, it can do so by clicking the “Withdraw Bid” option. By withdrawing a bid, a Bidder will lose the opportunity to re-submit its Bid against the same mine(s).

#### **(ii) Offline submission of certain original documents**

The bidders shall submit the following documents in original in sealed cover within the scheduled closing time for bid on the Bid Due Date. The sealed cover should clearly bear the following identification:

Original Documents (Technical Bid) for “4GI-a near village Tadas-Bairas” and shall indicate the name and address of the Bidder. In addition, the documents shall contain page numbers: Page [●] of [●]

(a) Bid Letter as provided in Schedule IB

(b) Bid Security in substantially the same format as provided in Schedule IC ;

(c) Power of Attorney in substantially the same format as provided in Schedule ID, including the extract of the charter documents and documents such as a board or shareholders resolution authorizing the execution of this power of attorney; and

(d) Affidavit in substantially the same format as provided in Schedule IE.

(e) Net Worth document

(f) No dues certificate, which shall not be older than 6 months, from the respective Mining Engineer / AME under whose jurisdiction the bidder holds or has held mineral concession or revenue collection contracts of the department.

(g) Memorandum of articles & certificate of incorporation if the bidder is a company & partnership deed & firm registration certificate if bidder is a firm.

The aforementioned documents shall be submitted at the address at clause no.14.1.2

#### **Deadline for online submission of (i) Technical Bid and the initial price offer with supporting documents; and (ii) offline submission of certain original documents**

The bidders shall also note that online submission of **Technical Bid and the initial price offer** with supporting documents and offline submission of certain original documents shall be allowed only up to time and date as per Bid Due Date specified in Clause 12. Bidders in their own interest are advised to complete the entire process well in advance to avoid any last minute hiccup / technical problems. No complaints shall be entertained in this regard at any stage.

#### **(iii) Evaluation of Technical Bid**

##### **a. Evaluation of Technical Bid**

Technical Bids shall be evaluated in the manner provided in the Tender Document. Entire list of Technically Qualified Bidders will be published on the website of State Government and auction platform. The e-auction platform provider will conduct training and mock-auctions for all the Technically Qualified Bidders on e-auction platform.

##### **b. Opening of Initial Price Offer**

Initial price offers shall be opened two days before the scheduled date of e-auction of the respective mineral block.

For example, initial price offers for mineral block(s) scheduled for e-auction on 03.01.20xx will be opened on 01.01.20xx. All Technically Qualified Bidders will be ranked in accordance with Clause 8.1A (e)

The Qualified Bidders as per top 50% ranking principle (subject to minimum criteria as specified in the Tender Document) will be intimated by an email by the State Government [from the designated email id of the State Government for the particular auction] OR [the State Government may advise the e-auction platform to intimate from the email id of MSTC] for their qualification for the second round of electronic auction against specific mineral block(s) in the e-auction platform provider website within their secured login. The email will only state that the recipient of the email has been qualified for the second round of auction and the Floor Price (highest Initial Price Offer) for the second round of auction.