

Users' Guide / Manual of 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 [M/s MSTC Ltd](#) as buyer.

Operating System:

- I. Windows 7 and above.
- II. IE-7 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 <https://www.mstcecommerce.com> ?

- 1) To register in M/s MSTC Ltd, click on following link

https://www.mstcecommerce.com/auctionhome/mstc/buyer_reggovts.jsp

- 2) Buyer's Registration Form will appear on the screen .Select the buyer's type as "Plot Sale".
- 3) All fields marked with * are mandatory and must be filled in.
- 4) For an individual select Company Type as "Individual" and for others can select the respective company type.
- 5) Enter address without using any special characters and space can be given instead.
- 6) Select your User ID and Password and keep a note of the same.
- 7) Please ensure that the email address given is a valid one and is presently active.
- 8) Uploading the photo and sign is optional. After filling up the form click on the 'Submit' button.
- 9) 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.
- 10) 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.
- 11) After receipt of e-mail, buyers have to upload the self attested documents (Refer Brochure) by clicking on following link,

<https://www.mstcecommerce.com/auctionhome/uplBidderDocs.jsp>

12) After uploading of the documents, buyers have to pay registration fee of Rs.1000/- + GST 18% i.e.,1180/- by clicking on following link,

https://www.mstcecommerce.com/auctionhome/e-Payment_deact.jsp

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.