



आईटीआई लिमिटेड
नेटवर्क सिस्टम्स युनिट

सामाग्री प्रबंधन विभाग
एफ-100, पश्चिम विंग
दूरवाणीनगर, बेंगलूरु - 560 016, भारत
फोन : +91 (80) 2566 0508
ई-मेल : materials_nsu@itilttd.co.in
ISO 9001: 2015 प्रमाणित युनिट

ITI LIMITED

Network Systems Unit
Materials Management Dept.

F-100, West Wing,
Doorvaninagar, Bengaluru - 560 016, India
Tel : +91 (80) 2566 0508
E-mail : materials_nsu@itilttd.co.in
ISO 9001 : 2015 Certified Unit



ITI Web-Site/ Govt. Portal

ENQUIRY

NSU 3B 02 M

DATE 22 02 2023

Dear Sir / Madam,

Please quote your best price and delivery for supply of the following item/s,

SL. NO.	Item Description as per Technical Specifications	QTY
1	Supply of SMPS 48V DC 10A	50 Nos
	Please refer following enclosures before submitting tender: Annexure-I : General Terms & Conditions for submission of Tender Annexure II: Technical Specification Annexure III: Price Bid Format Annexure IV: EMD Bank Guarantee Proforma Annexure V: Bid Securing Declaration Form Annexure VI: NSU Bank Mandate Annexure VII: Additional Instructions for Vendor to register in ITI Limited euniwizarde portal	

Tender Due Date	09/03/2023, 14:00 Hrs	Tender Opening Date	09 /03/2023, 15:00 Hrs
Tender Opening Venue	Materials Management Dept., N.S. Unit, I.T.I. Ltd., Dooravaninagar, Bengaluru- 560 016		
Terms of Price	FOR Destination, NSU ITI Limited, Bangalore - 560 016		
Delivery Schedule	Within Two weeks from the date of Purchase Order		
Terms of Payment (TOP)	As per ITI Terms & Conditions		
PBG	3% performance guarantee valid through warranty period + 60 days		
Loading for TOP	Loading will be done @10.5% for those who do not comply to ITI terms of payment.		
Warranty	2 years from date of supply		
Compliance	Point-wise compliance to each item/ Clause mentioned in the enquiry no: NSU 3B 02 M		
Validity of the offer	180 days from the last date of submission of Bid	Tender Fee: 1180 (Inclusive of GST)	
Earnest Money Deposit	Rs.4130/- in the form of BG/NEFT/DD from Scheduled bank/Valid MSME certificate along with Bid Securing declaration. The EMD is normally to remain valid for a period of 45 days beyond the final bid validity period.		
Consignee Details	Name: Suraj Kumar Designation: AEE (USOF) Contact Details: 7011431652, 9717628327 Email Id: "Suraj Kumar" surajkumar_nsu@itilttd.co.in Address: NSU ITI LIMITED, F-100, West Wing, Doorvaninagar, Bengaluru - 560 016		

Note: Offers should be submitted online as per enquiry no: NSU 3B 02 M.
For submission of online Bid & Procedure to be followed visit
(<https://itilimited.euniwizarde.com/>) All Vendors have to register in website & pay
the tender processing fee if required (<https://itilimited.euniwizarde.com/>) for
submitting online BID.

For ITI Ltd., N S Unit,

Handwritten signature
22/02/23
Dy. General Manager-MM (NS)

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणीनगर, बेंगलूरु - 560016, भारत फोन : +91 (080) 2561 4466, फैक्स : +91 (080) 2561 7525

Registered & Corporate Office : ITI Bhavan, Doorvaninagar, Bengaluru - 560 016, India Phone : +91 (080) 2561 4466, Fax : +91 (080) 2561 7525

TIN : 29980058837 GSTIN : 29AAAC14625C2ZU CIN : L32202KA1950GOI000640 Visit our Website : www.itilttd.in

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER (INLAND)****ENCLOSURE TO ENQUIRY No. NSU 3B 02 M DATE: 22-02-2023****1. SUBMISSION OF TENDER:**

- (i) This is only an enquiry to quote and not an order. This tender enquiry is not transferable.
- (ii) Tenders must be submitted as mentioned in the tender enquiry in a Sealed Envelope indicating our Enquiry No. & Due Date" on the face of the envelope and should be addressed to the undersigned.
Deputy General Manager –MM(NS), M/s ITI Limited, N S Unit, Dooravaninagar, Bangalore –560 016.

Phone : 2566 0502, Fax : 2566 0508.

- Note**
- (a) Tenders should reach us before **14.00 Hrs.** of the Due Date
 - (b) Separate envelopes should be used for each enquiry.
 - (c) Offer should have commercial condition and technical details
 - (d) Earnest Money Deposit (EMD) if required has to be remitted in the form of Demand Draft in favour of ITI Ltd., Networks Systems Unit payable in any Scheduled Bank in Bangalore. No interest will be paid on EMD and will be returned to the unsuccessful tenderer after finalisation of the purchase order. EMD of successful bidder will be adjusted towards security deposit payable by him as laid down at Sl. No. 13

2. OPENING OF TENDERS:

Tenders against our enquiries will be opened in the presence of the tenderer/authorised representatives on the due date and time. If there is any pre bid meeting with the tenderers, the date & time of the same will be informed to them.

3. LATE OFFERS:

Tenders without indicating our enquiry No. & Due Date on the face of the envelope and tenders received late are liable for rejection without assigning any reason.

- Note**
- (a) Send your quote well in advance of the due date. Quotations are accepted by fax / e-mail followed by confirmatory copy. Vendors are advised to submit the tenders to our P&A Department in person to avoid postal delay / loss of tenders in transit.
 - (b) If you are not in a position to quote, for any reason, please communicate the same without fail to enable us to keep you on our vendor list for future requirements.
 - (c) Please mention the Sl. No. and Code / description of the items exactly as per our enquiry.

4. PRICES:

- (a) ITI Ltd., is planning to have long term tie up with limited vendors, who can supply the item with good quality, prompt delivery and at lowest price. Hence, you may quote in such a way that a long-term relationship is possible.
- (b) Prices must be per unit as called for in the enquiry and should be on FOR ITI/FOR destination basis as the case may be and inclusive of Insurance charges.
- (c) ITI Ltd., under normal circumstances, may not negotiate for the price. Hence you are requested to quote your best price in the original quotation itself.
- (d) Any counter terms and conditions are not binding on us unless ITI Ltd., agree to the same in writing.
- (e) In case of an order issued on you, the ordered rate should be firm till the completion of the order. In case where the market prices are going down beyond 5% of the ordered rate or decrease in the statutory levies, the same should be passed on to ITI Ltd.
- (f) Vendors should deliver the materials to ITI Ltd., Stores/the destination as mentioned in the P.O. ITI Ltd., will not take the responsibility of clearing the goods from the carriers godown/office/Railway Station/Air port, etc.
- (g) In case of supply of imported items by local dealers proof of import should be provided. Prices quoted should indicate clearly the Modvat relief (by way of C.V.D.), being passed on to ITI and supplier should furnish regular invoice indicating rate and amount of duty that is passed on which should be proportionate to the material sold to ITI from the relevant imported consignment, covered under this appropriate Bill of Entry.
- (h) If the supplier supplies the same item at a lower rate to any of their customers during the pendency of execution of ITI Ltd., Purchase Order/ Order Amendment, the supplier should voluntarily come forward and reduce the price.
- (i) The validity of your offer should be for a minimum period of **90 days** from the date of opening the tender.
- (j) Any Plant/division of ITI reserves the right for placement of Repeat Order if required within one year of original PO date.

5. STATUTORY LEVIES:

- (a) All applicable statutory levies like Sales Tax WITH Form C & WITHOUT Form C, Excise Duty, VAT, etc., should be separately indicated with the current rate applicable. Otherwise quoted rate will be considered as inclusive of taxes / levies. Vague terms like "As applicable at the time of supply" should be avoided. Apart from Statutory levies other charges like handling, Packing & Forwarding etc., will not be paid by ITI Ltd.
- (b) In case of sales tax exempted delivery, authorisation letter from the competent authority should be enclosed along with the quote.
- (c) In case you absorb the sales tax portion, the same may be specified clearly in the quotation itself and not after opening the tender, which otherwise will be treated as post-tender correction and would disqualify your quote.
- (d) In case of statutory levies like Sales Tax, Excise Duty, Surcharge, VAT, etc., are modified, the same has to be intimated to ITI immediately.
- (e) In the event of any refund in Excise Duty/Customs Duty obtained from the Central Excise Department/ Customs Department by you or the manufacturer (if the manufacturer happens to be different from the supplier) on the Supplies made to us, such refunds should be passed on to us, immediately without waiting for any claim from us.

6. MODVAT RELIEF:

- (a) We are eligible to avail the credit of Excise Duty paid on items procured for manufacturing Tele-communication equipment under MODVAT RELIEF scheme. Hence "Invoice cum Gate Pass" in original for payment, and transporter copy duly marked and authenticated is to be produced along with the consignment. In case of your failing to adhere to this instruction, no ED will be reimbursed by us.
- (b) Invoices should be in the prescribed form and have all particulars as per the Central Excise Rules and notifications as amended from time to time, particularly Assessor code, Range Division, rate and amount of duty debited and debit particulars.
- (c) Agents/Distributors, on whom an order is placed, should also produce invoice Cum Gate Pass as per the procedure laid down by Central Excise Rules and notification issued from time to time. They should get registered with Central Excise authorities where ED is being passed on.

7. TERMS OF PAYMENT:

- (a) Payment will be made for the accepted quantity within 60 days from the date of receipt of the material / services at our Stores / Destination.
- (b) No payment will be made for the rejected quantity.
- (c) In case you fall under SSI as per DIC, please mention the same in all your quotations / invoices indicating also the certificate number. This is essential if in the unlikely event of delay in payment, you would like to claim preferential payment as an S.S.I

8. INSPECTION: (As per Enquiry NSU 3B 02 M)

- (a) ITI reserves the right to split the purchase order among the vendors who are capable of meeting the Quality, Delivery and Cost requirements. Preference will be given to the vendors with well-maintained and proven Quality Assurance.
- (b) We are planning to reduce inspection time with self-certification scheme for the vendors who keep up good quality leading to "ship to stock system".
- (c) Inspection of the material at our works/site will be final. ITI reserves the right to inspect the material at any other standard testing centre authorised by us.
- (d) We or our representative including our customer may if required preliminarily inspect the product at vendor's premises. Such verification shall not absolve the vendor of the responsibility to provide the acceptable product nor shall preclude subsequent rejection during the final inspection at our works/site. It is the responsibility of every vendor to ensure that only the inspected materials conforming to our specifications / drawings / requirements are supplied.
- (e) The supplies shall be from the latest batch of production. Batch Number should be indicated on the item/ packet / test certificate and accompanying delivery challan / test certificate.
- (f) Test Certificate/check list should accompany each supply. Consignments without test certificate, if asked for, are liable for rejection. Rejected material should be collected immediately (within 30 days) after our intimation by giving two days prior notice for completing the necessary excise formalities. You should make arrangements to collect the material either personally OR through your authorised representatives. ITI does not take any responsibility to send the material back to you. After 90 days from the date of rejection intimation to you the material will be scrapped at your risk if not collected.

9. SAMPLES:

Those tenderers, who have not supplied the material against any of earlier orders, should submit FREE SAMPLES clearly indicating enquiry reference. Free samples along with your offer is preferable. In case of a Purchase Order on you, bulk supply should commence only after approval of samples and other approval formalities including infrastructure clearance.

10. WARRANTY:

ITI Ltd., is an ISO accredited company. All our equipment systems have a warranty as per Enquiry No NSU 3B 02 M from the date of despatch to our customer. Hence, the warranty of your products should be as per Enquiry No NSU 3B 02 M from the date of supply if not specified explicitly. Within this warranty period, if any of your components/subsystem is found defective during our manufacturing process/system testing/installation & commissioning/operation of our equipment in the field, the same is to be replaced free of cost immediately by you. Warranty specified in the P.O. to be reckoned as final.

11. GENERAL:

- (a) We reserve the right to accept or reject any or all offers and to order full or part quantities or cancellation thereof without assigning any reason whatsoever.
- (b) Successful tenderer only will be intimated by post through letter of intent / firm orders.
- (c) Canvassing by tenderers in any form including un-solicited letters against tenders submitted or post-tender corrections shall render their tenders liable for summary rejection.
- (d) Any Plant/division of ITI reserves the right for placement of Repeat Order if required within one year of original date.

12. DELIVERY SCHEDULE:

- (a) Please indicate minimum lead-time required, manufacturing capacity and the quantity that can be reserved for us.
- (b) **Liquidated Damages Clause:** Time is the essence of contract and the materials, against an order arising out of this enquiry must be delivered by the supplier according to the delivery schedule indicated in the P.O. In case of any change, the supplier should inform us in advance and obtain our approval to the revised delivery schedule. Should the supplier fail to deliver the material or part thereof as per the delivery schedule, or any extension thereof, we shall be entitled at our option either to recover from the supplier, as penalty, a sum equivalent to ½% (half percent) per week for first four weeks and 0.7% per week (fractions of a week will be considered as one week) thereafter for such delay or part thereof of the item delayed or terminate the contract in respect of the balance supply so delayed and purchase materials elsewhere at the risk and cost of the defaulted supplier.
Delivery schedule specified in the P.O. will be final.

13. SECURITY DEPOSIT:

In case of an order / LOI on you, you will have to deposit an interest free security deposit of 3% of the Order value along with the order / LOI acceptance by Bank Guarantee subject to final decision of management in this regard, which will be forfeited in case you fail to execute the order to our satisfaction in all respects. The security deposit / BG will be refunded / returned after expiry of warranty period.

14. LOCAL REPRESENTATION:

Please indicate your local representative's address, telephone, Fax No., of the person to be contacted, in the offer.

15. TECHNICAL CATALOGUE:

The Technical Catalogue in English should be submitted. In the event of any change in the technical catalogue, updated version may be sent to us immediately. It is essential that you simultaneously take up the same with approval authority and their approval copy sent to us.

16. FORM C:

Form C will be issued only after receipt and acceptance of materials if applicable.

17. GOVERNING LAW:

All suits shall be instituted in a court of competent jurisdiction at Bangalore and in case of arbitration, the Indian Arbitration Conciliation Act, 1996 is applicable.

Handwritten: 22/02/23
Deputy General Manager-MM(NS)

4/c

Technical Specification & compliance Sheet for SMPS Power Supply

Annexure II

S. No.	Description	Specifications of Quoted item	Technical Compliance (Yes/No)
1	Make		
2	Model No.		
3	Datasheet (please attach datasheet alongwith Bid)		
4	Input Voltage: AC 100 - 260V 50 / 60Hz		
5	Output Voltage: 48V DC, 10A		
6	Protections: Overload / Over Voltage / Short Circuit		
7	Auto-Recovery After Protection		
8	Operating Temperature (-10 DegC to +45 Deg C)		
9	Insulation Resistance at 500V		
10	Cooling Mechanism		
11	High Efficiency, Reliabilty & low energy consumption		
12	MTBF >50,000 hours		
13	Output Type - DC		
14	Output - 48Volts 10Amp		
15	Shell Material: Metal Case / Aluminum Base		
16	IN-DOOR USE		
17	Dimension		
18	Weight		
19	Mounting (Surface)		
20	Warranty 02 years from date of supply		

[Handwritten Signature]
AEE

CITI		PRICE BID FORMAT										Annexure III		
Serial No.	Vendor Name	Item Description	Quantity	Unit	Basic Unit Price	HSN Code for the Item	Basic Unit Price X Quantity	Packing/Forwarding Charges (If Any)	Freight/Insurance Charges (If Any)	Total 7 + 8 + 9	% of GST for corresponding HSN Code	GST Amount	Total Value 10 + 12	
1			3	4	5	6	7	8	9	10	11	12	13	
SUPPLY OF														
1		SMPS 48V DC 10A	50	Nos.										

Note: (Relevant Columns to be filled with PERCENTAGE / NUMERICAL Values ONLY, ELSE will be treated as INCLUDED in FOR Site Total Price)
 Note: GST shall be extra, payable at the prescribed rate against the GST invoice

Handwritten signature



EMD BANK GUARANTEE PROFORMA

Annexure IV

1. As agreed under the relevant terms and conditions of Enquiry Ref _____ dt _____ (hereinafter called the said Enquiry) between M/s. ITI Ltd., NS Unit, Dooravani Nagar, Begaluru-560016, India. (Hereinafter called the Purchaser) and M/s. _____ (hereinafter called the Bidder) for supply of _____, the Bidder hereby agrees to furnish EMD against supply performance by way of an irrevocable Bank Guarantee for Rs. _____ (Rupees. _____). We _____ (indicate the name of Bank) (hereinafter referred to as 'THE BANK' at the request of the Bidder do hereby undertake to pay to the Purchaser, an amount not exceeding Rs. _____ (Rupees. _____) against any loss or damage caused to or suffered or would be caused to or suffered by the Purchaser, by reasons or breach by the said Bidder of any of the terms or conditions contained in the said Enquiry.
2. We _____ (indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demur, merely on a demand from the Purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the Purchaser, by reason of breach by the said Bidder of any of the terms and conditions contained in the said Enquiry or by reason of the Bidder's failure to perform the said Enquiry. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees. _____).
3. The Bank further agrees that the Purchaser shall be the sole judge as to whether the said Bidder has committed any breach or breaches of any of the terms and conditions of the contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Purchaser on account thereof, and the decision of the Purchaser that the said Bidder has committed such breach or breaches and as to the amount or amounts of loss, damage costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the Purchaser from time to time shall be conclusive, final and binding on the Bank.
4. We undertake to pay to the Purchaser, any money so demanded notwithstanding any dispute or disputes raised by the Bidder in any suit or proceedings pending before any Court or Tribunal relating thereto our liability under this present being absolute and unequivocal.
5. It shall not be necessary for the Purchaser to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding any security which the Purchaser may have obtained or obtains from the Bidder.
6. We _____ (indicate the name of Bank) further agree with the Purchaser, that the Purchaser shall have the fullest liberty without our consent and without effecting in any manner our obligation hereunder to vary any of the terms and conditions of the said Enquiry or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said Enquiry and we shall not be relieved from our liability by reasons of any such variation, or extension being granted to said Bidder or for any forbearance, act or omission on the part of the Purchaser or any indulgence by the Purchaser, to the said Bidder or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
7. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Bidder.
8. We _____ (indicate the name of Bank) undertake not to revoke this Guarantee during its currency except with the previous written consent of the Purchaser, in writing.
9. Notwithstanding anything contained in the foregoing clauses, our liability under this guarantee is restricted to Rs. _____ (Rupees. _____) and our guarantee shall remain in force until _____ (Date of expiry of Bid validity). Unless a demand is made against us to enforce a claim under this guarantee within three months from the date of expiry of Bid validity, all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liability hereunder.

DATE :
PLACE :

For _____ (indicate the name of Bank)

BID SECURING DECLARATION FORM

Date: _____

Tender No. xxxx/xxxx/xxx/xx/ dated ...xx.20xx

To
The ITI LIMITED
xxxxxxx Unit
xxxxxxx

Subject: Tender No: xxxx/xxxx/xxx/xx/ dated ...xx.20xx for THE -----

We, the undersigned, declare that:

1. I/We understand that, according to the conditions of tender, bids must be secured with a bid security as provided in the tender or to be supported with a Bid-Securing Declaration.

2. Accordingly, in lieu of Bid security, I/We unconditionally declare that:

(a). I/We will follow all the conditions of this tender secured with the Bid Security.

(b). I/we will not alter or change any of the conditions during the bid validity and after the award of Tender, if declared successful.

(c). I/We will abide by all the terms and conditions of the tender.

(d) I/we fully understand that I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting/Suspension Order,

(e) I/we will pay the applicable fine or damages as provided by any stipulation or guidelines from the appropriate authority in this regard for the violation of Bid Securing Declaration; and,

(f) I/We undertake to comply above, without prejudice to other legal action or remedies ITI Ltd. may have, to secure itself from the damages and losses incurred due to the act of violation by undersigned company/entity.

Duly authorized to sign the bid for and on behalf of:

[Insert complete name of Bidder]

Dated on _____ day of _____

[insert date of signing]

Corporate Seal (where appropriate)

“हिंदी केवल एक भाषा नहीं बल्कि हमारी राष्ट्रीय पहचान है ।”



आईटीआई लिमिटेड

नेटवर्क सिस्टम्स यूनिट - वित्त

दूरवाणीनगर, बेंगलूरु - 560 016, भारत

फोन : +91(80) 2566 0503

: +91(80) 2565 1714

ई-मेल : cfm_nsu@itiltd.co.in

CIN No.: L32202KA1950GOI000640

ITI LIMITED

Annexure VI

Network Systems Unit - Finance

Dooravaninagar, Bangalore - 560 016, India

Phone : +91 (80) 2566 0503

: +91 (80) 2565 1714

E-mail : cfm_nsu@itiltd.co.in

GSTIN No.: 29AAACI4625C2ZU

MANDATE FORM FOR PAYMENT

1. Beneficiary Name & Address: ITI Limited, Network Systems Unit
Dooravaninagar, Bangalore 560 016
2. Bank, Branch Name & Address State Bank of India
Industrial Finance Branch, Residency Road,
Bangalore - 560 025
3. Bank Account Number 10637729843
4. Bank MICR Code 560002016
5. Bank RTGS/ IFSC Code SBIN0009077
7. Type of Account CC A/C
8. PAN NO. AAACI4625C

I do hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, the customer will not be responsible.

Yours faithfully

For ITI Limited, N.S. Unit

KANCHANA

KANCHANA

Authorized Signatory

Network Systems Unit.

ITI Limited, Dooravaninagar,
Bangalore - 560 016.

पंजीकृत एवं निगमित कार्यालय : आईटीआई भवन, दूरवाणीनगर, बेंगलूरु - 560 016, भारत. फोन : +91 (080) 2561 4466, फैक्स : +91 (080) 2561 7525
Registered & Corporate Office : ITI Bhavan, Dooravaninagar, Bangalore - 560 016, India Phone : +91 (080) 2561 4466, Fax : +91 (080) 2561 7525

Visit our Website : www.itiltd.in

ADDITIONAL INSTRUCTIONS FOR VENDORS

The bidders are required to submit soft copies of their bid electronically on the e-Wizard Portal using valid Digital Signature Certificates. Below mentioned instructions are meant to guide the bidders for registration on the e-Wizard Portal, prepare their bids in accordance with the requirements and submit their bids online on the e-Wizard Portal. For more information, bidders may visit the Portal (<https://itilimited.euniwizarde.com>)

1. REGISTRATION PROCESS ON ONLINE PORTAL

- a) Bidders to enroll on the e-Procurement module of the portal <https://itilimited.euniwizarde.com/> by clicking on the link "Bidder Enrolment".
- b) The bidders to choose a unique username and assign a password for their accounts. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. This would be used for any communication from the e-Wizard Portal.
- c) Bidders to register upon enrolment, with their valid Digital Signature Certificate (Class III Certificates with signing and Encryption key) issued by any Certifying Authority recognized by CCA India with their profile.
- d) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- e) Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- f) After registration send mail to Helpdesk: helpdeskeuniwizarde@gmail.com for Account activation.
- g) As per portal norms Registration Fee will be applicable.

2. TENDER DOCUMENTS SEARCH

- a) Various built-in options are available in the e-Wizard Portal like Department name, Tender category, Estimated value, Date, other keywords, etc. to search for a tender published on the Online Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender schedules. These tenders can be moved to the respective 'Interested tenders' folder.
- c) The bidder should make a note of the unique Tender No assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

3. BID PREPARATION

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
- c) Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that needs to be submitted. Any deviations from these may lead to rejection of the bid.
- d) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF/XLSX/PNG, etc. formats.

4. BID SUBMISSION

- a) Bidder to log into the site well in advance for bid submission so that he/she uploads the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- b) The bidder to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- c) Bidders to note that they should necessarily submit their financial bids in the prescribed format given by department and no other format is acceptable.
- d) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, the opening of bids, etc. The bidders should follow this time during bid submission.
- e) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data, which cannot be viewed by unauthorized persons until the time of bid opening.
- f) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- g) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- h) The off-line tender shall not be accepted and no request in this regard will be entertained whatsoever.
- i) As per portal norms Tender Processing Fee will be applicable.

5. AMENDMENT OF BID DOCUMENT

At any time prior to the deadline for submission of proposals, the department reserve the right to add/modify/delete any portion of this document by the issuance of a Corrigendum, which would be published on the website and will also be made available to the all the Bidder who has been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

6. ASSISTANCE TO BIDDERS

- a) Any queries relating to the tender document and the terms and conditions contained there in should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- b) Any queries relating to the process of online bid submission or queries relating to e- Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/86/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, eprochelpdesk.01@gmail.com, eprochelpdesk.44@gmail.com , eprochelpdesk.06@gmail.com
- c) The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of the bid(s).
- d) The bid should be submitted through e-Wizard portal (<https://itilimited.euniwizarde.com/>) only.
- e) All payments should be done through e-Wizard Payment gateway.