

INFORMATION FOR BIDDERS

Annexure- 'A'

REGISTRATION FOR E-TENDERING

1. This tender is being processed through **e-tendering / e- procurement** system available at SJVN. The bids are to be filled and submitted through e-tendering system of SJVN at www.tenderwizard.com/SJVNL.
2. **DIGITAL SIGNATURES:** The bidder should also have the **Digital Signature /Digital Security Certificate for participating in SJVNL e-tendering portal** (for login, uploading & downloading the tender documents or for submitting the e-Tender documents). Digital Signature can be obtained from any of the authorized agencies of CCA (Controller of Certifying authorities) from GNFC, TCS, MTNL, Safe Scrypt etc. or through our service provider ITI. **For this a separate processing fee would be payable to the authorized agency of CCA.**
3. The bidder has to register (if not registered earlier) with our website www.tenderwizard.com/SJVNL with a **non-refundable registration Fee of Rs. 2206/- (Rs.2000/- plus service tax @ 10.3%)** in favor of ITI Ltd. after obtaining digital signature to participate in e-tendering / e-procurement system. The registration fee is payable once on a yearly basis. The detailed procedure for the registration is as under:-
 - (i) Go to the url:-www.tenderwizard.in/SJVNL
 - (ii) In the home page click on Vendor Registration
 - (iii) In the Vendor Registration form, vendor has to fill up the company details, digital signature information as well as Demand draft details.
 - (iv) After submission of the form, the Userid and Password are generated in the form of Acknowledgement.
 - (v) The DD should be made of amount of Rs. 2206/- in favour of ITI Ltd., Delhi and sent to the following address.

Rajesh Kumar, Manager (BD)
ITI Limited, 495-496, Main Madhuban Road Near Ambedkar
Polytechnic College Ganesh Nagar II, Shakarpur, New Delhi-110092
Ph: 01122012146 Fax: 01122023084 E-Mail:
sjvnhelpdesk@etenderwizard.com
 - (vi) The DD should be sent in an envelope superscribed as "**Request for Vendor registration for SJVNL**" along with covering letter of Bidder's company.
 - (vii) The Userid and password would be **Activated** by ITI, only after receipt of the DD at the above mentioned address. For Registration enquiry, whether DD has been received or not, and to activate User ID, please call Mr. Manish, ITI, Delhi (Mob No. 09312064776).
4. **All the bidders are requested to get themselves registered well in advance and no extra time will be considered for the delay in on-line Vendor Registration, if any.** In case bidders wait till the last moment for uploading bids, and if any technical problem is encountered at that time, the bid closing time may elapse.
5. Training for the registered bidder for filling of e-tender and allied matters can be held in SJVN office if required. However, participation in this training is optional. It is further mentioned that ITI's representatives are available in most of the major cities of India and bids can be taken to them for uploading, if so desired by the vendor. The contact persons of ITI can be contacted for further details / elaboration on the same.
6. Further, Contact persons for clarification about e-tendering procedures are Mr. Sathish NS, Mobile No. 09999716225 (New Delhi) and Mr. Jai Prakash 09418749877 (Shimla), Mr. Govind Biswas 09359098461 (Dehradun), Mr. Sohan Singh 09816839238 (Jhakri)

1. SUBMISSION AND FILLING OF BIDS:

- a) The complete bid document along with the schedules can be downloaded by the bidder through www.tenderwizard.com/SJVNL only after registration as explained at annexure-A. The bid is to be filled only in the schedules available on the web site. The price schedules are to be downloaded first and are to be uploaded again after filling the same. **The schedules to be filled are as under:-**

- (i) **Schedule-1 “Schedule of Prices, taxes & duties”**
- (ii) **Schedule-2 “ Bank Account Detail”**

All scanned copies of the documents are to be uploaded at the **General documents link**. Also attach uploaded general documents to the Tender through the link [“Click here to attach general documents”](#)

- b) The bidders are advised to keep visiting the website www.tenderwizard.com/SJVNL for any notification/corrigendum from SJVNL side from time to time regarding the tender.

- c) The NIT, IFB is also available on the following websites:-

- (i) www.sjvn.nic.in
- (ii) www.tenders.gov.in

2. The link “vender assistance manual” and “help” for submission of bids is also available on the website. For any assistance / clarification for submission of bid through e-tendering, bidder may contact the following persons:-

- i. Mr. D.K.Sinha, Phone Tel No. (O) :01782-275043 (e-mail ID dk.sinha@sjvn.nic.in)
- ii. Mr.Rajesh Bisht Phone Tel No. (O) :01782-275762 (e-mail ID bisht.rajesh@gmail.com)
- iii. Mr. Sohan Singh : Mob. 09816839238 (e-mail ID: sohansingh@etenderwizard.com)

Local vendors facing any difficulty in and around Jhakri for registration etc may visit the office of Sr. Manager P&C, RHEP Jhakri and may also use the facility of “SUVIDHA KENDRA” installed there for use by the vendors.

O/o **Dy Manager**
Senior Manager,
Procurement & Contract Deptt.,
RHEP, SJVN Limited, Jhakri,
PO Jhakri, Distt. Shimla (H.P.) -172201.