No.CPSC/NITIE/e-wizard/2021-22
Dated: 1st April, 2021

NOTE

Subject: **Online Bids / e-Tendering / e-Procurement / e-Auction – To complete the Process of Vender Registration for NITIE e-procurement**

The e-tenderwizard process is under implementation at NITIE through CPSC. For effective functioning of e-tendering Digital Signature Certificate is issued to authorized concerned to complete the process.

In this connection, a mail dated 31-03-2021 (copy enclosed) is received from Mr. Sanjay K. Chandak, Tender Wizard suggested to display an Information and Instructions to the Bidders for using Online Electronic Tendering System (eTS) i.e. Information about e-procurement Portal on NITIE website. A draft is received from Mr. Sanjay is modified and enclosed for approval (copy enclosed).

It is requested to accord approval to display the Information and Instructions to the Bidders for using Online Electronic Tendering System (eTS) on NITIE website to complete the process of Vendor Registration. It is requested to give instructions to Officer In-charge, DISC to display the detail of tender notification on NITIE website for inviting vendors for registration.

Submitted for approval please.

Sudpt.(CPSC)

In-charge (CPSC)

Registrar

Director

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संदर्भ /REF:- No: CPSC/NITIE/e-Wizard/2021-22

Dated: 1st April, 2021

Subject: Online Bids/e-Tendering/e-Procurement / e-Auction

Dear Stakeholders/Suppliers/Vendors,

This is to inform you that the e-Tendering/e-Procurement has been implemented in "National Institute of Industrial Engineering (NITIE), Mumbai and all tenders will be floated/hosted online only. You are requested to all to do the online vendor registration on NITIE e-Procurement/e-Tendering Website for accessing the NITIE e-Tenders through online mode.

The Process of Vendor Registration and Website Name are as below:

Standard e-Tender Terms & Conditions for NITIE e-Procurement.

NITIE e-Procurement Website are: https://www.tenderwizard.com/NITIE

1. The details of tender notification can be downloaded from www.tenderwizard.com/NITIE under "**Tender of NITIE**" link in the homepage.

2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/NITIE by clicking on "**Enrolment**" link in the homepage.

3. The Vendor registration fees has to be paid to ITI Ltd for Rs.2360/-. Using the e-Payment link provided at the time of registration, and the mode of payments are Credit Card, Debit Card and Internet Banking. Vendor Registration is Valid for 1year.

4. Tenders should be submitted only through the e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.

5. For further details on e-Tender participation, please contact ITI Helpdesk on: Telephone: 080 40482100 (Bangalore) & Sanjay KC–Mumbai & Maharashtra(9665721619) email:sanjay.kc@etenderwizard.com, email:harishkumar.kb@etenderwizard.com, email: ambasa@etenderwizard.com.

6. For any assistance from NITIE, please contact Telephone: 022 28573371 Extn.-5209, 5539 & 5639 Mr. Yeshwant Rao, In-charge(CPSC) and Mr. Rajaram Rawool, Superintendent(CPSC), e-mail: cpscnite@nitie.ac.in.

7. For viewing the Online NITIE Tenders, Kindly visit to NITIE e-Procurement/e-Tendering website i.e, https://www.tenderwizard.com/NITIE and click on E-Tenders on home page – Tenders NITIE – "Tender Free View" page will be displayed then enter the captcha character and click on submit button then system will show all NITIE tenders on page ,For Downloading the Tender documents for reference purpose "Free of Cost" by click on Action menu and download the Tender Document.

8. Class III Signing + Encryption Digital Signature Certificate is mandatory.

9. For Digital Signature Certificate contact at this No.:+91 9665721619 (Mr. Sanjay: Mumbai & Pune, Maharashtra)

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INFORMATION & INSTRUCTIONS TO THE BIDDERS
FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS).

Special Conditions & instructions for using online Electronic Tendering System through portal (website) http://www.tenderwizard.com/adopted by National Institute of Industrial Engineering, Mumbai. Vendor Registration Fees Rs.2,000/- + 18%(GST) through e-Payment Gateway on NITIE e-Procurement Portal i.e., **https://www.tenderwizard.com/NITIE**

Note: The e-Payment Gateway are available on e-Procurement Portal for making the Online Vendor Registration Payment.

Bidders are required to Enrol for Vendor Registration on the NITIE e-Procurement Tenderwizard Portal

(URL: https://www.tenderwizard.com/NITIE) by clicking on the link **"Enrolment"** on the home page of e-Portal which is chargeable. **(Rs.2000/- + GST(18%) Non-Refundable)** to be paid online by e-payment gateway)

The bidders are required to submit soft copies of their bids electronically on the NITIE Tenderwizard e-Procurement Portal, using valid Class-III Digital Signature Certificates. The step by step instructions about e-Tender Process are given in "Vendor Help Manual".

Class-III Digital Signature Certificate are mandatory for e-Tender/e-Procurement. For Digital Signature Certificate Contact to above number of Mr. Sanjay Chandak (Mumbai, Pune & Maharashtra).
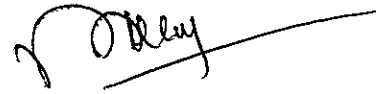
Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NITIE e-Procurement Tenderwizard Portal may be obtained at: **https://www.tenderwizard.com/NITIE** N.B: Bidders can download the Vendor's manual by visiting on home page of NITIE e-Procurement Website : **https://www.tenderwizard.com/NITIE.**

KEY INSTRUCTIONS for BIDDERS by clicking on **"Latest Circulars/Formats/Help Manuals/Faq". The complete Step by Step "Vendors Help Manual For e-Procurement/e-Tendering Process, Vendors Registration Process, System Settings Requirements & JAVA Settings Manuals, e-Payment Guidelines" & "Digital Signature Certificate Process"** this details are available on NITIE e-Procurement Website for e-Tenders.

Note: Online Support/Web Support/E-Mail Support/Phone Support are also available for Bidders as well as Department Officials. Online support through "Team viewer", "Ammy Admin" Or "Any Desk" or "MS Teams" Remote software only. For Downloading this software, the downloading software links are available on home page of NITIE e-Procurement Website.

Looking forward to your esteemed services at the Institute.

Yours faithfully,

Registrar