

**Standard e-Tender Terms & Conditions For TISS e-Procurement .
TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>**

Contact Person:

For further details or clarifications, please contact:

The Registrar
TATA INSTITUTE OF SOCIAL SCIENCES
Mezannine Floor, Admin Block, Committee Room
V.N. Purav Marg, Deonar
Mumbai 400 088.
Email: registrar@tiss.edu

For Online Query (tenderwizard Helpdesk):

Mr. Sanjay K Chandak
Tender Wizard - e-Procurement/e-Governance/e-Tendering/e-Auction Solutions .
Pune, Maharashtra, India
Cell No.:9665721619
<https://www.tenderwizard.com/TISS>

Important Instructions:

1. All enquiries to be sent to the mail ID <tiss-purchase@tiss.edu> with the subject line “Notice inviting **e-TENDER FOR APPOINTMENT / EMPANELMENT OF MANPOWER AGENCY**” only. Emails without the correct subject line will not be looked at or judged into.
2. Technical Bid & Financial Bid to be submitted online within the due date.
3. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
4. All prospective bidders are requested to visit our TISS E-PROCUREMENT WEBSITE (<https://www.tiss.edu/tenders/>) or **<https://www.tenderwizard.com/TISS>** regularly for any such updates /corrigendum's /amendments if any which will be published on TISS e-Procurement website only.
5. Complete scope of Work, detail terms & conditions and tender document are available on TISS website: <https://www.tiss.edu/tenders/>. Bidders may kindly download the same from the Institute's website www.tiss.edu

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The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "**Tender of TISS**" link in the homepage. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS by clicking on "**Enrolment**" link in the homepage.

The Vendor registration fees has to be paid to ITI Ltd for **Rs. 2360/- (Inclusive Of All Taxes – Non Refundable)** 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.

For further details on e-Tender participation, please contact ITI Help desk on :

Telephone: 080-49352000 (Bangalore) & Sanjay KC – Mumbai & Maharashtra (09665721619)

Email : sanjay.kc@etenderwizard.com

Email: harishkumar.kb@etenderwizard.com, ambasa@etenderwizard.com.

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

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/TISS> adopted by Tata Institute Of Social Sciences , Mumbai .Vendor Registration Fees should be pay through e-Payment Gateway on TISS e-Procurement Portal i.e., <https://www.tenderwizard.com/TISS>

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 TISS e-Procurement Tender wizard Portal (URL: <https://www.tenderwizard.com/TISS>) by clicking on the link “ Enrolment ” on the home page of e- Portal which is chargeable. to be paid online by e-payment gateway).

The bidders are required to submit soft copies of their bids electronically on the TISS Tender Wizard 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 .

Note : Information about e-Procurement Portal.

More information useful for submitting online bids on the NIA e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS> . N.B: Bidders can download the Vendor’s manual by visiting on home page of TISS e-Procurement Website : <https://www.tenderwizard.com/TISS> . 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 TISS 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” Remote software only. For Downloading this software , the downloading software links are available on home page of TISS e-Procurement Website.