

NO: TISS/P&S/e/2019

Date: 8th July, 2019

Dear Stakeholders/Suppliers/Vendors,

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

This is to inform you that the e-Tendering/e-Procurement / e-Auction has been implemented in "TISS:TATA INSTITUTE OF SOCIAL SCIENCE,MUMBAI" and all tenders will be floated / hosted online only. You are requested to do the online vendor registration on TISS - e-Procurement / e-Tendering website for accessing TISS e-Tenders through online mode .

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

Standard e-Tender Terms & Conditions For TISS e-Procurement.

TISS e-Procurement Website are : <https://www.tenderwizard.com/TISS>

1. The details of tender notification can be downloaded from www.tenderwizard.com/TISS under "Tender of TISS" link in the homepage.
2. Vendors should obtain the USER ID and PASSWORD from www.tenderwizard.com/TISS 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. For further details on e-Tender participation, please contact ITI Help desk on : • Telephone: 080-49352000 (Bangalore).

Sanjay KC – Mumbai & Maharashtra (09665721619) E-Mail Id :

sanjay.kc@etenderwizard.com

• **Bangalore Off. E-Mail Id:** harishkumar.kb@etenderwizard.com,

ambasa@etenderwizard.com.

5. Tenders should be submitted only through e-Tender portal and obtain the Tender Acknowledgement copy as a proof of successful submission.
6. For Viewing The Online TISS tenders , Kindly visit to TISS e-Procurement / e-Tendering Website i.e, <https://www.tenderwizard.com/TISS> and click on E-Tenders - Tenders On TISS - "Tender Free View " page will be displayed then enter the captch character and click on submit button then system will show all TISS open tenders on page , For Downloading the Tender Document For reference purpose free of cost by click on "Action" menu and download the tender document.
7. Class III Signing+Encryption Digital Signature Mandatory.
8. For Digital Signature , Contact to me at this No. : +91 9665721619 (Sanjay - Mumbai & Pune)

contd.... 2

== 2 ==

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 Rs.2,000/-+ 18%(GST) 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. (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 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.

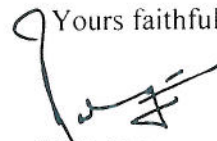
More information useful for submitting online bids on the TISS e-Procurement Tenderwizard Portal may be obtained at: <https://www.tenderwizard.com/TISS>

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 EProcurement Site.

Looking forward to your esteemed services at the Institute.

Yours faithfully,



(M. P. Balamurugan)
Acting Registrar
Phone- 022-25525254