

E-TENDERING INSTRUCTIONS TO BIDDERS:

1. The scope of work for stores to be tendered are available in the complete bid documents which can be viewed/downloaded free of cost from HUDCO Portal <http://www.hudco.org.in> or e-tendering portal of HUDCO <https://hudco.ewizard.in/>.
2. All bid documents like Check list, Technical bid and commercial bid will be submitted concurrently in the website <https://hudco.ewizard.in>.
3. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minutes technical snags.
4. All corrigendum's/Amendments/Correction, if any, will be published in the website <https://hudco.ewizard.in>.
5. All the documents/papers uploaded/submitted by bidder must be legible.
6. It is mandatory for all the applicants to have Class III Digital Signature Certificate (in the name of person who will sign the bid documents) from any of the licensed certifying agency.
7. To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of HUDCO <https://hudco.ewizard.in> to have user ID & password., The onetime registration charges for vendors/suppliers are Rs 3000/- (Rs. Three Thousands only) plus statutory taxes for a period of three years.
8. Bidders shall ensure to quote rate item. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" Zero.
9. In order to participate in the tender, Tenderer/Bidder should have Login ID, Password and Digital Certificate with both signing and encryption. Bidders have to do registration with <https://hudco.ewizard.in> Helpdesk Support are as follows.

Name – Mr. Bibhesh Kumar
Contact No: 9355030629
E-mail ID: eprochelpdesk.13@gmail.com

Tendering Website: <https://hudco.ewizard.in>

Bidders are advised to add e-mail IDs related to this tender to their address book to avoid bouncing of e-mail / non-delivery of e-mail / delivery of e-mail to junk or spam folder etc.

10. Service Provider will provide them telephonic training and assistance after payment of requisite fee as onetime registration fee from bidders of Rs. 3000/- (Rs. Three Thousands only) plus statutory taxes, if any as per actual, which is valid for a period of three years. Digital certificates can be obtained from Unibrain. or from any other Certifying authorities after paying requisite cost and submitting required documents as nominated by the Office of Controller of Certifying authorities (CCA) as available on website <http://cca.gov.in>. The cost of Digital certificates is not covered in one time registration fee. It is the sole responsibility of bidder to arrange Digital certificates and/or registration and any such excuse of Non-availability of digital certificates and/or registration shall not be accepted in any case.
11. The bids may be submitted online thru website <https://hudco.ewizard.in>

Only on receipt of EMD or EMD exemption document physically, the technical bid shall be opened online and evaluated as per criteria given in the detailed tender/bid document to the satisfaction of HUDCO. The financial bid of the only those bidders will be opened online, who are technically qualified. L1 bid shall be evaluated as per Financial bid format.

12. Tenderers may ask any clarification, if required, before the date stipulated in the details of tender items for the purpose. After that no request will be entertained.
13. Complete tender document (all pages), including all Annexures, with supporting documents shall be uploaded in PDF format digitally signed.
14. For any difficulty in downloading & submission of tender document at website <https://hudco.ewizard.in/> please contact at Unibrain helpdesk no. 011-49606060 or following officials.

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