

## **e-wizard system (e-Procurement)**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

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

### **REGISTRATION**

- Bidders are required to enroll on the e-Procurement Portal (URL: <https://nib.euniwizarde.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2000/- only per year (For Class1) Rs 1000/- only per year (For Class2).  
Class 1: Contractors can participate in all tenders above 5 lakhs.  
Class 2: Contractors can participate in all tenders upto Rs 5 lakhs.
- As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
- The scanned copies of all original documents should be uploaded on portal.

For any Query contact to our helpdesk Number 011-49606060, Mr. Abhinav Bharat, (7982696347), Mr. Saurabh Kr. Rai (9355030619).

### **SEARCHING FOR TENDER DOCUMENTS**

- There are various search options built in the e-Procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.
- Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs XXX (NOT REFUNDABLE) depending on estimated cost of tender by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective “Register” Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Document Name: Notice to Bidders on E-Tendering	
Effective Date: 23.09.2019	Validity: Till further revision