

e-empanelment of agencies for various works to be carried out under NCZO, Kanpur.

 भारतीय जीवन बीमा निगम LIFE INSURANCE CORPORATION OF INDIA	LIFE INSURANCE CORPORATION OF INDIA Engineering Department, North Central Zonal Office, 'Jeevan Vikas', 16/275, Civil Lines, Kanpur - 208001 (U.P.) Tel: - 0512 – 2336233 / 2336235 / 2336234 e-mail: ncz_engg@licindia.com
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Instructions regarding registration on portal <http://www.tenderwizard.com/LIC>.

1. Enrolment forms shall be available on portal <http://www.tenderwizard.com/LIC>. For the purpose agencies will have to register themselves on said portal after which they shall be given Digital Signature Certificate. With the help of DSC enrolment forms can be downloaded.

2. For further assistance Helpdesk can be contacted as under:

Office address:

e-tender helpdesk

#24, Sudha Complex, 3rd Stage, 4th Block

Basaveshwaranagara, Bangalore-560079.

Tel: 080-40482000/121/133/140; Mob: 9686115304/ 9686115323

e-mail: lokesh.hr@antaressystems.com/ raghuprashanth@antaressystems.com

3. Enrolment forms can also be downloaded from our web site www.licindia.in/tenders and can also be obtained from our office physically after depositing Rs. 590.00 being cost of the same at our cash counter or by submitting Demand Draft of equal amount.

4. Keydates:

a. Enrolment forms to be downloaded from website and also to be issued physically from 14.03.2022 till 30.03.2022 till office hours.

b. Last date of physical submission of filled-in enrolment forms at Chief's Engineer's office, Kanpur along with Enrolment fee Rs.590.00 (inclusive of GST) in original either in the form of Demand Draft/ Banker's Cheque or Miscellaneous receipt (MR) for cash deposited at Cash counter, NCZ, Kanpur...till office hours on 30.03.2022.

5. Enrolment forms shall be signed by authorised signatory and stamped and all attached documents self attested.

6. NOTE: Only physical submission of filled-in Enrolment forms with enclosures in sealed envelopes shall be accepted which includes submission by post. No other form of submission shall be allowed.

7. Corporation shall not be responsible for postal delays and it is upto the agencies, themselves to ensure receipt of their filled-in enrolment forms at this office before the stipulated date and time.

8. Enrolment forms not accompanied by stipulated enrolment fee of Rs 590.00 (Rupees Five hundred and ninety) only shall be summarily rejected.

9. Chief Engineer reserves the right to accept or reject any or all Enrolment forms without assigning any reason thereof.

Contd Pg.02

INFORMATION TO AGENCIES FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)
Information for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India , North Central Zonal Office, Kanpur as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- 1) **Registration of the Contractors/Bidders:** All the contractors intending to participate in the Enrolment floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>.
- 2) After successful Registration on above mentioned portal, contractor will get a User ID and a Password to access the website.
- 3) **Viewing of Online Tenders:** The contractors/bidders can view enrolment forms floated on Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Detailed E-Tender Notice, Enrolment Form other terms & conditions & relevant information and download the required documents by making login on to the above portal. The contractors can also view the e-tendering Programme and the Time Schedule (Key Dates) for all the tenders floated using the Electronic Tendering System on above e- Tender Portal.
- 4) Obtaining a Digital Certificate and its Usage: The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- 5) The intending agencies may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from one such certifying authority as given below :-
 - i) TATA Consultancy Services Ltd.
11th Floor, Air India Building, Nariman Point,
Mumbai-400021 website – www.tcs-ca.tcs.co.in
 - ii) Sify Communications Ltd.
III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113.
Website – www.safescrypt.com
 - iii) MTNL Trustline CA
O/o DGM (IT-CA), 5515, 5th Floor, Core-V Mahanagar
Doorsanchal Sadan, CGO Complex, MTNL,
Delhi-110003. Website – www.mtnltrustline.com
 - iv) iTrust CA (IDRBT)
Castle Hills, Road No.1, Masab Tank, Hyderabad,
Andhra Pradesh -500057. Website – idrvtca.org.in
 - v) Code solutions
301, GNFC Tower, Bodak Dev, Ahmedabad-380054,
Gujarat. Website – www.ncodesolutions.com
 - vi) National Informatics Centre Ministry of Communication and Information Technology
A-Block CGO Complex, Lodhi Road,
New Delhi-110003. Website <https://nicca.nic.in>

Contd Pg03

vii) e-Mudhra CA
3i Infotech Consumer Services Ltd
3rd Floor, Sai Arcade, Outer Ring Road,
Devarabeesanahalli, Bangalore 560036, Karnataka
Website – <http://www.e-Mudhra.com>

6. Contractors may contact the service provider on following telephone numbers or e-mail address for any kind of support:

Lokesh H R 9686115304 licetenderhelpdesk@gmail.com

Sowmya 08040482133 licetenderhelpdesk@gmail.com

Raghuprashanth B G 08040482121 licetenderhelpdesk@gmail.com

E-Tender helpdesk

Help Desk Contact Details:

#24, Sudha Complex,
03rd Stage, 04th Block,
Basaveshwaranagara,
Bangalore – 560079,

Tel: 080-40482000/121/133/140
Mobile: 9686115304/9686115323
E-mail: lokesh.hr@antaressystems.com
raghuprashanth@antaressystems.com
dscprocessingunit@yahoo.com

Harish Mishra, Kanpur: mob: 9560056647.

7. Users are advised to keep their Digital Signature Certificates in safe custody.
8. Agencies participating in eTS shall check his/her validity of Digital Signature Certificate online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
9. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India, North Central Zonal Office, Kanpur as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority, in case of change of authorized user and that a fresh digital certificate is procured and issued an 'authorization certificate' for the new user. The procedure for application of a digital certificate will remain the same for the new user.
10. The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
11. **Download of Enrolment form Documents:** The Enrolment form documents can be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC>.

Chief Engineer