



Eastern Zonal Office, OS Deptt: 4th Floor, Hindustan Bldg., 4, C.R. Avenue, Kolkata-700 072
Phone No. 2212-7618 ; Fax No. 22124971 ; E-mail ID : ez_os@licindia.com

INFORMATION & INSTRUCTIONS TO THE VENDORS

ANNEXURE-B

FOR USING ONLINE TENDER WIZARD

Special Conditions & instructions for using portal(website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Eastern Zonal Office, Kolkata as given in the subsequent pages will over-rule the conditions for submission of application as stated in the documents, wherever relevant and applicable.

- **Registration of the Vendors:** All the Vendors intending to submit their application for empanelment floated online using ETS(Electronic Tendering System) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC> . After successful registration on above mentioned portal, vendors will get a User ID and Password to access the website.
- **Viewing of Online Empanelment details :** The vendors can view the applications on online 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 Empanelment Notice, Terms and Conditions and any other information. To download they need to login into the above portal and download the documents of empanelment.
- **Obtaining a Digital Certificate and its Usage :** On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the vendor on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority , by the Controller of Certifying Authorities (CCA India), Government of India.
- The vendors 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 of digital certificate from our Service Provider for Electronic Tendering System (ETS):

E-Tender Helpdesk

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

Help Desk Contact Details:

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

Tenderwizard Help Desk Centre, Kolkata

BD-52/A, Rabindra Pally, Kestopur Behind IDBI Bank
Kolkata- 700101. **Mr. Aslam – 8641967966**

- The application for empanelment for a particular category may be submitted only using the DSC(Digital Signature Certificate) . In case, during the process of a particular application user loses his Digital Certificate , he may not be able to submit the application online. Hence, the user is advised to keep their Digital Signature Certificates in safe custody.
- The same procedure holds true for the authorized users in a private/public company. In this case, the authorization certificate will have to be signed by the directors of the company.
- Vendors participating shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the site through <http://www.tenderwizard.com/LIC>.
- Interested vendors can download the empanelment applications online from above portal <http://www.tenderwizard.com/LIC> before the closing date & time mentioned in the Notice for empanelment.
- **Submission of Fee for Empanelment :**The vendors have to submit the Demand Draft of requisite amount as mentioned in the particular notice for empanelment , as fee for Empanelment, of any of the Nationalized/Scheduled Banks drawn in the favour of the “Life Insurance Corporation of India” payable at “Kolkata” only .The amount can be deposited in cash in our cash counter at 4th floor,Hindusthan Building,4,C.R.Avenue,Kol-72
- The scanned copy of the Demand Draft/cash receipt against the Fee for Empanelment should be uploaded mandatorily during the Empanelment application submission stage (as per the due date mentioned in the Notice for Empanelment) and the original Demand Draft should be submitted to the Regional Manager(OS), Life Insurance Corporation of India, Eastern Zonal office, OS Dept.,(4th Floor), Hindusthan Buildings, 4,C.R.Avenue, Kolkata – 700072 in the sealed envelope on or before the due date mentioned in the Notice for Empanelment, otherwise your application will not be opened.
- If the application for empanelment is cancelled or recalled on any ground, the tender document fees will not be refunded to the vendor.
- Interested vendors can download the application forms online from the Portal <http://www.tenderwizard.com/LIC> before the last date mentioned in the Notice.

ZONAL MANAGER