

Subject: Extension of Date & Time of EOI Submission for Empanelment of Reputed Agencies for Door to Door Logistics Services for Shipment of Cargo (By Air/Sea), Freight Forwarding, Custom Clearance, Insurance, and Transportation of Imported Consignments for a period of 2 years.

Reference: EOI No. BECIL/RD/MM/FF/EOI/2019 DT. 20 DEC, 2018

Sr. No.	Current Tender Closing Date & Time	Amended Tender Closing Date & time
1	11-01-2019 15:00 Hrs	22-01-2019 15:00 Hrs
	Current Tender Opening Date & Time	Amended Tender Opening Date & time
2	11-01-2019 15:30 Hrs	22-01-2019 15:30 Hrs



Instructions to Bidders E-tendering

1. This tender document has been published on the E-wizard portal <https://becil.euniwizard.com>. The bidders are required to submit soft copies of their bids electronically on the E-wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the E-wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-wizard Portal. More useful information for submitting online bids on the E-wizard Portal may be downloading from “Download” section available on home page on <https://becil.euniwizard.com>.
2. Bidders can do registration via Click on “Register” option which is available on Home Page and the User ID of bidders will be only activated once they upload correct document for verification and send the mail to ewizardhelpdesk@gmail.com for activation. The Annual registration charges for vendor/supplier are Rs. 2,000/-+18%(GST) per annum(Through e-payment gateway).
3. Bidders are not allowed to use the same PAN card to do registration for different account on same portal.
4. Once the bidder has participated in a tender, the Company/Firm name cannot be changed.
5. Bidders can upload required documents such as certificates, purchase order details etc., under My Documents option, and these can be selected as per tender requirements and then attached along with bid documents during bid submission.
6. Bidder need to obtain the Class-3 Digital Signature Certificate (Signing+Encryption) for tender submission.
7. Bidder can search any tender by clicking on “Live Tender” under search option on Home Page. Once the bidders have selected the tenders they are interested in, they may download the required documents after clicking on “Tender Document”.
8. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.
9. Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
10. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
11. Bidder has to select the payment option as required from the drop down to pay the Processing Fee through e-payment gateway of Rs.2000+18% GST .



12. After downloading/viewing the tender schedule, the Bidder should go through them carefully and then submit the documents as per the tender document, otherwise, the bid will be rejected.
13. If there are any clarifications, they may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. It's mandatory that Bidders should check the published corrigendum for the tender before submitting their final bids.
14. Bidder should arrange the EMD as specified in the tender. The original document for EMD fee should be posted/couriered to Tender Inviting Authority, within the bid submission date and time for the tender.
 - I. The bidder must read the terms and conditions carefully and then accept to proceed further for submission of final bids.
 - II. To avoid any delay or problem during the bid submission process bidder had to submit their proper bid in advance before the final closing time of the tender.
 - III. The bidder can upload any number of documents. However, there is a size limit of 5MB per file for uploading over the portal server. Please make sure that the documents uploaded are legible (75-100 DPI) before submitting the final bid.
 - IV. It is important to note that, the bidder has to click on the Complete Button, to ensure that he/she completes the Bid Submission Process. Bids which aren't submitted successfully are considered as Incomplete/Invalid bids and are not considered for evaluation.
 - V. Due to any personal issue of Department, Tender Inviting Authority (TIA) will not responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders.
 - VI. The time that is displayed from the server clock at the bottom of the tender Portal, will be valid for all actions of requesting bid submission, such tender closing time, bid opening time etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.
 - VII. All the attached document of bid should be encrypted.
 - VIII. The bidders are requested to submit the proper bids through online e-Procurement system to the TIA before the final bid submission end date and time (as per Server System Clock).

Any queries relating to the process of online bid submission or queries relating to e-tendering Portal in general may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is 011-49606060, Mr. Awesh Tyagi: 9205898224 ,



Thank you

Help Desk –
(Timings=10am-6pm)

A 41, 4th FLOOR, HIMALAYA HOUSE,
23, KG MARG
NEW DELHI-110001
Email id- ewizardhelpdesk@gmail.com
Phone: 011-49606060/9205898224