

## IRCON INTERNATIONAL LTD.



(A Govt. of India Undertaking)
C-4, District Centre, Saket, New Delhi – 110 017 (India)
Phone: +91-11-29565666, FAX: +91-11-2652 2000, 2685 4000
E-mail: info@ircon.org; Web: www.ircon.org

#### Important Notice for e-Procurement in IRCON Dtd. 28.05.2013

IRCON is resorting to e-Procurement for all works/consultancy/supply tenders above ₹50 Lakh w.e.f. 01.07.2013. All bids issued after 01.07.2013 will be in e-procurement format. All the prospective bidders of IRCON are therefore, essentially required to obtain Class-III Digital Signature Certificate from any one of the authorized Certifying Authority and get himself or his authorised signatory holding the Power of Attorney registered with the Application Service Provider by filling online registration form available on the e-Procurement website i.e. https://www.tenderwizard.com/RCON.

Prospective bidders are requested to visit the e-Procurement website i.e. https://www.tenderwizard.com/IRCON for detailed notification, procedures and clarification to doubts or help required, if any.

## **Registration Process**

Bidders shall register on e-Procurement portal to participate in e-Procurement process.

Click on the 'Register Me' link which will provide the registration details after filling up the registration form and uploading any two documents essentially required to be submitted.

User ID and Password will be allotted to the bidder to login to e-Procurement site.

M/s ITI Limited will activate the registration of the bidder after receiving the necessary registration charges.

Note: Bidders registered with the site shall be able to participate in all tenders hosted by IRCON. Registration shall be renewed after one year.

Bidder shall login with his USER ID and PASSWORD to participate in tendering through electronic mode.

Bidders may like to go through FAQs and Vendor Manual available on this site to clear his doubts and understand the procedures involved in e-Procurement.

#### **Contact us**

For any further clarifications / queries on e-Procurement, contact our following helpdesk:-

Tenderwizard Help Desk Centre B-1/5, A 2<sup>nd</sup> Floor, Main Najafgarh Road, Janakpuri Near Janakpuri Metro Station East New Delhi-110058



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IRCON intends to organize one time free training to all the prospective bidders in its Corporate Office, Regional Offices and other important project offices to impart training to the prospective bidders for participating in e-Procurement system.

Would you like to have a free training on e-Procurement? Please feel free to inform ED/Gen., IRCON, C-4, District Centre, Saket, New Delhi - 110 017 by e-mail to sanjay.rastogi@ircon.org , cc: pk.singh@ircon.org giving the following details:

1.	Name of the company	: M/s
2.	Address	:
3.	Contact No.	:
4.	E-mal Id	:
5.	Name of the person (s) desirous to attend the training	: (i) (ii) (iii)
6.	Preferred locations (major cities of India)	:

IRCON shall arrange the training free of cost on request of the prospective bidders and inform them about the date, time and venue of training by e-mail. Prospective bidders shall have to attend the training at their own cost.

Sd/(Sanjay Rastogi)
Executive Director (Gen.)
IRCON INTERNATIONAL LIMITED
C-4, District Centre, Saket,
New Delhi - 110 017