



BANGIYA GRAMIN VIKASH BANK

Head Office: Berhampore, Murshidabad

HR DEPARTMENT

Ref : BGVV/HR/ 2076 /2021-22

Dated, the 12th July,2021

NOTICE

SOP for E- BIDDING PROCESS & RELATED IMPORTANT NOTES:

The E-Bidding process [e-bids] with regard to the RFP under reference number BGVV/HR/ 1720 /2021-22 dated 28.06.2021, read with Corrigendum for empanelment of Insurance Brokers for Group Mediciam policies covering the employees and retirees of Bangiya Gramin Vikash Bank (BGVB), will be conducted by Bank's authorized e-Tendering Service Provider **M/s Antares Systems Ltd.** through Website <https://www.tenderwizard.com/eproc> .

Following activities will be conducted online through above website:

- Submission of Technical Bid by the Bidders
- Opening of Technical Bid by the Bank
- Clarification, if any, sought by the Bank.
- On-line evaluation by the Bank.

Authorized Representatives of bidders will be provided necessary support for e- Tendering by the Service Provider, M/s Antares Systems Ltd. Bidders who wish to participate in online tenders will have to register with the website (<https://www.tenderwizard.com/eproc>) through the "Registration" link provided on the home page. Bidders will be prompted to create login id & password on their own in registration process. Following facilities will be provided to registered bidders by the service provider M/s Antares Systems Ltd.

- Support to the Bidders for participating in the bids through e-tendering Website.
- Call center support/ email/ phone/ fax/ chat / mobile etc. in all possible medium.
- Registration with the e-tendering website.
- User Manual / Training Kit to the Bidder.
- The technical bids will be opened on sequential order as uploaded on the bidding portal.
- The presentation to be presented though WebEx virtual mode. The link with password for the same will be shared / mailed by the Bank to the respective E Mail ids of the selected bidders
- Bidder who wish to participate in this online bid need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using which they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s. Antares Systems Ltd. at below mentioned address for necessary assistance in procuring the same. Bidders who already have a valid Digital Signature Certificate need not procure the same.
- In case bidders need any clarification regarding online participation, they can contact **M/s. Antares Systems Limited** at the undermentioned contact details

Help Desk numbers for vendor queries:

Helpdesk nos. 9073677150/ 151 / 152 / 9674758506 / 9674758723 / 26 / 033 4604 6611

Antares nodal person contact details:

Contact Person: Mr. Kushal Bose ; Mr. Siddhartha Mondal

Mobile no. 07686913157; 09674758724

E-mail: kushal.b@antaressystems.com; siddharthasundar.m@antaressystems.com


GENERAL MANAGER (HR)

