



# भारतीय प्रबंध संस्थान, कोषिकोड Indian Institute of Management, Kozhikode



## NOTICE TO BIDDERS

This is to bring to the Notice of all the Bidders that IIM Kozhikode, will be implementing the E-Tender through the E-Procurement portal of E-Wizard - <https://mhrd.euniwizarde.com>.

For participating in the Tenders issued by IIM Kozhikode, all the bidders are requested to get themselves registered on the above said portal.

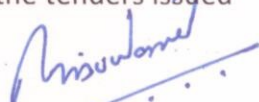
Bids received by any other modes will not be accepted for the tenders issued on the E-Wizard portal.

### GUIDELINES FOR REGISTRATION:

1. Bidders are required to enrol on the e-Procurement Portal by clicking on the link "Online Bidder Enrolment" on the E-Tender Portal (<https://mhrd.euniwizarde.com>.)
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on portal <https://mhrd.euniwizarde.com>.
8. After completion of registration payment, bidders need to send their acknowledgement copy on help desk mail id - [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) for activation of their account.

For any queries relating to the process of online bid submission or queries relating to e-Wizard Portal, in general, may be directed to the 24x7 e-Wizard Helpdesk. The contact number for the helpdesk is 8448288994/87/89/88/81/90/92/82 011-49606060, 07903269552, 9355030608, 9055030613, 7903810198, 9355030606, 9315620706, 9355030623, 9355030628, 8800526452, 9205898228, 9122643040, 9355030604, [eprochelpdesk.01@gmail.com](mailto:eprochelpdesk.01@gmail.com), [eprochelpdesk.03@gmail.com](mailto:eprochelpdesk.03@gmail.com), [eprochelpdesk.06@gmail.com](mailto:eprochelpdesk.06@gmail.com) & [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com)

This notice is issued for compliance by all the bidders for participating in the tenders issued by IIM Kozhikode.

  
Col. Biju Warriar (Retd)  
Chief Purchase Officer