

INFORMATION & INSTRUCTIONS FOR BIDDER -PCD-2951(Civil)/2026

1.0 SUBMISSION AND FILLING OF BIDS:

1.1 Please note that bids in physical form shall not be entertained under any circumstances and are only to be submitted through e-tendering at <https://etender.sjvn.co.in>.

1.2 **DIGITAL SIGNATURES:** To participate in an e-Tender, bidder need to have a valid Class-2 Digital Certificate (Signing & Encryption/Combo) from certifying authority of India as per the IT Act, 2000. Valid Digital Certificate must be installed in a computer system from where you want to login on website. Perform the below steps to confirm whether valid digital certificate is available on your computer system or not. Perform the below steps to confirm whether valid digital certificate is available on your computer system or not.

Steps:

- Open Internet Explorer.
- Select Tools menu from menu bar. OR (Press Alt + T on your keyboard).
- Click on Internet Options >>Content >>Certificate button.

The bidder should view your digital certificate under “Personal” heading

Requirement of Digital Signature Certificate

- Please enable **ActiveX Controls & Plug-ins**. (Tools->Internet Options->Security- >Custom Level)

Active-X controls need to be enabled in your Internet browser. In order to ensure this, please do the following:

- a. In Menu Bar ---Click on Tools - Internet Options – Security – Click on Trusted Sites Icon – Click on Sites button.

Add 2 Website in Trusted Sites <https://etender.sjvn.co.in>

After that, click on

Tools menu of Internet explorer - Internet Options – Security – Click on Internet Icon.

After Click on Custom Level button –

From below ActiveX controls and plug-ins ---- Select below 5 Items to be enabled

1) Download signed ActiveX controls –select Prompt or Enable

2) Download unsigned ActiveX controls – select Prompt or Enable

- 3) Initialize and script ActiveX controls not marked as safe for scripting – select Prompt or Enable
- 4) Run ActiveX controls and plug-ins-select Enable
- 5) Script ActiveX controls marked safe for scripting – select Enable

After completed this above selection----Below option has available---**Reset custom settings---Reset To: Select low or medium ---Click on OK.**

Also, please check your system Date & Time it should be set as current date & time.

- Please disable or uninstall Third Party Toolbar / Add-ons from Browser.

- 1.3 **VENDOR REGISTRATION PROCESS:** After obtaining digital signature as indicated above, the bidder is to register with SJVN e- tendering portal <https://etender.sjvn.co.in> to participate in the tendering process. Perform below mentioned steps to register yourself:

- Click on a “New Bidder Registration” link available on home page
- You need to furnish individual details as well as of company details in registration form
- After filling all mandatory fields, you need to click on “submit” button to complete registration process.
- On successful completion of registration, you will be prompted a message saying that “You have successfully registered on SJVN Limited’s e-tender Portal”

Already valid registered vendors in SJVN systems with Vendor Id need not follow registration process and may contact support email:

- 1.4 **Down loading Bid Documents:** Bidder to access <https://etender.sjvn.co.in> to download NIT document, after completing registration formality (if required) and successful login vendor need to process for Tender Fee/ Document Fee as per the provisions of bid documents and thereafter bidder can download detailed tender document.

- 1.5 **Bid Submission:**

- I. Bidder needs to login on SJVN tendering portal i.e. <https://etender.sjvn.co.in>
- II. Search tender by filling necessary searching criteria after Login.
- III. Please refer to attached document of “Bidder User manual”.

All the bidders are requested to get themselves registered well in advance and no extra time will be considered for submission of bids for the delay in on-line Vendor Registration, if any.

Bidder(s) are also advised to keep on visiting the websites as mentioned below for any Notification/ Amendment / Addendum/ Corrigendum from SJVN's side in respect of this tender:

- (i) <https://etender.sjvn.co.in>.
- (ii) www.sjvn.nic.in.
- (iii) www.eprocure.gov.in

1.6 For any assistance/ clarification for e–tendering registration, submission of bid through e-tendering/ procurement, bidder may contact the following person: -

1. Sh. Ranjan Kumar: Mobile no. 85805-48817 (E-mail ID: etender.support@sjvn.nic.in)

For any other clarifications regarding the tender bidder may contact the following persons/ representatives of M/s SJVN:-

- (i) Smt. Randei Rana Mobile No. (E-mail ID: randei.rana@sjvn.nic.in)
- (ii) Sh. Rajesh Kumar: E-mail ID: rajeshkr-negi@sjvn.nic.in).

Dy. General Manager.
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