

Dear Sir

We thank you for your interest in partnering with Goa Tourism Development Corporation in developing world class tourism infrastructure in Goa.

The application process for the tenders released for the properties at Brittona is as follows:

**Step 1:**           **Applicable in case the Applicant does not have a valid Class III Digital Certificate from vendors specified. If Applicant possesses such Certificate, then he can directly go to Step 2.**

Obtain a valid Class III Digital certificate from one of the following vendors (Approved by the Controller of Certifying Authorities, Government of India <http://cca.gov.in/>)

- a. Safescrypt : [www.safescrypt.com](http://www.safescrypt.com)
- b. NIC : [www.nic.in](http://www.nic.in)
- c. IDRBT : [www.idrbtca.org.in](http://www.idrbtca.org.in)
- d. TCS : [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
- e. GNFC : [www.ncodesolutions.com](http://www.ncodesolutions.com)
- f. e-Mudhra : [www.e-Mudhra.com](http://www.e-Mudhra.com)

**In case of an international applicant (outside India),** the bidder may contact any of the above listed vendors or alternatively, the applicant may contact Mr. Mrs. Devika D.G. (Mobile +91 90 496 000 90) from Tenderwizard to obtain a Class III Digital Signature Certificate ('DSC').

In case of obtaining the DSC via Mrs. Devika D.G. of Tenderwizard, once all documents as per the requirements of the certification agency are received, the USB DSC token will be issued and shipped to the bidder.

It is the bidder's responsibility to obtain the DSC and submit the tender online within the timelines specified as per Clause 1.3 of the RFP. The Authority accepts no responsibility towards any delay in the process of obtaining the DSC.

**Step 2:**           Register on [www.tenderwizard.com/GOA](http://www.tenderwizard.com/GOA) by paying the annual registration fee of INR 1,140 (Rupees One Thousand One Hundred and Forty Only). The registration fee can also be paid online.

**Step 3:**           Login to the site and request for the Bid Documents for the relevant property on the portal from the tenders listed under Goa Tourism Development Corporation **The online application should accompany the following documents (Scan and Upload on the e-Tender website):**

- a. Attested copy of valid Registration Certificate.
- b. Attested copy of PAN Card (In case of an applicant registered outside India the copy of PAN Card will not be required)

**Step 4:** Pay Tender Processing Fee & Cost of Bid Document applicable

The payment for Tender Processing Fee of INR 8,000 (Rupees Eight Thousand only) is to be made vide DD drawn in favour of INFOTECH CORPORATION OF GOA LTD

The Cost of Bid Documents of INR 1,00,000 (Rupees One Lakh only) is to be made vide DD drawn in favour of MANAGING DIRECTOR GTDC

**The scanned copy of the both the DD's for Cost of Bid documents and Tender Processing fee need to be uploaded online and both the physical DD's need to be submitted to the GTDC at the following address:**

**Address:**

Goa Tourism Development Corporation  
3rd Floor, Paryatan Bhavan,  
Patto, Panaji Goa  
403 001

The Tender Processing Fee and the cost of the Bid Documents can also be paid Online via e-tendering portal

**Step 5:** On Receipt of the physical DD's, for Tender Processing Fee and cost of Bid Documents, or on receipt of online payment for the Tender Processing fee and the cost of the Bid Documents, the Bid Documents will be issued to you electronically

**Step 6:** Upload the Documents required

**Step 7:** Submit the Tender Online

**Instructions:**

1. The bid document other necessary documents can be seen and downloaded on payment of relevant fees from the website <http://www.etender.goa.gov.in>
2. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
3. The tenderer shall be responsible for the correctness and genuine of the documents uploaded during tender submission. Any discrepancies in the matter will be liable for rejection and suitable action.

In case of any problems faced by you, please Contact the Tenderwizard Helpdesk. The contact details of Tenderwizard Helpdesk are given on [www.tenderwizard.com/GOA](http://www.tenderwizard.com/GOA)

We hope to see you take active part in the bidding process and assure you of our best effort in assisting you through this entire process.

For any queries please feel free to write to us at: [gtdctourisminfra@gmail.com](mailto:gtdctourisminfra@gmail.com)

Thanking You

Nikhil Desai  
Managing Director GTDC