

**EXPRESSION OF INTEREST (EOI) FOR INDIVIDUAL CONSULTANTS AND SUPPORTING STAFF AT HEAD OFFICE IN DEHRADUN**

<b><u>Sl. No.</u></b>	<b><u>Queries / Suggestions</u></b>	<b><u>Response</u></b>
1	How to view and download EOI?	First go to website “uktenders.gov.in”. Click on tenders by organisation and select Department (CEO Uttarakhand Tourism Development Board), click Tender Count. All active tenders will be displayed. Select present EOI i.e. Tender ID 2021_UTDB_37349_1. Details including EOI can be viewed. Download it after filling Captcha code.
2	How to get Digital Signature Certificate (DSC) Key	Please search on Google to know approved agencies providing this Key and contact them as per your convenience.
3	How to register on “uktenders.gov.in” ?	First an applicant should have a Digital Signature Certificate (DSC) Key. Next visit the website “uktenders.gov.in”. Click “Online Bidders Enrolment”. Fill the details and click on “submit” button. Enter One Time Password (OTP) sent to your registered mobile no. Create new password.  For guidance regarding software issues and appropriate responses, please contact help desk of “uktenders.gov.in” at numbers given on the website (available round the clock).
4	How to upload EOI on e-portal?	After creating your login ID and Password go to website “uktenders.gov.in” and select “click here to Login” button. After login, click “enrolment link” and enrol yourself. Click on “Search Active Tenders” and search CEO Uttarakhand Tourism Development Board or Tender ID (2021_UTDB_37349_1). Click “Set Open Tender as Favorite”. Go to “My Tenders” and click to view and follow the further process.
5	What documents to upload?	(i) Filled-in Application Form as per format (Annexure – 2) given in EOI. (ii) Resume. (iii) Copies of Educational qualification certificates. (iv) Copies of work experience certificates.
6	Last date for submission	Extended till 16 <sup>th</sup> November 2021, but no change in time