

Last date of Tender : 02-04-2018.

NOTICE INVITING TENDER

RATE CONTRACT FOR A PERIOD OF TWO YEARS FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC) WITH SIGNING AND ENCRYPTION ALONG WITH USB TOKEN (FOR A VALIDITY PERIOD OF 2 YEARS) FOR COURT OFFICERS/OFFICIALS

Sealed tenders are invited, **as per the Proforma enclosed herewith at Annexure-A,B, C & D'** for Rate Contract for a period of **TWO YEARS** for supply of **CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC) WITH SIGNING AND ENCRYPTION ALONG WITH USB TOKEN (FOR A VALIDITY PERIOD OF 2 YEARS) FOR COURT OFFICERS/OFFICIALS** on requirement basis from a licensed Certifying Authority (CA) by Controller of Certifying Authority (CCA), Department of Electronics and Information Technology, Government of India for the use of officers and officials of Supreme Court of India.

The requisite information for supply of DSC is specified as under:

Sl. No.	Specifications	Requirements
1.	Category of Applicant	Constitutional Entity
2.	Class of Certificate	Class 2
3.	Certificate Required	Individual (and in compliance with Annexure A)
4.	Certificate Validity	2 years from the date of activation
5.	USB Token	Supporting DSC
6.	Delivery of DSC	7 days from the date of request
7.	Activation of DSC	2 days from the date of delivery
8.	Requirement of Support Staff	a)Collection of documents from the Computer Cell, Supreme Court of India b) Delivery of DSC Certificate/token in Supreme Court Registry c)Technical Support (including in person visit) within two hours of logging complaint without additional charges
9.	Delivery Location	Computer Cell, Supreme Court of India

Contd...2/-

Interested parties, if so desire, may contact Deputy Registrar (Computer Cell) (Tel. 011-23112302 / 011-23111421) on any working day between 10.30AM to 4.30 PM (except on Saturdays and holidays) for further information regarding the DSC before quoting the rates :

A. TENDER

1. Two separate sealed envelopes should be used for submitting (i) **“Earnest Money for RATE CONTRACT FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC)”** and (ii) **“Financial Bid for RATE CONTRACT FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC)”**.
2. Tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he could show the same along with his own identity proof to the Reception Officer at Reception Counter No.37 for issuance of entry pass.
3. The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender.
4. The tender must be received not later than the date and time specified for submitting the same. In case, the date of submitting the tender will be declared as holiday by the Government of India then next working day of the Registry will be treated as due date of the tender.

B. TERMS AND CONDITIONS OF TENDER

5. The tenderers are required to quote their lowest rates per unit for the above mentioned items for a period of two years and discount, if any, percentage of GST, delivery period, DGS&D approved rate, if any, etc.. as per **Annexure-'B'** enclosed.

6. The tenderers are required to send their tenders along with a **Demand Draft of Rs. 7,500/- (Rupees Seven Thousand Five Hundred only) drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi" as Earnest Money**, which will be refunded without interest to the unsuccessful tenderers on their written request after awarding of the contract. **Name of the firm, telephone number and name of item** may be written on the reverse side of the Demand Draft.

7. Tenderers having valid NSIC or MSME certificates shall be exempted from depositing earnest money. However, the same must be furnished along with tender in Earnest Money sealed envelope.

8. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.

9. The Registry will deal with the tenderer directly and no middleman/Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.

10. The Tenderer shall give an undertaking (as per **Annexure C**) that the firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance and has not been penalized by CCA for any regulatory violation.

10a. The Tenderer shall also furnish Certifying Authority's (CA) License issued by Controller of Certifying Authority (CCA), Department of Electronics and Information Technology, Government of India (as per **Annexure D**).

11. In case of corrections, the same must be attested by the bidder with full signature. Over-writing / over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.

12. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.

13. The tenderer shall quote rates both in figures and words with blue/black ball pen. In case of any discrepancy between words and figures, in financial bid, the rates in words shall be accepted as correct.

14. All the pages of quotation including the documents submitted therewith must be duly signed and stamped failing which the offer shall be liable for rejection.

15. It is not binding on the part of the Registry to accept the lowest tender.

16. Each tenderer has to certify that all the terms and conditions are acceptable to him. The Security deposit shall stand forfeited in case of breach of any of the conditions.

17. During the subsistence of contract in case of breach of any conditions or deficiency in service, the Registry has a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.

C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER

18. The successful tenderer(s) shall have to give **Performance Security Deposit of Rs.20,000/-(Rupees Twenty Thousand only)** after adjustment of Rs.7,500/- deposited towards EMD by way of Demand Draft within a week from the date of awarding of contract, drawn in favour of "The Registrar (Admn.), Supreme Court of India, New Delhi." which will be refunded after two months of the successful completion of the contractual period or payment of the last bill, whichever occurs later, on written request of the tenderer.

19. The material supplied will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the final supply is not found in conformity with the approved specifications, the same will be liable to be rejected and entire supply will have to be replaced with the quality exactly commensurate with the approved specifications/samples at the cost of the tenderer. The decision of the Committee in this regard shall be final.

19a. Furthermore, in case of malfunctioning of DSC/Tokens any time during the validity of 2 years from the date of activation the same shall be liable to be replaced within 2 days by the vendor without any additional charges to the Registry.

19b. The rates are valid initially for a period of two years from the date of awarding of the contract and the same may be extended for next two years on the same rates, terms and conditions subject to satisfactory performance of the Tenderer.

20. The supply of the material as per the required specifications shall be required to be made within 7 days in the Registry (F.O.R.Destination) on receipt of Purchase Order; otherwise the Security Deposit may be forfeited along with any other action as may be deemed appropriate by the Registry.

21. The payment will be made only after full supply is received and accepted as per approved specifications. No part payment or advance payment will be made.

22. Validity: Quoted rates must be valid during the contract period. No escalation in respect of materials, labour, freight etc. will be allowed in any shape.

D. PENALTIES

23. If delivery is not made in time and the Registry is required to make purchase from outside at higher rates, the loss sustained will be deducted from the E.M.D/Performance Security of the Tenderer.

24. Irrespective of the fact as to whether or not the Registry makes the purchase from outside, the Registry may impose penalty of 1% per day on total cost, for delayed delivery, if the delay is due to wilful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.

E. INVITATION OF TENDER

Interested parties may send their tenders in two separate sealed envelopes containing Earnest Money, Technical Bid and Tender Documents superscribing (i) "Earnest Money for RATE CONTRACT FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC)" and (ii) "Financial Bid for RATE CONTRACT FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC)". respectively addressed by name to the undersigned, or may be handed over personally to Registry's Reception Counter No. 37 near PRO Officer on or before 02.04.2018 upto 3:00 PM., which may be opened at 3.30 P.M. on the same day in the Supreme Court Registry by a Committee of Officers constituted for the purpose before the tenderers or their authorised representatives who may wish to remain present.

The tenders received after due date and/or time and/or without earnest money will not be entertained. In the first instance, envelopes containing Earnest Money will be opened. If Earnest Money of the tenderers are found to be as per requirement, then only the Envelopes containing Tender Documents will be opened.

Sd/-

(BASU DEV SHARMA)
ADDITIONAL REGISTRAR(AM)
13-03-2018

Encl : ANNEXURE "A", "B", "C" & "D"

Details of Products used for;

A) The DSC should support x.509v3 standards as well adhere to the standard of PKCS#11.

B) The DSC should support over Laptop/PC/SFF/HP Touch Screen All-in-one/Dell Touch Screen All-in-one.

C) The system support required for following operating system.

- (i) Windows vista and later versions.
- (ii) Linus-Redhat, ubuntu 12.04, 14.*, 16.* and 17.*.
- (iii) Mac osx

Supreme Court of India
Admn. Materials (P & S)

No. 33/Misc.IT/17/SCI(AM)

Dated : 13-03-2018

PROFORMA TO BE FILLED BY THE TENDERER FOR RATE CONTRACT FOR A PERIOD OF TWO YEARS FOR SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC) WITH SIGNING AND ENCRYPTION ALONG WITH USB TOKEN FOR A VALIDITY PERIOD OF 2 YEARS FOR COURT OFFICERS/OFFICIALS

1. Name of the Firm : _____
- 1a. Contact Person/Authorised Signatory: _____
2. Address with Tel. No.: _____
- 3a. Trader Identification No.: _____
- 3b. GST Registration No.: _____
- 3c. PAN No. : _____
(copies to be enclosed)
4. Name of the Contact Person with: _____
Telephone/Mobile No./E-mail ID/FAX No.
5. **Rates for each ITEMS :**

Sl.	Name of the items	Price per unit (Rs.)	% of GST, if any	Total net price per unit (Rs.) including F.O.R. Supreme Court	DGS&D approved Rates, if any
1.	Class 2 Digital Signature Certificate with validity period of 2 years	Signing			
		Encryption			
		Signing and Encryption			
2.	USB Token				

6. Whether all the terms & conditions of NIT are acceptable : Yes/No : _____ -
7. Discount, if any : _____
8. Copies of Income Tax Return of last three Financial Years.
9. FOR : Supreme Court Registry : _____
10. Whether local office available in Delhi : _____
- 10a. If yes, Communication Address : _____

Place :

Date :

Signature
(Name of firm with stamp)

UNDERTAKING

I/We undertake that (name of the company) has not been blacklisted/banned by any Government Department/Public Sector undertaking/Autonomous Body and has not been penalized by CCA for any regulatory violation.

Signature of the authorised
signatory of the firm/company/
organisation/Official Stamp/Seal.

Date:
Place:

ANNEXURE 'D'

Undertaking of Validity of Certifying Authority's (CA) License issued by Controller of Certifying Authority (CCA), Department of Electronics and Information Technology, Government of India

Sub: SUPPLY OF CLASS 2 DIGITAL SIGNATURE CERTIFICATE (DSC) WITH SIGNING AND ENCRYPTION ALONG WITH USB TOKEN FOR A VALIDITY PERIOD OF 2 YEARS

- Ref: 1. Your Purchase Order No _____ dated _____
2. Our Invoice No./Quotation No. _____ dated _____

With reference to the (Item(s)) being supplied/quoted to you vide our invoice no./quotation no./order no. cited above, _____ We hereby undertake that all the items shall be original new items only, from OEM of the products and that no refurbished/duplicate/second hand components/parts/ assembly/software are being used or shall be used.

Should you require, we hereby undertake to produce the Letter from the Controller of Certifying Authority stating that the Bidder is an active CA and that the Bidder has a valid CA License to apply for the said Rate Contract and has not been penalized for any regulatory violation at the time of delivery/installation. It will be our responsibility to produce such letter from CA at the time of delivery or within a reasonable time.

In case of default and we are unable to comply with above at the time of delivery or during installation, for the Items already billed, we agree to take back the items without demur, if already supplied and return the money if any paid to us by you in this regard, and/or the performance security, if any produced, forfeited.

Authorized Signatory

Name:

Designation:

Place :

Date :