

Invitation of Quotation for Digital Signature Certificate for Department of Panchayat Raj


Sealed Quotations are hereby invited by the undersigned on behalf of the District Magistrate, Rudraprayag for procurement of Digital Signature Certificate for panchayat Raj Department Rudraprayag as per terms and conditions mentioned below. The filled quotations along with the all required documents must reach in the office of undersigned on or before 27.09.2017, 12.00 PM and same will be open on same day at 3:00 PM in presence of committee. The Envelope containing the quotation would please be sealed and super scribed as under:-

"QUOTATION FOR DIGITAL SIGNATURE CERTIFICATE FOR DEPRATMENT OF PANCHAYAT RAJ DUE ON 27 .09.2017, 12.00 PM"

Terms and Conditions: -

- A. The quotations received after this deadline and unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible.
- B. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/Director or their authorized representative, In case of signing of quotation by the authorized representative, letter of authorization must be attached with the quotation.
- C. Rates must be quoted as per the format specified, Taxes extra if any must be written separately.
- D. No overwriting or cutting is permitted in the rate.
- E. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- F. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- G. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Firm shall be registered with the Government of Uttarakhand /Central Government and must have valid VAT/ Sales Tax No and IT PAN.
 - The firm should not be black listed by any Govt. Agency/Dept.
 - Experience of 2 Years in serving Government Domain is Must.(Attached Relevant Documents)
- I) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- J) The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
- K) Delivery Period – 07 days from issuing purchase order.
- L) Payment Terms: Payment will be made only after satisfactorily delivery, commissioning and inspection of material by the technical team of collectorate Rudraprayag.
- N) Disputes: - In the event of any dispute or disagreement arising between the Supplier and any other department of District Rudraprayag with regards to the interpretation of "Terms and Conditions" of this inquiry, the same shall be referred to the District Magistrate, Rudraprayag whose decision will be final and binding upon the Supplier. District Administration Rudraprayag reserves the right to increase or decrease quantity or amount of work.
- P) **Quotation must be submitted at Room No-08, RA Section collectorate Rudraprayag by 27.09.2017, 12:00 PM.** It will be open on same day at 3:00 PM in presence of Committee.
- Q) Selected Company/Firm/Dealer have to provide technical support in Installation, Configuration, and Driver Updation of Procured DSC in district Rudraprayag up to 02 Years.
- Q) District Administration reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of District Magistrate, Rudraprayag will be final in this regard.

Encl.: Annexure 1 (Format of Price Bid).


Additional District Magistrate,
Rudraprayag 19/9/17

**[On the letterhead of Company/firm/Dealer] ANNEXURE - I
PRICE BIDFORM**

To,

District Magistrate,
Rudraprayag.

Dear Sir,

1. I/We Submitted the quotation for Enquiry "QUOTATION FOR DIGITAL SIGNATURE CERTIFICATE DUE ON 27.09.2017, 12.00 PM".
2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.
4. Warranty/Guaranty period for following item is 01 year.

S. N	Item with specification	Qty.	Make	Rate per unit	Tax %	Total including taxes
1	Digital Signature Certificate <ul style="list-style-type: none">• <u>Class II DSC</u>- The certificate should contain information about the user's identity.• For all authorized persons of Department/Organization .• <u>Validity for two years.</u>• <u>Combo</u> (Signature with Encryption with certified crypto tokens USB device.)• Vendor/Supplier should come to office on specific date/time for completing all formalities to provide DSC.• USB e-Token should be password protected so that Digital Signature is never lost when computer is formatted or internet explorer changed.• Virus software should not affect USB Token and the digital certificate stored would be remaining secure.	39 Approx.				

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No:- _____

E- mail: -

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