

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.694-C/ IT/DHC/DA-8/No. 1915

Dated: 31.01.2024

From,

The Registrar General
Delhi High Court
New Delhi

To,

(on the website of Delhi High Court)

Sub: Tender inviting Quotations for preparation of new Class-III Digital Signature Certificates (with USB) token having validity of two years or more. Encryption Certificate and SSL Certificate for the use of this Court.

This court intends to engage a firm/vendor authorized by certifying authority for preparation of new Class-III Digital Signature Certificate (with USB) token having validity of two years or more and Encryption Certificate with validity of two years or more for the use of Hon'ble the Chief Justice, Hon'ble Judges, officers and officials of this Court. The purpose of the Digital Signature Certificates by this Court is for digitally signing the scanned/digitized data of court records, for signing/certifying this Court's judgements and judicial orders. This Court also requires SSL Certificate(s) with validity of one year for the Website/Webpage/Applications etc.

Interested firm(s)/Vendor(s) are therefore, requested to submit quotations for the supply and installation of secured Class-III Digital Signature Certificates (with USB) token, Encryption Certificate having validity of two years or more of reputed make (like TCS, e-Mudhra, NIC, MTNL, nCode etc.) and SSL Certificate as per **annexure 'A'**.

The terms & conditions of this tender are as under:-


1. The selected firm/vendor will be responsible to depute a representative to visit this Court to collect work order and relevant documents for preparation/issuance of new Class-III Digital Signature Certificate(s) & Encryption Certificate and to deliver Digital Signature Certificates and its installation at different sites (Courts)/at different places in Court complexes and at the residences of Hon'ble Judge(s).
2. The vendor or his representative has to come to this Court to assist the Hon'ble the Chief Justice, Hon'ble Judges and Joint Registrar (Judicial) for video verification as and when required and to provide installation and support services without any undue delay & without any extra charges.
3. The selected vendor has to work in coordination with this Court in fulfilling all the requirements and ensure that the information and documents shared with their representative(s) by this Court in fiduciary capacity for preparation of Digital Signature Certificates of applicants(s) are not misused.

4. The vendor or his representative has to come to this Court even for supply and installation of **single Digital Signature Certificate** and vendor or his representative has to provide assistance to applicant as and when required.
5. The authorized vendor will have to depute a representative to visit this Court and residences of Hon'ble Judges for installation of Digital Signature Certificate(s) & Encryption Certificate and for providing support services at end user's Desktop /laptop/macbook/iPad wherever required without any undue delay & without any extra charges.
6. The selected firm/vendor shall also be liable to impart necessary training/demo/tutorial either in video format or by appearing physically (as and when required) with respect to the procedure to be followed to obtain Digital Signature Certificate & Encryption Certificate at the end of the applicant without any extra charges.
7. The selected firm/vendor has to keep in mind that the Class-III Digital Signature Certificate (with USB token) & Encryption Certificate to be procured for this Court should be compatible for Windows and Mac (Apple OS) and successful installation of the same shall be the responsibility of the firm/vendor.
8. **Since the Judiciary is a system of Courts imparting justice by delivering orders and judgements, the selected firm/vendor must ensure that the issuance of DSCs and Encryption Certificates are done in an urgent and time bound manner in order to avoid any inconvenience in the administration of Justice and inconvenience to general public also.**
9. The authorized firm(s)/vendor(s) are requested to submit their necessary quotation(s) alongwith the copy of current authorization letter of the certifying authority (whose product is being offered) and **Earnest Money Deposit (EMD) of Rs. 10,000/-** by way of Demand Draft or bankers Cheque drawn in favour of "**The Registrar General, Delhi High Court**" payable at New Delhi.
10. **Quotations received without EMD shall be summarily rejected and no request for waiver will be entertained.**
11. Sealed envelopes containing quotation(s) & EMD must reach to the AOJ (IT Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 21/02/24 till **05:30 P.M.** clearly mentioning the rates inclusive of GST/Tax, technical specifications, warranty of the USB token/support and the delivery schedule of Digital Signature Certificate (USB token) and Encryption Certificate. It may be noted that the final rates should be mentioned as unit price inclusive of GST and taxes applicable should also be clearly and separately mentioned.
12. No quotation shall be entertained **after due date.**
13. The envelope(s) should be addressed in the name of "**The Registrar General, Delhi High Court, New Delhi**" and the subject "**Quotations for Class-III Digital Signature Certificates, Encryption Certificates and SSL Certificates**" should be superscribed on the envelope. Envelope(s) received **without having the subject mentioned on them** shall be summarily rejected.
14. The validity of rates should not be less than 180 days from the last date of submission of quotation(s). **Quotations with less period of validity of rates shall be summarily rejected.**
15. The selected vendor has to provide Escalation Matrix of telephone numbers for service support.

16. The quotations must be tendered strictly in the format mentioned in **Annexure-'A'** of this tender notice. **Quotations offered in any format other than the prescribed format shall be liable to be rejected.**
17. The DD/Pay order towards EMD of all the tenderers, except the lowest three, shall be returned to vendors on their written request after finalization of Tender Process & EMD of successful tenderer will be returned only after supply and successful installation of the first order placed on the firm fulfilling all codal formalities, against receipt.
18. The DD/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase order to the successful tenderer. If the offer of quotation is withdrawn by the tenderer before/after opening of tender or if any other default is found in the quotation, the amount of EMD shall be forfeited and the firm will be blacklisted to participate in future tenders of this Court.
19. If multiple quotations are submitted by same firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
20. After opening of the sealed quotation if any correction is found in the offered rate which renders the whole Tender process doubtful or ambiguous, the said quotation shall be summarily rejected.
21. The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'B'**) that nither the firm/nor its Partner/Director/Proprietor has/have been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies has/have been banned/terminated on account of poor performance/conduct and also that all the terms and conditions of the instant Tender Notice are acceptable to them. The quotation received without undertaking shall be summarily rejected.
22. For any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext. 4852) may be contacted.
23. No employee of this Court or his/her dependent family members be involved in the instant tender process in contravention of the requirement/provisions contained in Central Civil Services (Conduct) Rules, 1964.

This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage. This Court also reserves the right to place the order fully/partially to different firms/vendors.

Yours Truly,



31/01/24

(Rajeev Kumar Chauhan)
Joint Registrar (IT)
for Registrar General

CC to:- JD (IT), Delhi High Court- for uploading on the official website of the Delhi High Court.

Name of the firm:- _____
 Address of the Firm: _____
 Contact No.: _____
 Email Address: _____

Price Bid

| Description of Product (A) | Price offered for one unit (Without taxes) in ₹ (B) | Tax Rate (%) | Total Amount for one unit (in ₹) (inclusive of taxes) (C) | Under - taking furnished (Yes/No.) (D) | Validity of Rates: (180 days or more) (E) | Remarks (if any) (F) |
|--|---|-------------------------|---|--|---|--------------------------|
| Class-III Digital Certificate (with USB Token) with validity of two years or more | | | | | | |
| Encryption Certificate (with USB token) with validity of two years or more | | | | | | |
| Class - III Digital Certificate + Encryption Certificate (with USB token) with validity of two years or more | | | | | | |
| SSL Certificate with validity of one year or more | | | | | | |
| EMD Details | | | | | | |
| EMD instrument by way DD/Pay Order | | Bank Name/Branch | | EMD Amount (in Rs.) | | Amount in words |
| No. | | | | 10.000/- | | Ten Thousnad Only |
| Date: | | | | | | |

Signature of the authorised Signatory
 of the firm/company/organization
 Official Stamp/Seal

Date:
 Place:

*Interlineation/ Corrections/Overwriting not allowed

UNDERTAKING

I/We undertake that neither the firm (**name of the firm**) nor its Partner/Director/Proprietor (**name of all owners**) has/have been blacklisted / banned in its Business dealings with any Central / State Government / Public Sector Undertaking / Autonomous Bodies or has/have been banned/ terminated on account of poor performance / conduct.

I/we also undertake that all the terms and conditions of the instant Tender Notice are acceptable to me/us.

I/we also undertake that in case the supply is not found to be in conformity with the purchase order or any other distortion, the whole supply will be taken back at the cost of the firm with replacement of goods within 3 days.

I/We further undertake that I/we have confirmed and correctly applied the HSN Code of the required item and its corresponding applicable GST rate as on date with sole responsibility.

Signature of the authorised
Signatory of the firm/company/organisation
Official Stamp/Seal

Date:-

Place:-