

IN THE HIGH COURT OF DELHI AT NEW DELHI

F.No.694/SA-14/IT/DHC/No. 5673
Dated: 24.03.21

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), its renewal and renewal of Class-II Digital Signature Certificates to Class-III Digital Certificates already procured by this Court for the use of Hon'ble the Chief Justice, Hon'ble Judges, officers and officials of this Court having validity of at least two years.

As the Controller of Certifying Authorities, Ministry of Electronics and Information Technology has made mandatory the use of Class-III Digital Signature Certificates and discontinued with issuance of Class-II Digital Signature Certificate, this court intends to engage a firm/vendor authorized by certifying authority for preparation of new Class-III Digital Signature Certificates (with USB token), its renewal and renewal of Class-II Digital Signature Certificates to Class-III Digital Certificates already procured by this Court for the use of Hon'ble the Chief Justice, Hon'ble Judges, officers and officials of this Court.

The purpose of procuring 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.

Interested firm(s)/Vendor(s) are therefore, requested to submit quotations for supply and installation of secured Class-III Digital Signature Certificates (with USB token of reputed make Viz. TCS, e-Mudhra, NIC, MTNL, nCode etc.) having validity of at least two years, its renewal and renewal of Class-II Digital Signature Certificates to Class-III Digital Certificates already procured by this Court.

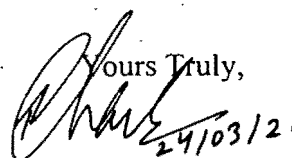
The terms & conditions of this tender are as under:-

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), its renewal and renewal of Class-II Digital Signature Certificates to Class-III Digital Signature Certificates already procured by this Court and to deliver Digital Signature Certificates and its installation at required site/at different places in Court complexes and at the residences of Hon'ble Judge(s).
2. As the Controller of Certifying Authorities, Ministry of Electronics and Information Technology, has made the procedure for issuance of Class-III Digital Signature Certificate paperless, eKYC has been done for Delhi High Court and from 1st January, 2021 the process modified several times, 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/renewal of Digital Signature Certificates of applicants(s) are not misused.
3. As the paperless procedure has been introduced recently, the selected firm/vendor shall have to train the court staff about the complete procedure including video verification of applicant, maintenance of eKYC account etc. of this Court in a fiduciary capacity.
4. 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) for support services at end

user's Desktop computer/laptop/macbook/ipad wherever required without any undue delay & without any extra charges.

5. 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 at the end of the applicant without any extra charges.
6. The selected firm/vendor has to keep in mind that the Class-III Digital Signature Certificate (with USB token) to be procured for this Court should be compatible for Windows 10 (32 bit & 64 bit OS) and Mac (Apple OS) and successful installation of the same shall be the responsibility of the firm/vendor.
7. **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 its renewals 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 .**
8. 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.
9. **Quotations received without EMD shall be summarily rejected and no request for waiver will be entertained.**
10. Sealed envelopes containing quotation(s) & EMD must reach to the AOJ (IT & Stationery Branch), Lawyers' Chamber Block-III, Room No. 6, Ground Floor, Delhi High Court on or before 14-04-2021 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). 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.
11. No quotation shall be entertained **after due date.**
12. 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"** should be superscribed on the envelope. Envelope(s) received without having the subject mentioned on them shall be summarily rejected.
13. 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.**
14. 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.**
15. 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.
16. 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.

17. If multiple quotations are submitted by same firm/vendor, all such quotations submitted shall be liable to be rejected at the first instance.
18. 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.
19. The firm/vendor shall also have to furnish an undertaking (**strictly as per Annexure-'B'**) that the firm/Partner/Director/Proprietor has not been blacklisted/banned and its Business dealings with the Central/State Government/Public Sector Undertakings/Autonomous Bodies have not 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.
20. For any clarification regarding this Tender, Mr. Zameem Ahmad Khan, Joint Director (IT) at Tel. No. 011-43010101 (Ext. 4563) may be contacted.
21. This Court reserves the right to modify/amend the quotation letter/terms & conditions at a later stage.


Yours Truly,
(Rajeev Kumar Chauhan)
Joint Registrar (IT/Sty.)
for Registrar General

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

Annexure - 'A'

Sl. No	Item	Unit Price (without taxes)	Tax Rate (%)	Total Price (incl. of tax)	Remarks, if any
1.	Class-III Digital Signature Certificate (with USB token) having validity of two years				
2.	Renewal of Class-III Digital Signature Certificate				
3.	Renewal of Class-II Digital Signature Certificates to Class-III Digital Signature Certificates (Already procured by this Court)				

UNDERTAKING

I/We undertake that the firm (name of the firm) or its Partner/Director/Proprietor has not been blacklisted / banned and its Business dealings with the Central / State Government / Public Sector Undertaking / Autonomous Bodies/Certifying Authority have not been banned / terminated on account of poor performance / conduct.

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

Signature of the authorized signatory
of the firm/Company/Organisation

Official Stamp/Seal

Date: _____

Place: _____