



**SOUTH DELHI MUNICIPAL CORPORATION**  
**INFORMATION TECHNOLOGY DEPARTMENT**  
**24<sup>th</sup> FLOOR, DR. SPM CIVIC CENTRE**  
**J.L. NEHRU MARG, NEW DELHI-110002**

NO.SDMC/Dir.(IT)/2020/D- **268**

Dated: **25/6/21**

**Subject: Inviting Quotations for Enrolment of agency for issuing Digital Signatures in SDMC.**

Quotations with financial proposal are invited from interested IT firms/company for Enrolment of agency for issuing Digital Signatures in SDMC.

**Scope of work**

SDMC intends to use Digital signature for its internal users for ensuring data reliability, authenticity and non-repudiation. SDMC invites quotations from reputed Certifying Authorities (CA) for supplying DSC/ENC Certificates. SDMC is in the process of enrolling Class-II & Class-III Digital Signature Certificates (DSC) and/or Encryption Certificate (ENC) with 2 Years validity and more. The bidder will be required to supply and provide support for providing the Digital Signature numbers of Class-II & III DSC Certificates with 2 years validity. Purchase order will be issued based on applications received from various departments and the support will need to be given for two year from the date of procurement of each DSC. The total contract/engagement period will be for 3 year.

**The scope of work for the successful bidder is as follows -**

- ❖ "Supply Class-II & III DSC with 2 Years validity issued by Certifying Authorities (CA) for issuing DSC and support for the same, as per detailed conditions outlined below".
- ❖ Bidder has to ensure that the offered DSCs should be compliant to the certificate standard specifications.
- ❖ The DSC issued should be having a validity of 2 Years from the date of issue of the certificate.
- ❖ During warranty and support period, all software up gradation, bugs, patches and services shall be provided free of cost by the bidder

*Antony Mathew*




- ❖ Bidder should provide support to SDMC through telephone, e-mail, as sought by SDMC Cell, SDMC, in case of any technical issues related to the DSC certificate supplied. Technical proposal submitted should also have the contact details (email id's and phone numbers) and escalation process for handling technical issues raised.

**Terms and Condition:**

- No changes in the financial bid shall be allowed post submission of the bid.
- The currency for the financial bid shall be Indian Rupees.
- The bid shall be comprehensive and inclusive for all applicable taxes and the services to be provided by the bidder as per scope of his work.
- The prices, once offered, must remain fixed and must not be subject to escalation for any reason whatsoever within the period of project/contract.
- A proposal submitted with an adjustable price quotation or conditional proposal may be rejected as non-responsive.
- Bidder should hold valid GST registration Certificate
- Permanent Account Number (PAN) issued by Income tax department
- The bidder should be a company registered under the Companies Act, 2013
- CA proposed for this tender, should Have valid ISO 9001-2008 certificates.
- CA proposed for this tender should have valid ISO 27001-certificate
- DSC proposed by the bidder should be licensed by Certifying Authorities (CA).
- In case of delay in the completion of work penalty of Rs.100 per complaint per day would be levied from the vendor.

Interested agencies/firms are requested to submit their quotations in attached format in sealed cover, to Administrative Officer (IT), South DMC, 24<sup>th</sup> Floor, Dr. SPM Civic Centre, Minto Road, New Delhi-110002. The last date of submission of quotation is 5<sup>th</sup> July 2021 till 5:00PM.

  
25/06/2021  
Administrative Officer (IT)  
South DMC

**Format**

Format for submission of quotations for Enrolment of agency for issuing Digital Signatures in SDMC.

Sl No.	Digital Signatures Types	Unite Rate	Taxes	Total
1	Class –III (Signing)			
2.	Class–III(Signing+ Encryption )			
3.	Class –II (Signing)			
4	Class–II(Signing+ Encryption )			

Name and Signature of Authorized signatory  
Designation  
Name of Company/Firm (with seal)