



OFFICE OF THE MISSION DIRECTOR  
**NATIONAL HEALTH MISSION, ASSAM**

Saikia Commercial Complex, G.S. Road, Srinagar Path, Christianbasti, Guwahati-781005  
Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: [mdnrhmasm@gmail.com](mailto:mdnrhmasm@gmail.com)

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**TENDER DOCUMENT**

**For Empanelment of Supplier for Supply of Digital Signature Certificates (Sign + Encryption of Type Class III) with USB e-Tokens for National Health Mission Assam**



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No: I/756597/2024/ (ECF No: 237813)

Date: 04/11/2024

**NOTICE INVITING TENDER (NIT)**

**For Empanelment of Supplier for Supply of Digital Signature Certificates (Sign + Encryption of Type Class III) with USB e-Tokens for National Health Mission, Assam**

Date of publication of the Tender	<b>5<sup>th</sup> November 2024</b>
Date and Time of Pre-Bid	<b>12<sup>th</sup> November at 2:00 PM</b>
Last Date and Time of submission of Bid	<b>26<sup>th</sup> November 2024 to 2:00 PM</b>
Date and Time of Bid opening	<b>26<sup>th</sup> November 2024 at 2:15 PM</b>
Place of Bid opening	Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Sreenagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam.
Address for Communication	Mission Director, National Health Mission, Saikia Commercial Complex, Sreenagar Path, Christianbasti, G.S Road, Guwahati-781005, Assam
Email Id:	<a href="mailto:mdnrhmasm@gmail.com">mdnrhmasm@gmail.com</a> and <a href="mailto:misnrhm.assam@gmail.com">misnrhm.assam@gmail.com</a>
Performance Security	<b>5% of the order value</b>
Ernest Money Deposit (EMD)	<b>Rs. 500/-</b>
Tender Processing Fee	<b>Rs. 10/-</b>

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## SECTION-I

### **1.0 INSTRUCTION TO APPLICANT (BIDDER)**

#### **1.1 SUBMISSION OF BID**

**1.1.1** Tender in Two Bid System i.e. Technical Bid and Price Bid affixing court fee stamp of Rs. 8.25 or IPO of Rs. 10/- only, are invited from licensed Certifying Authority (licensed by the Controller of Certifying Authorities, Ministry of Information Technology, Government of India for issuing and managing Digital Signature Certificates (Class-III Digital Signature Certificates) or one agency authorized/dealer/reseller/partner of the Certifying Authorities registered in India under relevant law having at least 1 years of relevant experience for supply of Digital Signature Certificates (DSC) on USB token.

**1.1.2** Bids in two parts {Technical bid (Cover "A") and Price Bid (BOQ)} should be submitted on or before **26<sup>th</sup> November 2024 till 2:00 PM** at the Office of the Mission Director, National Health Mission, Saikia Commercial Complex, Shreenagar Path, Christianbasti, G S Road, Guwahati-781005, Assam.

#### **1.2 IMPORTANT NOTES**

**1.2.1** The bidder shall quote prices in Indian Rupees only for the service.

**1.2.2** The selected vendor has to supply the **Digital Signature Certificates (Sign + Encryption of Type Class III) with USB e-Tokens**.

**1.2.3** The selected vendor has to provide **3 years of validity for the Digital Signature Certificates (DSC)**.

**1.2.4** The tender is invited for **procurement of Digital Signature Certificates (DSC)**. Rate shall be valid for 1 year. The purchase order shall be given in lots as per requirement. Exact number requirement is not confirmed, but initially, it is estimated to procure approximately 30 DSCs. Total number may vary at the time of purchase order.

**1.2.5** The selected vendor has to supply Digital Signature Certificates (DSC) for the officials of National Health Mission, Assam. The Digital Signature Certificates shall be issued on USB token. The list of the officials will be mentioned in the Purchase Order (if required).

**1.2.6** Any amendment or clarifications shall be uploaded on <https://nhm.assam.gov.in/>. No public or separate communication shall be sent to prospective bidders in this regard.

#### **1.3 ELIGIBILITY CRITERIA**

**1.3.1** Bidder should be (i) a Company registered in India under the Companies Act, (ii) a Society registered under the Societies Registration Act, 1860 or (iii) a Partnership as per Indian Partnership Act 1932 / Proprietorship Firm. Registration certificate or partnership deed of the bidder must be submitted.

- 1.3.2** The bidder should be either a licensed Certifying Authority (licensed by the Controller of Certifying Authorities, Ministry of Information Technology, Government of India for issuing and managing Digital Signature Certificates (Class-III Digital Signature Certificates) or one agency authorized/dealer/reseller/partner of the Certifying Authorities as per the Indian IT Act 2000 and amendments thereof).
- 1.3.3** The Bidder should have at least 1 year of experience as on 31<sup>st</sup> March 2022 for supply and configuration of Digital Signature Certificate.
- 1.3.4** Average Annual Turnover of the bidder in the last three financial years from **similar activity** should not be less than **Rs. 1.00 Lakhs**. The average annual turnover certificate as issued by the Auditor/Chartered Accountant should be submitted in the format enclosed. The Certificate must be accompanied by audited Statement of Accounts of last three financial years.
- 1.3.5** Bidder blacklisted either by the Bid Inviting Authority or by any State Government or Central Government Organization shall not be allowed to participate in the Bidding process during the period of blacklisting.
- 1.3.6** Registration: The Bidder should also be registered under Income Tax and GST. Self Attested copy of the GST Registration certificate and photo copy of PAN Card should be submitted along with the bid document.

#### **1.4 GENERAL CONDITIONS**

- 1.4.1** The Bid should be submitted along with **Court Fee Stamp (Rs 8.25)/IPO (Rs 10.00)** to the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Shreenagar Path, Christianbasti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the Bid.
- 1.4.2** Bids will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the NIT.
- 1.4.3** At any time prior to the date of submission of bid, the Tender Inviting Authority may, for any reason, whether on his own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of bid (Technical & Financial Bid).
- 1.4.4** Interested eligible bidders may obtain further information from the office of the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Christianbasti,

Guwahati-781005.

## **1.5 TECHNO-COMMERCIAL BID - COVER "A"**

- 1.5.1** The Bidder should furnish the following documents in a separate cover hereinafter called "Cover A".
- 1.5.2 Court Fee Stamp/IPO and Processing Fee:** Court fee stamp of Rs 8.25 or IPO of Rs 10/- in favour of "State Health Society, Assam" payable at Guwahati should be submitted.
- 1.5.3 Particulars of the Bidder:** Particulars of the Bidder in the as per **Annexure - III** should be enclosed.
- 1.5.4** The bidder should submit a copy of valid Authority Document issued by the Certifying Authority (CA) in case of authorized distributor/dealer/reseller/partner of the Certifying Authority (CA) with the bid.
- 1.5.5** Attested copy of work order and completion certificate related to supply of Digital Signature Certificate (DSC) must be submitted along with the Technical Bid.
- 1.5.6 Undertaking of Bidder:** Undertaking should be submitted as per **Annexure-II**.
- 1.5.7 Annual Turnover Certificate of the Bidder:** The average annual turnover certificate issued by the Auditor/Chartered Accountant should be submitted in the format enclosed as **Annexure - IV** of this Tender document. Certificate of Auditor/Chartered Accountant must be accompanied by attested copies of audited "Statement of Accountants" of last three financial years.
- 1.5.8 GST Registration Certificate & PAN:** Copy GST registration Certificate and copy of the Income Tax PAN.
- 1.5.9 Undertaking against Fraud & Corruption:** Undertaking against fraud and corruption in the format at **Annexure-V**.
- 1.5.10 Agreed Terms & Conditions of Bidder:** Agreed Terms & Conditions as per **Annexure - VI**.
- 1.5.11 Signature with Seal:** Original Tender document duly stamped and signed in each page by the authorised person along with the Forwarding Letter as per "**Annexure - I**".
- 1.5.12 Checklist of Documents:** A Checklist (**Annexure-VIII**) for the list of documents enclosed with their page number. The documents should be serially arranged as per this **Annexure-VIII** and should be securely tied or bound.
- 1.5.13** The above documents should be sealed in a separate cover super scribed as "**TECHNICAL BID, COVER "A" (Tender for ..... due on.....)**" and addressed to the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005.

## 1.6 PRICE BID

1.6.1 The price bid should be submitted as per **Annexure-VII**.

1.6.2 The price bid should be sealed in a separate cover super scribed as **"PRICE BID, COVER "B" (Tender for ..... due on.....)"** and addressed to the **Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005**.

1.6.3 No Bidder shall be allowed at any time on any ground whatsoever to claim revision or modification in the rates quoted by him. Representation to make correction in the Tender documents on the ground of Clerical error, typographical error, etc., committed by the bidders in the Bids shall not be entertained after submission of the bids.

1.6.4 Both technical and price bid should be sealed in a separate cover super scribed as **"Tender for ..... due on....."** and addressed to the **Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005**.

## 1.7 VALIDITY OF BID

1.7.1 Bids shall remain valid for acceptance for a period of 90 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period.

## 1.8 VALIDITY OF OFFER OF SUCCESSFUL BIDDER

1.8.1 The **validity of offer of the successful bidder shall be at least One (1) year from the date of finalization of the order** and the successful bidder will be bound to supply the items at agreed rates and terms during this period.

## 1.9 ACCEPTANCE OF TENDER

### 1.9.1 Tender Evaluation

Tenders will be evaluated with reference to various criteria of technical bid and thereafter on the basis of the Net Unit Cost for determining the L1 (Lowest) Rate from amongst those qualifying the technical bid. Conditional discounts shall not be taken into account for price comparison.

### 1.9.2 Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.



### 1.9.3 Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

## 2.0 AGREEMENT

2.1 The successful bidder shall execute an agreement on a non-judicial stamp paper of the value of Rs 100 (stamp duty to be paid by the bidder) within 10 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted or within 7 days from the date of issue of order.

## 3.0 SECURITY DEPOSIT

3.1 The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5% of the order value in the form of bank guarantee from any Indian nationalized bank in favour of “**State Health Society, Assam**” valid for a period of **Three (3) years and Two (2) month** from the date of order.

However, if the supplier fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be encashed and the amount will be forfeited.

If the supplier fails to provide onsite support during the validity period, the bank guarantee shall be encashed and the amount will be forfeited.

3.2 The Authority may cancel the letter of award, if the successful Bidder (Applicant) withdraws its Proposal (Bid) after its acceptance or fails to submit the required Performance Securities for the initial contract.

## 4.0 NON ASSIGNMENT OR SUB- LETTING

4.1 The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## 5.0 COMMUNICATION

5.1 All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

## **6.0 ANNULMENT OF AWARD, FORFEITURE OF SECURITY DEPOSIT & FRESH AWARD**

**6.1** Failure of the successful bidder to comply with the requirements of signing of agreement and / or submission of security deposit within the time schedule as stipulated above shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. Under such a situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance. In case it is decided to go for the next lowest bidder, negotiation may be considered to bring down their price nearer to the originally evaluated lowest bid.

## **7.0 SUPPLY CONDITIONS**

### **7.1 SPECIFICATIONS AND QUALITY**

**7.1.1** The items supplied by the successful bidder shall be of standard quality and shall comply with specifications and conditions specified.

**7.1.2** No reconditioned or refurbished items shall be allowed. In case any item or component found to be reconditioned or refurbished (not new) then this shall be treated as cheating amounting to breach of contract and accordingly all legal recourses available under the Law in addition to forfeiture of performance security and blacklisting shall be undertaken.

### **7.2 DELIVERY PERIOD**

**7.2.1** The **Digital Signature Certificates (Sign + Encryption of Type Class III) with USB e-Tokens** are to be delivered at office of the Mission Director, National Health Mission, Assam Saikia Commercial Complex, Srinagar Path, Christian Basti, G S Road, Guwahati-781005 **within 15 days from the date of issue of the Purchase order.**

### **7.3 VALIDITY**

**7.3.1** **The validity of the Digital Signature Certificates (DSC) should be 3 years from the date of supply and activation.**

### **7.4 PENALTY FOR DELAYED DELIVERY**

**7.4.1** In case there is delay in delivery beyond the stipulated period as mentioned in the purchase order, there shall be **reduction in price @ 0.5 % of the order value** of the delayed goods **per day of delay** subject to a maximum of 10% of the total order value.

**7.4.2** Once the maximum price reduction is reached, termination of the contract may be considered. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender for the next 5 years, in addition to forfeiture of Security Deposit and other penal actions.

## **8.0 PAYMENT TERMS**

- 8.1** Payment will be 100% after receipt, installation and successful commissioning of equipments at destination.
- 8.2** Bill should be submitted in triplicate. Following documents should be furnished along with the bill:
- a) Original Delivery Challan must be submitted along with the Bill.
  - b) Activation report should be submitted for each item.
  - c) Certificate of validity for each item.
- 8.3** Payment shall not be released without Agreement and Security Deposit.

## **9.0 FRAUD & CORRUPTION**

- 9.1** The bidders, suppliers & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices -
- a) "Corrupt Practice" means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
  - b) "Fraudulent Practice" means misrepresentation or omission of facts in execution of contract.
  - c) "Collusive practice" means a scheme of arrangement between two or more bidders, with or without the knowledge of the Authority, designed to establish bid prices at artificial, non-competitive level.
  - d) "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.
- 9.2** During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then a) the bid shall be rejected and b) declare the firm ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

## **10 JURISDICTION OF COURT**

- 10.1** Legal proceedings if any shall be subject to Gauhati High Court, Guwahati, Assam jurisdiction only.

**SECTION – II**

**ANNEXURE-I: FORWARDING LETTER**

(To be submitted by all bidders/applicants on their letterhead)

Date.....

To

The .....

Sub: Tender for .....

Tender Ref No: ..... dated.....

Sir,

We are submitting, herewith our bid for

.....

We agree to accept all the terms and condition as stipulated in Tender document. We also agree to submit required Performance Security as stipulated in Tender document, if selected for signing the contract.

4. We agree to keep our offer valid for the period as stipulated in your Tender document.

Enclosures:

- a)
- b)
- c)
- d)
- e)

Signature of the Bidder.....

Seal of the Bidder.....

**ANNEXURE - II: UNDERTAKING (BY THE BIDDER)**

**UNDERTAKING**

To

Mission Director,  
National Health Mission, Assam

Tender No. \_\_\_\_\_

For \_\_\_\_\_

Sir,

1. I, Shri \_\_\_\_\_, on behalf of M/s \_\_\_\_\_ having registered office at \_\_\_\_\_ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of two year from the date of award of contract to us.
2. We agree to the conditions of the tender under which the PERFORMANCE SECURITY DEPOSIT shall be forfeited by us.
3. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
4. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
5. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.
6. We hereby declare that, our organization is not blacklisted by any Government Organization.
7. We hereby declare that, our organization is not under legal action for corrupt or fraudulent practices

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM :

**ANNEXURE - III: PARTICULARS OF THE BIDDER**

Sl		
1	Name of the Bidder	
2	Registration No and Valid Up to	
3	Address of the Registered Office	
	Phone No:	
	Fax No:	
	Official Email ID:	
4	Year of Establishment	
5	Type of Organization (Govt. Undertaking/ Corporation/ Public Limited/ Private Limited/etc)	
6	Name & Designation of the Authorized Signatory	
7	Contact Person	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
5	Website	
6	Address of Guwahati/ Assam Office	
7	Contact Person of Guwahati, Assam Office	
	Name:	
	Designation:	
	Phone No:	
	Fax No:	
	Mobile No:	
	Email ID:	
8	Brief Description of the organization	

Date:

Place:

Signature of Bidders

Name

Office Seal

**ANNEXURE-IV: TURNOVER CERTIFICATE (FROM SIMILAR ACTIVITY)**

**(TO BE FURNISHED IN THE LETTER HEAD OF THE AUDITOR/CA)**

This is to certify that the average annual turnover of M/s ..... in last three financial years is Rs .....(In words).

This is further to certify that the financial information as furnished below are true and correct and are inconsistent with the Statement of Accounts (audited) and other Statutory Returns.

<b>Financial Year</b>	<b>Turnover</b>
<b>Total</b>	
<b>Average</b>	

Date :

Seal :

Signature of Auditor / Chartered  
Accountant  
(Name in Capital Letters)  
Firm Registration No.....

**ANNEXURE-V: UNDERTAKING AGAINST FRAUD & CORRUPTION**

We ..... do hereby undertake that, in competing for (and, if the award is made to us, in executing) the bid “Supply and Installation of .....” under Tender Reference No ..... we shall strictly observe the policy against fraud and corruption in force in India.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :



## ANNEXURE-VI: AGREED TERMS & CONDITIONS

Tender No. & Date \_\_\_\_\_

### A. Details of Bidder

Bidder Name:

Offer Ref:

Contact Person:

Telephone No:

Signature:

Fax No:

E-mail:

### B. Definitions

1. "Purchaser" means the Mission Director, National Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for supply of goods and /or service as per tender.
3. "Vendor" or "Supplier" means a person or firm or company, to whom the order is addressed for supply of goods and /or services.
4. "Site" means the premises of the purchaser or any other place as decided by the Purchaser.

**NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.**

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	<b>C. Technical</b>	
1.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
2.	In case of deviations, confirm that the same have been highlighted separately.	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
3.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
4.	Confirm that all certificates/ documents furnished and Court Fee stamp affixed.	
5.	Confirm acceptance of Guarantee condition indicated.	
	<b>D. Commercial</b>	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price is inclusive of cost equipment, installation & commissioning and also inclusive of all taxes/duties and any other incidental charge.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and Tax as % age of basic price to arrive at landed price in D2 above.	
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by the purchaser.	
5.	If there is any variation or fresh imposition of Excise Duty at the time of supply due to various reasons, including turn-over, confirm that the same shall be borne by supplier.	
6.	If clause 5 above is not acceptable, advice maximum possible rate of additional ED chargeable; this shall be loaded to your price.	
7.	Confirm that in case any new or additional duties and taxes are imposed after the contractual delivery date due to delays attributable to the supplier the same shall be borne by the supplier. This will be in addition to Price Reduction for Delay in Delivery.	
8.	Confirm acceptance of Price Reduction Schedule for delay in delivery @ 0.5% of delayed value of goods per day of delay or part thereof subject to maximum of 10% of the total order value.	
9.	Confirm acceptance of Delivery Period as indicated in	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	the tender document.	
10.	Confirm acceptance of relevant payment terms specified in the tender document.	
11.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the tender document.	
12.	Confirm that the quoted prices shall remain firm & fixed till complete execution of the order.	
13.	<p>a) In case you are a manufacturer confirm that the prices quoted are not higher in any respect than your quoted/agreed prices with any other Government department/institution or PSU.</p> <p>b) In case you are a dealer/ distributor / authorized agent, confirm that the prices quoted are as per manufacturer's price list with appropriate discount.</p>	
14.	Packing / forwarding, transportation, loading/unloading and insurance are supplier's responsibility. However, to protect the items from physical damages and/or deterioration due to weather during transit, supplier to ensure proper packing & handling arrangement. Please confirm compliance.	
15.	Confirm acceptance of Part Order.	
16.	Confirm acceptance of Repeat order within <b>12</b> months from the date of initial order at same price and terms & conditions.	
17.	It is noted that the purchaser would disown any responsibility / liability towards irregularity, contravention or infringement of any statutory regulations including those of patent, on manufacture or supply of goods covered by the order.	
18.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
19.	Confirm that you shall observe the highest standard of ethics during bidding and in case favoured with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or	

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	coercion.	
20.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM

## ANNEXURE - VII: PRICE BID

(Official letter head of the bidder)

### Price Bid

Name of the Bidder:

Tender Reference Number:

Sl	Name of the Item	Basic Price (per Unit Cost) (in Rs.)	GST (%)	GST Amount (in Rs.)	Net Unit Cost* (including GST) (in Rs.)	Unit cost in words
1	Digital Signature Certificates (Sign + Encryption of Type Class III) with USB e- Token					

Note:

- L1 bidder will be evaluated as mentioned in the relevant clause.
- Price Bid should be in the official letter head of the bidder.

Seal & Signature of the bidder

## ANNEXURE – VIII: CHECK LIST

SI No	Checklist	Yes	No	Page No
1	Rs. 8.25 Court Fee Stamp affixed /IPO for Rs 10/- for bidders outside Assam.			
2	Earnest Money Deposit (EMD) of Rs. 500/- in the form of Demand Draft			
3	Bid Processing Fee of Rs. 10/- /- in the form of Demand Draft			
4	Forwarding Letter as per <b>Annexure-I</b>			
5	Check List as per <b>Annexure-VIII.</b>			
6	Undertaking as per <b>Annexure-II</b>			
7	Particulars of the Bidder as per <b>Annexure-III</b>			
8	Annual Turnover Statement for the past 3 financial years as per <b>Annexure – IV</b> along with profit & Loss and Balance Sheet Statement			
9	Undertaking on fraud and corruption as per <b>Annexure – V</b>			
10	Agreed Terms & Conditions as per <b>Annexure-VI.</b>			
11	Documentary evidence for the constitution of the company/Agency/Firm			
12	Registration & Incorporation Details			
13	GST Registration Certificate.			
14	PAN Details			
15	Copy of valid Authority Document issued by the Certifying Authority (CA) in case of authorized distributor/dealer/reseller/partner of the Certifying Authority (CA)			
16	Attested copy of work order and completion certificate			
17	Signature and seal on each page of Bid Document			
18	Price Bid as per <b>Annexure-VII</b>			

**ANNEXURE - IX: AGREEMENT FORMAT**

THIS CONTRACT AGREEMENT is made

This ..... day of month..... Year 2024

BETWEEN

(1) Name and Address of the Purchaser:

(2) Name and Address of the Supplier:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [insert: brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [insert: contract price in words and figures] (hereinafter called “the Contract Price”)

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Condition of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and constructed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Special Conditions of Contract
  - (c) General Conditions of Contract
  - (d) Technical Requirements ( including Technical Specifications)
  - (e) The Supplier’s bid and original Price Schedules
  - (f) The Purchaser’s Notification of Award (Order No)
  - (g) [Add here: **any other documents**]

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

For and on behalf of the Purchaser

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

For and on behalf of the supplier

Signed: \_\_\_\_\_

In the capacity of [insert: **title or other appropriate designation**]

In the presence of \_\_\_\_\_

\*\*\* XXX \*\*\*