



# HIGH COURT OF TRIPURA AGARTALA

**NIT NO.: F. 6(48)-HC/2024/DSC/29436**

**NOTICE INVITING TENDER(NIT) FOR  
SUPPLY OF e-MUDHRA DIGITAL SIGNATURE CERTIFICATE USB TOKENS (CLASS-III COMBO  
WITH SIGNATURE AND ENCRYPTION) WITH 2 YEARS VALIDITY OR MORE FOR THE  
OFFICIALS OF THE HIGH COURT OF TRIPURA**

The High Court of Tripura invites sealed tenders in two bid system (Technical & Financial) from the authorized Distributors/Dealers/Suppliers for “**Supply, Testing and Installation of e-Mudhra Digital Signature Certificate USB tokens (Class-III Combo with signature and encryption) with minimum 2 years validity for the officers/officials at the disposal of the High Court of Tripura**”. Interested bidders may submit tenders **on or before 15/01/2025 up to 03.00 P.M.** in the O/o, the High Court of Tripura. The successful bidder may be ***empanelled for one year*** after signing of the agreement.

Date: 13<sup>th</sup> December, 2024

Registrar (Admn., P & M)  
High Court of Tripura.

**1. The dates for the schedule of key events of this tender are given as under:**

**DOCUMENT CONTROL SHEET**

<b>Sl. No</b>	<b>Events</b>	<b>Date and Time</b>
1	Tender No.	<b>F.6(48)-HC/2023/DSC/<u>28065</u></b>
2	Tender Publishing Date	<b>13-12-2024</b>
2	Tender Fees	<b>Rs. 1000/-</b>
3	Bid Security/ Earnest Money Deposit	<b>Rs. 15,000/-</b>
4	Bid Validity	<b>90 days from the Bid Due Date</b>
5	Last Date & Time for submission of Bid	<b>15-01-2025 at 03:00 PM</b>
6	Last Date & Time for submission of Bid Security/EMD	<b>15-01-2025 at 03:00 PM</b>
7	Date & Time of opening of Technical Bids	<b>17-01-2025 at 03:00 PM</b>
8	Date & Time of opening of Financial Bids	To be notified later on in the High Court website ( <a href="https://thc.nic.in">https://thc.nic.in</a> )
8	Venue of opening of the Technical & Financial Bid	Chamber of the Registrar (Admn., P & M), Ground Floor, High Court of Tripura.
9	Delivery & Testing Schedule	10 working days from the date of issuance of Purchase Order.

**2. Scope of work:**

e-Mudhra Digital Signature Certificate USB tokens (Class-III Combo with signature and encryption) are required for the Officers/Officials serving at the disposal of the High Court of Tripura & the District Judiciary for digitally signing various categories of electronic documents. The successful bidder shall supply e-Mudhra Digital Signature Certificate USB tokens (Class-III Combo with signature and encryption) to the Officers/Officials of Registry of the High Court of Tripura & the District Judiciary.

The Registry will provide a list of Officers for whom Class-III Digital Signature Certificates are to be generated. The successful bidder shall collect the application form from the District Headquarter to be mentioned in the work Order and review the applications in order to generate Class-III Digital Signature Certificates of e-Mudhra in accordance with the

specifications mentioned in the Notice. The successful bidder shall supply USB token with Class-III Digital Signature Certificates and the required SDK/Device drivers, software within the time frame as specified in this NIT. The token should be compatible with the Operating Systems of both **Ubuntu 18.04** and **Windows 10 Professionals** and their higher versions. The High Court of Tripura, therefore, invites bids from the reputed and authorized Distributors/Dealers/Suppliers for “Supply of e-Mudhra Digital Signature Certificate USB tokens (Class-III Combo with signature and encryption) with minimum **2 years validity**”. ***The approximate number of required DSC is 300***, however, the quantity may increase or decrease as per actual requirement and other relevant factors. The successful bidder may accordingly supply the DSCs within the contract period.

3. **Tender Fees:** The interested eligible bidder has to submit the **tender fees of ₹1000/-** (Rupees One Thousand) only in the form of a Demand Draft drawn on a Nationalized Bank favour of the **Registrar (Admn., P & M)**, High Court of Tripura payable at Agartala at the time of submission of bids. The tender fees will be non-refundable in all circumstances. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

4. **Bid Security/Earnest Money Deposit:**

4.1 The bidder has to submit an interest free Bid Security/ Earnest Money Deposit (EMD) of ₹15,000/- (Rupees Fifteen Thousand Only) in the form of a Demand Draft drawn on a Nationalized Bank in favour of the **Registrar (Admn. P & M), High Court of Tripura** payable at Agartala at the time of submission of bids. The date of the Demand Draft submitted for the same should not be earlier than the date of issue of this NIT.

4.2 The Bid Security Cost shall remain valid for a period of ninety (90) days from the date of opening of the Technical Bids.

4.3 The EMD may be forfeited due to following reasons:

- a) If the Bidder withdraws bid during the period of bid validity.
- b) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of bid validity,
  - (i) Fails or refuses to execute the Contract Form, if required;
  - (ii) Fails or refuses to furnish the Performance Security, in accordance with the terms of this RFQ;

**4.4** The EMD of the unsuccessful bidders shall be refunded back as promptly as possible, but not later than thirty (30) days after the expiry of the period of bid validity.

**4.5** The Bid Security/EMD of the successful bidder shall be returned only after the submission of their acceptance against the issued award of contract within the stipulated time period and furnishing of the performance security.

**5. Exemption to deposit Tender Fee & EMD for MSME registered Firms**

As per Rule 170 of General Financial Rules, 2017, "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME)" are exempted from submission of EMD (Bid security). Bidders claiming exemption of EMD under this rule(170 of GFR) are however required to submit a duly signed Bid Security Declaration as per the prescribed format at **Annexure- II** accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded with the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 3 years from being eligible to submit Bids for tenders with the High Court of Tripura.

In addition to the above, as per MSME Policy Circular dtd. 23<sup>rd</sup>March 2012, MSEs registered under UAM scheme will be provided tender cost free of cost. Bidders are required to submit valid UAM certificate and their claim for free tender cost will be considered for the service/category for which they are registered as per UAM certificate. Decision of Bid Evaluation Committee will be final in the matter.

**6. Period of validity of Bid:**

The offer submitted by the bidder shall be valid for a period of **60 days from the date of opening of the Technical Bid**. A bid, valid for a shorter period, may be rejected as non-responsive. In exceptional circumstances, High Court of Tripura may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing/email. A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**7. Bid Price:**

The Bidders would have to quote the prices in Indian Rupees only for the total scope of work including supply, testing and installation of the DSC Tokens. Prices quoted must be

firm and final and shall remain constant throughout the period of the contract and shall not be subject to any upward modifications, whatsoever. The Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices. Discount of any type, indicated separately, will not be taken into account for evaluation purpose. The Price quoted should be inclusive of GST and all other applicable Taxes/Duties and valid for a period of **60days** from the date of opening of the Technical Bid. The rate quoted by the successful bidder shall remain valid for a period of one year from the date of signing agreement with the High Court of Tripura.

**8. Superscripting NIT Proposal Envelop:**

The Bidders shall submit their Bids in three separate sealed envelopes in the following format:

- a) **COVER A** containing TENDER FEES & EMD should be sealed in a separate envelope superscripting “**Tender Fees & EMD**”. In case, a bidder claims exemption to deposit EMD as per clause 5 of this NIT, then **COVER A** should contain the **Bid Security Declaration** duly signed by the bidder as per the prescribed proforma at **Annexure-II** and the proof of MSME/NSIC Registration valid on the bid due date.
- b) **COVER B** containing TECHNICAL BID should be sealed in a separate envelope superscripting “**Technical Bid**”.
- c) **COVER C** containing FINANCIAL BID should be sealed in a separate envelope superscripting “**Financial Bid**”.

All the above mentioned three envelopes together should be enclosed and submitted in a properly sealed separate envelope mentioning the name of the NIT as “**Supply, Testing and Installation of e-Mudhra Digital Signature Certificate USB tokens (Class-III Combo with signature and encryption) with 2 years validity for the officials of the High Court of Tripura**” along with the Tender Ref. No. If any Bidder deviates from submitting its Bid in this prescribed format, the Bid shall be summarily rejected and shall not be taken into consideration for evaluation.

**9. Last Date of Submission of the Bid:**

Sealed Envelope containing bids in the above-mentioned format should be submitted by the Bidder to the Office of the High Court of Tripura as per time schedule mentioned at Clause 1 of this NIT. The envelope containing the bids must be dropped in the Receipt Desk (Ground Floor) of the Establishment Section of High Court of Tripura during the working hours of

the office on all working days. Bids received from any Bidder after the stipulated date and time, for any reasons whatsoever, shall not be taken into consideration for Bid Evaluation and will be summarily rejected.

The High Court of Tripura may, at its discretion, extend the last date/ time for submission of bids by amending the Tender Document, in which case, all rights and obligations of the Purchaser and Bidders previously subject to the last date/time will thereafter be subject to the last date/time as extended.

***N.B: Winter Vacation starts in the high Court from 22<sup>nd</sup>December, 2024 to 3<sup>rd</sup>January, 2025. During this period Registry will be functional from 10:30 AM to 1:00 PM.***

**10. Opening of the NIT:**

The Bids received only within the stipulated date and time shall be opened in the Chamber of the Registrar (Admn, P &M) **on 17-01-2025 at 03:00PM** (Technical Bid) in presence of the Bidders/duly authorized representative of the Bidders who may desire to be present. On completion of evaluation of the Technical Bids, the list of the technically qualified bidders shall be short listed by the High Court and also communicated to the technically qualified bidders via email in advance.

The date and time of opening of the Bids may, however, be changed, if required, at the discretion of the Authority with notice to the Bidders;

**11. SUBMISSION OF DOCUMENTS:**

**11.1** The following documents are to be submitted by the Bidders in the envelope '**COVER-B**' alongwith the Technical Bid:

- a) Bidder's Profile as per **Annexure-I**;
- b) Technical Bid Letter as per **Annexure-III**;
- c) Duly attested copies of the pre-qualification documents to establish eligibility criteria as under:
  - (i) Documents in proof of GST Registration, TIN No, TAN No. and PAN No.;
  - (ii) Income-tax Clearance Certificate of last three Financial Years;
  - (iii) Audited Balance sheets of last three Financial Years;
  - (iv) The bidder must be an IT solution provider capable of handling Supply of Digital Signature Certificate and should have past experience of minimum 3 years in supply of Digital Signature Certificate Tokens to

any Department of the Central Government/State Government/High Court etc.;

- (v) The bidder's average annual financial turnover during last three Financial Years from sales and support services should not be less than **₹ 5,00,000/-**;
- (vi) Valid supply order of appropriate value with successful completion certificates of similar works executed during the last 3 years ending on **31<sup>st</sup> March, 2024**;
- (vii) Self-declaration on a duly Notarized Affidavit in a Stamp Paper of **Rs.200/-** that the Bidder has not been blacklisted by any High Court of the Country, Central/State Government, Public Sector Undertaking, Autonomous Bodies under Central and State Governments in India as per **Annexure-IV**;
- (viii) Bidders have to submit proper declaration from the eMudhra that he is authorized for issuance and selling of eMudhra Class-III DSC with Token.
- (ix) Proof of office address in Agartala, Tripura.

**11.2** The following documents are to be submitted in the envelope 'COVER-C' alongwith the Technical Bid:

- a) Financial Bid letter as per **Annexure-V**.
- b) Financial bid as per **Annexure-VI**.

## **12. PRE-BID QUERIES:**

Pre-bid session shall be held with respect to this NIT on 18<sup>th</sup> & 19<sup>th</sup> December, 2024 in the Computer Section, 2<sup>nd</sup> Floor, High Court of Tripura from 02:00 PM to 04:00 PM. However, bidders may also send their queries regarding this NIT in the official email- [thc.itcell@indiancourts.nic.in](mailto:thc.itcell@indiancourts.nic.in) upto 20-12-2024 before 01:00 PM by **mentioning subject line as 'NIT No.F.6(48)-HC/2024/DSC/29436 dated 13-12-2024 Query in c/w NIT- eMudhra Class-III DSC'**.

## **13. BID EVALUATION PROCESS:**

**13.1** Technical Bids of only those bidders will be opened whose Earnest Money Deposit (EMD) /Bid Security/Bid Security Declaration (in case of MSME/NSIC registered

bidders) and Tender Fees is received by the Purchaser before the last date/ time of submission indicated above.

**13.2** Each document comprising Technical Bid as mentioned in the NIT must be submitted with signature at all pages. The submitted documents must prove bidder's eligibility as specified in the NIT.

**13.3** The Bidder will be disqualified in technical bid evaluation in case of absence of the model specified requested for by the High Court.

**13.4** Financial bid of only those bidders will be opened who qualifies in Technical Bid.

**13.5** Financial bid in the same format as mentioned in the tender must be submitted with signature at all pages.

**13.6** Arithmetic Error, if any, in the price breakup will be rectified on the following basis:

If there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price with quantity, the unit price shall prevail and the total price shall be corrected.

- a. The L1 bidder will be arrived at on the basis of the lowest rate quoted by the bidder in the financial bid for the entire scope of work as per the prescribed proforma.

**14. PURCHASER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

The Purchaser reserves the right not to accept any bid (including the L1) and to annul the Tender process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

**15. LETTER OF INTENT / NOTIFICATION OF AWARD:**

The letter of intent / notification of award shall be issued to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the Contract satisfactorily. The successful Bidder shall be required to furnish a letter of acceptance to it within 7 days of issue of the letter of intent / notification of award by Purchaser.

**16. SIGNING OF CONTRACT:**

Within 7 (Seven) days from the date of sending Letter of Acceptance, the successful Bidder shall sign a Contract with the Purchaser as per the proforma given at **Annexure- VII**.

**17. PERFORMANCE SECURITY:**

**17.1** While submitting the Letter of Acceptance in response to the Letter of Intent as mentioned in Clause 12 of this NIT, the successful bidder shall furnish Performance Bank Guarantee(PBG) to the High Court, which shall be equal to 2.5 % of the value of the Contract and shall be in the form of a Guarantee Bond from a Nationalized / Scheduled Bank. The validity of the Performance Guarantee submitted should be for a period of two years. The Proforma of the PBG shall be supplied by the High Court to the successful bidder alongwith the Letter of Intent.

**17.2** The performance guarantee shall be deemed to govern the following guarantees from the successful Bidder, in addition to other provisions of the guarantee:

- (i) The e-Mudhra DSC Class-III Tokens supplied under the contract shall be free from all defects/bugs and upon written notice from the High Court, the successful Bidder shall fully remedy, free of expense to the High Court, all such defects/bugs as developed under the normal use of the said equipment.
- (ii) To fulfill the conditions of Purchase Order.
- (iii) The performance guarantee is intended to secure the performance of the entire scope of work. However, it is not to be construed as limiting the damages stipulated in any other clauses.

**18. ISSUANCE AND DELIVERY TIMELINE:**

**18.1** The successful bidder shall deliver the DSC tokens to the System Analyst, High Court of Tripura within 10 (Ten) working days of placing of the purchase order OR to the Officer concerned if instructed in the Purchase Order.

**18.2** All aspects of safe delivery shall be the exclusive responsibility of the successful bidder.

**18.3** The successful bidder shall obtain signature of System Analyst, High Court of Tripura with date and stamp of the on the Delivery Challan and handover a copy thereof to him.

**19. DOCUMENT PROCESS & DELIVERY LOCATION:**

**19.1 Issuance of Work Order:** Work Order will be issued in favour of the successful bidder separately for the Registry of the High Court of Tripura & each Eight District & Sessions Court.

**19.2 Document Collection and Validation:** The bidder is required to collect and validate the documents of the officers at the locations specified in the Work Order. The Know Your Customer (KYC) process must be executed physically at the Judicial District Headquarters. However, for the officers of the Registry of the High Court of Tripura, this process can be conducted within the High Court Complex.

**19.3 Completion Report:** Upon successful issuance of the Digital Signature Certificates (DSCs), the bidder must submit a consolidated completion report, clearly stating the dates of activation and expiry. This report must be duly signed by the Nodal Officer/System Officer of the concerned Judicial District and submitted to the undersigned.

**20. VALIDITY AND E-TOKEN WARRANTY:**

**20.1.** The validity of the Digital Signature Certificate shall be minimum of two years from the date of generation thereof.

**20.2.** An auto generated alert via email and SMS should be sent to the user before 45 days of expiry of their Digital Signature Certificate.

**21. HELPDESK REQUIREMENT:**

**21.1.** The successful bidder shall provide online dedicated support and helpdesk services through phone, email and SMS alerts by qualified and competent support team for assisting users of the concerned Court/office.

**21.2.** The successful bidder shall provide escalation matrix for their sales & support function.

The successful bidder shall be responsible to provide genuine and quality DSC USB Tokens as per the guidelines of CCA. If any of the USB Tokens is found defective/non-functional/non-responsive within the warranty time period, the successful bidder shall replace that USB Token with DSC downloaded afresh, within 10 working days from the replacement request. The concerned court/office shall provide a fresh application for reissuance of DSC, if required.

**21.3** If DSC gets deleted from USB token unknowingly, the successful bidder may be asked to re-generate DSC for that particular individual on the same USB Token or new USB token as per the requirement of the concerned court/office.

**21.4** The issuance and activation process of Digital Signature Certificate tokens should be hassle free.

**22. PAYMENT TERMS:**

**22.1** Bill along with the original excise duty gate pass, if applicable, installation certificate and other relevant documents shall be submitted (three copies) by raising the bills in the name of the Registrar (Admn., P&M), High Court of Tripura.

**22.2** An invoice shall contain the items ordered under one Purchase Order only. Bill /Invoice shall not be combined for more than one purchase order.

- 22.3 On submission of Invoice 100% payment will be paid after satisfactory delivery, installation and commissioning thereof.
- 22.4 As far as possible, payment will be made within 60 days after submission of duly signed and stamped Delivery Challans.
- 22.5 All payments shall be made in Indian Rupees (₹) subject to deduction of all statutory (including applicable TDS) and contractual deductions including liquidated damages, if applicable.
- 22.6 No payment will be made for the goods which are delivered and installed over and above the Purchase Order without obtaining prior permission of the High Court.

**23. LIQUIDATED DAMAGES :**

- 23.1 If the successful bidder fails to deliver DSC token within the stipulated time from the receipt of application form, then liquidated damages at the rate of 0.05% of per unit cost of DSC token shall be imposed for each day's delay after the timeline.
- 23.2 If the successful bidder fails to meet the timeline for the delivery, the High Court may cancel the order and engage another contractor to carry out the work at the cost of the successful bidder and forfeit the security deposit of the successful bidder.

In case of inordinate delay in rectifying the defect is noticed, the High Court shall have every right to get the defective parts repaired at the Successful Bidder's cost.

**24. CONFIDENTIALITY:**

- 24.1. The term "Confidential Information" means any written information, including without intimation, information created by or for the other party, which relates to internal controls, Router or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions or security procedures of either party or any of its affiliates, or any client of either party, except such information which is in the public domain at the time of its disclosure or thereafter enters the public domain other than as a result of a breach of duty on the part of the party receiving such information. It is the express intent of the parties that all the business process and methods used by the Bidder in rendering the services hereunder are the Confidential Information of the Bidder.

- 24.2. Information relating to the examination, evaluation, comparison, post qualification of Proposals and recommendation of Contract award, shall be confidential and shall not be disclosed to Bidders or any other persons not officially concerned with such processes.
- 24.3. The Bidder shall not divulge to any person, subsidiaries or groups of the Bidders or to any other person, any information obtained by it in the course of execution of its work and all the information gathered by the Bidder shall be treated as professional communications and confidential. Any violation of this clause shall lead to cancellation of the Contract and invoking of the Bank Guarantee, if any, without notice to the bidder and he shall be liable for further damages.
- 24.4. The Bidder shall not encourage or partake in any form of software piracy during the contract period.
- 24.5. The Bidder shall not take the High Court as reference to their prospectus of clientele for any purpose without prior permission of the High Court of Tripura.

**25. FORCE MAJEURE:**

The right of the Contractor to proceed with the work shall not be terminated because of any delay in the completion of the work due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including but not limited to acts of God, war or revolutions or civil commotions, fires, epidemics, quarantine restrictions and freight embargos. If a Force Majeure situation arises, the Contractor shall promptly notify the High Court of Tripura in writing/email of such condition and the cause thereof. Unless otherwise directed by the High Court in writing/email, the Contractor shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek, all reasonable alternative means for performance not prevented by the Force Majeure event.

**26. TERMINATION FOR DEFAULT:**

The High Court of Tripura, without prejudice to any other remedy for breach of contract, by written notice of default sent to the successful bidder, may terminate this Contract in whole or in part.

- (i) if the successful bidder fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the High Court;
- (ii) if the successful bidder fails to perform any other obligation(s) under the contract.

**27. RESOLUTION OF DISPUTES:**

The High Court of Tripura and the Contractor shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract. Any claim, dispute or difference arising out of or in connection with this agreement and which cannot be settled by mutual consultations, shall be referred to sole Arbitration or an Arbitrator to be appointed by mutual consultations. The award of the Arbitrator shall be final and binding between the parties as per the terms and conditions of the Agreement to be executed on award of contract. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 and shall be conducted in Agartala. All disputes under this contract shall be subject to the jurisdiction of High Court of Tripura.

**28. GOVERNING LAWS AND JURISDICTION:**

The Agreement shall be governed by the laws in force in India. Any dispute arising in relation to the Agreement shall be subject to the Jurisdiction of the Courts at Agartala only.

Date : 13<sup>th</sup> December, 2024

**Sd/-**  
Registrar (Admn., P & M),  
High Court of Tripura



**ANNEXURE II – PROFORMA OF BID SECURITY DECLARATION**

Date : \_\_\_\_\_ 2024  
NIT No. : \_\_\_\_\_  
Alternative No. : (if any)

To  
The Registrar (Admn., P&M)  
High Court of Tripura  
Agartala – 799010

We, the undersigned, being registered as MSME or NSIC or both are entitled to claim exemption to pay the amount of EMD/Bid Security as mentioned in Clause No. 5 of this NIT by submitting a Bid Security Declaration in lieu of EMD, unequivocally declare that:

I/We here by accept that I/We may be disqualified/ suspended from bidding from any contract with the High Court of Tripura for a period of Three years from the date of disqualification/Suspension as may be notified by the High Court if,

- (a) We are in breach of any of the obligations under the NIT;
- (b) We withdraw or unilaterally modify/amend/revise our Bid during the bid validity period specified in the form of Bid or extended period, if any, after opening of bids;
- (c) We do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (d) We fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (e) We do not deposit the performance security within specified period after the supply/work order is placed and
- (f) We breach any provision of code of integrity prescribed for bidding specified in this RFP

We understand that this Bid Security Declaration shall expire if:-

- (i) We are not the successful Bidder;
- (ii) The execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) Thirty days after the expiration of our Bid.
- (iv) The cancellation of the procurement process; or
- (v) The withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

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

Name : \_\_\_\_\_

In the capacity of : \_\_\_\_\_  
Duly authorized to sign the bid for and on behalf of:

Dated on \_\_\_\_ day of \_\_\_\_\_  
Seal of the bidder: \_\_\_\_\_

**ANNEXURE – III**  
**Technical Bid Letter**

**To,**  
**The Registrar (Admn. P & M),**  
**High Court of Tripura**  
**Agartala-799010.**

Ref: NIT No: \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

1. I/We, am/are an established vendor/supplier in the area of supply and installation of e-Mudhra Class-III DSC Token and offer to provide the material and services in line with NIT No. \_\_\_\_\_ dated \_\_\_\_\_ at the prices and rates mentioned in the Financial Bid.

2. I/We enclose herewith the complete Technical Bid as required by you. This includes:

- a. Bidder's Profile (Annexure-I)
- b. Pre-qualification documents in support of eligibility criteria.

3. I/We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bids.

4. It is certified that our firm/company/organization is having mandatory registrations such as GST/TIN/TAN/PAN etc.

5. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender. We do hereby undertake, that, in the event of acceptance of our bid, the services shall be provided as stipulated in the Tender document and that we shall perform all the incidental services.

6. I/We do hereby undertake that, until a formal contract is prepared and executed, this bid, together with your award of contract and my/our acceptance shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_

Yours faithfully,

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal:

**ANNEXURE-IV**

**SELF-DECLARATION**

**To  
The Registrar (Admn. P & M)  
High Court of Tripura,  
Capital Complex,  
Agartala, Tripura (W) – 799010.**

Ref: \_\_\_\_\_

Date: \_\_\_\_\_

**Sir,**

We, the undersigned, hereby declare that, we are not involved in any litigation with any client which will impact execution of this project. We are not under a declaration of ineligibility for corrupt or fraudulent practices. We are not blacklisted with any of the Government or Public Sector Units in India. We further declare and certify that the materials used in the project are not procured from any agency (s) blacklisted by any State Government/Central Government/High Court/PSU.

**Name of the Bidder: -**

**Signature: -**

**Seal of the organization of the bidder:**

**ANNEXURE-V**

**Financial Bid Letter**

**To,  
The Registrar (Admn. P & M),  
High Court of Tripura  
Agartala-799010.**

Ref: NIT No: \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

1. Having examined the NIT for supply and installation of e-Mudhra Class-III DSC Token, I/we, the undersigned, offer to provide the same in conformity with the NIT No. \_\_\_\_\_ dated \_\_\_\_\_ for the sum of (Total bid amount in words and figures).
2. I/We enclose herewith the Financial Bid in the prescribed form.
3. I/We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to supply and installation of e-Mudhra Class-III DSC Token and other services as per these terms and conditions.
4. I/ We agree to abide by our offer for a period of 60 days from the date fixed for opening of the Technical Bid.
5. I/ We understand that you are not bound to accept the lowest or any bid you may receive.
6. If my/our bid is accepted, I/we will provide Bank guarantee for a sum equivalent to 2.5 % of the Contract Price for the due performance of the Contract as prescribed in the NIT.
7. I/We do hereby undertake, that, this bid, together with your award of contract and our acceptance shall constitute a binding Contract between us.

Dated this day of \_\_\_\_\_

Yours faithfully,

**(Full signature of the Bidder)**

Name & designation:

Company/Firm Seal:

**ANNEXURE – VI**

**Financial Bid**

1. Prices in Financial Bid should be quoted in the following format, as per the specifications in respective Annexure.
2. All prices should be quoted with warranty for Two Years.
3. Prices should be quoted in Indian Rupees and indicated both in figures and words. Figures in words will prevail.
4. Quoting incredibly low value of items with a view to subverting the Notice process shall be rejected straight away.
5. Sum total of all taxes to be given in Column 4 (Taxes). The details of all the tax types and value in percentage to be provided separately in the table below.

Sl. No	Description of the DSC	Unit Price (₹)	GST (₹.)	Unit Price (All inclusive) with Two Years warranty (Rs.)	Indicative Quantity for Determining the L1 bidder/rates only.	Total Price (All inclusive) with Two Years warranty (Rs.)
1	2	3	4	5=3+4	6	7=5X6
1.	e-MudhraDSCin USB Tokens (Class -III with signing and encryption) with minimum 2 years validity				1	
2.	e-MudhraDSCin USB Tokens (Class -III with signing and encryption) with 3 years validity (if available)				1	
<b>GRAND TOTAL VALUE (GTV) IN INR(₹)</b>						

**Note :**

1. Unit Price (Column 5) should include packing, forwarding, freight, insurance, or any other charges, if any.
2. All fields in the financial bid format are mandatory.
3. State entry taxes should not be included in Column in Taxes.

**ANNEXURE – VII**

**Proforma of Agreement/Contract  
(On Stamp Paper)**

AGREEMENT MADE this \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Twenty One, between \_\_\_\_\_ (hereinafter called "Tenderer") of the one part and the High Court, Tripura (hereinafter called "Purchaser") of the other part.

WHEREAS the Tenderer has Tendered to enter into a rate contract with the Purchaser to supply the \_\_\_\_\_ specified at **Annexures** -<No> and <No>- as per the delivery instructions and delivery schedule given in the Tender Document at the respective rates mentioned in the column provided for the purpose and whereas such Tender has been accepted and the Tenderer has furnished Performance Guarantee with the Purchaser in the sum of Rs. \_\_\_\_\_/- (amount of the guarantee in Words and Figures) as a security (Performance Guarantee) for the fulfillment of this Agreement. NOW IT IS HEREBY AGREED between the parties hereto as follows:

The Tenderer has accepted the Contract on the terms and conditions set out in the NIT No. \_\_\_\_\_ and Purchase Order No. \_\_\_\_\_, which will hold good during the period of this Agreement.

The Purchaser has placed Purchase Order No. \_\_\_\_\_ with M/s \_\_\_\_\_ (Tenderer) for supply of Digital Signature Certificate/ \_\_\_\_\_ Nos. (quantity and description of the item) along with related accessories, at the total cost of Rs. \_\_\_\_\_/- (amount of the guarantee in Words and Figures).

Upon breach by the Tenderer of any of the conditions of the Terms and Conditions of the Tender Document, the consequences will follow as per those Terms and Conditions in the Tender Document.

Place : Agartala, Tripura.

Tenderer

On behalf of the \_\_\_\_\_

Witness:

1)

Purchaser

2)

On behalf of the High Court of Tripura