

**GOVT. OF ASSAM**  
**OFFICE OF THE DEPUTY COMMISSIONER :: DHUBRI DIST :: DHUBRI**  
**(NAZARAT BRANCH)**

**NOTICE INVITING QUOTATION**

Sealed quotations in plain paper affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paisa) only are hereby invited from the intending licensed Certifying Agencies/Firms for supplying **Digital Signature Certificate (DSC)** for Officers and Dealing Assistants of DC's Office, Dhubri for implementation of e-Office as per specifications given below. Quotations will be received at the Office of the Deputy Commissioner, Dhubri during office hour upto 2-00 PM on or before **25<sup>th</sup> Nov/2022** and will be opened on the same day at 3:00 PM in the office of the Addl. Deputy Commissioner(Nazarat), Dhubri in presence of the intending agencies/quotationers or their authorized representatives.


**Details of item to be supplied with specification**

Item: Class-3 Digital Signature Certificate (DSC)  
Period of agreement: 2(two) year from date of supply of DSC  
Class III Type: USB token with 02 (two) year validity of DSC  
Certificate: **(i) Signing and Encryption**  
**(ii) Signing only**  
For usage in DC's Office, Dhubri  
User Type: Individual User.  
The DSC should comply with all the provision of the CCA Rules/ IT Act 2000 and all of the amendments issued from time to time.

Tentative Requirements - 74 (seventy four) nos. However, supply order no. of DSC may vary.

**Terms and Conditions:**

- 1) The rates shall be inclusive of all taxes and other contingent charges etc. Applicable Taxes would be deducted at sources.
- 2) The rate to be quoted should be economical and reasonable. Rate should be quoted both in figure and words. Rates once accepted will not be changed under any circumstances.
- 3) The brand/company name of the item to be supplied should be mentioned in the quotation.
- 4) The quotationer should invariably enclose along with their respective quotations- copies of licence/certificates of the registration of the agencies/firm, certificates in respect of clearance of up-to-date GST/ Income Tax from the competent authority. GST registration number should be mentioned in the quotation.
- 5) Should have atleast 3(three) nos. of similar work experience in Govt sector. Copy of such work order should be enclosed along with the quotation papers.
- 6) An amount of Rs. 5000.00 (five thousand) only has to be deposited as Security Deposit in the form of bank draft payable in favour of Deputy Commissioner, Dhubri by the selected quotationer. The Security Deposit will be released after completion of agreement period.
- 7) The work order will be issued in favour of the selected quotationer after execution of a agreement of the work with the undersigned. The selected quotationer must provide after sale service for the period of agreement, as and when needed by the undersigned.
- 8) Supply of items must be completed within the stipulated time and under no circumstances extension of time would be allowed.
- 9) (a) Failure to supply the items as per direction as stated in the work order will entail the undersigned to cancel the work order of supply.  
(b) The undersigned may also take any other action against the defaulter as he may think fit and proper in addition to what has been stated in clause (a) above.
- 10) The undersigned is not bound to accept the lowest or any quotation and reserves the right to accept/ reject any quotation without assigning any reasons thereof.
- 11) Payment against any order will be made subject to availability of fund.

  
Deputy Commissioner  
Dhubri

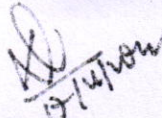
Dated Dhubri the 17/11/2022

Memo No. DNZ.21/2022/2

(A)

Copy to :-

- 1) The ADC(Personnel), Dhubri for information and necessary action.
- 2) The DIPRO, Dhubri for information and necessary action. He is requested to give publicity of the above quotation notice.
- 3)  The DIO, NIC Dhubri for information with a request to upload the above quotation notice in the district website.
- 4) Notice Board, DC's Office, Dhubri.

  
Deputy Commissioner  
17/11/22 Dhubri