

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER :: DHUBRI DIST :: DHUBRI
(PERSONNEL BRANCH)

NOTICE INVITING QUOTATION

Sealed quotations in plain paper affixing non-refundable court fee stamp of Rs. 8.25 (Rupees eight and twenty five paise) only are hereby invited from the intending licensed Certifying Agencies/Firms for supplying **Digital Signature Certificate (DSC)** for Officers and Assistants of DC's Amalgamated Establishment, Dhubri for e-Office system as per specifications given below. Quotations will be received at Personnel Branch, DC's Office, Dhubri during office hour upto 2-00 PM on or before 24/02/2025 and will be opened on the same day at 3:00 PM in the office chamber of the Addl. Deputy Commissioner(e-Office), Dhubri in presence of the intending agencies/quotationers or their authorized representatives.

Details of DSC 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

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 – more than 100 nos. However, supply order number of DSC may vary.

Terms and Conditions:

1. The rates should be inclusive of all taxes (including GST) and other charges if any. 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 earnest money of Rs. 10000.00 (ten thousand) only has to be deposited as Security Deposit in the form of bank draft payable in favour of District 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. If a selected tenderer withdraws the tender or fails to execute the work order within the given time, sub-standard work, or other factors detrimental to the interests of the office of the District Commissioner, Dhubri, the earnest money will be forfeited, and the firm may be banned and blacklisted from future tender processes in the office of the District Commissioner, Dhubri.
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 received from Govt.


District Commissioner
10/2/25 Dhubri


Memo No. DNZ.21/2022/

(A)

Dated Dhubri the 13/02/2025

Copy to :-

- 1) The SDO(S), Personnel Branch, 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.


District Commissioner
10/2/25 Dhubri