Sealed quotations are invited by the Institute of Company Secretaries of India (ICSI), a statutory body under an Act of Parliament. It is functioning under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India with its headquarters located at “ICSI House” 22, Institutional Area, Lodi Road, New Delhi-110 003 for ‘Supply, Installation and Implementation of SSL Certificate’ as per details given in the “Part-C” of the quotation document. The terms and conditions governing the instant quotation are as under:-

1. The sealed quotations are to be submitted in prescribed format on your business letter head duly stamped and signed and dated on each page of Part ‘A’, ‘B’ & ‘C’ as their unconditional acceptance to the terms prescribed by the Institute, details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s. No overwriting shall be accepted unless authenticated with full signature of the vendor/s.

2. Each Tenderer shall submit the offer in two separate sealed envelopes, Part ‘A’ & ‘B’ along with EMD should be put in Envelop No. 1 (Please mark the envelope as "No.1 – Technical Bid", Envelop No. 2 will contain only Part ‘C’ (Please mark the Envelope as “No.2 – Financial Bid”). Both the sealed envelopes bearing No. 1 and 2 are to be put in the main envelop i.e. Envelop No.3.

3. The sealed quotation duly superscribed, “Quotation for Supply, Installation and Implementation of SSL Certificate due on October 17, 2013”, should be addressed by name to Shri Sutanu Sinha, Chief Executive, The ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before 03:00 PM on October 17, 2013.

Address:
Shri Sutanu Sinha
Chief Executive
The Institute of Company Secretaries of India
ICSI House, 22, (IIIrd Floor : Tender Box)
Institutional Area, Lodi Road
New Delhi-110003

4. Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotation received after the stipulated time/date are liable to be rejected summarily without giving any reason.
5. The **Technical Bid** shall be opened on **October 18, 2013 at 11:00 AM** in the Institute at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a closed holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time & venue.

6. ICSI shall have the right to assess the competencies and capabilities of the Tenderer by going through the credentials given in the Technical Bid and on the basis of such credentials, ICSI may reject the candidature of the Tenderer without assigning any reason. In such case(s) the Financial Bid shall not be opened for that particular Tenderer. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened and time and date for opening the financial bid shall be intimated separately.

7. Prices quoted should be FOR Institute premises (ICSI) Headquarters New Delhi and ICSI-Noida at Noida and should be inclusive of all charges viz. SSL Certificate license for 3 years, installation and implementation of SSL Certificate on server, and technical support for a period of 3 years by the principal manufacturer from the date of installation and implementation.

8. The terms “acceptance test” imply running of supplied material for 12 hours daily for seven days at three different locations including 72 hours continuous running of system. If the SSL Certificate so supplied fails in acceptance test, the same shall be liable to be rejected.

9. Though Institute prefers to deal with manufacturers/principal manufacturers directly, it may also consider the offers received through its authorized channel partners, provided the principal authorizes the said channel partner in this regard.

10. Delivery, installation and implementation period should be mentioned clearly in the proposal. Penalty for the late delivery and installation would be levied at the rate of half percent per week subject to a maximum of 10 percent of the value of the order as has not been supplied during the stipulated period. In case of delay beyond fifteen days from the stipulated period, Institute may at its discretion cancel the order and arrange to procure the same from the next bidder on the panel/open market at the sole risk, cost and responsibility of the vendor.

11. Vendor supplying the **SSL Certificate** shall forward the complete set of original manuals and software on CD or through some other feasible media.

12. The quotation shall be valid for at least 90 days from the date of opening of quotations.

13. The tenderers are required to deposit an **earnest money of Rs. 6000/- (Rupees Six Thousand only)** for supply, installation and implementation of SSL Certificate by way of demand draft drawn in favour of ‘The Institute of Company Secretaries of India’ payable at ‘New Delhi’. The quotation not accompanied with earnest money shall be rejected summarily. The earnest money of unsuccessful tenderers will be refunded without any interest/bank commission/collection charges within 60 days, after the order has been issued in favour of successful party.
14. Institute’s usual payment terms are 30 days for 90% payment upon installation & implementation of SSL Certificate as detailed above and acceptance of the supplied material and remaining 10% will be paid within thirty days of receipt of the Bank Guarantee of equivalent amount valid for entire warranty/license period failing which 10% amount will be retained as security deposit for the entire period of warranty/license. Vendor will be fully responsible for comprehensive maintenance free of charge during the warranty/license period and in case of default, the Institute will have the right to arrange maintenance at vendor’s risk and cost.

15. The Bidder is required to study of its own the Institute’s setup and the proposed requirements of SSL certificates to avoid any kind of confusion, what so ever. The bidder once quoting the rate will be responsible for the supply, installation and implementation of the SSL certificates as per the requirements of the Institute and its quoted rates for the same would be treated as net & final.

GENERAL:

a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

b) The Institute reserves the right to accept or reject any or all quotations including the lowest quotation/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

c) The quantities indicated in Part “C” are tentative and may be increased/decreased at the sole discretion of the Institute and the vendor shall have not right to claim any minimum/definite volume of business.

d) For any details/clarifications, Shri Ankur Yadav, Senior Director, IT on telephone No. 0120-4522012, may be contacted.

Date: October 3, 2013

(B.PRADHAN)

JOINT DIRECTOR
‘Supply, Installation and Implementation of SSL Certificate’

1. Name and complete address of the Tendered Company

2. Tele/Fax/E-mail/Cell No. of the Tendered Company

3. Contact person’s name & residence telephone No.

4. Details of registered office, if any, along with contact person’s name and tele. No.

5. Legal status i.e. public / private limited / any other along with documentary evidence.

6. Composition of Directors/ Partners etc.

7. Income-Tax registration number along with documentary evidence.

8. A) Sales Tax registration number along with documentary evidence.

   B) Please also specify, if you are registered with appropriate Authority under Works Contract Act, 1999. (Please provide details).

9. List of existing clients to whom SSL Certificate in last 1 year supplied, installed and implemented with details of company, value of business, concerned person name & his telephone no. (Please attach full details)

10. Please indicate in full the following details:

    a) Manpower available - Technical & Non-technical

    b) Turnover of the company for last 3 financial years (Please attach supporting documents)

    c) Escalation matrix for lodging the complaint during the warranty.


Date: Name and Signature of Bidder with Corporate Seal
PART-C (Financial Bid)

No. Purchase: 2013(SSL)  
October 3, 2013

‘Supply, Installation and Implementation of SSL Certificate’

Note: The ICSI being a Professional Educational Institute is eligible for getting the discount in terms of Academic license, if applicable in this case. The vendors are requested to take note of the same and quote accordingly.

**Rates Quoted should be Net Unit Rate (Unit Price + VAT + Cartage, if any)**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Item Name/Specification</th>
<th>Unit of Measurement</th>
<th>Qty.</th>
<th>Unit Rate in Rupees</th>
</tr>
</thead>
</table>

**Features of SSL**
1. The web server ID included with SSL Web Server Certificate should enable visitors (both from Public network as well as Private Network) to verify ICSI Site’s authenticity.
2. The SSL Web server certificate should allow visitors (both from...
Public network as well as Private Network) to communicate with it securely via state of the art 128-bit SSL encryption or more.

3. The SSL Web server certificate should protect confidential information from interception and hacking.

4. The SSL Web server certificate should support 128-bit encryption or more.

5. The SSL Web server certificate should be valid for a minimum period of three years from the date of installation and acceptance.

6. The Root CA used to validate a given certificate must be valid and not expired at the time of issuance of certificate.

7. Both the Intermediate CA and CA Root Certificate should have validity periods and expiration dates should be minimum of three years ahead from the date of installation and acceptance of certificate.

8. The SSL Certificate to be issued to ICSI by the intermediate CA that was signed by the corresponding Root CA which will be used to validate the server ID should also be signed by the Root CA.

9. The web server ID should enable visitors (both from Public network as well as Private Network) to open the existing web pages over HTTPS protocol using port 443 over a secure channel without errors.

10. In case ICSI desires to upgrade Windows OS/IIS and Linux OS of the server OR in case of any kind of malfunctioning in the hardware/software level during the validity period, vendor shall
reinstall and make operational the certificate again on the same. However Windows OS/IIS and Linux OS shall be upgraded by ICSI.

11. SSL should contain extensions of this certificate to be used for server authentication.

12. Should enable 128 bits or more bits SSL encryption between server and browser.

13. Should be trusted by all the browsers.

**Terms & Conditions:-**

3 years on site comprehensive maintenance support for the working of SSL certificates with 4 hours call attending support and penalty of Rs.500/- per day in case of default after 24 hours. The penalty amount so imposed will be recovered from the Security Deposit / Performance Bank Guarantee submitted by the bidder to the Institute.

DElIVERY : NOIDA

Delivery Period in Days :

Installation & Implementation Period in Days :

Validity of Offer :

Any Special Terms :
(Please Specify)

Date: Name and Signature of Bidder with Corporate Seal