SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

SVSU

Ref. No.:- SVSU/2026/NIQ/ 768 **Dated:-** 10/11/2026

Notice for Inviting quotations for Empanelment of Vendor for the Purchase & Hiring the Services of Digital Signature Certificate (DSC)

SVSU invites sealed quotations from reputed Companies / supply agencies for empanelment of vendor for the procurement of DSC (with Token). The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed envelope. Details of Procurement is as follows: -

Sr. No.	Description of the items	Rate for 2 Year Validity DSC
1	Fresh DSC of Class-3 (Signing) with Token	
2	Fresh DSC of Class-3 (Signing) without Token	
3	DSC of Class-3 (Signing+ Encryption) with Token	
4	DSC of Class-3 (Signing+ Encryption) without Token	

1. The interested bidders may submit their quote (Technical & Financial documents sealed in separate covers and marked with Technical/Financial) to the office of **Deputy Registrar, P&S, Takshila Bhawan, SVSU, Dudhola, Palwal-121102** through speed post with their proposals as per instructions latest by ~~25/11/2026~~ up to 04:00 PM. The quote received after the due date will not be accepted.

TERM & CONDITIONS OF RATE CONTRACT FOR PURCHASE OF DSC

1. Sealed quotations are invited from reputed Companies / supply agencies for empanelment of vendor for procurement of DSC. The interested Company/ Supplier/Agency may submit their technical and financial bid documents in prescribed format in separate sealed cover.

2. **Delivery Place:**

Bidder will supply and deliver the DSC of requisite number at the office of Deputy Registrar, P&S, Takshila Bhawan, SVSU, Dudhola, and Palwal-121102.

3. **Qualification Conditions:**

3.1. Bidder should be registered under vat Act / GST. Bidder should be authorized supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.

3.2. Bidder should have atleast 1 years of experience of supplying such items and will have to furnish details of previous supplies alongwith supply order copy.

3.3. The bidder should not be blacklisted anywhere in India (Submit declaration).

3.4. Bidder shall provide all relevant documents/records required i.e. PAN, Commercial Tax Clearance/V.A.T. Certificate / GST Certificate and other taxes.

4. **Contract terms:**

4.1. The **contract shall be for a period of One Year in first instance** and may be extended which is totally depend on the requirement of University and satisfactory services of service provider.

4.2. The rates quoted by the bidder shall be fixed during the initial contract period and for the extended period also, if contract extended.

4.3. All duties, taxes and other expenses including the transportation expenses are payable by the Supplier/Agencies/Company under the contract.

4.4. Each bidder shall submit only one quotation. Bidder submitting more than one quotation for the same package will not be entertained and leading to disqualification. All the columns and requisite information's must be filled in the supplied format.

4.5. **On-Site Support:** The empanelled vendor/service provider shall visit the University premises, whenever required, for providing services related to Video KYC, installation/configuration of Digital Signature Certificates (DSCs), renewal/revocation of DSCs, and resolution of any other DSC-related issues faced by University employees. The vendor shall ensure that its authorized representative is available at the University premises as and when required by the University, without any additional visit/service charges.

4.6. The refundable security amount of Rs. 3000/- shall be submitted by the successful bidder before the empanelment within 15 days from the issue of work order. If the bidder is not able to deposit the security amount the empanelment will be cancelled and not entertained furtherly.

4.7. The security amount will be refund after completion of the contract.

5. **Submission of Quotations/Bid:**

5.1. Each bidder should submit sealed quotations (in two separate part i.e., Technical (Part –I) and Financial (Part – II) in separate sealed envelopes.

5.2. The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the document on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format.

6. **Termination of empanelment:**

6.1. In case a bidder withdraws its bid after opening of Technical (part – I) or during the validity period of the empanelment.

6.2. If the bidder fails to supply the item within specified rate and time.

7. **Validity of Quotation:**

Quotation shall remain valid for a period not less than 180 days after the deadline date specified for submission.

8. **Evaluation of Quotations:**

The SVSU will evaluate & compare quotations determined to be substantially responsive i.e.

8.1. All documents of Bid are properly signed; and

8.2. Confirm to terms, conditions, specifications, qualifications.

9. **Award of Contract:**

The SVSU will award the supply order to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest quoted price. If the L-1 bidder violate the contract, in this case SVSU has the right to give the work for the remaining days of contract to the L-2 bidder if L2 agreed to do the work at the rate of L1 bidder.

10. **Other Terms & Conditions:**

10.1. SVSU reserves the right to propone/postpone/cancel the bid, the bidder will have to abide with the decision.

10.2. No preference will be given to any bidder or class of bidders, either for the price or for other terms and conditions.

10.3. No payment will be made for supply of any damaged DSC.

10.4. The dispute, if any, shall be subject to the jurisdiction of Courts at Palwal. Any other jurisdiction mentioned in the quotations or invoices of the manufacturers/distributors/dealers/suppliers etc. shall be invalid and shall have no legal sanctity.

10.5. Arbitration Clause: Any disputes arising out of or in connection with this Contract shall be submitted to arbitration to a sole arbitrator, if attempts at settlement by negotiations and/or conciliation have failed. Selection of arbitrator shall be made by mutual consultation. The arbitrator shall give its award on the costs, which may be divided between the parties. The decision rendered in the arbitration shall constitute final adjudication of the dispute. The venue of arbitration shall be at Palwal, Haryana in India. The arbitration shall be governed by the Arbitration and Conciliation Act 1996 as amended from time to time.

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Deputy Registrar
P & S

Annexure:I

PROFORMA FOR TECHNICAL BID (PART -I)

Sr. No.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the firm is registered under Company Act, partnership, or proprietorship. (Copies of all certificates of registration to be enclosed.)	
6	PAN/TAN Number (copy to be enclosed)	
7	Sales Tax/VAT /GST Registration Number (copy to be enclosed)	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attach in this regard.)	
9	Experience in dealing with Govt. Departments/PSU attach copies of supply orders placed on the agency)	
10	Whether bid document of all pages of the terms and conditions duly signed, in token of acceptance of the same, is attached.	
11	Whether agency profile is attached?	
	Place: Date:	Signature of the Bidder With Office Seal

Annexure: II

FORMAT OF FINANCIAL BID

(Part - II)

Name of the Firm:

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Bids for purchase of DSC

Sr. No.	Description of the items	Rate for 2 Year Validity DSC without GST	Rate for 2 Year Validity DSC with GST
1	Fresh DSC Class-3 (Signing) with Token		
2	Fresh DSC Class-3 (Signing) without Token		
3	DSC Class-3 (Signing+ Encryption) with Token		
4	DSC of Class-3 (Signing+ Encryption) without Token		

We agree to supply the above-mentioned items in accordance with required specification and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with seal) Name:
Designation: Address:
Contact No.:
Date: