

HIGH COURT OF MADHYA PRADESH: JABALPUR

NOTICE INVITING TENDER

Sealed tenders are invited for the supply of “PDF signer” for digitally signing of multiple documents from the OEM (Original Equipment manufacturers) or reputed vendors / authorized channel partners or any Govt. authorized society. The sealed tenders complete in all respect addressed to Registrar General, High Court of Madhya Pradesh, Jabalpur must be submitted latest by **22/10/2018 before 03:00 P.M.** The tender shall be opened on same day at **3:30 P.M.** If the date of tender submission / opening is declared as holiday then the bid shall be submitted / opened on next working day. The detailed tender document is available on the official website of the High Court www.mphc.gov.in

**Sd/-
REGISTRAR GENERAL**

HIGH COURT OF MADHYA PRADESH: JABALPUR

Ref No. Reg (IT)(SA)/2018/ 1361

Jabalpur, Dated:20/09/2018

Sealed tenders are invited by the Registrar General, on behalf of High Court of Madhya Pradesh, Jabalpur for the supply of PDF signer for digitally signing of multiple documents as per the details given below:-

"PDF Signer for signing of multiple PDF files with below listed feature."

- (a) Sign PDF Files in bulk.
- (b) Adjustable Signature Appearance (Position/size).
- (c) Long Term Validation support.
- (d) Signed PDF files can be viewed and verified using Adobe Reader without needing any other verification utility.
- (e) Trusted Time stamping.

1. The important dates:-

- a) Last date and time for Submission of Tender:
22/10/2018 latest by 03:00 P.M.
- b) Opening date and time of tender: **22/10/2018 at 3:30 P.M.**
- c) Address and place for submission of tenders:

**Inward / Receipt Section,
High Court of Madhya Pradesh
Jabalpur (M.P.)
Email: mphc@nic.in
EPABX: 0761-2620380,2622674,2626734**

2. Terms & Conditions:

- 2.1 Price quoted should be inclusive of all applicable taxes and levies.
- 2.2 The Registrar General reserves the right to change the quantity as per its requirement at any stage. Further the Registrar General reserves the right to place order either of all the items or only some of above items. The supplier shall have no right to claim any compensation in such case.
- 2.3. Delivery should be **within one month from the date of receipt of order for supply.**

- 2.4 The supplier has to submit the authorization certificate / letter from the OEM (Original Equipment Manufacturer) to sale the product.
- 2.5 Sealed tenders should reach on or before date as mentioned above.
- 2.6 The Registrar General, High Court of Madhya Pradesh reserves the right to reject any or all tenders without specifying any reasons thereof.
- 2.7 In case of delay, penalty at the rate of **0.5%** per day of the ordered value shall be charged (maximum penalty up to 5% of the order value can be deducted). If the delay is more than fifteen days the order shall stand cancelled.
- 2.8 Payment will be done after successful installation.
- 2.9 **Support and License validity : Two years from the date of Installation.**
- 2.10 All disputes should be within the Jurisdiction of Jabalpur.
- 2.11 The Vendor has to submit documentary proof of VAT, GST and authorization letter / certificate to sale the PDF Signer.
- 2.12 No Advance payment shall be made by the High Court.
- 2.13 If the vendor does not supply the PDF Signer as per the details given, no payment will be made.
- 2.14 Rates once submitted cannot be changed and valid for at least one year from the date of supply of PDF Signer. But in case of change in taxes the rates shall change in same proportionate.
- 2.15 PDF Signer with all media and documents and license to be submitted in favor of the Registrar General, High Court of Madhya Pradesh, Jabalpur.
- 2.16 The tenders should have earnest money deposit of Rs. 1,00,000/-(Rs. One Lakh only) in the form of Demand Draft Pay Order / Bankers Cheque / Unconditional Bank Guarantee and tender fees of Rs.5,000/- (Rupees Five Thousand only) in the form of DD valid for the period of 06 month.

Sd/-
REGISTRAR GENERAL

TECHNO-COMMERCIAL BID

Sl.N o.	Description	Indicate page number where the documents are attached
1.	Name, address & telephone number of the Firm.	
2.	Name, designation, address & telephone number of authorized person.	
3.	Please specify as to whether Tenderer is sole Proprietor/Partnership Firm/Private or Limited Company.	
4.	Name, address & telephone number of Directors/Partners, Fax No., e-mail address.	
5.	Copy of PAN Card issued by Income Tax Department, GST registration details and Copy of previous 3 Financial Year's Income Tax Return. (Please attach copy)	
6.	Valid Original Equipment Manufacturer (OEM) Certificate / Authorization letter of the PDF Signer to be supplied and installed (Please attach copy)	
7.	Latest GST return (Please attach copy)	
8.	Details of Bid Security/Earnest Money Deposit (Rs. 1,00,000/-) a) Amount: Rs. One Lakh Only b) Demand Draft/Pay Order/Banker Cheque No./ Bank Guarantee No. c) Date of issue: d) Name of issuing Bank:	
9	Tender fees of Rs. 5,000/- (Rupees Five Thousand only) in the form Demand draft only drawn in favour of Registrar General, High Court of Madhya Pradesh, Jabalpur valid for the period of six months.	

Declaration by the Bidder:-

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained in the tender document and undertake myself/ourselves to strictly abide by them.

Signature of the bidder with Seal

Note: Please indicate the page numbers where documents are attached. The entire tender should be serially page numbered including enclosures.

It is certified that the particulars given above are true to the best of my/our knowledge/belief and I/We have read terms/conditions and duties/responsibilities for the purpose and have also understood the same and to hereby undertake to abide by the same without any reservations on any grounds whatsoever. In case of any breach of the said conditions. I/We shall be responsible for the consequences arising out of such situation(s).

Name & Signature of the
Authorized Signatory of the Agency
(with Seal of the Agency affixed)

Date:

Place:

PRICE BID

Option - I

S No	Description	Unit Price (Rs.)	GST	Any Other taxes	Total Price	*Number of licenses / items to be procured for the High Court with minimum 02 years validity and support	Total Price (All inclusive) with two year warranty and support (Rs.)
	1	2	3	4	5 = 2+3+4	6	7 = 6 * 5
1	PDF Signer / bulk signature for signing of multiple PDF files for computers having <u>Windows operating system</u>					200	

Amount in Words (All Inclusive) **with 02 years license validity:**

Seal & Signature: _____

Date and Place: _____

- **Note:** Number of licenses of PDF Signer may increase or decrease depending upon the final requirement.
- **The Registrar General, High Court of Madhya Pradesh will have full rights test the licenses before final deployment .**