

No. HQ/105/2007 - Computerisation
Government of India
Ministry of Corporate Affairs

5th Floor, 'A' Wing,
Shastri Bhawan,
New Delhi -110001
Dated: June 11, 2010

To,
As per list (attached)

Subject: Inviting sealed quotations for supplying Class-2 Digital Signature Certificate under Sub-CA arrangement for MCA employees - reg.

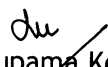
Sealed quotations are invited from Licensed Certifying Agencies for supplying Class-2 Digital Signature Certificate under Sub-CA arrangement for Ministry of Corporate Affairs employees.

2. The specification, terms and conditions for supplying the Digital Signature Certificate has been given in the Tender Document, which may either be downloaded from the website www.mca.gov.in (under quotations & tenders) or obtained in person from the Junior Analyst, Ministry of Corporate Affairs, (Telephone Number: 2338 4660), Room No. 508, 5th floor, A-Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001 on any working between 11 AM and 4 PM.

3. Sealed tender should reach the undersigned office at the aforesaid address before 1 PM on 22.06.2010 and tenders will be opened on the same day at 3 PM in the presence of bidder or their representatives, if any.

4. The Ministry reserves the right to accept or reject any tender without assigning any reason thereof.

Yours faithfully,


(Nirupama Kotru)
Director

**Government of India
Ministry of Corporate Affairs**

TENDER DOCUMENT

For supplying Class-2 Digital Signature Certificate under Sub-CA arrangement for MCA employees

a)	Period of issue of Tender Document	11.06.2010 to 21.06.2010
b)	Date and time for submission of Tender	From 10 AM to 1 PM on all working days from 11.06.2010 to 22.06.2010
c)	Date and time of opening of tender	3 PM on 22.06.2010
d)	Likely date of commencement of work	01.08.2010

Contents of Tender Document

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1. Scope of work and general instructions to service provider

a) The Ministry has implemented the MCA21 Project. It is an e-Governance initiative advancing availability of MCA services online through a secure portal. The project is in operation for three years now. More than 100 MCA services are being rendered in total electronic environment. The Back office process is fully computerised and put in place best-in class technology solution including electronic workflows and sophisticated document storage and retrieval system. The Ministry has mandated use of Digital Signature (Class-2 and above) for secure operations in the system.

b) The Project operation covers the work of 20 Registrars of Companies, 4 Regional Directors and Secretariat at Delhi and involves about 1500 Ministry's employees.

c) To build up a homogenous sub-group for the Ministry's employees under a licensed Certifying Authority (CA); one of the options envisaged is a separate Sub-CA/ RA chain under a trusted Certifying Authority root. Under a sub-CA/ RA arrangement, the Ministry has a tentative requirement of 1500 DSCs. The requirement may increase/ decrease will depend on the number of employees on role. Additional certificates required to be issued to any new employee joining thereafter.

d) The contract for providing the aforesaid DSC is likely to commence from 01.08.2010 and would continue for two and half years. The period of the contract may be further extended beyond 31.01.2013 provided the requirement of the Ministry persists at that time or may be curtailed/ terminated before 31.01.2013 owing to deficiency in service or product by the selected service provider or because of change in the Ministry's requirements. The Ministry, however, reserves right to terminate this purchase order at any time after giving one week's notice to the selected service provider.

e) The various crucial dates relating to 'Tender for supplying Digital Signature Certificate for MCA employees' are cited as under:

a)	Period of issue of Tender Document	11.06.2010 to 21.06.2010
b)	Date and time for submission of Tender	From 10 AM to 1 PM on all working days from 11.06.2010 to 22.06.2010
c)	Date and time of opening of tender	3 PM on 22.06.2010
d)	Likely date of commencement of work	01.08.2010

f) The interested agencies are advised to submit the financial quotations in a sealed envelopes super subscribing "Financial quotation for supplying Digital Signature under Sub-CA arrangement".

g) The successful bidder will have to deposit a Performance Security Deposit of Rs. 1,00,000/- (Rupees one lakh only) in the form of Bank Guarantee from any Nationalised Bank in favour of the Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi covering the period of contract. In case, the contract is further extended beyond the initial period, the Bank Guarantee will have to be accordingly renewed by the successful bidder.

h) Conditional bids, if any shall not be considered and will be out rightly rejected in the very first instance.

i) All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorised signatory may be attached. No overwriting or cutting is permitted in the Financial bid form. In such case, the tender shall be summarily rejected. However, the cuttings, if any, in the bid must be initialled by the person authorised to sign the tender bids.

j) The financial bid shall opened at 3 pm on 22.06.2010 in Room No. 508, 5th floor, A-Wing, Ministry of Corporate Affairs, Shastri Bhavan, Dr. R.P. Road, New Delhi in the presence of the representatives of the service providers, if any, who wish to be present on the spot at that time.

k) The Competent Authority of the Ministry reserves the right to annul all bids without assigning any reason.

2. Technical specifications/ requirements

1. The Class of Certificate should be applicable to employees of Government of India and should be consistent with the Guidelines of the Controller of Certifying Authorities.
2. The DSC should support X.509 v3 standards as well adhere to the standard of PKCS#7.
3. The supplier is responsible for providing e-token to keep the DSC. The e-token should be of USB Crypto Token preferably of Alladin brand.

3. TENDER APPLICATION

For supplying Class-2 Digital Signature Certificate under Sub-CA arrangement for MCA employees

1. Name of Certifying Agency:
2. Item-wise price quote that includes all taxes, levies, cess, Sub-CA etc:

Sr No	Item Description	Cost in Rs.	Deliverables
1	DSC (2 year) + Token		DSC (2 year) + Token
2	DSC (2 year)		DSC (2 year)
3	DSC (1 year) + Token		DSC (1 year) + Token
4	DSC (1 year)		DSC (1 year)
5	Token		USB Crypto Token (Alladin)

Signature of authorised person

Full Name:

Seal:

Date:

Place:

Notes:

1. The rates quoted by the tendering agency should be inclusive of Sub-CA/ RA arrangement and all taxation liabilities
2. The payment shall be made on quarterly statement on Activations, deactivation and Issuances of new e-Tokens.

4. Terms and conditions

1. Sub CA/ RA concept should be made available for all DSC generated for MCA employees.
2. Updation of new DSC in the existing Token should be made possible at user level.
3. Renewal of DSC and replacement of USB Token including remote places should be done within 24 hours of intimation.
4. Helpline facility should be made available during office hours (9am - 6pm) for no extra charges.
5. The vendor is responsible for preparation of a manual of management process of the DSCs including web based system for managing DSC for issuance, revocation, replacement, renewal and query of DSC and get the same approved from the Ministry.
6. The vendor should maintain the Certificates and should send quarterly & monthly statement on Activations, deactivation and Issuances of new e-Tokens. This list should also be provided as and when the Ministry requests for the same.
7. DSC or e-Tokens to any employees should be issued only based on the request from designated person of the Ministry. Request from any other entity should not be considered. Ministry will not be responsible for any such transactions.
8. Currently MCA has about 25 offices spread across India. While DSC can be sent through email or any other secured methodology, e-Tokens have to be either hand delivered or couriered. The price for e-Token should include this aspect also.
9. Prices agreed should be valid for two and half years from 01.08.2010. Prices quoted in the Tender should be valid for 180 days from the date of Tender.
10. The vendor will adhere to a schedule of issue of DSCs as required in conformity with the MCA requirement.
11. The vendor is responsible for Facilitation required for the MCA employees (identified for issue of certificates) for adhering to formalities/ paper work for issue of the DSCs.
12. All training and support of MCA employees in using the DSCs will be the responsibility of the vendor.

13. The vendor is responsible for administrative activities like maintaining and managing of the Sub-CA/ RA, and Certificate Revocation List and security audit etc.
14. Publishing MCA as a customer for DSC can be done only with due written approval upon a formal reference.
15. The renewal charges beyond January 31, 2013 will be at the prevailing rates at the time of renewal subject to a maximum quoted in the present proposal.
16. Tenders should be submitted in sealed covers before last date and time for submission.