



Date : 02/07/2022

I.S.D.O.D.No. : 359

To
«COMPANY_NAME»,
«ADDRESS1»
«ADDRESS2»
«CITY» -«PINCODE»

Sub. : Supply of SSL certificate (SHA-2) with Extended Validation with minimum 4 SAN Names

Dear Sir(s),

Surat Municipal Corporation (SMC) is a Local Self Government as defined in the Constitution of India and formed under the BPMC Act 1949.

Surat Municipal Corporation's public website (suratmunicipal.gov.in) provides various citizen centric services which includes online payment collection and information dissemination. For securing the communication between the webserver and the client computer, SMC is looking to procure **SSL certificate (SHA-2) with Extended Validation with minimum 4 SAN Names.**

The terms and conditions for bidding shall be as detailed below:

1. The prices/charges quoted should also be all inclusive except applicable GST. It should include the charges for supply of SSL certificate and support for its installation.
2. Necessary support shall be extended during the SSL product validity for installation / reinstallation.
3. The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.
4. The right to reject/accept any/all quotations(s) without assigning any reason thereof is reserved.
5. All goods to be supplied should be of specified or higher speed/technology/version than that specified in the quotation/work order.
6. It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.
7. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
8. **Single Point of Contact:** Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated

SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem in order to ensure maximum uptime.

9. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the quotation remains in force. Submission of offer in the form of quotation mean that the bidder has read, understood and accepted the conditions mentioned under this quotation.
10. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
11. **Payment:** No advance payment will be made. The payment will be made after the SSL certificate is issued and successfully installed.
12. A prospective agency is requested to submit their offer via e-mail, to itman@suratmunicipal.org on or before **July 11, 2022, 16:00 hours**.
13. Prospective agency is required to send scanned copy signed and stamped Price Quotation Format specifying the price and furnishing relevant details.
14. The selected agency will be required to deliver the SSL certificate within 3 days from the date of issuance of the work order.
15. Any other information can be obtained from Information Systems Department of SMC.

Interested agency are requested to provide their offer for providing the SSL certificate (SHA-2) with Extended Validation with minimum 4 SAN Names in the format and on or before the time specified in this quotation.

-sd-
Deputy Commissioner (D)
Surat Municipal Corporation

Quotation for SSL Certificate

(To be submitted on company letterhead)

Reference: SMC's quotation no. ISD.OD.No. <<>> dated <<>>

#	Item Description	Qty.	Offered SSL Certificate Make & Model	Rate excl. of GST	GST (%)	Amount incl. of GST
A	B	C	D	E	F	G=E*(1+F/100)
1.	SSL certificate (SHA-2) with Extended Validation with minimum 4 SAN Names with 2 year validation	01				

Name of Organization:			
Address:			
Details of Authorised Person Signing this Quotation			
Name:			
Designation:		Contact No. & Email Address	
Date:		Company Stamp:	