



**Request for Quotation (RFQ) from Controller of Certifying Authorities
(CCA) approved Certifying Authorities (CA)**

Digital Signature Certificates (DSCs)

For: Mumbai Metropolitan Region Development Authority (MMRDA)

Ref Number:

Date: 28th October, 2014

In-charge, Information Technology Cell

Mumbai Metropolitan Region Development Authority

2nd Floor, A wing

Bandra Kurla Complex

Bandra (East), Mumbai- 400-051

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1. Key Events and Dates

The Request for Quotation (RFQ) shall be through online e-tendering portal of MMRDA only ***etendermmrda.maharashtra.gov.in***.

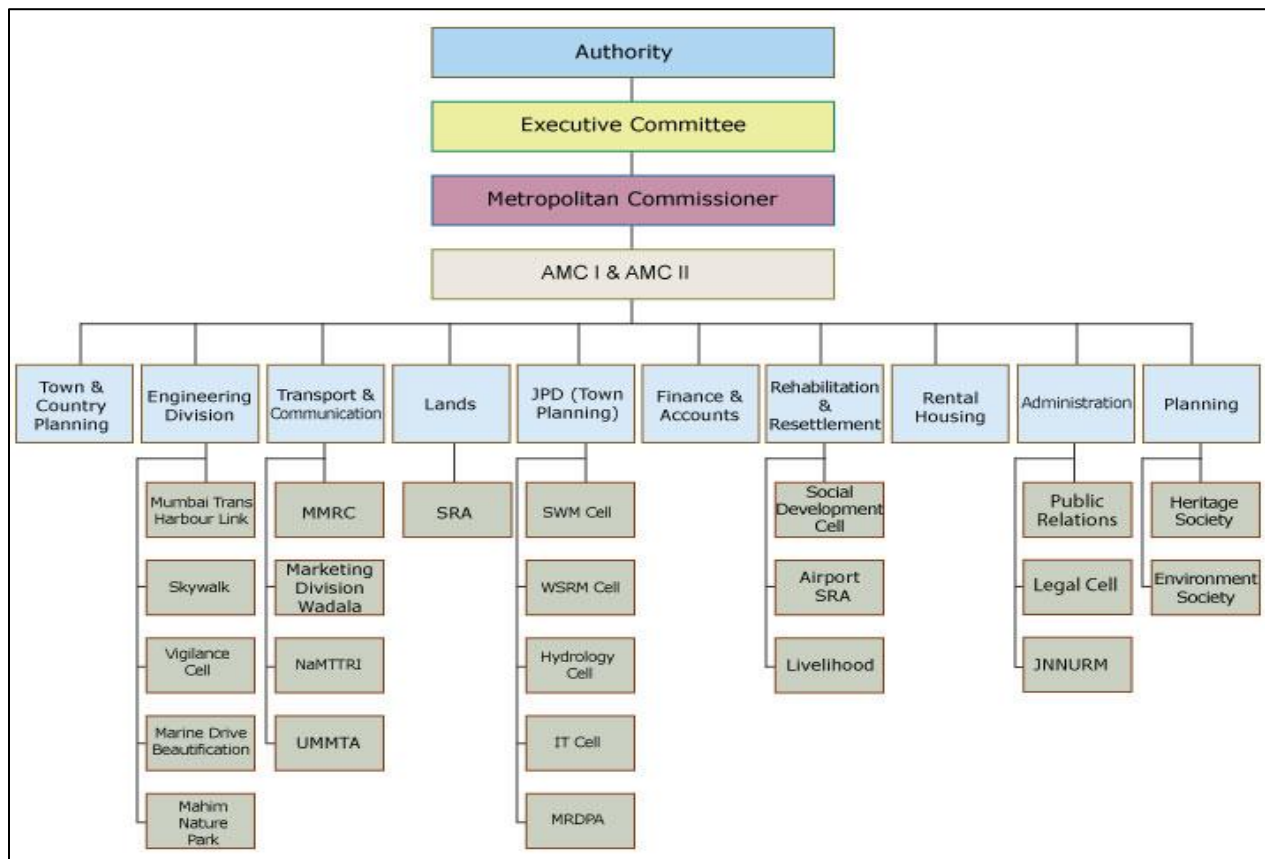
S. No	Information	Details
1.	Advertising Date	28 th October, 2014
2.	Download Date	From 28 th October , 2014 from 10.00 am to 18 th November, 2014 till 5.00pm
3.	Last date of receipt of Queries/Clarifications via email to itcadmin@mailmmrda.maharashtra.gov.in	11 th November 2014 till 6.00pm
4.	Pre Bid Meeting	12 th November 2014 at 3.00pm
5.	Last date (deadline) for online submission of Quotation at etender.mmrda.maharashtra.gov.in	18 th November, 2014 till 5.00pm
6.	RFQ Transfer date	18 th November, 2014, 6.00pm to 19 th November 2014 till 3.00pm
7.	Place of Pre Bid Meeting Mumbai Metropolitan Region Development Authority IT CELL, 2 nd Floor, A wing Bandra Kurla Complex Bandra (East), Mumbai- 400-051 Tel: 022-26595919	

2. Organization Overview

Mumbai Metropolitan Region Development Authority (MMRDA) was set up on the 26th January, 1975 under the Mumbai Metropolitan Region Development Authority Act, 1974 by the Government of Maharashtra as an apex body for planning and co-ordination of development activities in the Mumbai Metropolitan Region comprising of Mumbai and its influence area.

The Authority declared under the act is a highest policy making body, having perpetual succession and a common seal with power, subject to the provisions of the Act, to acquire, hold and dispose of property, both moveable and immovable and to contract and to sue and be sued in its corporate name. At the apex is the Authority presided by the Minister of Urban Development Department, presently the Chief Minister. At the second and intervening tier is the Executive Committee presided by the Chief Secretary to the State Government. The third tier is occupied by the Metropolitan Commissioner assisted by the Additional Metropolitan Commissioner and other officers.

Organizational Overview- Snapshot



MMRDA prepares plans; formulates policies and programs; implements projects and helps in directing investments in the Region. In particular, it conceives, promotes and monitors the key

projects for developing new growth centers and brings about improvement in sectors like transport, housing, water supply and environment in the Region.

3. Project Background

MMRDA has undertaken number of initiatives under the e-Governance umbrella towards computerization in last 2 years. As result of initiatives MMRDA has its own Web portal and e-Tendering application, Digitized records, Integrated LAN, Wi-Fi & MPLS connectivity between offices. While a fair amount of progress has been made in this computerization initiative, there is ample opportunity for improvement. eOffice is one such initiative MMRDA is implementing which would facilitate:

- a) Tracking the file movement and Managing the Inward/Outward documents movement
- b) Facilitates remarks & decision making by the senior officials on the files.

NIC (National Informatics Centre) has developed the eOffice software. eOffice, is aimed for conducting office procedures electronically which is expected to transform the office functioning to a more efficient mode. It is developed as a standard reusable product. It is a workflow based system that replaces the existing manual handling of files and documents with an efficient electronic system. This system involves all stages, including

- the diarisation of inward letters
- creation of files
- making noting & referencing
- preparation of draft for approval
- issue of letter
- movement of receipts and files and finally
- the archival of records

With this system, the movement of receipts and files becomes seamless and there is more transparency in the system since each and every action taken on a file is recorded electronically. eFiles can be easily searched and retrieved and actions on them can be taken instantly. They can also link to and reference relevant files, documents, rulings and decisions. This simplifies decision making, as all the required information is available at a single point.

For eOffice implementation one of the primary infrastructure requirements is Class 2, Individual Digital Signature Certificate (DSC) procured from any authorized Certifying Authority (CA) for authentication and signing purpose.

4. Current Situation:

MMRDA has already implemented eTendering solution. For the same, Class 2 Individual Digital Signature Certificate has been procured from NIC, one of the Certifying Authority (CA). In all MMRDA has 13 active Class 2 Digital Signature Certificate. The approximate number of eOffice users at MMRDA are 400, hence approximately 400 Digital Signature Certificates need to be procured from CCA (Controller of Certifying Authorities) approved CA (Certifying Authorities).

5. Purpose of RFQ

This document is Request for Quotation only from the CCA (Controller of Certifying Authorities) approved Certifying Authorities (CAs).

6. Scope and Requirements

For the eOffice (NIC Software) implementation & eTendering solution of MMRDA developed by M/s Sify Nextenders, MMRDA has following requirement

1. Class 2 **Individual** Digital Signature Certificate for authentication and signing purpose from CCA approved CAs
2. Type: **Sign and Encrypt**
3. Validity: The DSCs should be **valid for 2 years**.
4. Hardware Dongles/e-Token to keep the DSCs. The make of the eToken should be of Moserbaer, Gemalto or any other provider, subject to compatibility with MMRDA e-tendering solution provided by SIFY Nextenders and NIC's eOffice software.
5. The number of DSCs required is approximately 400
6. The DSCs will be procured on Individual names of the employees working in MMRDA
7. MMRDA envisages requirement of class 1 and class 3 Individual Digital Signature as and when required.

7. The Eligibility Criteria

To become eligible to respond to this RFQ, the Bidder should fulfill the following minimum eligibility criteria (EC).

Sr. No.	Criterion	Supporting documents to be submitted with the Bid
Bidders Profile		
EC-1	The Bidder should be CCA (Controller of Certifying Authorities) approved CA (Certifying Authority)	Self-Declaration on the letter head of the company

8. Clarifications on the RFQ

Bidder shall send in their pre-bid queries to the contact address and e-mail ids as mentioned under Section: “Key Events and Dates” of this RFQ document. The response to the queries if any will be published on MMRDA e-Tendering portal etendermmrda.maharashtra.gov.in and MMRDA website mmrda.maharashtra.gov.in. No telephonic queries will be entertained. MMRDA reserves the right to respond to any queries.

9. RFQ Selection Process

- i. MMRDA through this Request for Quotation (RFQ) intends to get quote only from the CCA approved Certifying Authority (CA) as the IT Act provides for the Controller of Certifying Authorities (CCA) to license and regulate the working of Certifying Authorities and also to ensure that none of the provisions of the Act are violated.
- ii. Interested Bidders are requested to submit their financial quotation in the format enclosed. They may also provide documents in support of their achievements / claims, functionality modules product and compliance to eligibility criteria. The Financial Quotation should be in line of the format provided in Annexure A.
- iii. All the bidders will be assessed against the eligibility criteria listed in the RFQ.
- iv. If any information provided by the Bidder is found to be inaccurate at any stage of the RFQ process, MMRDA may, at its discretion, reject the offer of and no correspondence will be entertained in this regard. Submission of wrong and / or false information may also disqualify the Bidder from any future work from MMRDA.
- v. The financial offer of the bidders fulfilling the eligibility criteria shall be opened for further evaluation.
- vi. The per unit cost quoted by the bidder in **Table No.1: Financial Quotation** (Annexure A) will be used to determine the L1 bidder for each of the class of DSC.
- vii. In case of discrepancies between per unit cost quoted by the bidder in numbers and words in Table No.1: Financial Quotation, the price quoted in words will prevail and will be used to determine the L1 bidder for each of the class of DSC.

- viii. The Purchaser reserves the right to negotiate with the L1 bidder. If the negotiation becomes unsuccessful then purchase may negotiate with the next lowest quoting responsive bidder.
- ix. L2 and L3 bidder in each class will be given a chance to match the L1 price for that class of DSC
- x. The DSC order for the respective class would be given to L1 bidder; however in case the L1 bidder fails to honour the order, the order would be placed to L2 & L3.

10. RFQ Submission process

- i. The RFQ must be submitted online through MMRDA e-Tendering portal only.
- ii. To participate in online bidding process, Bidders must procure a Digital Signature Certificate (Class - II) as per Information Technology Act-2000 using which they can digitally sign and encrypt their electronic bids. Bidders can procure the same from any CCA approved certifying agency, i.e. TCS, Safecrypt, Ncode, etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.
- iii. MMRDA will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bid proposal well advance in time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.
- iv. Bidders are also advised to refer "Bidders Manual Kit" available at etendermmrda.maharashtra.gov.in for further details about the e-tendering process.

11. General Terms & Conditions

- i. The covering letter must be submitted on the letter head of the bidder.
- ii. By submitting a response to the RFQ, the bidder shall be deemed to acknowledge that the bidder has carefully read all sections of this RFQ and has fully informed itself as to all the conditions and limitations.
- iii. By submitting a quotation in response to this RFQ, the bidder shall be deemed to acknowledge that the company is in agreement with the terms and conditions of the RFQ and the procedures adopted for bidding & evaluation of the responses of the bidders.
- iv. Language of Proposals - The proposals, all correspondence and document enclosed as part of the proposals should be in English.

- v. If the information submitted by the bidder during the RFQ process is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the bidding process or any time during the tenure of the contract, including the extension period if any, the Purchaser has the right to terminate the contract and initiate penal action against the bidder.
- vi. Bids received after the due date and the specified time for any reason whatsoever, shall not be entertained and will be rejected without opening.
- vii. MMRDA may, at its discretion, extend the deadline for submission of proposals by publishing the details on the website where the RFQ document was made available.
- viii. Each CA (Certifying Authority) shall submit only one Quotation.
- ix. All proposals and accompanying documentation submitted as the bids against this RFQ, once opened will become the property of MMRDA and will not be returned.
- x. The information provided by the bidder, like the names of the customers of the bidder or any proprietary information about the bidder etc. will be treated as confidential information, unless asked to disclose by the orders of the court of law or the Information Commission (under the RTI Act).
- xi. MMRDA is not restricted in its rights to use or disclose any or all of the information contained in the proposal, and can do so without compensation to the bidder. The MMRDA shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.
- xii. MMRDA reserves the right to accept or reject any or all offers without assigning any reasons there for. Bidder may be excluded from further consideration for failure to fully comply with the specifications of this RFQ. MMRDA is under no obligation to acquire any or all of the solutions proposed, or to explain why any proposal is accepted or rejected.
- xiii. All costs incurred by the Bidder in the preparation and presentation of the proposal shall be absorbed entirely by the Bidder. All supporting document submitted by the Bidder in response to this RFQ shall become the property of MMRDA.
- xiv. This RFQ does not constitute an offer by MMRDA.
- xv. The bidder's participation in this process may or may not result in The Purchaser selecting the bidder to execute the project.

- xvi. The Bidder should have valid intellectual property rights for marketing and servicing of the solution offered. Any violation of the IPR in any of the components shall be the sole liability of the Bidder.
- xvii. MMRDA reserves the right to verify all statements, information and documents submitted by the bidder in response to this RFQ for the purpose of assessing eligibility of the bidders. Any such verification or lack of such verification by the MMRDA shall not relieve the respondent of its obligations or liabilities hereunder nor will it affect any rights of MMRDA there under.
- xviii. In case it is found during the evaluation of the responses or at any time during the subsequent procurement process or before signing of the contract or after its execution and during the period of project execution resulting out of the contract thereof, that one or more of the Eligibility conditions have not been met by the respondent, or the respondent has made material misrepresentation or has given any materially incorrect or false information, the respondent shall be disqualified forthwith if not yet awarded the contract either by issue of the letter of intent or entering into a contract.
- xix. Payment Terms: Payment details will be discussed and finalized with the selected bidders.

12. Annexure A – Covering Letter Cum Financial Quotation

Please note: The RFQ must be submitted in the following format.

(To be submitted on the letterhead of the bidder)

{Location, Date}

To

Mr. Shankar Deshpande
JPD (TP) & In-charge IT Cell
MMRDA,
Bandra - Kurla Complex
Bandra (East)
Mumbai—400051

Ref: RFQ Reference No.

Subject: Submission of financial quotation in response to the RFQ for **“Digital Signature Certificates”**

Dear Sir,

Having examined the RFQ document, we, the undersigned, herewith submit our financial quotation in response to your RFQ Notification number..... for “Digital Signature Certificates’ for MMRDA”

We have read the provisions of the RFQ document and confirm that we accept these. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.

1. We agree to abide by this proposal, consisting of this letter, the detailed response to the RFQ and all attachments.
2. We would like to declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment, and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
3. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this RFQ.
4. We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understand you are not bound to shortlist/accept any or all the proposals you receive.
6. We hereby declare that we qualify and fulfil the eligibility criteria mentioned in the RFQ.
7. We also submit that the quote provided above is inclusive of all taxes and valid for 2 years.

Table No.1: Financial Quotation

Sr.No.	Item	Per Unit Cost in INR, inclusive of all taxes (in Numbers)	Per Unit Cost in INR, inclusive of all taxes (in Words)
1.	Class 1, Individual Digital Signature Certificate- sign & encrypt valid for 2 years plus hardware Dongle/e-token	----- (to be filled in by the bidder, in numbers)	----- (to be filled in by the bidder, in numbers)
2.	Class 2, Individual Digital Signature Certificate- sign & encrypt valid for 2 years plus hardware Dongle/e-token	----- (to be filled in by the bidder, in numbers)	----- (to be filled in by the bidder, in numbers)
3.	Class 3, Individual Digital Signature Certificate- sign & encrypt valid for 2 years plus hardware Dongle/e-token	----- (to be filled in by the bidder, in numbers)	----- (to be filled in by the bidder, in numbers)
	Total		

We hereby declare that our proposal submitted in response to this RFQ is made in good faith, and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,
[Bidder Authorized Signature]

Name
Title
Signature
Date and Stamp of the Signatory

--X--