



Government of West Bengal
Department of Higher Education
IT Cell
Bikash Bhavan, 6th Floor, Bidhannagar, Kolkata – 700 091.

No. 1156 – Edn (IT)/HED-18014(99)/8/2018-UNV SEC-Dept. of HE **Date: 28.12.2018**

Quotation for Purchase of Symantec Secure Site SSL Certificate

Sealed Quotations are invited for purchase of Symantec Secure Site - SSL Certificate for securing the official website (<http://wbhed.gov.in>) of the **“Department of Higher Education”**.

The quotations of Symantec Secure Site - SSL Certificate should be provided as per the format mentioned in **Annexure-I**.

Any tender which is incomplete or not as per the prescribed format i.e. Annexure-I will summarily be rejected.

The envelope to be marked as **“Quotation for Purchase of Symantec Secure Site - SSL Certificate”** Ref: **“1156 – Edn (U)/HED-18014(99)/8/2018-UNV SEC-Dept. of HE Date: 28.12.2018”** and should also contain the name and address of the Bidder. The quotations should reach us on or before **“10th January, 2019”**. Quotations received after the date mentioned above will be rejected.

The Department of Higher Education may at its discretion extend deadline for submission of quotation.

The envelopes shall be addressed to this Department at the following address:

The Additional Chief Secretary to the Govt. of West Bengal,
Department of Higher Education,
“Bikash Bhavan”, 6th Floor, Sector-I, Salt Lake,
Kolkata – 700 091.

Quotation for Purchase of Symantec Secure Site - SSL Certificate

Terms & Conditions:

1. **Payment Terms:** 100% after delivery and installation on submission of invoice.
2. **Installation Support:** To be provided by the Symantec & Vendor.
3. **Standard Support:** To be provided by Symantec and Vendor which includes product & technical support, free updates, email, telephonic and web based support.
4. **Period of Delivery of License:** License should be delivered within 1 (One) month from the date of issue of Purchase Order. For Soft copy of License e-mail should be sent at highereducationwb@gmail.com.
5. **Penalty Charge:** The Vendor will bear the late penalty charges on actual (1% per week). Penalty will be deducted at the final payment. Maximum cap on penalty is 5%.
6. **Taxes:** Tax (GST) if applicable to be included in the cost. However, the quotation should clearly mention the basic price, Tax Applicable and Total Price per unit. Octroi as applicable will be reimbursed.
7. **Force Majeure Condition:**
 - a) The Vendor shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the Vendor, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of government, local or other public authorities.
 - b) In case a Force Majeure situation arises, the Vendor shall immediately notify the *Department of Higher Education* in writing which should be duly acknowledged by the *Department of Higher Education* of such conditions and the cause thereof within two calendar days and prove that such situation is beyond the control and affect the implementation of the agreement.
 - c) Unless otherwise directed by the *Department of Higher Education* in writing, the Vendor shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.
 - d) Notwithstanding the above, the decision of the *Department of Higher Education* shall be final and binding on the Vendor.

Note:

1. Prices should be quoted in Indian Rupees only with no conditions attached like Rs-\$ exchange rate, OEM policy, inflation factor.
2. The Competent authority reserves the right to accept or reject any quotations without assigning any reasons.
3. The decision of the competent authority will be final and binding.
4. Any tender which is incomplete or not as per the prescribed format will be summarily rejected.



Deputy Secretary to the Government of West Bengal.

SAIKAT DAS, WBCS(Exe.)
Deputy Secretary
Department of Higher Education
&
Deputy State Project Director
Government of West Bengal

Annexure I

Quotation for Purchase of Symantec Secure Site - SSL Certificate

Sl.	Product Name/Item Description	Unit Cost (in ₹)	Qty.	Total Price (in ₹)
1.	SSL Certificate - Symantec Secure Site with 2 years' validity		1	
	<i>GST</i>			
	<i>TOTAL COST</i>			

I/We hereby declare that the taxes mentioned/charged in the annexure are as per the tax laws applicable in India.

Authorized Signature:

Name and Designation of Signatory:

Name and Address of Firm/Company:
(With Company Seal)

Note: The quotation should be on Vendors Company's Letter Head.