

From

The Additional Chief Secretary to Government Haryana,  
Finance Department.

To

1. All the Heads of Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. Commissioner, Ambala, Hisar, Rohtak, Karnal, Faridabad and Gurugram Divisions.
4. All the Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana.

Memo No: 28/22/2017-5B&C

Dated, Chandigarh the 19<sup>th</sup> September, 2017

**Subject: - Regarding Digitization of Vouchers.**

\* \* \* \* \*

Kindly refer to the Finance Department letter number 28/22/2017-5B&C dated 19.04.2017 on the subject cited above?

2. The State Government has successfully implemented Digitization of Vouchers for all the Drawing and Disbursing Officers (DDOs) of Chandigarh Treasury w.e.f. 01.05.2017. Now with the approval of Comptroller and Auditor General of India (CAG) to switch over from manual to Digitized Voucher (e-Voucher), the State Government has decided to make Digitization of Voucher mandatory in entire State of Haryana.

3. This exercise will be completed in two phases:-

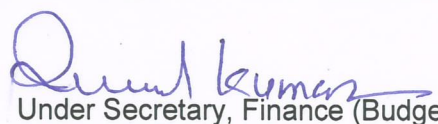

(i) All DDOs of District Treasury Offices w.e.f. 02.11.2017

(ii) All DDOs of Sub-Treasury Offices w.e.f. 01.12.2017.

4. As per the rate contract available with HARTRON, it is requested to procure Digital Signature (dongle/e-token, which is provided by Bit4id Company) for all DDOs of your Department (except Chandigarh Treasury) along with Digital Signature Subscription Form. Copy of Rate Contract and Digital Signature Subscription Form is also enclosed herewith.

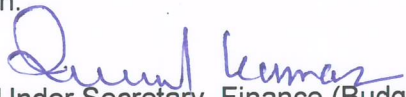

5. This activity is to be completed by 10.10.2017 so that implementation of Digitization of Vouchers in all District Treasury Offices (except Chandigarh Treasury) can be started w.e.f. 02.11.2017 positively and in all Sub-Treasury Offices w.e.f. 01.12.2017.

6. These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website [www.finhry.gov.in](http://www.finhry.gov.in).

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department. 

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A copy each is forwarded to all the Additional Chief Secretaries / Principal Secretaries to Government Haryana for information and necessary action.

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department. 

To

All the Additional Chief Secretaries / Principal Secretaries to  
Government Haryana.

U.O. No: 28/22/2017-5B&C

Dated, Chandigarh, the 19<sup>th</sup> September, 2017.

Endst. No: 28/22/2017-5B&C

Dated, Chandigarh, the 19<sup>th</sup> September, 2017.

A copy is forwarded to Principal Accountant General (A&E), Haryana for information and necessary action.

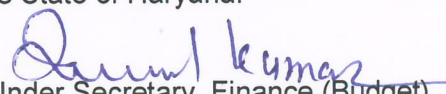

  
Under Secretary, Finance (Budget),  
for Additional Chief Secretary to Government Haryana,  
Finance Department. 

Endst. No: 28/22/2017-5B&C

Dated, Chandigarh, the 19<sup>th</sup> September, 2017.

A copy is forwarded to following for information and necessary action.

1. The Managing Director HARTRON, Sector 17, Chandigarh with the request to provide Digital Signature (Dongle/e-token) on priority basis as and when orders received from Departments.
2. All Treasury Officers/Assistant Treasury Officers in the State of Haryana.

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Government Haryana,  
Finance Department. 





हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड

एस. सी. ओ. 111 - 113 सेक्टर 17 बी, चण्डीगढ़ - 160017 (भारत)

**haryana state electronics development corporation limited**  
(a state government undertaking)

CIN U00000CH1982SGC004963

Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh - 160 017 (India)



No. HARTRON:AGM(HW):2017: 119  
Dated:05.04.2017

✓ M/s Bit4id SRL  
Via Diocleziano, 107,  
80125 Napoli, Italy

**Subject: Annual Rate Contract for purchase of Signature on the fly using e-Token on behalf of various Govt. Departments/Organizations on the basis of total quantity of around 20000.**

Madam/Sir,

Please refer to your negotiations before the High Powered Purchase Committee (HPPC) meeting held on 19.01.2017 under the Chairmanship of Hon'ble Finance Minister, Haryana and your revised offer dated 19.01.2017 regarding the above subject.

In this regard, we are pleased to award Annual Rate Contract for purchase of Signature on fly using e-Token on behalf of various Govt. Departments/Organizations on the basis of total quantity of around 20000.

The rates finalized inclusive of all taxes & duties with 2 years onsite warranty and support is as under:-

S#	Item description	Qty.	Unit Price (₹)	Amount (₹)
1.	Signature on the fly using e-token with 2 years warranty/updates	20000	2750.00	5,50,00,000.00

**Important Terms & Conditions:-**

- Warranty period:** - The successful bidder will be responsible for the comprehensive maintenance of the supplied equipment and its related accessories free of charge during the comprehensive warranty period of 2 years.
- Payment terms:** - 90% of payment shall be released after delivery and inspection of supplied items. The balance 10% payment shall be released after installation/integration and acceptance and one month from the date of acceptance of the stores by the Indenting Department and submission of Bank Guarantee equivalent to the balance 10% payment, which shall be released after expiry of comprehensive warranty period of two years. The BG Should be valid for 25 months from the date of final acceptance of supplied item from the indenting Department.
- Delivery period:-** Within 8 weeks from the date of placement of the order at the designated site.
- Penalty clause:-** If the successful bidder fails to complete the task within the delivery period, After expiry of delivery period, a penalty @ 0.5% per week for the delay of first two weeks and 1% penalty for the delay of





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Regd. Office : S.C.O. 111-113, Sector 17-B,  
Chandigarh - 160 017 (India)



next 3 weeks upto a maximum cap of 4% penalty for 5 weeks delay, would be applicable. Thereafter, HARTRON might cancel the order in consultation with Indenting Department/Organization and suitable action might be taken against the defaulter firm. However, in case Purchasing Departments/Organizations opts for accepting the Items beyond 5 weeks delay, then 1% penalty per week would be continued for unjustified delay.

- v. **Billing:-** The billing towards supply of e-Token solution during the Rate Contract will be raised in INR by your firm registered in India or through your business partner registered in India preferably from Haryana.
- vi. **Renewal of Digital Certificate:-** After expiry of the warranty period of 2 years, class 2 signing and encryption CA certificate cost @ ₹400/- per e-Token for 2 years would be applicable which can be procured directly from the open market or from your firm.
- vii. **CAMC:-** Your firm had offered, the CAMC including software support @ 20% per year for next 2 years after expiry of warranty period of 2 years. The CAMC is optional and will be decided later on as per the recommendation of NIC.
- viii. **Arbitration Clause:** In the eventually of any dispute the sole arbitrator shall be Principal Secretary to Govt. of Haryana, Deptt. of IT & Electronics and his decision shall be binding on the concerned parties.
- ix. **Jurisdiction:** All disputes will be settled with the jurisdiction of Chandigarh only.
- X. The other terms & conditions will remain the same as per tender document for Annual Rate Contract for purchase of Signature on the fly using e-Token which was due on 27.12.2016 and this office letter no.HARTRON:AGM(HW):2017:15004 dated 08.03.2017.

You are requested to give your acceptance alongwith billing company detail.

Thanking you,

*Deepika Tyagi*

Received on: 05-04-17

Yours faithfully,

(Roshan Lal)

Assistant General Manager  
(Hardware Division)  
for MANAGING DIRECTOR/प्रबंध निदेशक  
HARTRON/ हार्ट्रोन



## Digital Signature Certificate Subscription Form

Class of Certificate	Class 2	<input type="checkbox"/>	Type of Certificate	Individual	<input type="checkbox"/>	Signing	<input type="checkbox"/>	Certificate Validity	1 Year	<input type="checkbox"/>
	Class 3	<input type="checkbox"/>		With Org Name	<input type="checkbox"/>	Encryption	<input type="checkbox"/>		2 Years	<input type="checkbox"/>

## Section 1: Subscriber Details

Name\*:

Designation:

Date of Birth\*:         Gender\*: ☐ Male ☐ Female

Address (Residential address in case of Individual or Organization address in case of DSC with ORG)

Organisation Name\*:

Door No/Building Name\*:

Road/ Street/ Post Office\*:

Town/ City/ District\*:

State/ Union Territory\*:

Country\*:  PIN Code\*:

Telephone Number\* (with STD Code):

Mobile Number\*:

Email id\*:

\* Self Attested Photo

## Section 2: Identity Proof Details

## Photo Identity Proof\*

Identity Proof Name

(Eg: Pan Card, DL, Passport, ...)

Identity Proof Number

## Address Proof\*

Address Proof Name

(Eg: Passport, DL, Latest Telephone Bill, ...)

Note\*: Subscriber's signature should appear on the Photo ID Proof.

## Section 3: Declaration

I hereby declare that all the information provided on this Subscription Form for the purpose of obtaining a digital certificate is true and correct to the best of my knowledge. I am aware, as a subscriber for a digital signature certificate, the duties and responsibilities are applicable under the IT Act, India and the SafeScript CA's CPS <https://www.safescrypt.com/pdf/cps.pdf>.

Signature of the Subscriber\*

Date\*:

Place\*:

Note\*: Subscriber has to sign before the Authorised LRA/Partner for Class3 DSC.

## Section 4: Authorisation (\*only for ORG DSC)

I, \_\_\_\_\_ acknowledge by my signature, that the Subscriber information in this document is complete and accurate as per our office records. I fully understand that the Subscriber is responsible to transact on the Organisation's behalf and I will ensure timely revocation of Digital Signature Certificate in case the employee leaves the company in future.

Signature & Organisation seal\*

## For office use only

Attestation By Sify Authorised LRA/Partner(\*For Class3 DSC Only)

I hereby declare that the subscriber has personally appeared before me and submitted the original document copies of ID proof. I have verified the same with TRUE COPY.

Signature and Seal\*

Date\*         Name\*

Note\*: Safescrypt at its discretion, will make a telephone call to verify the details of the Subscriber.

Safescrypt CA Services brought to you by:

Sify Technologies Limited, 2nd Floor, Tidel Park, #4 Rajiv Gandhi Salai, Taramani, Chennai - 600113. E-Mail: [enquiries@safescrypt.com](mailto:enquiries@safescrypt.com)

Partner Name:	<input type="text"/>
Date of Issuance:	<input type="text"/>
City:	<input type="text"/>