



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NIE
NATIONAL INSTITUTE OF
EPIDEMIOLOGY

Notice Inviting Tender

For

Security Audit of ICMR-NIE Web Portal and Certificate Issuance

by

CERT-In Empaneled agencies

ICMR – National Institute of Epidemiology

R-127, 3rd Avenue, 2nd Main Road, Tamil Nadu Housing Board

Ayapakkam, Chennai 700077

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1. BID INFORMATION SHEET

Introduction:

ICMR-National Institute of Epidemiology (ICMR-NIE) is one of the Permanent Research Institutes of Indian Council of Medical Research (ICMR), Department of Health Research, Government of India. The vision of ICMR-NIE is to be a catalyst for a vibrant national health system through responsive research, education and training in epidemiology and public health. The Institute carries out research studies on important public health problems in India including communicable and non-communicable diseases.

The time schedules for various tender related events are follows:

Document Description	Tender document for “Security Audit of ICMR-NIE web portal and Certificate issuance” at ICMR-National Institute of Epidemiology, Chennai
Notice Inviting Bid No. & Date	Ref. No. NIE/Stores/E-Tender-02/2022 dated 09.11.2022
Bid Submission Start Date	09.11.2022 – 06.00 PM
Last date & Time of Submission of Bid	29.11.2022 – 15.00 PM
Bid Opening Date	30.11.2022– 15:00 PM
Validity of Bid	90 days (ninety days) from the date of opening of bid
Tender Inviting Authority	Administrative Officer
ICMR-NIE GSTIN	PAN –AEAT4818Q GSTIN – 33AAEAT4818Q2ZY
Important Note: Prospective Bidders are requested to remain updated for any notices/amendments/clarifications etc. to the Notice Inviting Bid through the websites www.eprocure.gov.in , www.nie.gov.in and www.icmr.nic.in . No separate notification will be issued for such notices/amendments/clarifications etc. in print media or individually.	

ADMINISTRATIVE OFFICER

2. SCOPE OF WORK

The primary objective of the security audit exercise is to identify major vulnerabilities of the UGC web based applications from internal and external threats. Once the threats are identified and reported the auditors should also suggest possible remedies. The exercise should also undertake a review of the Information Security policy document and suggest additions and deletions in light of the implementation of UGC web based applications.

To ensure that the web based applications for UGC is free from the above vulnerabilities the audit exercise will need to undertake the following activities:

- 1) Identify the security vulnerabilities, which may be discovered during the UGC web based applications security audit including cross-site scripting, Broken Links/Weak Session management, Buffer Overflows, Forceful browsing, Form/hidden field manipulation, Command injection, Insecure use of cryptography, Cookie posing, SQL injection, Server misconfiguration, well know platform vulnerabilities, Errors triggering sensitive information, leak, etc.
- 2) Identification and prioritization of various risks to the UGC web applications
- 3) Identification remedial solutions and recommendations for making the web application and databased secure.
- 4) Undertake user profiling and suggest specific access methodologies and privileges for each category of the user identified. The auditors will have to carry out an assessment of the vulnerability Assessments and Penetration Testing. This will include identifying remedial solutions and recommendations for implementations of the same to mitigate all identified risks, with the objective of enhancing the security of the system. The bidder will also be expected to propose a risk mitigation strategy as well as give specific recommendations to tackle the residual risks emerging out of identified vulnerabilities assessment. The UGC web based applications should be audited as per the CERT-in standards. The auditor is expected to submit the final audit report after the remedies/recommendations are implemented and confirmed with retest.

TIME SCHEDULE FOR SUBMISSION OF REPORT:

- 1) The security audit report will have to be completed and submitted within 45 days from the date of commencement of work/contract as per the scope of work.

DELIVERABLES AND AUDIT REPORTS:

The successful bidder will be required to submit the following documents in printed format (2 copies each) after the audit of the UGC web based applications:

- 1) A detailed report with security status and discovered vulnerabilities weakness and mis-configurations with associated risk levels and recommended actions for risk mitigations.
- 2) Summary and detailed reports on security risk, vulnerabilities and audit with the necessary counted measures and recommended corrective actions to be undertaken by UGC.
- 3) The final security audit certificate for the UGC web based applications should be in compliance with the NIC standards.
- 4) After the report is submitted by the Auditors, UGC will be expected to remove all the vulnerabilities. The Audit firm/company has to submit a summary compliance report at the end of the assessment phase and the final report will certify the UGC web based applications in compliance with the NIC standards.
- 5) All the deliverables shall be in English language and in A4 size format.

CURRENTLY SERVER SPECIFICATIONS/CONFIGURATION AND CAPACITY:

Sever Operating System : Ubuntu 20.04
Processor : Xeon
RAM : 4GB/256GB
System Type : Linux
Storage Capacity : 5TB
URL : www.nie.gov.in

DATA MANAGEMENT SERVICES: We are currently using SQL

VA FRAMEWORK: Container based

URLs: www.nie.gov.in

Total dynamic pages : 650

Total static pages : Nil

3. BID INFORMATION AND INSTRUCTION TO BIDDERS

1. Clarification

The bidders should ensure that their queries regarding the tender reach ICMR – NIE **on or before 23.11.2022 –15.00 PM**. Bidders may also email their queries to stores@nie.gov.in

1.1.1. Responses to Queries and Issue of Corrigendum

- i. ICMR – NIE will endeavor to provide timely response to all queries. However, ICMR – NIE makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
- ii. At any time prior to the last date for receipt of bids, ICMR – NIE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender Document by a corrigendum.
- iii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on www.eprocure.gov.in.
- iv. Any such corrigendum shall be deemed to be incorporated into this tender.
- v. In order to afford prospective Bidders reasonable time in which to take the corrigendum into account in preparing their bids, NIE may, at its discretion, extend the last date for the receipt of Bids

2. BID format

The entire bid proposal shall be strictly as per the format specified in this Invitation for bids and any deviation may result in the rejection of the bid proposal. The scanned copies of the documents or pdf versions only need to be uploaded on the CPP portal.

The scanned versions of the documents or pdf versions of the following documents need to be uploaded on CPP portal.

- i. Format of Covering Letter (Format 1)
- ii. Format for Performance Bank Guarantee (Format 2)
- iii. Eligibility Criteria (Format 3)
- iv. Format for Covering Letter for Financial Bid (Format 4)
- v. Format for Price Bid (Format 5)
- vi. Annual Turnover (Format 6)
- vii. Declaration that the company has not been blacklisted in last three years (Format 7)
- viii. Format for BID security Declaration (Format 8)
- ix. Authorization Certificate of CERT-in empaneled

3. Validity of Bids

The validity of the bids shall be 90 days from the date of opening of bids.

4. Bidding Process:

- The bidders should submit their proposal online, general format, scope, and comprehensive details. The bidders satisfying and accepting the terms and conditions of this document shall be short-listed and may be called for a presentation.

- The shortlisted bidders will be security vetted. Bidders who fail to clear the security vetting will be disqualified from further selection.
- ICMR-NIE reserves the right to change above bidding process.

5. Bid Security Declaration

Bidders are required to submit Bid securing declaration as per prescribed format. The scanned copy of Bid securing declaration shall be uploaded along with the bid document. By signing the bid security declaration, bidders are accepting that if they withdraw or modify their bids during the bid validity period, they will be suspended for a period of one year as specified in the prescribed format.

For unsuccessful bidders, the bid securing declaration shall cease to be valid upon receipt of the notification of the successful bidder in the CPP-Portal or thirty days after the expiration of validity of this bid, whichever is earlier.

6. Method of submission

The response to tender Document should be in Two cover bid systems and its details are given below:

- i) **Technical Bid Cover** – Technical bid containing the details as per Format – 3 and other annexures should be uploaded in the CPP Portal under Technical bid cover.
- ii) **Financial Cover** – Financial bid in MS Excel format should be uploaded in the CPP Portal under Financial bid cover. Format of the price bid given in Format – 5 is for reference only.

Important Note: The bidders shall not deviate from the naming and the numbering formats mentioned above, in any manner. Any deviation shall invite summary rejection of the bid.

7. Performance Guarantee

- i. The successful Tenderer shall, within 7 days from the date of receipt of communication of acceptance of quotes from NIE shall intimate his acceptance of the order. An Integrity Pact shall be submitted by the successful Tenderer.
- ii. The successful bidder shall be required to submit a **Performance Guarantee equivalent to 3% of the contract value** in the form of Bank Guarantee, Demand Draft issued by any Commercial Bank in India.
- iii. The performance Guarantee will remain valid for 60 days beyond the date of completion of all contractual obligations of the supplier.
- iv. The Performance security will be forfeited and credited to the Procuring Entity's account in the event of breach of contract by the contractor.
- v. The Performance Security will be refunded to the supplier without interest after the supplier duly performs and completes the contract in all respects.

Table 3.1

S.No.	Eligibility Criteria	Proof Required
1	Annual Gross Turnover Gross annual turnover for last three Financial years 2019-20, 2020-21 and 2021-22	Audited financial Statements (reflecting overall turnover) /annual report containing financial statement for the last three financial years As per Format-6
4	The firm should have a valid GST Registration and Income Tax returns and PAN card.	Copy of GST Registration Income Tax returns for last 3 financial years (till 2021-22) Statutory Audit report from CA for last 3 FY (till 21-22)copy of PAN card
5	As on date of submission of the bid, the firm should not be blacklisted by any Government entity in India and that there is no legal incapacity preventing the Bidder to enter into a contract.	Certificate duly signed As per Format- 7
6	Bid Security Declaration	Bid Security Declaration as per Format 8
7	The firm should have minimum 3 years' experience in providing Service	Copies of work orders/MoUs/Agreements
8	The firm should have completed, in last three financial year (i.e. current year and two previous financial years)	Copies of work orders/MoUs/Agreements
9	Authorization Certificate with current CERT-in empanelment	Certificate duly signed

FORMAT-1

Covering Letter

Date: _____

Reference No: _____

From: _____ [Insert name and address of Bidding Company]

Tel#:

Fax#:

Email address#

To,

Director,

National Institute of Epidemiology,

R127, Tamil Nadu Housing Board, Ayapakkam,

Chennai 600077

Subject: Response to Notice Inviting Bid No. NIE/Stores/E-Tender-02/2022 dated 09.11.2022 for Security Audit of ICMR-NIE Web Portal and Certificate Issuance for the web application by CERT-in empaneled.

Dear Sir,

We, the undersigned _____ [insert name of the Bidder] having read, examined and understood in details the notice hereby submit response to tender document. We confirm we have not submitted more than one response. We are submitting the Bid at ICMR– National Institute of Epidemiology.

1. We give our unconditional acceptance to the Notice Inviting Tender dated 09.11.2022 issued by ICMR – NIE and the same have been initiated by us and enclosed with the Bid.
2. We have enclosed Bid Security Declaration
3. We have submitted our Bid strictly as per Formats for Bid submission of this Bid document, without any deviation, condition and without mentioning any assumptions or notes in the said Formats. We are hereby submitting our Proposal, which includes Compliance to Eligibility Criteria, Technical bid and Financial/Commercial Bid uploaded online.
4. We hereby unconditionally agree and accept that the decision made by ICMR-National Institute of Epidemiology, Chennai in respect of any matter regarding or arising out of the Notice Inviting Bid shall be binding on us. We hereby expressly waive and withdraw any and all claims in respect of this process.
5. We are enclosing herewith our response to the tender document with formats duly signed as desired by you in the tender document for your consideration.

6. It is confirmed that our response to the tender document is consistent with all the requirements of submission as stated in the tender document and subsequent communications from ICMR-NIE.
7. The information submitted in our response to the tender document is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our response to the tender document.
8. We hereby declare that our company has not be debarred/ black listed by any Central/State Govt. Ministry or Department/Public Sector company/ Government autonomous body.
9. We confirm that all the terms and conditions of our Bid are valid upto_____ [insert date in dd/mm/yyyy] for acceptance (i.e. period of ninety (90) days from the date of opening of bids).

10. Contact Person

Details of representative to be contacted by ICMR - NIE are furnished

as under: Name: _____

Designation: _____

Company: _____

Address: _____

PhoneNos: _____

Mobile: _____

FaxNos:

_____ Email

l address: _____

11. We have neither made any statement nor provided any information in this Bid, which to the best of our knowledge, is materially inaccurate or misleading. Further, all the confirmation, declaration and representation made in our Bid are true and accurate. In case this is found to be incorrect after our selection as successful bidder, we agree that the same would be treated as a Seller's even to default.

Dated the day of, 20...

Thanking you,

Yours faithfully,

(Name, Designation and Signature of Authorized Person)

FORMAT- 2

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be on Rs 100/- non-judicial stamp paper)

In consideration of the ----- [Insert name of the Bidder] (hereinafter referred to as selected Bidder') submitting the response to Bid inter alia for Security Audit of ICMR-NIE Web Portal and Certificate Issuance for the web application by CERT-in empaneled in response to the Bid dated..... issued by ICMR- National Institute of Epidemiology, Chennai (herein after referred to as ICMR-NIE)and ICMR-NIE considering such response to the Bid of[insert the name of the selected Successful Bidder](which expression shall unless repugnant to the context or meaning thereof include its executers, administrators, successors and assignees) and selecting Successful Bidder/Trader and issuing Letter of award No.....to(Insert Name of selected Successful Bidder)as per terms of Bid and the same having been accepted by the selected Successful Bidder, M/s. ----- ---, if applicable]. As per the terms of the tender, the_____[insert name, branch code & address of bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to ICMR-NIE at [Insert Name of the Place from the address of ICMR NIE] forthwith on demand in writing from ICMR-NIE or any Officer authorized by it in this behalf, any amount up to and not exceeding Rupees----- [Total Value] only, on behalf of M/s_[Insert name of the selected Successful Bidder]

This guarantee shall be valid and binding on this Bank up to and including..... and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to Rs. _____ (Rs. _____ only).

Our Guarantee shall remain in force until..... ICMR-NIE shall be entitled to invoke this Guarantee till

The Guarantor Bank hereby agrees and acknowledges that ICMR - NIE shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by ICMR-NIE, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to ICMR-NIE.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by [Insert name of the selected Successful Bidder]and/or any other person. The Guarantor Bank shall not require ICMR -NIE to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against ICMR-NIE in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at Chennai shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly ICMR-NIE shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the selected Successful Bidder, to make any claim against or any demand on the selected Successful Bidder or to give any notice to the selected Successful Bidder or to enforce any security held by ICMR - NIE or to exercise, levy or enforce any distress, diligence or other process against the selected Successful Bidder

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to Rs. _____(Rs. _____ only)and it shall remain inforce until.....

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if ICMR-NIE serves upon us a written claim or demand.

Signature _____

Name _____

Power of Attorney No.

For

_____ [Insert Name of the Bank] _____

Banker's Stamp and Full Address. Dated this _____ day of _____, 20____ Witness:

1.

.....

..... Signature

Name and Address

2.

.....

..... Signature

Name and Address

Note:

1. The Performance Bank Guarantee shall be executed by any of the Nationalized Bank.

Format 3
Compliance Sheet for Eligibility Criteria

S. No.	Basic Requirement	Provided	Reference & Page Number
1.	Particulars of the Bidders	Yes/No	
2.	Annual Gross Turnover Gross annual turnover for last three Financial years 2019-20, 2020-21 and 2021-22	Yes/No	
3.	The firm should have a valid GST Registration and Income Tax returns and PAN card.	Yes/No	
4.	As on date of submission of the bid, the firm should not be blacklisted by any Government entity in India and that there is no legal incapacity preventing the Bidder to enter into a contract.	Yes/No	
5.	Bid Security Declaration	Yes/No	
6.	The firm should have minimum 3 years' experience in providing Service	Yes/No	
7.	The firm should have completed, in last three financial year (i.e. current year and two previous financial years)	Yes/No	
8.	Authorization Certificate with current CERT-in empanelment	Yes/No	

FORMAT- 4
FINANCIAL PROPOSAL
Covering Letter
(On Bidder's letter head)

[Date and Reference]

To,
The Director,
National Institute of Epidemiology,
R127, Tamil Nadu Housing Board, Ayapakkam,
Chennai 600077
Tel./Fax No:.....

Sub: Response to Notice Inviting Tender for Security Audit of ICMR-NIE Web Portal and Certificate Issuance for the web application by CERT-in empaneled vide Ref No.-----

Dear Sir,
I/We, (Applicant's name) have uploaded the Financial Proposal for selection of my / our company for Vulnerability Assessment, Security Audit and Certificate Issuance for the web application by CERT-in empaneled as a Bidder.

I/ We agree that this offer shall remain valid for a period of 90 (Ninety) days from the date of opening of Bid or such further period as may be mutually agreed upon.

Yours faithfully,
(Signature, name and designation of the Authorized Signatory)

Note: The Financial/Commercial Proposal is to be submitted strictly as per forms given in the Notice.

FORMAT- 5

Subject: - Response to Notice Inviting Bid No. NIE/Stores/E-Tender-02/2022 Dated 09.11.2022 for Security Audit of ICMR-NIE Web Portal and Certificate Issuance for the web application by CERT-in empaneled

Table-A: Cost Break up

S. No.	Particulars (Scope of work in the tender document)	Quantity	Amount (per unit rate to be mentioned in the Price Bid (.xls) and uploaded in the CPP Portal)
1.	Security Audit of ICMR-NIE web portal and Certificate Issuance for the web application by CERT-In empaneled	1	

Note:

1. Total cost shall be quoted as a fixed amount in Indian Rupees only. Conditional proposal shall be summarily rejected.
2. In the event of arithmetic calculation mistake, the individual price in words shall be considered for calculation.
3. All figures are to be rounded off to the nearest Rupee only. Any figures given in paisa will not be considered.
4. The L-1 bidder will be decided on the basis on total cost of services. No cost will be paid which is not mentioned in the price bid.

Authorized Signatory Name, Designation

Name of the Company & Address

Format 6
Annual Turnover

It is hereby certified that the Gross turn over of M/s. _____(name of the bidder) from services for the last three years is as given below:

Annual Gross turnover for the last 3 Financial Years in Indian Rupees (in crore)			
Year (2019-2020)	Year (2020-2021)	Year (2021-2022)	

(Signature)

Name of Firm:

Seal

Format 7

Declaration that the Company has not been blacklisted in last three years

(To be submitted on the Letterhead of the responding SI)

{Place}

{Date}

To,

Ref: No: -----dated -----

Subject: Self Declaration of not been blacklisted in response to the Tender for Security Audit of ICMR-NIE web portal and Certificate Issuance.

Dear Sir,

We confirm that our company, M/s._____, is not blacklisted in any manner whatsoever by any of the State/UT and/or Central Government in India in last three years on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

Further it is confirmed that there is no legal incapacity that will bar the Bidder from entering into a Contract or Agreement or to undertake the specified Scope of Work

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Bid.

FORMAT 8

BID SECURING DECLARATION

(to be given by Bidders in Company letter head by Authorized Signatory)

Date: [insert date (as day, month and year)]
Notice Inviting Tender No.: [insert number of No]

To
The Director
ICMR – National Institute of Epidemiology
Ayapakkam, Chennai – 77.

We, the undersigned, declare that:

We hereby agree that, our firm will be disqualified from bidding in any contract with NIE, Chennai for a period of One Year starting from the date that we receive a notification from NIE, under the bid conditions, which are as follows:

(a) have withdrawn/modified/amended, impairs or derogates from the tender conditions during the period of bid validity specified in the tender document; or

(b) having been notified of the acceptance of our Bid by NIE, Chennai during the period of bid validity,

- i. fail or refuse to execute the Contract Form, if required,
- ii. fail or refuse to furnish the performance security, in accordance with the tender terms and Conditions mentioned in the tender document,

(c) have breached a provision of the Code of Integrity specified in the tender document;

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of

- i. our receipt of your notification to us of the name of the successful Bidder; or
- ii. thirty days after the expiration of our Bid.

Sign : [insert signature of person whose name and capacity are shown]

In the capacity of: _____

[insert legal capacity of person signing the Bid-Securing Declaration]

Name: _____

[insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of:

[insert complete name of Bidder] Dated on day of [insert date of signing] Corporate Seal

