

Tender Document



Tender for Gap Analysis & IT Security Audit of INFLIBNET Centre

No. INF/PUR/GAP/SEC-AUDIT/2021



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar / गांधीनगर- 382 007

Contact person:

(During office hours 9.30am to 6.00pm (Mon-Fri))

For Technical query:

Mr. Manoj Kumar K., Scientist – E (CS)
Email: manoj[at]inflibnet[dot]ac[dot]in
Tel : 079-23268220

For Commercial query:

Mr. R M Patel, Assistant – (Purchase & Store)
Email: rmpatel@inflibnet.ac.in
Tel: +91 79 23268146

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/GAP/SEC-AUDIT/2021
2.	Yearly Estimated Cost of Tender	Rs. 1,50,000/-
3.	Bid validity	120 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, PB No. 04, Gandhinagar- 382 007

IMPORTANT DATES

Publish Date	02.07.2021	17:30 Hrs.
Document Download / Sale start Date	02.07.2021	18:00 Hrs.
Document Download / Sale end Date	23.07.2021	11:00 Hrs.
Pre-Bid Meeting	12.07.2021	11:00 Hrs.
Bid Submission Start Date	12.07.2021	13:00 Hrs.
Bid Submission End Date	23.07.2021	11:00 Hrs.
Bid Opening Date	23.07.2021	15:00 Hrs.

INTRODUCTION

The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, Ministry of Education, New Delhi. Sealed bids on behalf of Director, **INFLIBNET Centre, Gandhinagar** are invited under two bid systems i.e. Technical and Financial Bid. Sealed Tender for Security Auditing of Gap Analysis & IT Security Audit of INFLIBNET Centre must be as per terms and conditions attached.

Tender document and further amendments/corrigendum can be downloaded from the INFLIBNET Centre's website www.inflibnet.ac.in or from Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in and be submitted the same to INFLIBNET CENTRE on or before the due date of tender.

Bidder/Service provider is expected to examine all instructions, forms, terms & conditions, and specifications in the bidding document. Failure to furnish all information prescribed in the bidding documents or submission of bids not substantially responsive to the bidding documents in every respect may result in the rejection of the bid.

Scope of Work for Gap Analysis & Security Audit

INFLIBNET Centre has a Datacentre which hosts about 20+ physical servers hosting and about two dozen services. Few of the web based services are mission critical and nationally acclaimed projects such as NIRF, IRINS, ShodhGanga, eShodhSindhu, UGC website, e-scholarship maintenance, AIU Portal, etc. We are executing few of the services as per the directions of MHRD as well as UGC/AICTE.

We are in the process of upgrading the existing Data centre with standards and certifications. The basic purpose of GAP Analysis / security audit is to evaluate the existing Data centre and propose feasible solution for upgradation of the same so that, later, the Datacentre can be prepared for Tier II/Tier III/ISO 27002 Compliance. Before the upgradation of Data Centre, a GAP Analysis / security audit is planned which includes the following

- 1) Data Centre's physical security including Power, cooling, fire alarm & suppression system, UPS & Battery etc.
- 2) Networked IT Infrastructure Security.
- 3) Power redundancy for Data Centre to avoid single power failure.
- 4) Uplink redundancy for the data Centre to make servers available 24x7.
- 5) Any other parameter which needs to be added/modified/removed to attain Tier III certification.

Deliverables and Audit Reports

The successful bidder will be required to submit the following documents in printed format (2 copies each) after the physical audit of the datacentre.

A detailed report with GAP Analysis status of Power, cooling, fire alarm & suppression system, UPS & Battery etc. access of Datacentre (security). Reports will also include the all the essential parameters either exist at site or not and require to get Tier III/ISO 27002 certification of Datacentre.

Summary and detailed reports on security risk, shortcomings and audit with the necessary counter measures and recommended corrective actions to be taken.

The final GAP Analysis/ security audit certificate for the Datacentre should be in compliance with the Tier III/ISO 27002 standards for Datacentre.

A checklist of all parameters of Tier III datacentre must be accomplished with the detailed report.

All deliverables shall be in English language and in A4 size format.

The vendor will be required to submit the deliverables as per terms and conditions of this document.

SIGNATURE WITH SEAL OF TENDERER _____

NAME IN BLOCK LETTERS: _____

COMPANY NAME WITH FULL ADDRESS: _____

INSTRUCTIONS TO BIDDER

01. Kindly submit the following documents along with quotation:

<u>Sr. No.</u>	<u>Chapter</u>	<u>Description</u>
1.	Annexure-T-I	Checklist for Technical Bid a) Registration Certificate b) PAN No. in the Company's Name c) GST Number d) Certificate of CERT-In
2.	Annexure-T-II	Bidder's Details
3.	Annexure-T-III	Bank details
4.	Annexure-T-IV	Bid declaration form
5.	Annexure-T- V	Bid Security Declaration Form
6.	Annexure-T-VI	Details of Firm's similar type of services

Before submitting the tender, kindly read the attached Terms & Conditions carefully and if in case you need any clarification, please contact the undersigned.

The bidder should submit original proposal with all required documents in the prescribed form mentioned at Annexure- T-I). The documents submitted must be legible and each page of proposal should be duly sealed & signed by the company of authorized officer otherwise the bid is likely to be rejected.

The sealed envelope should be submitted to the In-Charge – (P&S), INFLIBNET Centre, INFOCITY, Gandhinagar or can be deposited/dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 23rd July, 2021 till 11:00 hrs., superscribing the enquiry number and due date.

- All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned, if required.
- Late/delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- Incomplete and conditional tender will be rejected
- The bid shall be written in English only.
- No other method/means of submission of bid except as stated above shall be acceptable. All entries in the bid form should be legible and filled clearly. Otherwise the bid is likely to be rejected. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. No overwriting or cutting is permitted in the Financial Bid form. The cuttings, if any, in the Bid/ Bid application must be signed by the person authorized to sign the bid.

02. Earnest Money Deposit (EMD): As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the Bid security Declaration Form as prescribed in annexure T-X. It is mandatory to submit the Bid security declaration Form, in absence of which the bid would be considered as unresponsive.

03. Performance Security Deposit: The successful Bidder/Contractor shall have to deposit a Performance Security Deposit of 3% of the total amount of work order immediately on the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations of the service provider under the agreement to be executed by and between INFLIBNET Centre and the service provider. Deductions shall also be made from Contractor's PBG during implementation of the contract that may become due as penalties for violation of rules, terms and conditions, damages, liabilities or for other causes. The performance security will be renewed, if the contract is extended.

04. Terms of Payment:

- 100 % payment will be released after submitting the final security audit certificate on completion of audit of website as per mentioned at scope of work, by e-transfer through RTGS/ NEFT. No advance payment will be made. The Contractor should provide their bank details duly signed by authorized signatories.
- Format of invoice is as per INFLIBNET (i.e. Tax invoice as per GST rules clearly indicating Tax registration number, Service Classification, GST number of both parties, rate and amount of Tax shown separately). The terms of such invoice(s) is that they shall be payable as per the rates submitted, negotiated and agreed by both.
- The Centre will deduct Income tax at source under Section 194-C of Income Tax Act from the renderer at the prevailing rates of such sum as income tax on the income comprised therein. All Taxes per applicable rules at time to time will be deducted at applicable rates from all payments made by INFLIBNET Centre. Necessary TDS certificate will be issued by the Centre.
- No claim for interest will be entertained by the Centre in respect of any payment/deposit which will be held with the Centre due to dispute between the Centre & Contractor or due to Admin delay for the reasons beyond the control of the Centre.

05. Period of Validity of Offer: For the purpose of placing the order, the proposals shall remain valid till 120 days. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various Bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.

06. Pre Bid Meeting: Pre Bid Meeting will be held on 12.07.2021 at 11.00 hrs. at the premises of INFLIBNET. Only the queries received within the stipulated date prior to the Pre Bid Meeting will be answered.

07. INFLIBNET'S Right to reject any of all bids: INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

08. Submission of Bid: The bids have been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes superscribing "Technical Bid" (Envelop 1) and "Financial Bid" (Envelop 2). Both the sealed envelopes should be kept in a third envelope of bigger size duly sealed and superscribed "Bid for Gap Analysis and IT Security Audit" to the INFLIBNET Centre, Infocity, Gandhinagar-382007 and shall be deposited/dropped in the tender box placed at the security cabin of the centre on or before the last date of bid

submission. Any Incomplete and conditional bids received shall not be considered and will be summarily rejected in very first instance without any recourse to the bidder and shall not be evaluated.

- 09. Price Bid:** The price bids shall be opened on the scheduled time and date at INFLIBNET Centre, Infocity, Gandhinagar, in the presence of the representatives of the Housekeeping service Providers, if any, who wish to be present on the spot at that time.

The price bid of only those bidder will be opened whose bids have been found eligible as per the criteria mentioned in the technical bid (pre-qualification criteria envelop no.1). All eligibility conditions have to be satisfied on the respective date in such condition and not on a later date.

- 10. Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons and shall be under no obligation whatsoever to continue the contract. Where a contract terminated by INFLIBNET on account of the default committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.

- 11. Liquidated Damage:** In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Bidder/OEM for sum not less than 0.50% of the contract value for that item/job for each week or part thereof, subject to a ceiling of 5 % of the total contract value/tender amount (including all taxes & duties and other charges). In the event of LD exceeds 5% of the order value, INFLIBNET reserves the right to terminate the contract and INFLIBNET will get the job completed by any other competent party. The difference of cost incurred by INFLIBNET will be recovered from the Bidder/OEM.

12. Resolution of Disputes:

The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.

- 13. Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.

- 14. Agreement:** The contractor will have to enter into a written Agreement with this Centre immediately after intimation/LOI. Thereafter only, work order will be issued to the bidder.

SIGNATURE WITH SEAL OF TENDERER: _____

NAME IN BLOCK LETTERS: _____

COMPANY NAME WITH FULL ADDRESS: _____

TERMS & CONDITIONS

- 01.** Only those Organizations/firms registered with the CERT-in-empaneled are eligible for submitting the tender.
- 02.** The first round of GAP Analysis/security audit report should be submitted to INFLIBNET Centre within 45 days after the work order issued by INFLIBNET Centre.
- 03.** In case, the firm does not complete the audit work within the stipulated period from the date of confirmed work order, strict action will be taken against the firm.
- 04.** The tenderer can remain present himself/herself or his/her authorized representative at the time of opening the tender. Only authorized representative will be allowed to attend the meeting of the Tender Committee. They should also bring an undertaking on the letter head of the firm/organization that any decision/negotiation taken by their representative shall be acceptable to the firm.
- 05.** All the firms/organizations participating in the Tender must submit a list of their owners/partners etc. along with their contact numbers and a Certificate to the effect that the firm/organization is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India be attached with this tender. Any firm/organization blacklisted by a Govt. /Semi Govt. Dept. shall not be considered for this tender and tender will be rejected straightway.
- 06. The bidder must have accomplished atleast two types of similar work within the last five financial years, the details of which shall be mentioned at Annexure-T-VI.**
- 07.** If the firm/organization wants to know about the size, i.e. of the Website before submitting the tender, they can contact this office at Mr Manoj Kumar K., Scientist-E (CS) INFLIBNET Centre.

SIGNATURE WITH SEAL OF TENDERER: _____

NAME IN BLOCK LETTERS: _____

COMPANY NAME WITH FULL ADDRESS: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre

(Tender No. INF/PUR/GAP/SEC-AUDIT/2021)

Technical Bid- Pre-qualification Criteria

Annexure T-I

Checklist for Technical Bid

Sr. No.	Pre-qualification criteria	Documents to be provided	Mention Page Numbers	
			Attached (Y/N)	Page No.
01.	The Registration Certificate	I. Certificate of Commencement of business (Certificate of incorporation)		
02.	They should be registered with Income Tax and Goods and Service Tax.	I. Attested copy of PAN/GIR Card II. Attested copy of GST		
03.	Annexure-T-II [On the letterhead of the Bidder]	Bidder's Details		
04.	Annexure-T-III [On the letterhead of the Bidder]	Bank details		
05.	Annexure-T- IV [On the letterhead of the Bidder]	Declaration		
06.	Annexure-T- V [On the letterhead of the Bidder]	Bid Security Declaration Form		
07.	Annexure-T-VI [On the letterhead of the Bidder]	Details of Firm's similar type of services		

- Please use separate sheet for providing complete information.
- While evaluating bids, the document required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

**[On the original letterhead of the Bidder/OEM]
Bidder/OEM's Details**

1.	Name of the Firm/ Company	
2.	Name and Designation of Authorized Signatory	
3.	Communication Address:	
4.	Office Phone No: Mobile No:	
5.	Fax: E-Mail ID:	
6.	GST registration Number: PAN Number:	
Particular Details of the Bidder/OEMs Representative		
7.	Name of the Contact Person: Designation: Phone No: Mobile No: E-Mail ID:	

UNDERTAKING

I, the undersigned certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

सूचना एवं पुस्तकालय नेटवर्क केन्द्र Information and Library Network Centre
(Tender No. INF/PUR/GAP/SEC-AUDIT/2021)

Annexure T-III

[On the original letterhead of the Bidder/OEM]
RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Sl. No	Particulars	Attached (Y/N)
1.	Name of the Bidder/OEM	
2.	Permanent Account No. (PAN)	
3.	Particulars of Bank Account	
	a) Name of Bank	
	b) Name of Branch	
	c) Branch code	
	d) NEFT/ IFSC Code	
	e) Account No.	
	f) RTGS Code	
	g) 9 digit MICR code appearing on the cheque book	
	h) Type of account	
	i) Address	
	j) City Name	
	k) Telephone No.	
4.	Email id of the Bidder/OEM	

Note: - Please attach original cancelled cheque along with the RTGS/ National Electronic Fund Transfer (NEFT) Mandate Form

Date: _____

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

[On the original letterhead of the Bidder/OEM]

Date: _____

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____ Proprietor / Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit.

Date: _____

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

[On the letterhead of the Bidder]

Bid Security Declaration Form

Date: _____

Tender No. _____

To,

Director,

INFLIBNET Centre, Gandhinagar.

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Signed:

In the capacity of:

Name:

Duty authorized to sign the bid for an of behalf of

Dated on _____ day of _____.

Corporate Seal

सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
(Tender No.INF/PUR/HOUSE KEEPING/2021-22)

Annexure T-VI

Details of works of similar type executed by the bidder

(To be submitted in Envelop No. 1 i.e. Technical Bid)

Sl. No.	Name of the Company with full address, phone, fax and name of contact person	Work Description	Ref. & Date of the order	Work Order Value	Details of Order	Date of		Page No
						Start	Completion	

Sign and Seal of Contractor

1. Copies of work orders should be attached with this information. In absence of documentary evidence, bid is liable to be rejected.
2. If necessary, separate sheet may be used to submit the information.

Commercial Bid should be in the format given below and it should contain price only and no other documents shall be enclosed.

COMMERCIAL BID (On Company Letter Head)

To,

Date:

Director,

INFLIBNET Centre, Gandhinagar.

Sr. No.	Description	Price	18% GST	Total Amount with GST in (RS.)
1.	Gap Analysis & Security audit of INFLIBNET Centre (As per Scope of work)			

SIGNATURE WITH SEAL OF TENDERER: _____

NAME IN BLOCK LETTERS: _____

COMPANY NAME WITH FULL ADDRESS: _____