

**Inviting Quotations from Cert-in empanelled agencies
for conducting Security Audit of Notary Portal of
Department of Legal Affairs, New Delhi**

[Reference No.15011/154/2023-Notary Cell]

Last Date & Time of Submission of Bid	31.07.2024 by 05:00 P.M.
Date & Time of Opening of Bid	02.08.2024 at 11:00 A.M.

Name of the Bidding Company/Firm	
Contact Person Authorized bid Signatory	
Correspondence Address	
Mobile No. Telephone	
Website	
Official E-mail Address	

Subject: Tender for conducting Security Audit of Notary Portal of the Department of Legal Affairs from CERT-in empanelled agencies.

Department of Legal Affairs is inviting quotations from Cert-in Empanelled Agencies for Security audit of **Notary Portal** of the Department of Legal Affairs i. e. <https://notary.gov.in>. Bidders are advised to study the document carefully. The Cost estimates may please be provided in the sealed envelope and should reach by post to the below mentioned address latest **by 31.07.2024 by 5.00 PM.**

The Agencies are requested to submit financial quotation for security audit of the portal. The sealed quotation is to be raised in the name of following –

UNDER SECRETARY (Cyber Cell)

DEPARTMENT OF LEGAL AFFAIRS

Room No.417-A, Shastri Bhawan

NEW DELHI-110011

Tender document with other details is also available on DEPARTMENT OF LEGAL AFFAIRS, Website www.legalaffairs.gov.in

ANNEXURE-I

TERMS & CONDITIONS

1. The website will be hosted at NIC server after Security audit, so the security audit certificate should be in compliance with the NIC standards
2. The envelope shall be prominently marked on top with "COMMERCIAL BID FOR CONDUCTING SECURITY AUDIT OF THE NOTARY PORTAL OF THE DEPARTMENT OF LEGAL AFFAIRS." The envelope should be property sealed.
3. The tenders should reach this office by 31.07.2024 by 5:00 PM and tender will be opened on 02.08.2024 at 11:00 AM.
4. The price bids of those firms will be opened who fulfils the terms and conditions.
5. Only those Organizations/firms empanelled with the CERT-in are eligible for submitting the tender.
6. Incomplete or conditional tender will not be entertained.
7. No tender will be accepted after closing date and time
8. The first round of security audit report should be submitted to DEPARTMENT OF LEGAL AFFAIRS within 07 days after the work order issued by DEPARTMENT OF LEGAL AFFAIRS and consecutive round report if any, should be submitted within 5 working days
9. The tenderer may 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
10. **All the firms/organization 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 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. Deptt, shall not be considered for this tender and tender will be rejected straightway.**
11. The payment will be made only after submitting the final security audit certificate on completion of Audit of website.
12. No claim for interest in case of delayed payment will be entertained by this Department.
13. A copy of terms & conditions and scope of work as attached, should be duly signed by the tenderer, as a token of acceptance of the same, along with the tender

14. The Tender Committee reserves the right to relax any terms and condition in the Govt. Interest, with the approval of the competent authority
15. All disputes are subject to the jurisdiction of the Courts in the N.C.T. of Delhi.

NOTE:

(A) DOCUMENTS REQUIRED TO BE ATTACHED WITH BID

1. GST Registration Certificate:
2. Copy of authorization with CERT-in empanelment
3. Copy of terms and conditions duly signed with seal of the firm/organization, in token of acceptance of terms and conditions
4. All the firms participating in the Tender must submit a list of their owners/partners etc and a Certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partners anywhere in India
5. All Other supporting documents as required in the tender shall be attached

(B) COMMERCIAL BID should be in the format given at Annexure-III and it should contain price only and no other documents shall be enclosed

SIGNATURE WITH SEAL OF TENDERER

NAME IN BLOCK LETTER _____

Company Name with Full Address _____

ANNEXURE-II

Scope of Work for the Security Audit

Primary objective of the security audit exercise is to identify major vulnerabilities in the web application from internal and external threats. Once the threats are identified and reported the auditors should also suggest possible remedies

Technical Details of the application are as follows:

Application (Web/Internal/Mobile) Security Assessment	
Note: Please fill checklist for every scope separately in case of multiple scope	
Questioners	Description
Number of Applications (Web/Internal/Mobile) do client want to get tested?	1
Testing URL or URL's of the application, proposed for audit?	https://notary.legalaffairs.gov.in/notarytest
What does the application do? (Relevant Description)	Notary Application
What languages is the app written in?	PHP 7
How many inputs field in the application?	100 plus
Approx. No. of Static and Dynamic Pages exist in Application?	Under 50
How many user roles exist?	3
Provision for e-commerce and/or payment gateway need to be tested? (Y/N)	No
Whether application contains any content management module? (Y/N)	N
Is the application being accessed through the web or just internally?	Public and Internal user
Do penetration test need to be carried out for deployment infrastructure also?	
What audience is the report to be written for?	
What is the purpose of the test? (Certification, Compliance other)	Certification
Application has SMS Integration	Y
Application has E-mail Integration	Y
Application provides a file upload feature	Y

To ensure that the web-based applications for Online Assessment Tool and E-Certificate applications are free from the vulnerabilities. The audit exercise will need to undertake the following activities

1. Identify the security vulnerabilities, which may be discovered during website 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 miss- configuration, well known platform vulnerabilities, Errors triggering sensitive information, leak etc

- 2 Identification and prioritization of various risks to the Notary Online portal online web application.
3. Identify remedial solutions and recommendations for making the web application secure.
4. Undertake user profiling and suggest specific access methodologies and privileges for each category of the users identified
5. The auditors will have to carry out an assessment of the vulnerabilities, threats and risks that exist in Notary Online portal Online web application through Internet Vulnerability Assessment 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.
- 6 Both the 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.
7. The Audit Firm/company has to submit a summary compliance report at the end of the assessment phase and the final Report will certify that Notary Online portal web application is in compliance with the NIC standards.

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 above mentioned two web application:

- i. A detailed report with security status and discovered vulnerabilities weakness and misconfigurations with associated risk levels and recommended actions for risk mitigations.
- ii. Summary and detailed reports on security risk, vulnerabilities and audit with the necessary counter measures and recommended corrective actions to be undertaken by Department of Legal Affairs.
- iii. The final security audit certificate for online application and should be in compliance with the NIC standards.
- iv. All deliverables shall be in English language and in A4 size format.
- v. The vendor will be required to submit the deliverables as per terms and conditions of this document.

ANNEXURE-III

COMMERCIAL BID (On Company Letter Head)

The Agencies are requested to submit only one financial quotation for the application.

Name of the Bidder

Address for Correspondence

We hereby submit the commercial bid for conducting Security Audit of web application of Notary Online portal as per the Scope of work given in this tender document within the time specified and in accordance with the terms and conditions.

The bidders are required to quote the rates in the following format:

S.No	Description	Cost (In Rs.)	Tax	Total Cost (Rs.)
1	E- Certificate Online Assessment Tool			

1. The rate should not be provided as a percentage figure but in absolute Indian Rupees
2. The rate quoted must be reasonable and valid for the period of contract from the date of opening of financial bid.