

**Tender for conducting the Security Audit of Inventory Management Software from CERT-in Empanelled agencies**

1. Department of Legal Affairs (DoLA) has developed an Inventory Management software for managing distribution of Stationery and Sundry Items in the Department.
2. Sealed Bids are invited on behalf of Department of Legal Affairs **only from Cert-In Empanelled Agencies** for Security audit of Inventory Management software.
3. The bids duly filed in all respect enclosing necessary documents may be addressed to, The Section Officer (Admin-II), Department of Legal Affairs, Room no. 413 [A] A-Wing, Shastri Bhawan, 4<sup>th</sup> Floor, New Delhi-110001, so as to reach on or before 25.02.2025 till 12:00 hrs.
4. The bids will be opened on the same date at 15:30 hrs i.e. 25.02.2025 at DoLA, New Delhi in the presence of bidders who may wish to be present, either by themselves or through their authorized representatives.
5. The detailed Terms & Conditions as Annexure-I, Scope of Work as Annexure-II, Format for submitting Price bid as Annexure-III and Bidder Details as Annexure-IV are attached with this tender document and can be downloaded from Department of Legal Affairs website <https://legallaffairs.gov.in>.

  
(Pawan Kumar Sharma)  
Section Officer

## TERMS & CONDITIONS

### **ANNEXURE-I**

1. The website is to be hosted at NIC server after Security audit, so the security audit certificate should be in compliance with the NIC standards. The bidders may well acquaint themselves with NIC standards before applying for tender.

2. **Eligibility Criteria:**

a. The bidder must be an empanelled auditor of CERT-In, having an empanelment certificate valid up to March 31, 2025. Copy of authorization with valid CERT-in empanelment to be furnished.

b. Documentary evidence of firm's GST Registration shall be furnished. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected.

c. 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

3. **The bid shall contain two envelopes as under:**

**Part I Eligibility related documents:** - The first envelope shall contain the supporting documents fulfilling Eligibility Criteria mentioned in clause-2 above.

**Part II Commercial Bid for security audit of Inventory Management software:** - Second envelope shall contain the commercial price bid as per **Annexure-III** of this tender.

4. The tender should be prepared in two separate sealed covers, each containing documents mentioned above under **Part I & Part II** and these covers should be superscribed as "**Eligibility Criteria**" and "**Commercial Bid**", for security audit of Inventory Management software" respectively. These two sealed covers should be put inside a separate Sealed cover and super-scribed as "**Tender for conducting security audit of Inventory Management software**"

5. Tender must contain the name, office & e-mail addresses including telephone & mobile numbers of the authorized person(s), with their signatures in **Annexure-IV**. Unsigned or unstamped tender shall not be accepted

6. **All pages of the bid being submitted must be signed and sequentially numbered by the bidder.**

7. **Period of Bid Validity**

Bids shall remain valid for 90 days from the date of Bid Opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive.

8. **General Terms and conditions**

- a. Incomplete or conditional tender will not be entertained.
- b. **No tender will be accepted after closing date and time.**

**9. Last date & Time for receipt of Bids:**

The last date for receipt of Bids is 25.02.2025 till 12:00 PM. Bids will be opened on the same day at 15.30 PM.

**10. Submission of Bids:**

The completed bids may be submitted in person or alternatively the bids may be sent by registered post/speed post to Section Officer (Admn-II), Department of Legal Affairs, Room no. 413(A) A-Wing, Shastri Bhawan, 4<sup>th</sup> Floor, New Delhi-110001 so as to reach by the time and date stipulated for receipt of Bid.

**11. Late Bid**

Any delay, even postal delay, in the receipt of bid would be considered late submission of bid and rejected. Mere handing over of the bidding documents at the Reception Counter or at any other counter or room or person of Department of Legal Affairs shall not be considered.

**12. Language of Bids**

The Bids prepared by the Bidder and documents relating to the bids exchanged by the Bidder, shall be written in the Hindi/English language, provided that any printed literature furnished by the Bidder may be written in another language so long as the same is accompanied by a Hindi /English translation in which case, for purposes of interpretation of the bid, the Hindi/English version shall govern.

**13. Bid Prices**

- a. The prices shall be quoted in Indian Rupees only.
- b. All taxes, duties, levies applicable etc shall be clearly indicated.
- c. Prices quoted must be firm and shall remain constant throughout the period of validity of bid and shall not be subject to any upward modifications, whatsoever.
- d. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation.

**14. Bid Evaluation**

a. During Eligibility Criteria Evaluation, bidder's details shall be evaluated with reference to the required Eligibility Criteria as mentioned in this tender document and subsequently the bids of only eligible bidders shall be considered for final evaluation.

b. The price bids shall be evaluated as under:

- i. If there is any discrepancy between words and figures, the amount in words will prevail.

ii. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected.

c. If the Bidder does not accept the correction of the errors as above, his bid will be rejected.

d. The bidder whose evaluated price is found to be lowest (L-1), shall be considered for placement of Work Order for Conducting Security Audit of Inventory Management software.

**15. Work Period**

The first round of security audit report should be submitted to Department of Legal Affairs within 07 days after the work order issued by this Department and consecutive round report if any, should be submitted within 5 working days.

**16. Payment Terms**

a. Payment will be released after successful completion of work, submission of necessary certificate / documents / Report to Department of Legal Affairs and receipt of pre-receipted bills in triplicate.

b. No advance payment shall be made.

c. No claim on account of any price variation / escalation shall be entertained.

d. No claim for interest in case of delayed payment will be entertained by the Authority.

**17. Departments right to accept or reject any or all bids**

The Department reserves the right to accept or 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 or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds.

**19. Force Majeure**

a. "Force Majeure" means an event beyond the control of the Auditor and not involving the Auditor's fault or negligence and not foreseeable. This type of event may include but not limited to fires, explosions, floods, earthquakes, strikes, wars or revolutions, etc.

b. The work execution period may be extended in case of Force Majeure condition. In order to be able to obtain an extension to the contract work period, the Auditor shall promptly notify auditee advising the existence of such an event, not later than one week of such event happening and produce the necessary documents such as Certificate of Chamber of Commerce or any other competent authority indicating the scope of such an event, and its impact on the performance of the contract and establish that such an event is not attributable to any failures on its part.

20. Laws /Jurisdiction /Arbitration: All disputes arising out of this notice inviting tender shall be subject to the exclusive jurisdiction of Courts at Delhi only.

**Note:**

**(a) DOCUMENTS REQUIRED TO BE ATTACHED WITH BID**

- (i) GST Registration Certificate;
- (ii) Copy of authorization with CERT-in empanelment
- (iii) Copy of terms and conditions duly signed with seal of the firm/organization, in token of acceptance of terms and conditions.
- (iv) 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.
- (v) 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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:

S.No	Application (Web/Internal/Mobile) Security Assessment	
Note: Please fill checklist for every scope separately in case of multiple scope		
1.	Questioners	Description
2.	<b>Number of Applications (Web/Internal/Mobile) do client want to get tested?</b>	1
3.	Testing URL or URLs of the application, proposed for audit?	Inhouse audit will be conducted
4.	What does the application do? (Relevant Description)	Inventory management of stationery and sundry items
5.	What languages is the app written in?	PHP & JavaScript
6.	How many input field in the application?	45
7.	Approx. No. of Static and Dynamic Pages exist in Application?	33
8.	How many user roles exist?	5
9.	Provision for e-commerce and/or payment gateway need to be tested? (Y/N)	No
10.	Whether application contains any content management module? (Y/N)	No
11.	Is the application being accessed through the web or just internally?	Internal user
12.	<b>Do penetration test need to be carried out for deployment infrastructure also?</b>	
13.	What audience is the report to be written for?	
14.	What is the purpose of the test? (Certification,	Certification

	Compliance other)	
15.	Application has SMS Integration	No
16.	Application has E-mail Integration	No
17.	Application provides a file upload feature	No

**COMMERCIAL BID (On Company Letter Head)**

The Agencies are requested to submit only one financial quotation.

**Name of the Bidder:-**

**Address for Correspondence:-**

We hereby submit the commercial bid for conducting Security Audit of web application of Inventory Management Software 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			

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

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**BIDDER'S PARTICULARS**

S.No.	Particulars	Details
1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	Name of the Authorized Signatory	
4.	Name & address of the officer to whom all references shall be made regarding this tender	
5.	Telephone	
6.	Fax No.	
7.	E-Mail	
8.	Mobile	

Bidder : \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Date : \_\_\_\_\_

Company Seal: \_\_\_\_\_