



**Request for Proposal**  
*for*  
**Engagement of Cyber Security Audit Service Provider**

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## **Disclaimer**

This Request for Proposal (RFP) contains brief information about the project, qualification requirements and the selection process for the successful applicant (Bidder). The purpose of this RFP document is to provide applicants (Bidders) with information to assist the formulation of their Bid application (the "application").

Whilst the information in this RFP has been prepared in good faith, it is not and does not purport to be comprehensive or to have been independently verified. Neither National Small Industries Corporation (NSIC), nor any of its officers or employees, nor any of their advisers accept any liability or responsibility for the accuracy, reasonableness or completeness of the information contained in the RFP, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed project, or makes any representation or warranty, express or implied, with respect to the information contained in this RFP is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and, so far as permitted by law and except in the case of fraudulent misrepresentation by the party concerned, and liability therefore is hereby expressly disclaimed.

The information ('Information') contained in this RFP document or subsequently provided to interested parties (the "applicant(s)"), in writing by or on behalf of NSIC is provided to applicant(s) on the terms and conditions set out in this RFP documents and any other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by NSIC to any other party. The terms on which the project is to be developed and the right of the successful applicant shall be as set out in separate agreements contained herein. NSIC reserves the right to accept or reject any or all applications without giving any reasons thereof. NSIC will not entertain any claim for expenses in relation to the preparation of RFP submissions.

## ABBREVIATIONS

Abbreviation	Description
API	Application Programming Interface
Auditee	Department or Owner of the application who is facing the audit/assessment
BID	Bug traq ID
CERT	Computer Emergency Response Team
CISA	Certified Information Systems Auditor
CISSP	Certified Information Systems Security Professional
NSIC	National Small Industries Corporation
RFP	Request for proposal
SI	Systems Integrator
SIEM	Security Information and Event Management
SME	Small and Medium Enterprise
SOC	Security Operations Centre
SPOC	Single Point of Contact
SQL	Structured Query Language
SSO	Single Sign on Computing
VA/PT	Vulnerability Assessment / Penetration Testing
WASA	Web Application Security Assessment

# **NOTICE INVITING REQUEST FOR PROPOSAL**

## **Subject: - Engagement of Cyber Security Audit Service Provider**

Sealed quotations are invited in single stage two envelope Bid systems (Technical & Financial Bid, each in separate sealed envelopes contained in one bigger envelope) with heading "**Engagement of Cyber Security Audit Service Provider**" as detailed below:

<b>Requirement</b>	To conduct cyber security audit & submission of the certificate for various web applications of NSIC
<b>Technical Bid</b>	The details for submission of Technical Bid is placed at <b>Annexure-`A`</b>
<b>Commercial Bid</b>	The details for submission of Commercial Bid is placed at <b>Annexure-`B`</b>
<b>Tender Document Amount</b>	FREE, NO-COST TO BE SUBMITTED
<b>Earnest Money Deposit along with RFP</b>	Rs.1,00,000/- (Rupees One Lakh only) or exempted as detailed available in " <b>Instructions to the RFP</b> "
<b>Date &amp; Time of Pre-Bid Meeting</b>	19-02-2020 at 15:00 hrs
<b>Venue for Pre-Bid Meeting</b>	NSIC Bhawan National Small Industries Corporation Limited (A Government of India Enterprise) Okhla Industrial Estate, Phase - III, New Delhi- 110 020
<b>Last date of submission of RFP document</b>	<b>05-03-2020 at 16:00 hrs</b>
<b>Date of opening of Technical Bid</b>	<b>05-03-2020, 17:00 hrs</b>
<b>Address for RFP Inquiry and Delivery</b>	General Manager (Contract & Procurement) National Small Industries Corporation Limited (A Government of India Enterprise) NSIC Bhawan, Okhla Industrial Estate Phase - III, New Delhi- 110 020
<b>Contact Person for Queries</b>	Ms Anju Kapoor Manager (IT) National Small Industries Corporation Limited NSIC Bhawan, Okhla Industrial Estate Phase - III New Delhi - 110020 Tel. - 011-26927160 Email: <a href="mailto:anjukapoor@nsic.co.in">anjukapoor@nsic.co.in</a> , <a href="mailto:procurement@nsic.co.in">procurement@nsic.co.in</a>

## SECTION-1: KEY INFORMATION

### I. PURPOSE OF THIS RFP

National Small Industries Corporation invites RFP within the CERT-In Empanelled Information Security Auditing Organizations to conduct Cyber Threat, Vulnerability Assessment and Site Security Audit Service for the web applications of NSIC. The Submission of RFP should be through manual submission in Tender-Box or speed post submission (to reach before date and time of Bid opening). The List of CERT-In Empaneled Information Security Auditing Organisations are mentioned in Annexure of this document.

### II. FACT SHEET

1.	RFP No. & Date	NSIC/HO/IT/126 dated 13-02-2020
	Brief description of project	Selection of Agency for Cyber Threat & Vulnerability Assessment and Site Security Audit Services for NSIC Web Applications
	RFP issuing entity	NSIC
	Earnest Money Deposit	The Bidder shall pay EMD of Rs. 1,00,000 (Rupees One lakh Only) through Demand Draft
	Last Date and time of submission of the queries	<b>Date: 18-02-2020 at 18:00 hrs</b>
	Bid Submission closing date & time	<b>Date: 05-03-2020 at 16:00 hrs</b>
	Bid opening date & time for Technical Proposals	<b>Date: 05-03-2020 at 17:00 hrs</b>
	Date of uploading the final list of Qualified Bidder to the website	Date: To be notified later on
	Contact Person	1) For Technical –Ms Anju Kapoor, anjukapoor@nsic.co.in 2) For Commercial queries –GM(C&P) procurement@nsic.co.in

Note: This RFP document is non-transferable.

All Bidders are advised to check for any further clarifications, amendments and corrigendum related to this project at the website <https://nsic.co.in>

## **SECTION-2: BACKGROUND**

### **I) OBJECTIVE OF THE PROJECT**

The main objective of this project is to appoint third-party auditing agency (ies) from the CERT-In empanelled Information Security Auditing Organisations those who will assist NSIC to review the security implementation across NSIC various web-based applications. The agency(ies) will also assist the NSIC in identification of the vulnerabilities during assessment & provide recommendations to cope with encountered vulnerabilities. This will be the stepping stone towards Cyber Safe NSIC. The Indicative Security Checks to be performed by the selected agency (ies) are mentioned below:

1. Application Code Testing
  - a. Manual testing of code
  - b. Automated testing of code
  - c. Functional/controls audit
  
2. Web and Mobile Application Security Assessment

## **SECTION-3: INSTRUCTION TO BIDDERS**

- a. The duly signed RFP response should be submitted either by speed-post to GM(C&P), NSIC Bhawan, Okhla Industrial Estate, New Delhi or By-Hand in TENDER BOX kept in C&P cell at above address.
- b. Submission of RFP response will be done as per time schedule stated in this document.
- c. This is an **Open RFP**. Only the CERT-In empaneled agencies will be eligible to participate in the RFP process.
- d. No sub-contracting will be allowed under any conditions, whatsoever.
- e. Eligibility Criteria:- As per below mentioned Table

#	Basic Requirement	Eligibility Criteria	Document Proof
1.	CERT-IN	<ul style="list-style-type: none"> <li>Bidder must be CERT-IN empaneled agency</li> </ul>	<ul style="list-style-type: none"> <li>CERT-IN registration number.</li> </ul>
2.	Legal Entity	<ul style="list-style-type: none"> <li>The Bidder should have existence in India for last three (3) years at the end of 31st March 2019.</li> <li>The Bidder shall be solvent at the date of Bidding</li> <li>The Bidder shall have positive networth</li> </ul>	<ul style="list-style-type: none"> <li>Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self- declaration</li> <li>Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet.</li> <li>Certificate from Statutory auditor / Chartered Accountant for Solvency</li> </ul>
3.	Work Experience	<ul style="list-style-type: none"> <li>The Bidder should have executed at least 3 orders of similar nature of jobs, particularly in Cyber Threat &amp; Vulnerability Assessment and Site Security Audit Services at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council.</li> </ul>	<p>Order issued by the client + satisfactory certifications from client for ongoing projects to be enclosed hiding price part (if required).</p> <p>Managing Director or equivalent authorized signatory of the Consulting firm shall self-certify the projects if</p>





			the firm has done assignments based on Non- disclosure Agreements and cannot share the contract / work- order.
4.	Other legal documents	<input type="checkbox"/> GST Certificate <input type="checkbox"/> Income Tax Return (Latest 3 years) <input type="checkbox"/> Copy of PAN <input type="checkbox"/> Articles of Association/ Company Registration	Copy of the valid documents
5.	Blacklisting	The responding firm must not be blacklisted by any Central/any State Department/establishments in India at any point of time for breach of ethical conduct or fraudulent practices.	A self-declaration that the Bidder has not been blacklisted is to be submitted (in Annexure-C). In case it is found after issuing Work Order that the concerned organization is blacklisted by any Central/any State Department/establishments in India, the work order will be cancelled.
6.	Power of Attorney	The Bidder shall submit the Power of Attorney of Authorization for signing the Bid in Rs.100.00 Non Judicial Stamp Paper.	To be submitted along with Technical Bid
7.	Submission of EMD	The Earnest Money Deposit of Rs. 1,00,000/- (Rupees one lac only) by way of demand draft only, drawn in favour of "The National Small Industries Corporation Ltd." payable at New Delhi is to be enclosed.	To be submitted along with Technical Bid.



8.	Exemption to the Bidders	<p>The offers without EMD will be rejected. However, there is exemption of EMD applicable to the units registered with The National Small Industries Corporation (NSIC), Udyog Aadhar or the concerned Ministry or Department as defined under Rule 153 of General Financial Rules (GFR), 2017. Further exemption will also be provided as per the "Public Procurement Policy for Micro &amp; Small Enterprises (MSEs) Order 2012"</p> <p>A copy of valid certificate/ proof of registration must be enclosed.</p>	Supporting Documents for exemption should be enclosed
9.	Security Deposit	<p>Security Deposit will be of Rs. 1 Lakh. In case of successful Bidder the EMD amount will be converted into Security Deposit. In case of Bidder availing EMD Exemption the Security Deposit will be required to be submitted of Rupees 1 Lakh (One lakh) in form of demand <b>draft</b> drawn in favour of "<b>The National Small Industries Corporation Ltd.</b>" payable at New Delhi</p>	

**RFP should cover the following aspects: -**

- ✓ All pages of this RFP document should be signed by the authorized signatory and submitted in Technical part.
- ✓ Covering letter is to be placed by RFP participants.
- ✓ The details of the project executed as mentioned in Section-3, point no. 3 and Work Order copies along with job completion certificates from the customers duly attested.
- ✓ Bid of the quality based on single stage, two envelope Bid system i.e. Technical Bid and Financial Bid.

The Bidder shall bear all costs associated with the preparation and submission of the Bid.



## SCOPE OF WORK

### **BACKGROUND AND OBJECTIVE OF THE ASSIGNMENT**

NSIC would like to engage a third-party firm to perform services including a cyber security audit, review of their existing IT policies, creation of IT policies. The overall purpose of the Cyber Security Audit exercise is to confirm to the IT security needs of quality standard ISO 27001, which includes the evaluation and gap analysis of the following with respect to CERT-IN guidelines:

- Web based Application packages and portals
- Identification of vulnerabilities, security flaws, gaps and loopholes
- Carry out ethical Internal and External Penetration Test for NSIC

Portals and Web based Applications, where in the: -

- a. The **First Cyber Security Audit** exercise needs to be commenced within 10 business days of issuing the Work Order. This needs to be done at all offices Locations (NSIC Registered Office and NSIC Port Offices) and Departmental end users for all types of IT systems of NSIC for Cyber Security. Report of Cyber Security Gaps along with the recommendations needs to be provided by the Bidder and based on the same security Gap analysis and action would be taken at NSIC end. The First Phase of the Cyber Security Audit and its Reporting need to be completed within 20 business days of commencement.
- b. After the end of the **First Phase of the Cyber Security Audit** and Reporting thereof by the Bidder, NSIC would take some reasonable time to study the Gaps in Cyber Security and would attempt to bridge the gaps as much as possible. After the Gap bridging exercise by NSIC has been completed, the Bidder would be informed accordingly by concerned NSIC representative, and thereafter the Bidder should commence the Second Phase of Cyber Security Audit exercise. The time taken by NSIC for bridging the Cyber Security Gap will not affect the Bidder in any way as the Bidder will not be held responsible for any delay in the same.
- c. The **Second Cyber Security** Audit needs to be completed within 20 business days after concerned NSIC representative gives the go ahead for the Second Phase exercise. The purpose of the Second Phase Audit exercise would be to review and ensure that remediation action has been taken against all the observation points/gaps. The Second phase audit exercise should also result in a Detailed Report and Analysis to be submitted for the current Cyber Security status of NSIC



**REPORTS** required by NSIC, during and at the end of the Cyber Security Audit exercise:

- a. Audit Plan and proposed and actual progress in the Cyber Audit exercise on a weekly basis.
- b. Summary of Cyber Audit findings, including identification tests and the results of the tests need to be shared with concerned NSIC officials on a weekly basis and as and when required by NSIC.
- c. Analysis of vulnerabilities and issues of concern of Cyber Security needs to be reported on a weekly basis.
- d. Recommendations in line with CERT-IN guidelines to make NSIC'S IT web applications CERT-IN compliant.
- e. Cyber Security Certificate to be provided.

**OTHER TERMS:**

- a) The Quote will be given on per Man-Day basis. The selected agencies will need to submit the number of days involve in Audit of the particular web application as and when required.
- b) NSIC will have the right to select the agency based on the quote of the Man-Day basis.
- c) In case the first agency is not able to perform the audit, NSIC can negotiate with L2 for the rates and can award the work order on the rates/Man-Day received from the first lowest Bidder.

**SELECTION METHOD**

For selection of the final Bidder, the following procedure shall be adopted:

- a) All the proposals received by NSIC would be scrutinized with reference to the Technical evaluation criteria. Bidders meeting the Technical Evaluation Criteria shall only be considered for financial evaluation. These Bidders



shall be called as 'Eligible' Bidders. The Bidders may please note that mere meeting of the Technical Evaluation Criteria does not entitle any Bidder the right for award of contract.

## **ELIGIBILITY CRITERIA**

### **I. ESSENTIAL QUALIFICATION**

1. The firm submitting the RFP should be Registered Company (Attach Proof) i.e. Certificate of Incorporation / Registration. RFP submitted as Joint Ventures, Consortiums and similar arrangement will not be considered as technically qualified.
2. The Bidder should have a turnover of at-least 50 lakhs in each of last three financial years (i.e. 2016-17, 2017-18, 2018-19).
3. The Bidder should have the positive net worth.
4. The firm should be in existence in India for last five years,
5. The Bidder should not have been blacklisted or otherwise debarred by any state Government, Central Government or any other Public Sector undertaking or a Corporation or any other Autonomous Organization of Central or State Government as on the last date of submission of Bid (Annexure –C). A self-declaration in this regard should be submitted by the Bidder.
6. The firm should have complete understanding of Indian statutory laws, cyber law, IT Act, governance, taxes / duties, Government budget updates, import / export updates & implementation for Clients of similar stature. A self-declaration in this regard should be submitted by the firm.
7. The firm should have office situated /located within the Delhi & NCR.
8. The Bidder should have executed at least 3 orders in last five years of similar nature of jobs, particularly in Cyber Threat & Vulnerability Assessment and Site Security Audit Services at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council.
9. Documentary Support for all the above, with copies of documents / purchase orders (hiding price part, if required) & letter of completion from customers for projects completed in the last five years.
10. Bids submitted as consortium / joint venture / partnership / similar arrangement will be disqualified.
11. Firms meeting all the essential qualification criteria will only be considered for further evaluation as per technical evaluation criteria.



## 1.1. TECHNICAL EVALUATION CRITERIA

Sl. No	Criteria	Weightage	Total Marks
1	The Bidder should have a turnover of at-least 50 lakhs in each of last three financial years. Audited Annual Accounts/ CA Certificate / Audited Balance Sheet should be provided along with the technical Bid to support the same. For each Financial year 10 marks will be given.	2016-17	30
		2017-18	
		2018-19	
2	The Bidder should have positive net worth.	10	10
3	The Bidder should have executed at least 3 orders in last five years of similar nature of jobs, particularly in Cyber Threat & Vulnerability Assessment and Site Security Audit Services at any Govt. Department / Quasi Govt. Dept / PSU / Board / Council. For each completed order 10 marks will be given.	10 x 3 (For each completed order 10 marks will be given)	30
4	The Bidder should have minimum of 10 employees on roll as on date of submission of this tender.	10	30
	The Bidder should have minimum 5 employees certified as Certified Information Systems Security Professional (CISSP), Information Security Management Systems—Lead Auditor, Certified Information Security Manager (CISM), Computer Hacking Forensic Investigator (CHFI).	20 (4 points for each qualified Team Member)	
<b>Total</b>			<b>100</b>

The Bidder needs to score at least 80 marks in technical evaluation for qualifying for financial Bid evaluation.

**SELECTION PROCEDURE** – NSIC can empanel more than one Bidder for cyber security audit (subject to maximum of 3) at the L1 Rates.

The opportunity to match L1 rates will be given to Bidders based on the position in the financial evaluations of Bids eg: - L2, L3, L4 etc.



**AWARD OF WORK ORDER** – For Audit of each application empaneled Bidder will be shared TEST URL of each application proposed to be audited. After studying the application Bidder will be required to quote Man-Day based on the study.

1. In case, if more than one Bidder is empaneled, the Bidder who has quoted the lowest of product of (number of Man Day X rate per day) for audit, will be given order for audit of proposed web-application.
2. In case, if more than one Bidder are empaneled but only one Bidder has submitted quote for number of Man Days to conduct the audit, committee constituted of NSIC officials will evaluate the number of Man-Days quoted by the empaneled Bidder and may negotiate the same.
3. In case, if only one Bidder is empaneled the committee constituted of NSIC officials will evaluate the number of Man-Days quoted by the empaneled Bidder and may negotiate the same.
4. The Initial work order for empanelment will be valid for one year from the date of work order. The period can be extended twice for one year at each instance with mutual agreement on same rates and terms & conditions.

**PAYMENT TERMS:**

The payment shall be released on successful completion of following manner as under:

The Payments will be done per Man-Day basis submitted in the quotations for each and every project: -

1. Number of Man-Day quoted (X) rate finalized at the time of the work order given for empanelment (plus GST as applicable).
2. 100% Payment will be made after submission of Security Certificate.



## **LIQUIDATED DAMAGES**

Liquidated damage of (0.5%) half percent per week of delay subject to a maximum of 5% (five percent) of the order value will be levied for delay in execution of the contract. If the assignment is not completed in all respects or left in complete in between the study, the amount of the security deposit will be forfeited and no request for further extension shall be granted.

## **FORCE MAJEURE**

The Term "Force Majeure" shall include, without limitation, acts of nature, fire, explosion, storm, or other similar occurrence; order or acts of military or civil authority; national emergencies, insurrections, riots, wars, strikes, work stoppages, or other labour disputes, supplier failures, short ages, breach, delays or raw water resource not being available/ getting defunct / altered/ non-usable.

**Bid validity period:** Bid validity shall be 90 days from Bid Opening date.

**Arbitration clause:** This is for any dispute or difference whatsoever arising between NSIC and the Bidder out of or relation to the rendered service, meaning, scope, operation, effect of this RFP document or breach of contract or the validity of contract relating to the meaning of words, terms, specification, operations and instructions mentioned in the RFP document and as to the quality of performance of the Bid or any other question. For claim, right, matter or thing whatsoever shall be settled by arbitration, the same shall be referred to the Sole Arbitrator appointed by CMD of NSIC or his authorized representative in accordance with the Arbitration and Conciliation Act, 2015 and the award made in pursuance thereof shall be binding on the parties. The Venue of Arbitration shall be at New Delhi.





## ANNEXURE – `A`

### TECHNICAL BID

#### FORMAT & REQUIREMENTS

1. RFP Ref. No: **NSIC/HO/IT/126**
2. Name of Bidder: .....
3. Complete office address of Bidder .....
4. Contact details of authorized person of Bidder who have signed the RFP.
  - a. Name.....
  - b. Designation.....
  - c. Phone (Office).....
  - d. Phone (Mobile).....
  - e. E mail.....
5. Due date & Time of submission of Bid: .....
6. EMD payment details (DD number & bank detail) .....
7. Documents to be enclosed with the Technical Bid are as under:
  - a. Duly signed & stamped RFP documents (all pages) as a mark of your acceptance.
  - b. Supporting documents with respect to Qualification Criteria under the Essential Qualification from 1 to 11.
  - c. Copy of PAN, GST registration duly Signed & Stamped.
  - d. Blacklisting Undertaking on your company letter head, as per Annexure "C".
  - e. Non-Disclosure Agreement as per Annexure "D".
  - f. Bidder's Authorization Certificate as per Annexure 'E'.

Signature of the Bidder with stamp

Name : .....

Designation : .....

Date : .....



## ANNEXURE – B`

### FINANCIAL BID

#### FORMAT & REQUIREMENTS (to be separately enclosed)

1. RFP Ref. No.: **NSIC/HO/IT /126**
2. Name of the Bidder: .....
3. The offer with rates for the schedule of requirements of items, as elaborated under, to be submitted. Adhering to the format given below is a Pre-requisite for considering your quotations:

S.No	Description	Rate/Numbers	Amount (in Rs.)
1.	Charges Per Man- Day (in Rupees)		(Multiply S.No. 1 & 2)
2.	Man days required (in numbers)		
3.	<b>GST</b>		
4.	<b>Total (Including GST)</b>		
5.	<b>Total In Words</b>		

I/we hereby confirm that to the best of our knowledge and belief:

1. The rate quoted will be reasonable and valid for the period of one year from the date of opening of financial Bid. The period can be extended with mutual agreement.
2. RFP rates are at par with the prevailing market rates and not more than the price usually charged for same nature/class or description from any other, either foreign or as well as Government purchaser.
3. In respect of indigenous items/services for which there is a controlled price fixed by law, the price quoted are not higher than the controlled price.
4. Services/Products/Goods supplied, will be of requisite specification and quality.

**Note:**

1. The Bidders are advised to quote rate in absolute Indian Rupees.
2. The rate quoted will be reasonable and valid for period of contract from the date of opening of financial Bid. The period can be extended with mutual agreement.
3. No condition will be entertained and conditional RFP will be liable to be rejected.

Signature of the Bidder with stamp

Name : .....

Designation : .....

Date : .....



## ANNEXURE – C

### DECLARATION

(To be submitted on the letter head of the Bidder)

To,

**Chief General Manager (IT)**  
**National Small Industries Corporation Limited**  
**(A Government of India Enterprise)**  
**NSIC Bhawan, Okhla Industrial Estate,**  
**New Delhi– 110 020**

Sir,

With reference to the RFP No. NSIC/HO/IT/126  
 We..... hereby confirm  
 that we have not been blacklisted by any Government Department (Central/State/Autonomous/PSU)  
 in India.

Signature of the Bidder with stamp

Name :.....

Designation :.....

Date : .....



## ANNEXURE – D`

### Non-Disclosure Agreement (NDA)

#### Third Party Non-Disclosure Agreement

I, \_\_\_\_\_, on behalf of the \_\_\_\_\_ (Name of Company), acknowledge that the information received or generated, directly or indirectly, while working with NSIC on contract is confidential and that the nature of the business of the NSIC is such that the following conditions are reasonable, and therefore:

I warrant and agree as follows:

I, or any other personnel employed or engaged by our company, agree not to disclose, directly or indirectly, any information related to the NSIC. Without restricting the generality of the foregoing, it is agreed that we will not disclose such information consisting but not necessarily limited to:

- Technical information: Methods, drawings, processes, formulae, compositions, systems, techniques, inventions, computer programs/data/configuration and research projects.
- Business information: Customer lists, project schedules, pricing data, estimates, financial or marketing data.

On conclusion of contract, I, or any other personnel employed or engaged by our company shall return to NSIC all documents and property of NSIC, including but not necessarily limited to: drawings, blueprints, reports, manuals, computer programs/data/configuration, and all other materials and all copies thereof relating in any way to NSIC business, or in any way obtained by me during the course of contract. I further agree that I, or any others employed or engaged by our company shall not retain copies, notes or abstracts of the foregoing.

This obligation of confidence shall continue after the conclusion of the contract also. I acknowledge that the aforesaid restrictions are necessary and fundamental to the business of the NSIC, and are reasonable given the nature of the business carried on by the NSIC. I agree that this agreement shall be governed by and construed in accordance with the laws of country.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of, 20\_\_\_\_\_.

Signature of the Bidder with stamp

Name : .....

Designation : .....

Date : .....



## ANNEXURE – E

### Bidder's Authorization Certificate

(To be submitted on the letter head of the Bidder)

To:  
Chief General Manager (IT),  
National Small Industries Corporation Limited, NSIC Bhawan,  
Okhla Industrial Estate, New  
Delhi-110020

<Bidder's

Name> \_\_\_\_\_ <Designation> \_\_\_\_\_

\_\_\_\_\_ is hereby authorized to sign relevant documents on behalf of the Proprietorship/  
Partnership firm/ Company in dealing with RFP of reference  
dated \_\_\_\_\_. He is also authorized to attend meetings & submit technical & commercial  
information as may be required by you in the course of processing above said RFP.

Yours Sincerely,

Signature of the Bidder with stamp

Name : .....

Designation : .....

Date : .....



## **GENERAL CONDITIONS OF RFP**

1. All visit charges, travelling allowance, daily allowances, presentation visit, travel charges, professional taxes, any intellectual property charges, any Govt. report collection charges, service charges etc. are deemed to be included in the Bid offer price and in no case be payable extra.
2. **Code of Integrity for Public procurement**: All Bidders and procuring authorities shall observe the highest standards of ethics and shall not indulge in corrupt practices, fraudulent practice, anti-competitive practices, coercive practices, obstructive practices.
3. Conflicting assignments shall not be accepted by Bidder after taking consultancy work from NSIC by successful Bidder.
4. **Conflicting relationship**: A consultant having close business or family relationship with professional staff of procuring entity who are directly or indirectly involved in any part of Bidding is to be declared at the time of Bid submission for resolution as per satisfaction of Executing contract awarding authority.
5. **Punitive provisions**: If the code of integrity is observed to violate conclusively, then procuring entity may take appropriate measures as they deem fit as per Manual for Procurement of Consultancy & other services 2017, Ministry of Finance.
6. The RFP document is uploaded on CPPP and NSIC tender portal, namely, [www.eprocure.gov.in](http://www.eprocure.gov.in) and [www.nsic.co.in](http://www.nsic.co.in) . The RFP document can be downloaded from above website, fully filled up and submitted in hard copy in Tender Box kept in C&P cell at Head office, NSIC Bhawan, Okhla, New Delhi -110020 or may also be send by speed –post, so as to reach before Bid submission date and time along with requisite EMD amount.