



IIM NAGPUR

INDIAN INSTITUTE OF MANAGEMENT NAGPUR

Plot No. 1, Sector 20, MIHAN (Non-SEZ), Nagpur – 441108

Ref no: IIMN/ICT/2023-24/06

Dated: 11-09-2023

Notice Inviting Tender (NIT) for ICT audit through Cert-in empaneled organization at IIM Nagpur.

Issued by:

Indian Institute of Management Nagpur - 441108

Email: itoffice@iimnagpur.ac.in

Phone no. 0712-287-0341

www.iimnagpur.ac.in





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भारतीय प्रबंध संस्थान नागपुर
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR
ICT Department, IIM Nagpur, Plot No. 1, Sector 20,
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Chapter 1

A. Introduction

The primary objective of the engagement of the organisation registered with Cert-in is to identify and mitigate potential risks and vulnerabilities within the ICT infrastructure and applications. The selected Cyber Advisory Organization will be responsible for performing comprehensive Vulnerability Assessment and Penetration Testing and Application Audit, providing actionable recommendations, and assisting in the implementation of security measures to enhance overall ICT security posture.

The selected vendor will adopt a systematic and methodical approach to assess the ICT infrastructure and applications. This will include identifying vulnerabilities, evaluating security controls, testing application security, analyzing network architecture, and conducting penetration testing exercises. The engagement will encompass both internal and external assessments to provide a holistic evaluation of the IT ecosystem.

It will be benefitted to the institute to achieve the following:

- a) Identification and mitigation of vulnerabilities and security risks.
- b) Enhanced protection of sensitive data and intellectual property.
- c) Compliance with relevant security standards and regulations.
- d) Improved resilience against cyber threats and attacks.
- e) Assurance of the integrity and availability of ICT systems and applications.
- f) Expert guidance in implementing security best practices.





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B. Notice Inviting Bid & Timeline

IIM Nagpur is inviting **Bids** from reputed organizations registered with Cert-in.

Timeline:

Date	Time	Event
11-09-2023	11:00 AM	Tender uploaded on IIMN Website https://www.iimnagpur.ac.in/tenders/
18-09-2023	11:00 AM	The queries related to the tender could be sent to itoffice@iimnagpur.ac.in by 11.00 AM on 18 th Sept 2023. After the due date & time, no queries will be entertained.
03-10-2023	12:00 PM	Bids must be submitted latest by 12.00 PM on 3 rd Oct 2023.
03-10-2023	3:30 PM	Bid Opening at IIMN

C. Bid Submission

The tender shall be submitted offline in the closed envelope with the heading, **ICT dept # “Tender for ICT audit through Cert-in empaneled organization at IIM Nagpur.”** address to CAO, IIM Nagpur, Plot No. 1, Sector 20, MIHAN (Non-SEZ), Nagpur – 441108 as per the timeline.

All the Annexures with all supporting documents and tender copy dully signed & stamped to be submitted in the closed envelope offline.





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Chapter 2

Scope of Work

IIMN defines the environment as the people, processes, and technology that store, process, or transmit data or sensitive authentication of data along with the ICT infrastructure involved for the same, as an initiative to strengthen the ICT infrastructure of the organization from the security perspective, intends to take up an ICT Audit exercise for its cloud based and inhouse server, data center, ICT Peripherals, security devices, AV devices and network infrastructure spread across the campus. The scope of work has broadly been defined subsequently.

The selected vendor would be required to provide services broadly in following categories:

- Planning & Technical Assessment
- Execution
- Interim Reporting and Post execution activities.
- Retesting
- Final Report Submission

In detail:

1. Study of Existing ICT Environment
2. Vulnerability Assessment and Penetration Testing (VA-PT)
3. Gap Analysis and Systems Study
4. Study Report and Recommendations
5. Compliance with Auditee's Permissions and Policies
6. Testing Limitations and Ethical Considerations
7. Confidentiality and Data Protection
8. Test Plan and Milestones
9. Tool Evaluation and Approval
10. Ethical Testing Practices
11. Remedial suggestions
12. Communication and Updates
13. Comprehensive Reporting
14. Confidential Report Delivery

Vulnerability Assessment and Penetration Testing should cover the User, Information System, Infrastructure which includes Networking systems, Security devices, Servers, Databases, Applications, Systems accessible through WAN, LAN as well as with public IP's, sites maintained at Customer premises including IIMN websites and other sites hosted at the Service Provider's Data Centre.

Selected Vendor should carry out an assessment of threat & vulnerabilities and assess the risks in ICT Infrastructure. This will include identifying existing threats if any and suggest remedial solutions and recommendations of the same to mitigate all identified risks, with the objective of enhancing the security of Information Systems.





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Scope Elements

The ICT Audit shall cover the following ICT Infrastructure and all the network connected items at IIM Nagpur:

Sr No		Device	Type	Qty
1	Network	Firewall		2
		Controller		1
		Core Switches		2
		Switches L3	POE	100
			Non- POE	63
		Access Point		561
		FMC		1
		Software	ISE	1
			Prime	1
2	Telephone			
		EBPBX		1
		Server		1
		Phone		586
		Server		1
		CCTV	Recorder	4
			DOME Camera	308
			PTZ	2
			Bullet Camera	39
3	Server			
		Cisco		4
4	Cloud Server	AWS	Website	6
			LMS	
			EEP	
			Admission	
			Library	
		Go Daddy	Recruitment	1





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5	AV Setup	VC	Cisco based	5
		Server	Recording Server	3
		Audio setup	Amplifier	44
			DSP	25
			Projector	51
			speaker	282
			Mic	138
		TV	55"	83
			65"	
			75"	
		Wacom Tablet		17
		Video switcher		25
		Ipad Apple		21
		Network switch	Dlink	20
6	IT Peripheral	Laptop		44
		Printer		58
		Desktop		75





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Chapter 3

Instructions to the Bidder

CONDITIONS OF TENDER:

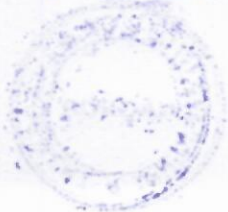
If the Bidder does not abide by the following terms & conditions, the Institute reserves the right to initiate appropriate action (including legal) as deemed necessary unless otherwise.

Note:

Terms & Conditions are subject to change prior to the award of the purchase order.

1. TERMS AND CONDITIONS

- The bid should be valid for 6 months from the date of opening of the bid.
- The repeat order could be placed within one year. The rate specified in the price bid will be applicable.
- The Validity of quoted price in the tender will be for one year.
- The bidder should have their own test and repair facility with certified engineers.
- Bids will be opened in the presence of bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
- 100% Payment will be released only on satisfactory services and execution of the work with delivery of final report as certified by the officer in charge of the Institute and after producing the invoice. The bidders, who do not agree to the above payment terms, are requested not to submit their bid.
- Tax Deduction at source: TDS as applicable will be deducted from the bills .
- In the event of a dispute, Director IIMN shall be the sole arbitrator and his decision shall be final and binding on both parties.
- IIMN does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- The Institute reserves the right not to disclose the names and rates of the successful bidder.
- Ambiguity must be avoided in filling tenders. All entries in the tender form must be typewritten or in ink. The quotation must be entered both in figures and in words. All pages of the bid should be numbered with a running serial number and signed with an office stamp by the bidder. This page number should be used in the compliance sheet.
- Tender Form and Schedule to Tender: The bidders are required to fill in the tender form and each page of the tender form must be stamped and signed by the person authorized by the Firm. The full address of the Bidder must be mentioned on the tender forms.
- Tender will be allotted to the L1 or as per the Directors decision.





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2. Limitation of Liability:

Bidder's aggregate liability for actual direct damages shall be limited to a maximum of the Contract Value, provided that this limitation shall not apply to (1) the infringement indemnity; or (2) bodily injury (including death) and damage to real property and tangible personal property caused by Bidder's negligence. Bidder shall not, in any event, be liable for any indirect or consequential damages, or for loss of profit, business, revenue, goodwill, anticipated savings or data, or third party claims except with respect to bodily injury (including death) and damage to real and tangible personal property for which Bidder is legally liable. For the purposes of this Section, "Contract Value" at any given point in time, means the aggregate value of purchase orders placed by IIMN on the Bidder under this project.

3. Payment terms:

3.1 Payment shall be made in INR.

3.2 Payment will be done after receiving the final report of ICT audit by Cert In authorized organization and after producing the invoice.

4. Further, in case of the Bidder, after quoting withdraws from the Bid/refuses/delays in commencing work/stops work abruptly without proper reason shall be blacklisted.

5. Sub-Contracting:

Consortium/sub-contracting of the ICT Audit work is not allowed in this Bid.

6. Income Tax PAN:

A copy of the PAN issued by the Govt. of India should accompany the tender. The PAN should be in the name of the firm quoting for the work.

7. GST Registration Certificate:

The bidder must submit a copy of the GST registration certificate.

8. Jurisdiction:

All questions, disputes, and/or differences arising under and out of, or in connection with the contract, if concluded, shall be referred to the High Court of Nagpur

9. Force Majeure:

Force Majeure is herein defined as any cause, which is beyond the control of the selected Bidder or the Institute as the case may be which they could not foresee or with a reasonable amount of diligence could not have foreseen and which substantially affects the performance of the Contract, such as:

Natural phenomena, including but not limited to floods, droughts, earthquakes, epidemics, acts of any Government, including but not limited to war, declared or undeclared, priorities, quarantines, embargoes Terrorist attacks, public unrest in work areas Restriction, Freight Embargo provided either party shall within ten (10) days from the occurrence of such a cause notify the other in writing of such causes. The Bidder or the Institute shall not be liable for delay in performing his/her obligations resulting from any Force Majeure causes as referred to and/or defined above.





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Chapter 4

Price Bid

Price Bid Statement:

The Price bid is to be submitted as per Annex V provided with tender for ICT Audit by Cert in authorized organization.

Price Bid Opening criteria:

- Bid shall be opened in presence of authorized representatives of bidders & IIMN Officers.
- In case if the price bid is found to be tempered/modified in any manner, the tender will be completely rejected and the bidder is liable to be banned from doing business with IIMN.
- Do not quote a price elsewhere except price bid page which would lead to the bid getting disqualified without any further reference to the bidders.
- The prices must include all the applicable taxes and duties, fees, and any other charges including GST.
- IIMN reserves the right to negotiate the quoted price with the successful bidder.
- The quoted rates shall remain firm throughout the tenure of execution of the work and render the services and no revision is permissible for any reason.
- Failure to provide the desired information documents for the bidder may lead to disqualification of the Bidder.





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Annex I

SN	Requirement	Page no
1	Name of the firm, Address, and Telephone Number	
2	Name of the Contact Person, Telephone/Mobile Number	
3	Name of the bank (With full address)	
4	Bank Account Number	
5	PAN No. (photocopy of PAN Card is to be enclosed)	
6	Affidavit (for proprietor firm) / copy of partnership deed (for partnership firm)/registration certificate of the firm (for Pvt. Ltd/Public Ltd Co) to be enclosed	
7	Date/year of commencement of business.	
8	The Bidder should be a CERT-In Empaneled Organization (Certificate copy are to be attached as evidence)	
9	The bidder should have at least 3 Information Security professional on their payroll.	
10	The Bidder should provide three Purchase order of similar work during last 5 Years with minimum value of 5Lacs each (PO copies/ Completion certificates are to be attached as evidence)	
11	The Bidder should be an ISO 9001:2015 and ISO 27001:2013 certified organization (Certificate copies are to be attached as evidence)	
12	Bidder should have an annual turnover of at least Rs.50 lakhs for each of the last financial years 2020-21, 2021-22, 2022-23 (Audited balance sheet for financial years 2020-21, 2021-22, 2022-23 to be provided) to be attached as a supporting document.	
13	Bidder should not be blacklisted/debarred/denied bidding facilities by any Government Department / Public Sector Undertaking / Educational Institute in the last 3 (three) financial years. (Declaration in company letterhead to be submitted/uploaded)	





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Annex II

CERTIFICATE (to be provided on letterhead of the firm)

I hereby certify that the above firm is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/partners anywhere in India.

I also certify that the above information is true and correct in every respect and in any case, at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Name of the Bidder:

Signature

Designation
Date

Company Seal





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Annex III

Particular of Bidders

SR.NO	DESCRIPTION
1	Name of the bidder
2	Trade Name (in Block letters)
3	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) In Block letters)
4	Name of Proprietor /Partners /CEO /Directors (In Block letters)
5	Postal Address
6	Telephone No.
7	E-mail / Website address (if available)
8	PAN (upload self-attested photocopy)
9	GSTIN (GST Registration No.) (Upload self- attested photocopy)





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ANNEXURE IV

Undertaking by the bidder (To be submitted on the bidder's letterhead)

I / We _____ hereby confirm that we have understood the Scope of Work and the Terms and conditions in the Tender Document issued by IIM Nagpur.

I/ We are ready to offer the required services as detailed in the scope of work at the rates mentioned in the Price Bid

Name of the Signatory _____

Signature with date _____

Name of the Firm _____

Seal of the firm





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Annex V

Price Bid

Name of the Bidding agency – _____

Please quote the Cost for rendering the services as detailed in the Scope of Work Chapter 2.

Sr.No.	Particulars of assignment / service	Job	Amount	GST %	Total Amount
1	ICT Audit by CIRT In Certified Organisation	01			
	Other charges if any				
	Grand Total				
	In Words:				

Notes:

- Payments will be released after successful audit of the ICT items and submission of final report as per the scope of work.
- Logging, boarding and food to be arranged by the bidder while execution of the work at IIM Nagpur
- No additional charges will be paid other than the quoted in this Price Bid.

Name of the Signatory _____

Signature with date _____

Name of the Agency _____

Seal of the Agency

