Request for Proposal
for
Selection of an Agency for conducting the Security Audit of web applications of UPYOG from CERT-in empanelled agencies

National Institute of Urban Affairs

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The NIUA (in consultation with the concerned Committee and Director) may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document or cancel this process

Letter of Invitation

Dear Mr. / Ms.:

1. The National Institute of Urban Affairs (NIUA) (hereinafter called "Client") now invites proposals from agencies to provide the following Services: **Conducting the Security Audit of UPYOG Platform**. More details on the Services are provided in the Terms of Reference (TOR).

2. This Request for Proposals includes the following documents:

    i. This Letter of Invitation;

    ii. Terms of Reference;

    iii. Eligibility Criteria;

    iv. The Forms of Submission of the Proposal

    - Technical Proposal (Tech Forms);

    - Financial Proposal (Fin Form);

    v. Standard Form of Contract.

3. An Agency shall be selected under the selection method based on Least Cost based Selection (LCS). Non-compliant or inadequate technical proposals will be rejected.

4. The RFP shall be published on the NIUA website and is free of cost for download. Bid Security / Earnest Money Deposit (EMD) is not required for the submission of the proposal. It is not permissible to transfer this invitation to any other firm.

5. Your proposal shall comprise your Proposal Submission Form, a Technical Proposal and a Financial Proposal (sealed in a separate envelope) inclusive of all taxes, and must be received at the following address via physical copy to **National Institute of Urban Affairs, Core 4B, 1st Floor, India Habitat Centre, New Delhi-110003** by 10 March, 2023, 17:00 hr IST.

6. Any queries in relation to the RFP should be sent prior to 27 February, 2023, 17:00 hr IST at the email ID: cdg-contact@niua.org and the responses will be available online by 02 March, 2023.

7. The issue of the RFP does not imply that the NIUA is bound to select bid(s), and it reserves the right without assigning any reason to

    - reject any or all of the bids, or
    - cancel the tender process; or
    - abandon the procurement process; or
    - issue another bid for identical or similar work

Yours sincerely,

Director

National Institute of Urban Affairs

Terms of Reference

1   Introduction and Background

The Ministry of Housing and Urban Development, Government of India is implementing the National Urban Digital Mission(NUDM), and the National Institute of Urban Affairs (NIUA) has been nominated as the anchor institution for implementing the mission. The National Institute of Urban Affairs (NIUA) is India's leading national think tank on urban planning and development. As a hub for the generation and dissemination of cutting-edge research in the urban sector, NIUA seeks to provide innovative solutions to address the challenges of a fast-urbanising India and pave the way for more inclusive and sustainable cities of the future.

NIUA is supporting the States/UTs across India in developing new services and providing a roadmap for digitization. NUDM ensures support to the onboarded states with their needs and challenges at local and state levels, roll out online delivery of municipal services and creates engagement-based systems across all Urban Local Bodies.

NUDM has developed a reference application (**Urban Platform for DeliverY of Online Governance - UPYOG**). The platform is being utilised by all the States and Union Territories to create a National Urban digital ecosystem for accessible and citizen-centric urban governance. Currently, 10 Reference services have been developed under NUDM and States/UTs are implementing these services. UPYOG includes 10 open-source reference modules of municipal e-Governance services vis.

2   Scope of Work

NIUA is inviting quotations from CERT-In Empanelled Agencies for Security audit Of UPYOG platform. Applications need to obtain the "safe-to-host" certificates from CERT-In empanelled agencies before hosting the same on NIC Data Centre/ERNET Data Centre. Audit has to be done on test platform. The applications are –

   i. Property Tax Assessment and Payment

   ii. Building Plan Approval

   iii. Public Grievance Redressal

   iv. Trade License Issuance and Payment

   v. Water and Sewerage Connection
       Management

   vi. No Objection Certificate (NOC) Issuance

   vii. NMAM-Compliant Municipal Accounting and Finance

   viii. Birth and Death Certificates

   ix. Miscellaneous Collections

   x. Faecal Sledge Management

3   Objectives

The overall objective of the work is to review the security controls / vulnerability assessments & Penetration Testing of Applications. in order to meet the confidentiality, integrity and availability requirements of the organizations.

4   Audit Process

a) The selected empanelled agency would use their own vulnerability scanning tools (Vulnerability Assessment / Penetration Testing), for conducting the security audit of the applications and facilitate NIUA to carry out bug fixing so that the Cert-In Security Audit 'Safe to Host' certificate is obtained for the application under audit.

b) The assessment should be done completely ethically and the Service Provider should not reveal the information arising from the Security Audit to any other party except NIUA. For this purpose, the service provider will sign a 'Non-Disclosure Agreement'.

c) At the minimum, Audit Scope will include discovery of latest OWASP Top 10 application under UPYOG Platform security risks, standard security audit guidelines of CERT-In, and all known vulnerabilities at that time. The assessment should include evaluation whether the code can be manipulated by attacker to retrieve/delete/modify/add/communicate sensitive data out of the organization, and check the different validations so as to ensure the level of IT security desired.

d) The Service Provider is expected to suggest remedial solutions or provide recommendations against the vulnerabilities, threats or risks so as to help the development team in mitigation of the same.

e) 'Safe-to-host' certificate will be issued in compliance of Cert-In Security Audit Guidelines having validity of 1 Year.

f) Payments towards Application Security Audits would be released based upon the 'Safe-to-host' certificates.

g) The validity of the empanelment shall exist only until the agency is empanelled with the Cert-In or the duration of empanelment under the scope of this RFP (whichever is earlier).

h) The Service Provider is expected to perform audit in multiple rounds of iterations (if required), and share the Audit reports to the NIUA who in turn shall be responsible for resolution of the issues in a time bound manner without any extra cost.

i) The service charges/rates charged by the selected bidder shall be strictly as per RC for the period of contract (and extended contract period as applicable) and no additional amount shall be charged.

j) The selected agency and NIUA shall mutually finalize, the Audit methodology, timeframe for various activities, Audit Checklists, Format of Audit reports etc. after signing of the contract.

k) The Agency shall follow all Guidelines issued by Cert-IN from time to time regarding Security Audits etc.

l) NIUA and the selected Agency will name SPOC's for coordination

5 Deliverables

- Web Application Security Audit Reports based upon Grey box testing with Vulnerabilities and flaws highlighted.

- Safe to host certificate will be issued only after verifying that all vulnerabilities have been closed as brought out in the audit reports.

6 Tentative Timelines :

Security Audit should be completed within 15 days once test URL is shared with credentials

7 Terms of Payment

a) Payments shall be made to the successful agency as per the following deliverables and milestones.

S. No.	Deliverables & Milestones	Payment
1	On submission of the Audit report and support extended to development team for removal of vulnerabilities.	40%
2	After completion of Audit exercise and submission of Safe to Host Certificate	60%

Payment will be made certificate wise

b) Release of payment will be made within 30 days of receiving the invoice along with relevant supporting documents, including Audit reports, Reports on closure of all vulnerabilities, threats, risks, safe to host certificates etc. and upon satisfaction and clearance of NIUA regarding the successful completion of all tasks and completeness of the deliverables submitted for each milestone.

8   Audit Parameters :

S. No.	Parameters	Description
1	**Web Application Name & URL**	UPYOG https://upyog.niua.org/digit-ui/citizen https://upyog.niua.org/digit-ui/employee
2	**Developer Contact Details**	Organization Name: NIUA Contact Person Name: Manish Sharma Email ID: manishsharma@niua.org Mobile No: 95825-77917
3	**Application will be host on (State Data Center, NIC, Private server, Amazon Server)**	AWS
4	**Application Server with Version (i.e. IIS 5.+B7:B210.Apache, Tomcat, etc.)**	Tomcat, Wildfly
5	**Front-end Tool [Server side Scripts] (i.e. ASP, Asp.NET, JSP, PHP, etc.)**	ReactJS, JSP, Struts
6	**Back-end Database (MS-SQL Server, PostgreSQL, Oracle, etc.)**	PostgreSQL
7	**Operating System Details (E.g. Windows, Linux, AIX, Solaris, etc.)**	Ubuntu
8	**Whether the application contains any content management module(CMS) (If yes then which?)**	No
9	**Authorization No. of roles & types of privileges for the different roles**	"code": "CITIZEN", "name": "Citizen", "description": "Citizen who can raise complaint" "code": "EMPLOYEE", "name": "Employee", "description": "Default role for all employees" "code": "SUPERUSER", "name": "Super User", "description": "System Administrator. Can change all master data and has access

to all the system screens."

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        "name": "Grievance Officer",
        "description": "Heads the grivance cell.
Also all complaints that cannot be routed
based on the rules are routed to Grievance
Officer."

        "code": "RO",
        "name": "Redressal Officer",
        "description": "Employees that address
citizens grievances."

        "code": "GA",
        "name": "Grivance Administrator",
        "description": "System Administator
for PGR. Can change PGR Master data
only."

        "code": "GRO",
        "name": "Grievance Routing Officer",
        "description": "Grievance Routing
Officer"

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        "name": "Asset Administrator",
        "description": "Asset Administrator"

        "code": "ULB_OPERATOR",
        "name": "ULB Operator",
        "description": "ULB Operator"

        "code": "EMPLOYEE_ADMIN",
        "name": "EMPLOYEE ADMIN",
        "description": "EMPLOYEE ADMIN"

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        "name": "Property Approver",
        "description": "Property Approver"

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        "name": "Property Verifier",
        "description": "Property Verifier"

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"description": "Financial Administrator"

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"description": "AssetReportViewer"

"code": "AssetCreator",
"name": "AssetCreator",
"description": "AssetCreator"

"code": "PTIS_MASTER",
"name": "PTIS Master",
"description": "Who has a access to
Property Tax Masters"

"code": "PTIS_ADMIN",
"name": "PTIS Admin",
"description": "Who has a access to
change tax rates, factor etc"

"code": "TL_ADMIN",
"name": "TL Admin",
"description": "Who has a access to
Trade License Masters"

"code": "TL_CREATOR",
"name": "TL Creator",
"description": "Who has a access to
Trade License Services"

"code": "COLL_OPERATOR",
"name": "Collection Operator",
"description": "Can Create, Search and
Update Receipt"

"code": "BANK_COLL_OPERATOR",
"name": "Bank Collection Operator",
"description": "Can Create, Search
Receipt"

"code": "CSC_COLL_OPERATOR",
"name": "CSC Collection Operator",
"description": "Can Create, Search
Receipt"

"code": "LEGACY_RECEIPT_CREATOR",
"name": "Legacy Receipt Creator",

"description": "Legacy Receipt Creator"

    "code": "TL_APPROVER",
    "name": "TL Approver",
    "description": "Who has a access to Trade License Workflow"

    "code": "COLL_REP_VIEW",
    "name": "Collection Report Viewer",
    "description": "Collection Report Viewer can view Reports"

    "code": "COMMISSIONER",
    "name": "Commissioner",
    "description": "Commissioner"

    "code": "AE_CREATOR",
    "name": "Abstract Estimate Creator",
    "description": "Who has a access to create Abstract Estimate"

    "code": "WORKS_FINANCIAL_APPROVER",
    "name": "Financials Approver",
    "description": "Who has a access to capture Financial details and budgetary/financial sanction"

    "code": "DE_CREATOR",
    "name": "Detailed Estimate Creator",
    "description": "Who has a access to create Detailed Estimate"

    "code": "LOA_CREATOR",
    "name": "LOA Creator",
    "description": "Who has a access to create Letter Of Acceptance"

    "code": "WO_CREATOR",
    "name": "WO Creator",
    "description": "Who has a access to create Work Order"

    "code": "WORKS_BILL_CREATOR",
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    "description": "Who has a access to create Contractor Bill"

    "code":
"CONTRACTOR_ADVANCE_CREATOR",
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    "description": "Who has a access to
create Contractor Advance"

    "code": "MB_CREATOR",
    "name": "MB creator",
    "description": "Who has a access to
create MB"

    "code": "WORKS_APPROVER",
    "name": "Works Approver",
    "description": "Who has a access to
approve/verify Works objects"

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    "name": "Works Administrator",
    "description": "Who has a access to all
the transactions, masters and reports"

    "code": "WORKS_MASTER_CREATOR",
    "name": "Works Master creator",
    "description": "Who has a access to all
the works masters."

    "code": "DGRO",
    "name": "Department Grievance
Routing Officer",
    "description": "GRO for a sepcific dept
who assings the grievances to last mile
employees"

    "code": "CSR",
    "name": "Customer Support
Representative",
    "description": "Employee who files and
follows up complaints on behalf of the
citizen"

    "code": "PGR-ADMIN",
    "name": "PGR Administrator",
    "description": "Admin role that has
super access over the system"

    "code": "CEMP",
    "name": "Counter Employee",
    "description": "Employee at the

counter who performs assessment on behalf of citizen"

"code": "FEMP",
"name": "Field Employee",
"description": "Employee on the field"

"code": "PTADMIN",
"name": "ULB Administrator",
"description": "Admin role that as access over an ulb"

"code": "STADMIN",
"name": "State Administrator",
"description": "Admin role that as access over a state"

"code": "EGF_BILL_CREATOR",
"name": "EGF Bill Creator",
"description": "Employee who creates Bills in finance "

"code": "EGF_BILL_APPROVER",
"name": "EGF Bill Approver",
"description": "Employee who takes part in Bills approval in finance "

"code": "EGF_VOUCHER_CREATOR",
"name": "Finance Voucher Creator",
"description": "One who can create a voucher"

"code": "EGF_VOUCHER_APPROVER",
"name": "Finance Voucher Approver",
"description": "One who can approve a voucher"

"code": "EGF_PAYMENT_CREATOR",
"name": "Finance Payment Creator",
"description": "One who can create a payment"

"code": "EGF_PAYMENT_APPROVER",
"name": "Finance Payment Approver",
"description": "One who can approve a payment"

"code": "EGF_MASTER_ADMIN",
"name": "Finance Master Admin",
"description": "One who is the administrator for all master data in Finance"

"code": "EGF_REPORT_VIEW",
"name": "Finance Report View",
"description": "One who has acess to all financial reports"

"code": "COLL_RECEIPT_CREATOR",
"name": "Collections Receipt Creator",
"description": "One who can create and approve a receipt and receipt voucher"

"code": "COLL_REMIT_TO_BANK",
"name": "Collections Remitter",
"description": "One who can remit the instruments to bank"

"code": "SYS_INTEGRATOR_FINANCE",
"name": "System Integrator Finance",
"description": "Role for allowing system integration of Finance app with rainmaker"

"code": "SYS_INTEGRATOR_WATER_SEW",
"name": "System Integrator W&S",
"description": "Role for allowing system integration of Water and Sewerage app with rainmaker"

"code": "TL_CEMP",
"name": "TL Counter Employee",
"description": "Counter Employee in Trade License who files TL on behalf of the citizen"

"code": "TL_APPROVER",
"name": "TL Approver",
"description": "Approver who verifies and approves the TL application"

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"name": "Employee Finance",
"description": "All Employees who use Finance application"

"code": "EGF_ADMINISTRATOR",
"name": "Finance Adminsitrator",
"description": "All Employees who are Finance application administrator"

"code": "PGR_LME",
"name": "PGR Last Mile Employee",
"description": "PGR Last mile employee to whom the request can be assigned"

"code": "TL_FIELD_INSPECTOR",
"name": "TL Field Inspector",
"description": "Trade license field inspector"

"code": "TL_DOC_VERIFIER",
"name": "TL doc verifier",
"description": "Trade license document verifier"

"code": "NOC_CEMP",
"name": "NoC counter employee",
"description": "Fire NOC Counter Employee"

"code": "NOC_DOC_VERIFIER",
"name": "NoC Doc Verifier",
"description": "Fire NOC document verifier"

"code": "NOC_FIELD_INSPECTOR",
"name": "NoC Field Inpector",
"description": "Fire NOC Field Inpector"

"code": "NOC_APPROVER",
"name": "NoC counter Approver",
"description": "Fire NOC Approver"

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"description": "BPA Architect"

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"description": "BPA Engineer"

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"BPA_STRUCTURALENGINEER",
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        "description": "BPA Structural
Engineer"

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        "name": "BPA Town Planner",
        "description": "BPA Town Planner"

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used in case of no auth"

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        "description": "BPA Stakeholder
workflow Approver"

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        "description": "BPA Stakeholder
workflow document verifier"

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        "description": "BPA Stakeholder
Employee"

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        "description": "BPA Services workflow
Approver"

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        "name": "BPA Services verifier",
        "description": "BPA Services workflow
document & field inspection verifier"

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"description": "HRMS Administrator which can create new employees"

    "code": "BPA_SUPERVISOR",
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    "description": "BPA Supervisor"

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    "description": "BPA Service field inspector"

    "code": "BPA_NOC_VERIFIER",
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    "description": "BPA Service NOC verifier"

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    "description": "Property Counter Employee"

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    "description": "Property Document Verifier"

    "code": "PT_FIELD_INSPECTOR",
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    "description": "PT Approver"

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"description": "WS Inspector can take action like verify and forword, send back to do"

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    "description": "SW Document Verifier"

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    "description": "SW Approver can approve the connection application"

    "code": "SW_CLERK",
    "name": "SW Clerk",
    "description": "SW Clerk can activate the connection application"

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    "description": "Fire Noc application approver"

    "code": "AIRPORT_AUTHORITY_APPROVER",
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"description": "Airport authority application approver"

"code": "CFC",
"name": "Citizen Feedback Centre",
"description": "Citizen Feedback Centre"

"code": "HRMS_ADMIN",
"name": "HRMS Admin",
"description": "HRMS Admin"

"code": "FSM_CREATOR_EMP",
"name": "FSM Employee Application Creator",
"description": "FSM Employee Application Creator"

"code": "FSM_EDITOR_EMP",
"name": "FSM Employee Application Editor",
"description": "FSM Employee Application Editor"

"code": "FSM_VIEW_EMP",
"name": "FSM Employee Application Viewer",
"description": "FSM Employee Application Viewer"

"code": "FSM_REPORT_VIEWER",
"name": "FSM Employee Report Viewer",
"description": "FSM Employee Report Viewer"

"code": "FSM_DASHBOARD_VIEWER",
"name": "FSM Employee Dashboard Viewer",
"description": "FSM Employee Dashboard Viewer"

"code": "FSM_ADMIN",
"name": "FSM Administrator",
"description": "FSM Administrator"

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        "description": "FSM Desluding
Operator"

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        "name": "FSM Driver",
        "description": "FSM Driver"

        "code": "FSM_EMP_FSTPO",
        "name": "FSM FSTP Opperator",
        "description": "FSM FSTP Opperator"

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        "name": "FSM Payment Collector",
        "description": "FSM Payment
Collector"

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        "description": "QA Automation"

        "code": "UC_EMP",
        "name": "Universal Collection
Employee",
        "description": "Universal Miscellaneous
Collection Employee"

        "code": "CR_PT",
        "name": "Property Tax Receipt
Cancellator",
        "description": "Property Tax Receipt
Cancelling Employee"

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        "name": "Auto Escalation Employee",
        "description": "Auto Escalation
Employee"

        "code": "PT_COLLECTION_EMP",
        "name": "Property Tax Collection
Employee",
        "description": "PTCollection Register
Report"

        "code": "SUPERVISOR",
        "name": "Auto Escalation Supervisor",
        "description": "Escalation to particular
role"

        "code": "SYSTEM",
        "name": "System user",
        "description": "System user role"

        "code": "NATADMIN",
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        "description": "Admin role that as access over a Nation"

        "code": "COMMON_EMPLOYEE",
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        "description": "Basic employee roles"

        "code": "BND_CEMP",
        "name": "Birth and Death User",
        "description": "Birth and Death User"

        "code": "DASHBOARD_REPORT_VIEWER",
        "name": "Birth and Death Dashboard User",
        "description": "Birth and Death Dashboard User"

        "code": "BIRTH_APPLICATION_CREATOR",
        "name": "Birth Application Creator",
        "description": "Birth User that can only create new applications"

        "code": "DEATH_APPLICATION_CREATOR",
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        "description": "Death User that can only create new applications"

        "code": "BIRTH_APPLICATION_VIEWER",
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        "description": "Birth User that can only search and view applications"

        "code": "DEATH_APPLICATION_VIEWER",
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        "description": "Death User that can only search and view applications"

"code": "BIRTH_REPORT_VIEWER",
"name": "Birth Report Viewer",
"description": "Birth and Death User that can view tabular reports"

"code": "DEATH_REPORT_VIEWER",
"name": "Death Report Viewer",
"description": "Death User that can view tabular reports"

"code": "BIRTH_APPLICATION_EDITOR",
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"description": "Birth User that can edit existing applications"

"code": "DEATH_APPLICATION_EDITOR",
"name": "DEATH Application Editor",
"description": "Death User that can edit existing applications"

"code": "NDA_SYSTEM",
"name": "National Dashboard Systeme user",
"description": "Push data through adopter for all states"

10	Total No. (Approximate) of Input Forms	150 (Approx)
11	Total No. of input fields	3000 (Approx)
12	No. of login modules	2
13	Is there any paymeny gateway ?	Yes
14	Whether audit to be conducted remotely? Yes or NO	Yes
15	Whether application/website was audited earlier. If yes, then mention the year also.	No
16	Is application behind any WAF (Web application Firewall)?	No
17	Number of Web Services, if any	50 (Approx)
18	Number of methods in all web services	250 (Approx)

19	**Number of Input Fields in methods of web services**	2500 (Approx)

9   Eligibility Criteria

S. No.	Criteria	Documents required
1.	The bidder must be a single legal entity/individual organization and have been in operations for a period of 10 years from the date of uploading the proposal. Consortium shall not be allowed.	Certificate of incorporation
2.	Bidder should be CERT-In empanelled from last 7 years	Copy of CERT-In Certificates
3.	Average Turn Over of last 3 financial years (2019-20, 2020-21, 2021-22) should be minimum 6 Crore.	CA Certificate with Balance sheet of Last Three Years
4.	The bidder must furnish its ISO 9001:2008 certificate and an ISO 27001:2013 certificate	Certificate for ISO 9001 and ISO 27001
5.	Bidder should have office in Delhi/NCR	Copy of Address Proof
6.	The bidder should have minimum 3 commercial tools license for security audit.	Documentary proof should be provided
7.	The bidder should have completed 20+ projects of Application Security Audit in the last 3 years as on date of submission of bid. PO must be issued by Government/PSU Organisation	Work order from the client indicating the value of the work order
8.	Bidder should have at least 30 + full time professionals with professional certifications like CISA / CISSP / CEH / ISO 27001	A letter from agency's HR and professional certificates needs to be submitted along with the proposal.

Note: All empanelment/certifications required for this bid must be currently active and valid

The Bidders who have submitted their requisite documents as per the Eligibility Criteria shall be considered as technically qualified and only their financial proposals shall be opened.

Form Tech -1: Technical Proposal Submission Form

(on the letter head of the agency specifying his name and address)

Location_____

Date_____

To:

The Director,

National Institute of Urban Affairs

Core 4B, 01st Floor, India Habitat Centre

Lodhi Road, New Delhi – 110003

Dear Sir,

We, the undersigned, offer to provide the Services for **conducting the Security Audit of web applications of UPYOG** in accordance with your Request for Proposals dated [XXXX] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope.

We hereby declare that:

a)   All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in this Proposal may lead to the rejection of our Proposal by the Client;

b)   Our Proposal shall be valid and remain binding upon us for the period of 60 days;

c)   Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We acknowledge and agree that the Client reserves the right to annul the selection process and reject all Proposals at any time prior to Contract award, without thereby incurring any liability to us.

We remain,

Yours sincerely,

Name of the Agency: _____

Signature of the Agency: _____

Address: _____

Form Tech – 2 Technical Proposal

The Technical Proposal submitted by the agency should have following details

S. No.	Criteria	Documents required
1.	The bidder must be a single legal entity/individual organization and have been in operations for a period of 10 years from the date of uploading the proposal. Consortium shall not be allowed.	Certificate of incorporation
2.	Bidder should be CERT-In empanelled from last 7 years	Copy of CERT-In Certificates
3.	Average Turn Over of last 3 financial years (2019-20, 2020-21, 2021-22) should be minimum 6 Crore.	CA Certificate with Balance sheet of Last Three Years
4.	The bidder must furnish its ISO 9001:2008 certificate and an ISO 27001:2013 certificate	Certificate for ISO 9001 and ISO 27001
5.	Bidder should have office in Delhi/NCR	Copy of Address Proof
6.	The bidder should have minimum 3 commercial tools license for security audit.	Documentary proof should be provided
7.	The bidder should have completed 20+ projects of Application Security Audit in the last 3 years as on date of submission of bid. PO must be issued by Government/PSU Organisation	Work order from the client indicating the value of the work order
8.	Bidder should have at least 30 + full time professionals with professional certifications like CISA / CISSP / CEH / ISO 27001	A letter from agency's HR and professional certificates needs to be submitted along with the proposal.

Note: All empanelment/certifications required for this bid must be currently active and valid.

Form Tech – 3 Declaration Regarding Blacklisting/ Non-Blacklisting from Taking Part in Govt. Tender

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/s ------------------------------------- hereby declare that the firm/agency namely M/s------------------------------------ ---has not been blacklisted or debarred in the past by any other Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/s -------------------------------------- hereby declare that the firm/agency namely M/s------------------------------------ ---was blacklisted or debarred by any other Government Department from taking part in Government tenders for a period of ---------- years w.e.f.--------- --------. The period is over on --------------and now the firm/agency is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled.

Dated this ……………………. Day of ………………….., 2022….

       Yours sincerely,

Name of the Agency:_____

Signature of the Agency: _____

Address: _____

Form Tech – 4 Bidder Information Form

a	Name of Bidder with full address	:		
b	Tel. No.	:		
c	Fax No.	:		
d	Email	:		
e	Year of Incorporation.	:	Proof of registration of the Bidder to be submitted	
f	Name and address of the person holding the Power of Attorney.	:		
g	(i) Place of Business.	:		
	(ii) Date of Registration.	:		
h	Name of Bankers with full address.	:		
i	Regional presence (Direct office)		The location details to be provided	
j	GST Registration Number	:	Copy to be submitted.	
k	Are you presently debarred / Blacklisted by any Central/ State Government Department / Union Territory (If Yes, please furnished details)	:		
l	Name and details (Tel / Mobile / Email) of contact persons	:		

Form FIN–1: Financial Proposal submission form

Location_____

Date_____

To:

The Director,

National Institute of Urban Affairs

Core 4B, 01st Floor, India Habitat Centre

Lodhi Road, New Delhi – 110003

Dear Sir,

We, the undersigned, offer to provide the Consultancy Services for **conducting the Security Audit of web applications of UPYOG** in accordance with your Request for Proposal dated [XXXX] and our Technical Proposal.

Our Financial Proposal is for the amount of INR [XXXX] *[Indicate amount in words and figures]*, including taxes, duties and fees.

Format for Submission of Financial Proposal

Sr. No	Activity	Cost per audit in INR all inclusive
1	**Security Audit of "UPYOG https://upyog.niua.org/digit-ui/citizen https://upyog.niua.org/digit-ui/employee"**	

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you reserve the right to annul the process and reject all Proposals at any time prior to Contract award.

We remain,

Yours sincerely,

Authorized Signature: _____ *[In full and initials]*

Name and Title of Signatory: _____

In the capacity of: _____

Address:_____

Email: _____

Standard Contract

THIS CONTRACT ("Contract") is entered into this XX March 2023, by and between National Institute of Urban Affairs ("the Client") having its principal place of business at 1st Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi - 110 003,

and *[insert Agency name]* ("the *Agency*") having its principal office located at *[insert Agency address];* Telephone*: _____,* Email: _____.

BACKGROUND

The Client requires the *Agency* to perform the Services described in Annex A as part of the implementation of the Project.

WHEREAS, the Client wishes to have the Agency performing the Services hereinafter referred to, and

WHEREAS, the Agency is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services	The Agency shall perform the Services and submit the reports specified in **Annex A**, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
2. Contract Period	The Agency shall perform the Services during the period commencing *[insert start date]* and ending on *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.
3. Payment	A. <u>Ceiling</u> For Services rendered pursuant to **Annex A**, the Client shall pay the Agency an amount not to exceed a ceiling of *[insert ceiling amount]*. This amount has been established based on the understanding that it includes all of the Agency's costs and

	profits as well as any tax obligation that may be imposed on the Agency.
	B. Payment modalities
	The payment terms and conditions are specified in **Annex D**.
	Payments shall be made no later than 30 days following submission of original invoices in duplicate to the Coordinator designated in article 4 on the following bank account:
	Bank account number:
	Bank account's name:
4. Contract Administration	A. Coordinator
	The Client designates Mr. , National Institute of Urban Affairs (NIUA) as Client's Coordinator; the Coordinator shall be responsible for the coordination of the Services under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.
	B. Reports
	The reports listed in **Annex A**, "Terms of Reference and Scope of Services" shall be submitted as part of the Services, and will constitute the basis for payments to be made under article 3.
5. Performance Standard	The Agency undertakes to perform the Services in compliance with the highest ethical and professional standards.
6. Confidentiality	The Agency shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential

		information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7.	**Ownership of Material**	Any study, report or other output such as drawings, software or else, prepared by the Agency for the Client under the Contract shall belong to and remain the property of the Client. The Agency may retain a copy of such documents and software.
8.	**Unfair Competitive Advantage and Conflicting Activities**	The Agency had (or any of its Affiliates) been engaged by the Client to provide goods, works, or services for a project, shall be disqualified from providing consulting services resulting from or directly related to those goods, works, or services. Conversely, a Agency (or any of its Affiliates) hired to provide consulting services for the preparation or implementation of a project shall be disqualified from subsequently providing goods or works or services resulting from or directly related to the consulting services for such preparation or implementation.
9.	**Insurance**	The Agency will be responsible for subscribing to an appropriate insurance coverage.
10.	**Assignment**	The Agency shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
11.	**Law Governing Contract and Language**	The Contract shall be governed by the laws of India, and the language of the Contract shall be the English language.
12.	**Termination**	The contract may be terminated by the Client if the Agency fails to perform the Services or fails to submit satisfactory reports as specified in **Annex A**. The termination shall be preceded by a 30 days' notice. At the cost and liability of the Agency.
13.	**Dispute Resolution**	Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended. Any arbitration proceedings

	shall, unless otherwise agreed by the Parties, be held at New Delhi in INDIA.
14. Agency Status	If the Agency has the status of an independent Agency, the Agency shall not be deemed to be an employee of the Government of the Country of the Client or an employee of the Client by virtue of the Contract. The Agency shall have no right to payments, allowances, compensation, pension or reimbursements of any kind, except as explicitly specified in the Contract.

FOR THE CLIENT   FOR THE Agency

Signed by: Hitesh Vaidya   Signed by _____

Title: Director, NIUA   Title: _____

ANNEX A - Terms of Reference and Scope of the Services

ANNEX B: Technical Proposal

ANNEX C: Financial Proposal

ANNEX D - Payment Terms and Conditions