

**NOTICE INVITING TENDER FOR VULNERABILITY ASSESSMENT AND
PENETRATION TESTING (VAPT)**

Tender No. IIMT/2022-23/IT/VAPT/111 dated: 17.03.2023

Details	Date	Time	Venue
Name of Work/Service	“Tender for Vulnerability Assessment and Penetration Testing (VAPT)”		
Date of issue of Tender Document	17.03.2023	18.00 Hrs. onwards	-
Pre bid Meeting	28.03.2023	11.30 Hrs.	Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli.
Last date for Submission of Tenders	08.04.2023	17.00 Hrs.	-
Opening of Technical Bid	10.04.2023	11.30 Hrs.	
Opening of Price Bid	To be informed later		
Tender Document	The tender document can be downloaded from the IIM TIRUCHIRAPPALLI website https://www.iimtrichy.ac.in/tender-published		
EMD Amount	EMD Amount Rs. 12,000/- to be remitted in the below IIM Tiruchirappalli Bank Account through online mode. Bank Account Details Name of the Beneficiary: IIM Tiruchirappalli Bank Name: State Bank of India SB A/c. No: 32170808935 IFSC Code: SBIN0071187		
Copy of payment transaction receipt for EMD has to be attached with the application form, without which the bid won't be considered. The payment of EMD is exempted for MSME Bidders. Bidders claiming exemption should attach necessary document proof should be attached with the tender document.			
SD Amount	10% of Work/Purchase Order value to be remitted by the successful Bidder to IIM Tiruchirappalli as SD. The SD amount will have to be remitted to IIM Tiruchirappalli within ten days along with the letter of acceptance from the receipt of the Purchase Order, failing which the Purchase order will stand cancelled.		
Address for submission of Tender	The Chief Administrative Officer (i/c) Indian Institute of Management Tiruchirappalli Trichy - Pudukkottai Main Road Chinna Sooriyur Village, Trichy - 620 024.		
Mode of Submission of Tender	Speed Post/Registered Post/Courier or Hand delivery – during office hours (9.30 to 17.00 hrs) only (To be submitted at Dispatch Section of IIM Tiruchirappalli @ Administrative Wing – 2 nd Floor and obtain acknowledgement)		

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INDIAN INSTITUTE OF MANAGEMENT TIRUCHIRAPPALLI

(An Institute of National Importance, Ministry of Education (Shiksha Mantralaya), Government of India)

Trichy - Pudukkottai Main Road, Tiruchirappalli-620 024, Tamil Nadu

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CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER..... 27

NOTICE INVITING TENDER

OVER VIEW

Indian Institute of Management Tiruchirappalli (IIM Tiruchirappalli) is an Institute of National Importance, established by the Ministry of Education (Shiksha Mantralaya), Government of India. More details about IIM Tiruchirappalli are available on our website www.iimtrichy.ac.in.

IIM Tiruchirappalli invites Tender for ***Vulnerability Assessment and Penetration Testing (VAPT)***.

Service Description	Estimated Tender Value	Interest-free Performance Security Deposit
<i>Tender for Vulnerability Assessment and Penetration Testing (VAPT)</i>	Rs. 4,00,000 /- (excluding GST)	10% of Work/Purchase order Value

BROAD SCOPE OF WORK

Scope of work:

- i. The vendors empaneled/approved by CERT-In only can participate in this tender. Necessary proof should be provided for the same.
- ii. A person should visit the site during VAPT time.
- iii. A detailed report on VAPT should be provided after the VAPT test.
- iv. The vendor should support IIM Tiruchirappalli in consultation with the security vendor for fixing any anomalies on the network.
- v. A certificate should be provided after VAPT test.
- vi. The vendor should use a paid VAPT software for the execution of this tender and name of the software should be mentioned in the tender document.

Details of the equipment's:

Devices	Quantity
Number of physical servers:	14 Nos
Managed Switches	229 Nos (Ruckus 7150/7250/7750/6190), 2 Nos - Brocade (MLXe4)
Link Load Balancer on HA	2 Nos (Radware, Alteon 5208)
Access points	Ruckus R710 (200Nos), R650 (29 Nos), T300 (20 Nos), T350c (3 Nos)
Firewalls on HA	2 Nos (Fortigate-600D)
VOIP	251 Nos (Avaya IP Phone 1608/9608/9641/1616) & IPPBX on HA
IPAM on HA	2 Nos (appliansys, DNSBox200)
Cache Server on HA	2 Nos (Cache box 400)
Desktops	360 Nos (Dell i5/i7)
Laptops of Students & Employees	450 Nos
Storage Device	1 No (20TB)
OS environment	Windows 10, 11, Windows server 2012, 2016, Linux
Application Details:	Active directory, Visitor Management for Entry Pass

Size of the network:

- i. Total used LAN ports: 1500 LAN points
- ii. Total unused LAN ports: 2500 LAN points

Ports and connections:

- i. Total node points where computers are connected - 375
- ii. Total node points where Access points are connected – 231
- iii. Total node points where security devices are connected - 2
- iv. Total node points where surveillance cameras are connected - 100
- v. Total node points where VOIP are connected - 251
- vi. Total node points where servers are connected – 14
- vii. Total node points where provided in the hostel rooms for laptop - 500

General Terms

- i. Successful bidder shall provide all of the mentioned services in Scope of Work. None of the services shall be outsourced to any other third party under any circumstance.
- ii. Bidder to use licensed tools for delivering all the services as mentioned in the scope of work. IIM Tiruchirappalli shall not bear any cost for the tools and their licenses used for these services.
- iii. IIM Tiruchirappalli shall not provide any tools that may be required by bidder for delivering any of the services
- iv. as mentioned in the scope of work.
- v. IIM Tiruchirappalli will not make any additional payment for usage of tools proposed by the bidder.
- vi. If from security perspective, IIM Tiruchirappalli requires that the bidders are required to operate on IIM Tiruchirappalli systems and not on the bidder's desktops/laptops, the bidders will be required to install tools and operate on the desktop/laptop provided by IIM Tiruchirappalli to the bidders.
- vii. Bidder needs to clearly stipulate activities that will be conducted onsite (at IIM Tiruchirappalli premises) and those that will be carried out from bidder's premises.
- viii. Before deploying any engineer, successful bidder has to produce his/her resume along with security certification as evidence to IIM Tiruchirappalli to establish that required eligibility criteria are being met. On successful verification of engineer's profile, he/she shall be allowed to carry out the required exercise.
- ix. Post completion of the activities, successful bidder to deliver the following:
 - x. Assessment report of the findings (after filtering the vulnerabilities for false positives) for VAPT.

The report should contain:

- i. Identification of auditee
- ii. Date, time and location of the audit
- iii. Standards followed
- iv. Summary of audit findings including identification tests, tools used and results of tests performed (like vulnerability assessment, penetration testing etc.) with following details:

- a) Tools used and methodology employed
 - b) Positive security aspects identified
 - c) List of vulnerabilities identified
 - d) Description of vulnerability
 - e) Risk rating or severity of vulnerability
 - f) Category of risks: Very High/ High/ Medium/ Low
 - g) Test cases used for assessing the vulnerabilities
 - h) Illustration of the test cases
 - i) Proof/ evidence (screenshot) of the vulnerabilities identified
 - j) Analysis of vulnerability and issue of concern
 - k) Recommendation(s) for corrective action as per industry standard and best practices.
- v. All the reports submitted should be signed by technically qualified persons and he/she should take ownership of document submitted to IIM Tiruchirappalli
 - vi. After conducting the assessment and categorizing the risks, bidder should give 30 days (or based on effort required) to close the findings, before they perform the reassessment
 - vii. Conduct Post VAPT review/audit Compliance after IIM Tiruchirappalli implements the recommendations.
 - viii. Share final detailed review report & recommendations along with solutions for mitigation of vulnerabilities.
 - ix. Documents prepared by bidder for IIM Tiruchirappalli will be IIM Tiruchirappalli's intellectual property.

Vulnerability Assessment & Penetration Testing (VAPT)

- i. The engineer who shall carry out the VAPT exercise (either on site or offsite) must have minimum qualification as mentioned below:
 - a) Must be certified as “CEH (Certified Ethical Hacker)”.
 - b) Must have at least 2 years of experience in carrying out VAPT activities
- ii. Any risks associated with the penetration testing to be analysed and submitted to IIM Tiruchirappalli prior to the activity.
- iii. Manual as well as tool-based vulnerability scan shall be performed.
- iv. Following testing activities (but not limited) need to be completed in the VAPT testing:
- v. Configuration reviews
 - a) Access and authorization checks like Least Privileges access, Segregation of Duties
 - b) If case required below listed activities may be taken up on need basis:
 - Network Scanning
 - Port Scanning
 - Service Identification Scanning
 - Vulnerability Scanning
 - Malware Scanning
 - Vulnerability Assessment

Use of Original Software

The bidder should use only legal / valid software/ licensed tools for delivering any of the services as mentioned in the Scope of work. IIM Tiruchirappalli shall not bear any cost for the tools used for these services. IIM Tiruchirappalli would not be responsible for any use, either direct or indirect, of illegal software by the bidder. The bidder would indemnify IIM Tiruchirappalli against the same.

Eligibility Conditions for Bidders

The tendering Agency must fulfil the conditions mentioned in the succeeding paras in order to be eligible for technical evaluation of the bid:

1. The Bidder (s) should be registered with the Goods and Services Tax council for the purpose of Goods & Service Tax (GST). A copy of the GST registration certificate has to be submitted with the tender document. A copy of the GST Registration Certificate, PAN and Bank account details should be submitted along with the Technical Bid. The names appearing on all these documents and the tender document should be the same or linked.
2. The Bidder must be CERT-In empaneled vendor atleast for a period of last 3 consecutive years and should continue to remain in panel during the currency of contract and should provide a proof of CERT-In Empanelment.
3. The bidder should be registered as a company in India as per Company Act 1956/2013 or a partnership firm registered under LLP act, 2008. The Agency should have operation for a period of at least 5 years as on date of Publishing Tender.
4. Bidder(s) should have at least three years' experience in Similar work as on 28th February 2023. Relevant documentary proof like work order / Letter of Intent / Agreement must be submitted with technical bid. **Similar work shall mean:** Vulnerability Assessment and Penetration Testing (VAPT), Vulnerability Analysis, Penetration Testing, Social Engineering, Red Teaming, technical audits, assessments, training and forensics
5. The vendor should have done VAPT testing at least in one of the IITs, NITs, IIMs, IISER, Universities or any other national level academic organizations. Copy(ies) of work order(s) showing that the firm has executed the similar work(s) in the **last 3 years** and details of current similar works on hand and other contractual commitments shall be provided by the Bidder as on **28th February 2023** as detailed below;

At least one similar work of 80% of the estimated cost [Order copy to be enclosed]

OR

At least two similar works of 60% of the estimated cost each [Order copy to be enclosed]

OR

At least three similar works of 40% of the estimated cost each. [Order copy to be enclosed]

The bidder should attach copies of the work orders / contracts, which should indicate the scope of work for VAPT along with Technical Bid.

6. Average Annual Turnover of the Bidder for the past three years (2019-20 to 2021-22), should be at least 100% of the estimated cost of the tender. Copies of duly audited Balance Sheet with Profit & Loss accounts are to be submitted for the last three years as above as per [Annexure-I \(Technical Bid\)](#). The year in which no turnover is shown would also be considered for working out the average.
7. Bidders should be regular in filing Income-Tax returns. A copy of the Income-tax returns filed and audited accounts statement for the last three financial years (2019-20 to 2021-22) should be submitted along with the Technical Bid.
8. The bidders should not be blacklisted by any department of the Government of India or any State Government and Private organization in the past. There should not be any criminal case registered against the bidding firm or its owners/partners anywhere in India. An undertaking to this effect in the Company letter head duly signed by the owner / partner or both to be enclosed, as per [Annexure-V](#).
9. The Bidder should give self-declaration certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per the [Annexure-VII](#).

Instructions to Bidders

1. Downloading of Tender Document

Tender Documents are to be downloaded from the Institute's website <https://www.iimtrichy.ac.in/tender-published>. No Tender fee is payable.

2. Earnest Money Deposit:

- a. The Bidder (s) should remit an Earnest Money Deposit (EMD) of **Rs. 12,000/-** (Rupees Twelve Thousand only) at the bank account details mentioned at **Page 1**. A copy of the payment transaction receipt has to be attached with the Tender application form, without which the Tender won't be considered for the bidding process.
- b. The EMD of the successful Bidder will be adjusted against the interest-free security deposit.
- c. The EMD of the unsuccessful bidders will be released after the finalization of the Tender. No interest is payable on the Earnest Money Deposit (EMD).
- d. Micro and Small Enterprises (MSEs) firms as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) or the firms registered with the Central Purchase Organization or the concerned Ministry or Department or Startups as recognized by Department of Industrial Policy & Promotion (DIPP) for all these items only, are exempted from EMD. However, they have to enclose valid self-attested registration certificate(s) along with the Tender to this effect, without which the bid won't be considered for further process.
- e. The bidders who seeks exemption from EMD as per clause above, if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the bid document, they will be suspended for the period of three years or as decided by the competent authority from being eligible to submit bids for contracts with the entity that invited the bids.

3. Relationship Certificate:

- a. The Bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the Tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company. Due to any breach of these conditions by the company or firm or any other person the Tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and IIM Tiruchirappalli will not pay any damage to the company or firm or the concerned person.
- b. The company or firm or the person will also be debarred for further participation in the concerned unit.
- c. The near relatives for this purpose are defined as follows: -
 - Members of a Hindu undivided family,
 - Spouse,
 - The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).
- d. The Relationship Certificate ([Annexure-VI](#)) needs to be placed in the Technical bid cover.

4. Amendment to Bid Document

- a. At any time prior to the date of submission of bids, IIM Tiruchirappalli shall modify the bid document with amendments on its own.
- b. Such amendments shall be notified on IIM Tiruchirappalli website only and these amendments will be binding on all prospective bidders.
- c. The Institute may at its own discretion extend the last date for the receipt of bids.
- d. IIM Tiruchirappalli reserves the right to cancel the tender without assigning any reason at any stages of evaluation before finalization.
- e. IIM Tiruchirappalli also reserves the right to, at any time and in its absolute discretion the following:
 - i. Accept or reject all bids.
 - ii. To obtain further clarification or supporting documents during the technical bid evaluation.
 - iii. To suspend, discontinue, modify and/or terminate the Tendering process at any time.
 - iv. To reject any unreasonable bid.
 - v. To modify/change/delete/add any further terms and conditions prior to opening of Price Bid.

5. Conditional Bids:

Conditional bids or Bids based on the process / basic schemes other than mentioned and / or not conforming to the technical specifications / requirements of the Bidding documents will not be considered.

6. Technical Bids Criteria:

- i. The technical bid shall contain all the relevant information which forms part of the technical bid. The information provided in the technical bid will be used for understanding and assessing/evaluating the quality of solution being proposed by the Bidder.
- ii. All the information should be organized in logically structured form and uploaded in PDF Format as technical bid with an index. Bidders should comply with eligibility criteria and technical requirements. The detailed formats are attached at [Annexure-I](#). The Bidder is to complete the same in all respect and submit accordingly. No deviations are acceptable in [Annexure-I](#).

7. Price Bid Details:

- i. The Price Bid should be submitted strictly as per the BoQ attached in ([Annexure-II](#)) format, failing which the offer will be rejected. (renaming or changing the format of BoQ) will not be acceptable.
- ii. The quantities mentioned in Price Bid are tentative and shall be increased or decreased depending upon the requirements of the Institute.
- iii. Bids must be submitted with the rates for all the item(s) of the work involved and any incomplete bid will not be considered.
- iv. **The Rates quoted by the tenderer should be inclusive of all charges, except GST**, and must hold good till the completion of work and should not be subjected to any escalation. No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
- v. The bidders can send an email to saict@iimtrichy.ac.in (Telephone No 0431-250 5047/5073) and mark a cc to purchase@iimtrichy.ac.in to seek clarification on the specifications/work covered by this Tender, if required.
- vi. Vendor should quote rates in the Price Bid ([Annexure-II](#)) in MS Excel (.xls) format only, bids indicating rates anywhere else will be rejected.

8. Validity of Bids and Rates:

- i. All the quoted rates would be valid until the completion of the contract. No escalation of price whatsoever would be allowed during the currency of the contract, including extended period if any.
- ii. The quote shall remain valid and open for acceptance for a period of 90 days from the date of opening of price bid.

Procedure for Submission of Bids

- i. The tender document should be downloaded from the IIM Tiruchirappalli website <https://www.iimtrichy.ac.in/tender-published>.
- ii. The Bidder needs to fill, sign and seal the required bid documents as indicated in the tender document.
- iii. The Bidder should submit the Bid in two parts viz. **Technical Bid** and **Price Bid**.

Technical Bid along with required documents should be attached in Cover-1. **Price Bid as per Annexure-II** only should be submitted in Cover- 2.

- iv. All the pages of the tender document being submitted must be duly signed as per the procedures and requirements stipulated herein.
- v. The Bidder (s) shall not make any changes or amendments in the tender document as published in the IIM Tiruchirappalli website.
- vi. All correspondence and documents relating to the Tender shall be written in English.
- vii. No addition or alteration should be made in the tender document.
- viii. The tender document should be filled in legible handwriting/printing/typing without ambiguity.
- ix. If any correction is necessary in the information provided by the Bidder, the same should be made after scoring out the old entry. In any case, there should not be any overwriting. All the corrections should be attested with the full signature of the Bidder with date.
- x. It is construed that the Bidder has read all the terms and conditions before submitting their offer. An undertaking as given in Annexure-IV to the effect of stating that all the terms and conditions of the Tender have been read and abided by the tenderer shall be furnished.
- xi. Bidder should take into account the corrigendum/Addendum published from time to time before submitting the bids.
- xii. The bidders are cautioned that furnishing of incomplete/ambiguous information, suppression of facts and any alteration of the prescribed tender format will entail outright rejection of the bid application.
- xiii. Bidders should note that they should submit their price bids in the prescribed format given by IIM Tiruchirappalli, and no other format is acceptable.

1. Bids Submission:

Since this tender is based on two bid system, The bids (complete in all respect) must be submitted in **Three Separate Sealed Envelopes** as explained below:

a. Technical Bid – (Cover 1):

The following documents are to be attached by the Bidder (s) along with Technical Bid (Annexure-I), as per the tender document:

- i. Application form as per Annexure - IV.
- ii. Copy of PAN and GST Registration.
- iii. Copy of constitution or legal status of the bidder /Sole proprietorship / firm agency etc., like an Attested copy of the deed of partnership, if the firm is a partnership concern. Certificate of Incorporation duly certified in case of Company.
- iv. Copy of work orders and testimonials/completion /performance certificate from the present and past clients of equivalent order / SLA (executed the work(s) received in the last 3 years) with verifiable contacts need to be attached with the Tender document to prove their competency
- v. A copy of Income tax returns filed and audited accounts statement for the last Three financial years (2019-20 to 2021-22).

- vi. The Relationship Certificate ([Annexure-VI](#)) needs to be placed in the Technical bid cover.
- vii. Signed Tender document and its all annexures.
- viii. All other document mentioned in the tender document, except Price Bid document.

The Technical Bid Cover with the aforementioned required enclosures should be in sealed condition and SUPERSCRIBED with the following text: ***“Technical Bid for Vulnerability and Penetration Testing (VAPT)”***

b. Price Bid - (Cover 2):

- i. Price bid (As per [Annexure-II](#) duly filled and signed)- Price must be quoted as per the format specified for all the items, failing which tender shall be rejected.
- ii. Only duly filled Price Bid as per [Annexure-II](#) should be put in a separate cover and the cover should be in sealed condition. This envelope should be SUPERSCRIBED with the following text: ***“Price Bid for Vulnerability and Penetration Testing (VAPT)”***

c. EMD payment receipt/MSME Registration Certificate (Envelope C):

- i. Wherever applicable, a copy of the payment transaction receipts amounted to **Rs. 12,000/-** towards EMD, have to be submitted with the tender application form, without which the tender will not be considered for evaluation process.
- ii. The EMD payment receipt as mentioned above, should be put in a separate envelope marked as ***“EMD payment receipt/MSME Registration Certificate”***, if applicable.

All the three sealed envelopes should carry the name and address of the bidder and be placed/kept inside a LARGER Size Master Envelope with the following text SUPERSCRIBED on the master envelope:

“Tender for for Vulnerability and Penetration Testing (VAPT)- IIMT/2022-23/IT/VAPT/111
dated: 17.03.2023”

- i. The master envelope containing the three envelopes should be delivered at the below mentioned address on or before **17.00 hrs, 08/04/2023**;
The Chief Administrative Officer (i/c)
Indian Institute of Management Tiruchirappalli
Trichy – Pudukkottai Main Road, Chinna Sooriyur
Tiruchirappalli– 620 024.
- ii. If the three inner envelopes A, B & C and the one outer envelope (i.e., larger envelope) are not marked as instructed, IIM Tiruchirappalli will assume no responsibility for the misplacement of the envelopes. Any bid received in unsealed condition will be rejected.
- iii. The tender should be submitted either through Registered Post/Speed Post/Courier or delivered to IIM Tiruchirappalli in hand on working days during office hours (9.30 hrs. to 17.00 hrs.). IIM Tiruchirappalli will not accept any responsibility or grant any relaxation of time for any Postal delay in submission of tender.

Pre-Bid Meeting

A Pre-Bid Meeting with the intending bidders will be conducted in person at Deans Office Meeting Room, Administrative Block, IIM Tiruchirappalli on 28.03.2023 at 11.30 Hrs. to clarify doubts that shall arise before submitting the bids.

If the bidders, who are unable to visit IIM Tiruchirappalli in person to attend the pre-bid meeting, can join the meeting through virtual mode.

The bidders need to send the scanned copy of the letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before 17.00 Hrs., on 27.03.2023 to attend the Pre-bid meeting as per the format enclosed vide [Annexure-III](#).

The Bidders are requested to mail their doubts/queries to purchase@iimtrichy.ac.in before the pre-bid meeting, i.e. by 17.00 hrs 27.03.2023, to enable us to clarify the doubts in the pre-bid meeting itself.

Opening of Technical and Price Bid

The Technical bid will be opened by the Tender Opening Committee on 10.04.2023 at 11.30 in the presence of the bidders or their authorized representatives through physical/video conferencing mode. A maximum of two representatives per bidder shall be authorized and permitted to attend the bid opening. Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the Opening of Master envelope & Technical bid meeting on the given date (to be informed later) in the opening of Technical Bid as per the format enclosed vide [Annexure -III](#).

Opening of Price Bid

The price bids of all the technically eligible bidders will be opened in the presence of technically eligible bidders or their authorized representatives through Physical/video conferencing mode. The date and time for opening of the Price Bid will be informed later.

Bidders / Representatives have to send the scanned copy of letter of authorization from their firm (or firms they are representing) to purchase@iimtrichy.ac.in before attending the price bid meeting on the given date (to be informed later) to participate in the opening of Price Bid as per the format enclosed vide [Annexure-III](#).

The Institute reserves the right to accept or reject all the offer including the lowest without assigning any reason.

General Term & Conditions

1. Delivery Schedule:

- a. The successful bidder should complete the ***Vulnerability Assessment and Penetration Testing*** within **15 days** from the date of receipt of the Purchase/Work Order.
- b. In case the firm fails to complete work within the specified period, the Work Order as a whole will be terminated. Applicable penalties would be levied to the supplier/vendor. The decision of the competent authority in the matter of penalties would be final and binding.

2. Payment Terms:

- a. No advance payment will be made in any case.
- b. Payment will be released after successful completion of Vulnerability Assessment and Penetration Testing within 25 days' subject to submission of Invoice/Bill with all relevant documents.
- c. TDS and any other Government levies applicable on bills as per Government instructions/notifications issued from time to time shall be applicable and deducted from Service Provider's bills.

3. Penalty Clause:

Deficiency/delay in executing work will be construed as lapses on the part of the vendor. Such lapses due to Vendor will be viewed seriously, and penalties will be imposed on the Vendor in case of any delay in completing the required work as covered by this Tender within the stipulated date and timings. IIM Tiruchirappalli reserves the right to impose the penalty, and the quantum of the penalty will be decided in individual cases, and the decision of the competent authority at IIM Tiruchirappalli, shall be final and binding.

4. Forfeiture of Earnest Money:

The earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and the bid is liable to be rejected, if a bidder withdraws or amends or impairs or derogates from the Tender in any respect within the period of validity and/or after opening the Tender. Such bidders will also be blacklisted.
- ii. When information/certificate/document furnished is found to be false at any stage.
- iii. When the bid documents have been manipulated or altered after they are downloaded from the website.

5. Performance Security Details:

- i. The successful Bidder will be required to remit an interest free ***Performance Security Deposit of 10% of the Work Order*** value through online transfer to IIM Tiruchirappalli Bank Account, within ten working days from receipt of the work order. ***The Security Deposit will remain with the Institute until the completion of the work and it will be refunded along with the final payment after adjusting applicable***

deductions, if any.

- ii. Performance Security will be forfeited if the vendor fails to perform/abide by any of the terms or conditions of the contract.
- iii. In case, the Vendor fails to provide the required services as covered by this Tender within a specified delivery period, the same items will be obtained from the open market, and the difference of cost, if any, will be recovered from the Performance Security or from the pending bill(s) of the defaulting firm or from the vendor if the recoverable amount exceeds the Performance Security and there are no pending bills due to be paid to the respective vendor.
6. **The persons to be deputed by the service provider for the integration/installation** , being their own employees or otherwise, shall be their sole employees and IIM Tiruchirappalli shall not have any relation whatsoever with the employees of the service provider. He / She will be fully responsible for their acts, conduct and any other liability.
7. Canvassing in connection with the tenders is strictly prohibited and tenders submitted by the tenderers who resort to canvassing will be liable to rejection. Any bribe, commission or advantage offered or promised by or on behalf of the tenderer to any officer or staff of IIM Tiruchirappalli shall block his/ her Tender from being considered. Canvassing on the part or on behalf of the tenderer will also make his Tender liable to rejection.
8. **Authority of person signing document:** A person signing the tender application or any documents forming part of the contract on behalf of another shall be deemed to warranty that he/she has authority to bind such other and if, on enquiry, it appears that the person so signing had no authority to do so, the IIM Tiruchirappalli may without prejudice to other Civil and criminal remedies cancel contract and held the signatory liable for all cost and damages.
9. In respect of services rendered to IIM Tiruchirappalli, the Service Provider shall be liable for depositing all taxes, levies, cess, etc. to the concerned tax collection authorities from time to time as per existing rules and regulations on the matter.
10. While making payment to the Service Provider, TDS and other statutory deductions will be effected by the Institute.
11. The Income Tax (TDS) shall be deducted at prevailing rate from the bills, as amended from time to time in accordance with the provisions of Income Tax Department, and the relevant certificate to this effect shall be issued by IIM Tiruchirappalli to the Agency.
12. In case, the vendor fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof IIM Tiruchirappalli is put to any loss / obligation, monetary or otherwise, IIM Tiruchirappalli shall be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Agency, to the extent of the loss or obligation in monetary terms. This shall be in addition to the right of IIM Tiruchirappalli to initiate penal measures against the Service Provider including the termination of the contract.
13. **Subletting of Work:** The firm/agency should not assign or sublet the work/job or any part of it to any other person or party. The Tender is not transferable. Only one Tender shall be submitted by one tenderer.
14. The Bidder should have requisite licenses from appropriate governmental regulatory bodies

for operating the services in India, if applicable. (License documents obtained from Government authorities should be attached).

15. **Arbitration:** In case of any unreconciled disputes between the parties IIM Tiruchirappalli and the agency/firm to whom the contract had been awarded, arising out of any of the terms of the Contract Agreement, the dispute shall be referred to a single Arbitrator mutually agreed, as per Arbitration and Reconciliation Act 1996, in Tiruchirappalli jurisdiction. The decision of the Arbitrator shall be final and binding on the both parties.
16. **Jurisdiction:** All disputes arising out of this contract shall be subjected to the Courts at Tiruchirappalli.
17. **Force Maieure:**
 - a. Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
 - b. Force Majeure shall mean fire, flood, natural disaster, or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

ANNEXURE – I: PROFILE OF THE BIDDER

Sr. No.	Required information	Description
1	Name of the agency / firm /company	
2	Address of the agency / firm /company	
3	Legal status (Individual, proprietary, partnership firm, limited company, etc.)	
4	Authorized Signatory Details	Name
		Designation
		Email
		Phone
	Details of Contact other than Authorized Signatory	Name
		Designation
		Email
		Phone
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached):	Registration number of the firm. (as per Shops and establishment act.).
		PAN No. of the Agency
		GST No. of the Agency
7	Has your firm/company ever changed its name any time? If yes, provide the previous name and the reasons there for?	
8	Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	

9	Brief details of Litigations, if any, connected with related work, current or during the last Three years, the opposite party and the disputed amount.	
10	Give details of Termination of previous contract, if any	
11	Details of bank mandate;	
	Name of the Bank	
	Name of the Branch	
	Account No.	
	Type of Account	
	IFSC Code No.	
	(copy of the cancelled cheque should be enclosed)	
12	Total experience (years/ months)	
	Related work in Central Educational Institution/Organization:	

Turnover in the relevant field on Contract basis during the last Three years (from 2019-20 to 2021-22). Please submit documentary evidence i.e. extract of Profit and Loss account, Balance Sheet & Income Tax return filed.

Financial Years	2019-20	2020-21	2021 – 22
Details of Gross Annual Turnover - (Rs. in Lac)			
Average Turnover of the last Three years	Rs. _____ in Lakhs		

List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid **(Please use separate sheet if required without changing the format)**. Please attach client certificate and work orders etc., clearly giving period of contact.

Sr. No.	Name of the organization with complete postal address	Nature or type of work undertaken	Period for which the contract is/was awarded	Work order Value INR	Name and designation of the contact person with Tel. / Mobile No (s), Email ID
1					
2					
3					
4					
5					
6					
7					
8					
9					

ANNEXURE-II: PRICE BID - BOQ

S. No	Description of Items	Qty	Rate in INR (Excluding GST)
1	Vulnerability Assessment and Penetration Testing as per the scope of the mentioned in this tender document	1 Whole Job	

Note: The Above cost is excluding of GST. The Institute of Will not pay any amount other than the above quoted rate to the Successful Bidder.

ANNEXURE – III: LETTER OF AUTHORISATION

LETTER OF AUTHORISATION FOR ATTENDING PRE-BID

To

The CAO (i/c)

IIM Tiruchirappalli

Pudukkottai Main Road,

Chinna Sooriyur Village,

Tiruchirappalli - 620 024

Subject: Authorization for attending Pre Bid Meeting on.....(date) in the *Tender for Vulnerability Assessment and Penetration Testing (VAPT)*.

Following persons are hereby authorized to attend the Pre Bid for the Tender mentioned above on behalf of.(Bidder) in order of preference given below.

Order of preference	Name	Designation	Contact No	Specimen Signatures
I				
II				

Alternate Representative

Signatures of Bidder

or

Officer authorized to sign the bid Documents on behalf of the Bidder.

Notes:

1. Maximum of **two representatives** will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

ANNEXURE – IV: SUBMISSION OF TENDER DOCUMENT

Application Form for submission of Tender Document

The Chief Administrative Officer (i/c),
Indian Institute of Management Tiruchirappalli,
Trichy-Pudukkottai Main Road,
Chinna Sooriyur Village,
Tiruchirappalli 620 024.

Subject: “Tender for Vulnerability Assessment and Penetration Testing”

Reference: Tender Notice published in IIM Tiruchirappalli website. - ***Tender No: IIMT/2022-23/IT/VAPT/111 dated: 17.03.2023***

Dear Sir,

With reference to the tender notice published in above mentioned website, I / We hereby submit my/ our Tender in a required format.

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name

Seal of agency / Firm / Company

ANNEXURE – V :UNDERTAKING CERTIFICATE

It is certified that I, _____(name of the person)

S/o Shri _____

r/o _____

_____ am authorized to sign this document on behalf of

M/s. _____(the name of

the firm / company which is bidding in this tender) and that our firm / company have never been

blacklisted by any of the Government Organization / Agencies in the past and there is no criminal

case registered against our firm / company or its owner / partners anywhere in India.

Name:

Place:

Designation:

Date:

Signature:

ANNEXURE – VI: NEAR RELATIVE CERTIFICATE

I _____ S/o. Shri _____

R/o _____

hereby certify that none of my relative (s) as defined in the tender document is / are employed in IIM Tiruchirappalli as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, IIM Tiruchirappalli shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature:

Name in block letters of the signatory

In capacity of

NOTE:

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per the Tender.

ANNEXURE-VII: DECLARATION

I, _____ (name of the person) hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our Agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the IIM Tiruchirappalli is final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by IIM Tiruchirappalli.
- 4) I understand that the IIM Tiruchirappalli reserves the right to accept or reject and to cancel the Tender and reject all bids at any time prior to the award of the contract, without detailing any specified reasons whatsoever

Place: _____

Signature _____

Name _____

Date: _____

Designation: _____

ANNEXURE – VIII: BANK ACCOUNT DETAILS

Sl. No.	Particulars	Details
1	Name of the Beneficiary	
2	Beneficiary's Bank Account No.	
3	Beneficiary's nature of Bank account	
4	Beneficiary's Bank name	
5	Beneficiary's Bank branch address	
6	Beneficiary's Bank branch code	
7	Beneficiary's Bank branch IFSC Code	
8	Beneficiary's Bank Branch, MICR Code	
9	GST No.	
10	PAN No.	
11	Beneficiary's Address	
12	Beneficiary's Contact No.	

CHECKLIST FOR DOCUMENTS TO BE ATTACHED WITH THE TENDER

Sl. No	Covers	Details	Remarks	Tick (√)
1	(Cover 1)	All the documents and Annexures, except Price Bid document.		
2	(Cover 2)	Only Price Bid documents as per the BoQ MS excel format(.xls)		
3		Whether GST Registration Certificate is enclosed.		
4		Whether PAN is enclosed.		
5		Whether duly filled in Technical Bid documents (i.e., Annexure-I to the tender document) along with all the related enclosures have been enclosed with the Tender: <ul style="list-style-type: none"> i. Registration/ Incorporation details of the bidding firm/Agency/ Company ii. Documents in support of Legal Status of the Bidder. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company. iii. Authorization / Power of attorney for signing the tender document iv. Audited Annual Accounts, Income Tax Return and assessment orders for the last three consecutive financial years i.e., 2019-20 to 2021-22 v. Details of completed contracts in the prescribed format during the last three years along with proof with verifiable contacts. vi. Details of ongoing contracts in the prescribed format along with proof with verifiable contacts. vii. All other information/ details/ supporting documents/proof desired in the viii. Tender document. 		
6		Whether Technical Bid documents as per Annexure-I of the tender document is submitted.		
7		Whether Undertaking Certificate as per Annexure-V to the effect that the Bidder had never been blacklisted by any of the Government Organization / Agencies is submitted.		
8		Near Relative Certificate as per Annexure -VI is submitted.		
9		Whether declaration as per Annexure-VII regarding accepting all the terms and conditions of the tender document is submitted.		
10		Whether Technical Bid documents and all the required enclosures to the Technical Bid are serially numbered and over writing/ erasures, if any, in the technical bid duly been signed and endorsed with seal?		
11		Whether an Index or Table of Content of all enclosures to the Technical bid has been prepared and attached with the Technical bid, to facilitate quick reference?		
12		Whether Tender documents have been signed with seal in all the pages by the Bidder.		