

F-23011/38/2018-ESTT.-CPC
Government of India
Ministry of Chemicals and Fertilizers
Department of Chemicals and Petrochemicals

Shastri Bhawan, New Delhi
Dated 10th May, 2023

To

As per list attached

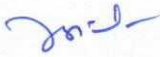
LIMITED TENDER NOTICE

Sub: Hiring/Engaging the services/dedicated Manpower of Experts from CERT-in empanelled agencies for cyber security compliance for one year-reg.

Sir/Madam

I am directed to say that Quotations in sealed cover are invited from the firms for **Hiring/Engaging the services/dedicated Manpower of Experts from CERT-in empanelled agencies for cyber security compliance for one year.** 'Scope of work' to be done is indicated in the annexure attached. Terms and conditions are as follows.

- a. Tenders from only those firms will be entertained which are registered in CERT-in and have Service Tax Number, GST and PAN No. **The quotation must be submitted in the proforma given at Annexure-I and Annexure-II**
- b. The successful bidder would have to deposit an amount of 3% of total tender value as security deposit in the form of Bank Guarantee drawn in favour of Pay and Account officer, Department of Chemicals and Petrochemicals, New Delhi.
- c. Advance payment will not be under any circumstances.
- d. During the period of contract the firm will have to depute a qualified person for doing the work as per work of scope.
- e. The Department reserves the right to terminate the contract at any time without assigning any reason there for.
- f. The tender should be accompanied with the Earnest Money Deposit of 25,000/- in the form of DD/ Pay order from any of the Nationalized Bank in favour of P&AO(Sectt.), Department of Chemicals and Petrochemicals, New Delhi.
- g. Tenders may please quote their unconditional rates and it shall be ensured that there are no cutting/overwriting in the tender form. The price quoted at the time of submission of tender should remain valid for 45 days from the date of tender opening and the rates finalized on the basis of these prices shall remain in force during the currency of the contract which will normally be for a period of one year. It may specifically be noted that no changes/escalations in the accepted rates shall be allowed during currency of the contract.
- h. The agency shall be responsible for payment of wages/settlement of dues with workers engaged by the firm as per prevailing labour/wage laws in force in NCT of Delhi and the Department of Chemicals and Petrochemicals shall not be a party to any dispute between the agency and workers.
- i. The agency shall arrange to get the character and antecedents of workers verified from Police authority before deployment and their full particulars shall be furnished to the Department of Chemicals and Petrochemicals.
- j. The Prospective bidders are free to seek any clarifications/see the kind of requirements, the Department is looking for. Under Secretary (Admn.), R. No. 434-C, Shastri Bhawan, New Delhi-110001(Telephone No. 23386013) may be contacted with prior appointment on any working day before tender opening.
- k. The contract shall normally be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible/qualified to perform the contract satisfactory as per the terms and conditions incorporated in the tender letter. The Department reserves the


मंजु सिंह/MANJU SINGH
अवर सचिव/Under Secretary
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रसायन एवं पेट्रो-रसायन विभाग
Deptt. of Chemicals & Petrochemicals
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option to select more than one firm for award of contract to ensure uninterrupted service during the currency of the contract.

- l. If any of the bidders have any objection with regard to the terms and condition of the tender, the same may be pointed out with 10 days of the issue of the tender documents.
- m. Proof of Income Tax Assessment for the last three years.
- n. Documentary proof of financial turnover of Rs. 50 lakh per annum for the last 3 years.
- o. Copy Income tax return for last three years to be enclosed.
- p. Documentary proof of allotment of Service Tax No, PAN/GST No. etc. by the concerned Government offices.
- q. Experience of person deployed by agency should be **Graduate BE/B.Tech and Postgraduate - MCA/MTech with specialization in computers /Electronics /IT or M.Sc.in CS/IT/Physics/Mathematics/Stats / Electronics** for more than 3 to 6 year in central State Department/Ministries or government undertaking.
- r. Bid Security for 10,000/- in the form of a Bank Draft/Demand Draft pay order issued by a scheduled bank in favour of Pay & Accounts Officer, Department of Chemicals and Petrochemicals, New Delhi.

3 The bids are to be submitted in two Parts:

- i. Sealed Technical Bid (Pre-qualification criteria) along with a Demand Draft for Rs. 25000/- (Rupees ten thousand only) drawn in favour of PAO, Department of Chemicals and Petrochemicals payable at New Delhi towards Earnest Money Deposit in one sealed envelope super –scribed " TECHNICAL BID ".
- ii. Sealed Financial Bid placed in a separate envelope super – scribed "FINANCIAL BID FOR ELECTRIC WORK"

5. The sealed quotations complete in all respect in double sealed cover duly marked as "QUOTATION FOR ELECTIC WORK" must be deposited in the tender box placed in the Reception of Department of Chemicals and Petrochemicals, Gate No.-1, Shastri Bhawan, New Delhi by the tenderer or representative thereof by 3:00 Noon of 29-5-2023. The quotations received will be opened on the same day i.e. on 29-5-2023 at 3:30 PM in Room No 434 'C'. The representative must bring the authorization letter from their employer to participate in the opening of the quotations.

6. Date of opening of the financial bid will be intimated after acceptance of technical bid. Financial bid of only those firms will be opened, whose technical bids are found suitable after evaluation.

7. The rate must be quoted as per the proforma given in the **Annexure-II**. Any quotation having lumpsum rates shall not be considered.

Encl: Annexure

Yours faithfully



(Manju Singh)

Under Secretary to the Government of India

अवर सचिव/Under Secretary

रसायन एवं उर्वरक मंत्रालय

Ministry of Chemistry & Fertilizers

रसायन एवं पेट्रो-रसायन विभाग

Dept. of Chemicals and Petrochemicals

भारत सरकार/Govt. of India

शास्त्री भवन, नई दिल्ली/Shastri Bhawan, N. Delhi

Copy to : Sr. Director (NIC) – with the request to upload the same on the website of Dept of C&PC and CPP Portal.

Scope of Work

An Experts from CERT-in empanelled agencies can be hired for the cyber security compliance:

- I. Cyber security role.
- II. Security analyst(SOC operator
- III. To prepare a security plan (CCMP-Cyber Crisis Management Plan) & create SOP's to comply with the security advisories & security alerts released from time-to time by NIC & cert-IN.
- IV. TO PREPARE AND EXECUTE Programmes on Cyber security awareness for users as per the cyber security guidelines issued by NIC- MEITY.
- V. To implement and verify the cyber security compliance on periodic basis



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PROFORMA FOR TECHNICAL BID

Sl. No.	Criteria	
1	Name of the agency	
2	Business address of agency	
3	Telephone No.	
4	Mobile No.	
5	Service Tax No.	
5	Annual turnover of Rs. 10 Lakh of the firm with proof of last 3 years also attach CA certificate along with Balance sheet.	
6	Pan No. (copy to attached)	
7	GST No. (copy to be attached)	
9	Certificate from ministries/Department/PSUs of the details of the past experience of 5 years in similar field	
10	Earnest money of Rs. 25,000/-	Bank: DD No: Date
11	CERT-in impaneled certification	
12	Income tax return of firms for last three year	

(Sign. & seal of the firms)



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Annexure-iii

Proforma for Financial Bid

S.No	Description of the items of job work	Rates (Per unit/ excluding taxes) with other charges (In Rupees)



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