

DETAILED NOTICE INVITING BID

(Domestic Competitive Bidding)

NIB NO. 24 DATED 26/03/2021

The **North Eastern Electric Power Corporation Limited (NEEPCO)**, a Public Sector Enterprise under the Ministry of Power, Government of India invites Single-Stage Two Envelope Bids through online bidding system from eligible bidders for **IT Security Audit and Vulnerability Assessment** in NEEPCO Ltd.

1.0 Work Completion Time

The work must be completed within 3 (three) months from the date of issue of LOI.

2.0 SCOPE OF WORK

2.1 The proposed security audit will be conducted for two categories :

- i) Vulnerability Assessment (VA) and Penetration Testing of IT hosts/devices – This will be carried out for servers and network devices installed at various sites/locations of NEEPCO.
- ii) Assessment of IT operations at NEEPCO Corporate Office, Shillong.

2.2 The auditors must be available at the Corporate Office, Shillong to conduct/perform the said audit work.

2.3 The auditor will conduct the audit on-site for the Shillong location. However, for other locations, the audit will be performed remotely from Shillong office. Access to the concerned devices in each location will be given to the auditors by the Engineer-in-charge or site-in-charge.

2.4 For vulnerability assessment of IT hosts/devices, the following will be undertaken :

(i) Vulnerability Assessment and Penetration Testing

Perform black box (without user credentials) vulnerability assessment and penetration testing (VAPT) of the systems/devices using both automated and manual techniques. The manual assessment will be performed to remove false positives and identify vulnerabilities not reported by automated tool. This will be done without using any user credentials or in non-privileged mode.

(ii) Configuration review of IT hosts/devices

a) Perform Configuration review of the systems/devices to identify any potential security weaknesses.

b) Collect Information about the current security configuration of the hosts/ devices by running script/system commands with highest privilege or through examination of System Configuration files. The scripts/command details will be provided by the Auditor.

c) Running of the scripts/commands or copying of the configuration files will be done by the respective system administrators of the concerned site/project of NEEPCO (under

the supervision of the Auditor) and the output or the copy of the configuration files will be submitted to the Auditor for analysis and interpretation.

2.5 To assess the IT Operations and Processes at NEEPCO Corporate Office, Shillong, the following will be undertaken :

a) **Review of Information Security Policies and Procedures:** The existing information security policies and procedures should be reviewed in accordance with the ISO 27000 series of international information security standards

b) **BCP/DR assessment and readiness review:** Review the Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP), and associated processes for the existing critical infrastructure.

(Note : The preparation of BCP / DR plan is not covered as part of the scope of work.)

c) **Incident and Patch Management:** Review the process followed for managing and reporting Incident and patches for the various changes carried out in the IT infrastructure / application.

d) **User Access Management:** Review process followed for user access management, application role assignment, privilege user access, account and password sharing at sites.

e) **Change Control:** Review the process followed to manage and implement changes at the IT infrastructure and applications.

f) **User awareness and compliance:** Perform user security awareness assessment by conducting interviews of the users. This review will include user awareness on security policy, password management, account management and incident reporting.

g) The **physical security arrangement** of the major IT installations and equipment must be assessed.

2.6 The types of devices to be audited includes servers and network devices like routers, firewalls and switches.

2.7 The total number of devices/hosts to be audited is estimated to be 90 (ninety). However, the actual number and type of devices may vary slightly location wise at the time of audit.

3.0 QUALIFYING REQUIREMENTS

3.1 Technical

- i. The Bidder must be a CERT-In empanelled Information Technology (IT) security auditor/auditing organization. Self-attested Certificate/Letter of Empanelment must be submitted.
- ii. The bidder must be an individual / independent company and not a consortium or JV.
- iii. The bidder must be in operation in the field of Information Security Services for a period of at least 5 (five) years at the time of submission of bid. Self-attested copy of Certificate of Incorporation must be produced.

- iv. Should have executed at least 3 (three) projects for Information Security Audit/IT Security Advisory services in reputed organizations during the last 5 years. Self- attested Work Completion Certificates from client with clearly indicating the date of certificate and cross-reference of order no. /date must be produced as proof.
- v. The bidder shall not have been blacklisted by any Government / Government agency in India. Self-declaration to that effect should be submitted along with the technical bid.

3.2 Financial

- i. **MAAT** : Minimum Average Annual Turnover (MAAT) in the best 3 (three) financial years out of the last 5 (five) financial years, ending 31st March of the previous financial year, should not be less than Rs. 12.31 Lakhs (Rupees twelve lakhs thirty-one thousand) only.
- ii. **Net Worth** : The Net Worth of the bidder as on last day of the preceding financial year shall not be less than 50% of the Paid up Share Capital.

The Net Worth shall be calculated based on Subscribed and Paid-up Capital + Free Reserves + Unallocated balance surplus amount of Profit and Loss Account less (a) expenses not written off (b) loss in Profit & Loss Account if not reduced from Reserves.

Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5 (five) financial years, ending 31st March of the previous financial year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will be also be considered acceptable.

- iii. **Liquid Assets**: The bidder should have liquid assets or / and evidence to availability of unutilized credit facilities of not less than INR 5.13 Lakhs (Rupees Five lakhs thirteen thousand) only. The Certificate of Banker regarding the availability of unutilized credit facilities shall not be dated earlier than 30 (thirty) days prior to the date of opening of bids.
- iv. **Bid Capacity**: The available Bid Capacity of the Bidder at the time of submission of Bid, calculated as under should not be less than the estimated cost of the work put to tender:

$$\text{Bid Capacity} = A \times N \times 2 - B$$

Where,

A = Maximum value of works executed in any one year during last 7 (seven) years (at current price level).

N = Completion time of the proposed work in years.

B = Value at current price level of existing commitments and on-going works (as on the latest date for bid submission) to be completed in next "N" years.

Bid capacity shall be assessed at the time of submission of Techno Commercial Bid, for which the Bidder shall have to submit documentary evidence in support of "A" & "B" above along with their

Bid. Complete Audited Annual Reports along with Audited Balance Sheets, Profit and Loss Account & detailed Schedule and other financial statements for the preceding 5(five) financial years, ending 31st March of the previous Financial Year, along with Letter of adequacy and commitment from their Bankers/ Financial Institutions of International repute should be furnished along with their bids for evaluating the above financial criteria. In case where the audited results of the preceding financial years are not available, certified financial statements from a practicing Chartered Accountant will also be considered acceptable.

- v) Copies of Audited Balance Sheet & Profit and Loss account for the last 3 (three) financial years certified by a Chartered Accountant indicating the Annual financial turnover and latest Banker's Certificate in support of solvency shall be furnished along with latest and valid GST Registration Certificate, PAN etc.
- 4. Interested bidders who fulfill the qualifying requirements as mentioned at 3.1 and 3.2 above, may download the bid document from <https://etenders.gov.in> after registration in the portal.

5. Registration for Participation in Bids

- 5.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://etenders.gov.in/eprocure/app>) by clicking on the link "Online bidder Enrollment" on the CPP Portal which is free of charge.
- 5.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 5.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 5.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify /nCode /eMudhra etc.), with their profile.
- 5.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 5.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

6. Bid Fee

For participation in the bid, bidders shall have to pay BID FEES (non-refundable) of Rs. 500.00 (Rupees Five Hundred) only plus GST (SAC Code 9984) (NEEPCO Shillong GST NO.: 17AAACN9991J1ZT).

The bidder shall make the payment through **"SB-COLLECT" of State Bank of India** as per procedures/steps elaborated in Cl. No. 11 below. **Payment of bid fee through other mode of payment like DD etc. will not be acceptable.**

During payment of bid fee through "SB-COLLECT" of State Bank of India, Bidders shall clearly indicate the NIB No. against which the bid fee is paid. The bidder shall submit the proof of payment of bid fee and also indicate their GSTIN via e-mail to itshillong@neepco.co.in.

For any clarification related to terms and conditions of Bid document, bidders are requested to forward e-mail clearly stating the NIB No and their queries to the tendering authority at e-mail id itshillong@neepco.co.in. Such queries will be entertained till the date which is 10 days prior to the bid submission date. Bidders may also contact via phone number 0364-2504026.

7. Submission and opening of Bids

- 7.1 Bidders shall prepare and submit their bids in the electronic form in <https://etenders.gov.in>. Bidding forms will be available in the above website. Bids will be opened online on the stipulated date in the office of the ED (IT), NEEPCO Ltd, Shillong.
- 7.2 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 7.3 The bidder shall refer to the Instruction for online bid submission given as Annexure-I of the bid document.

8. Bidding System

The Bidder shall submit the Bid under the Single-Stage Two-Envelope bidding system in electronic form as follows :

Envelope No. 1 : Shall contain Techno-Commercial Bid.

Envelope No. 2 : Shall contain Price Bid.

Price Bids of only those Bidders who qualify in Techno-Commercial evaluation shall be opened.

9. Important information and dates:

Start date and time for downloading of bid document:	16:00 hrs on 26.03.2021
Last date & time of downloading of bid document	16:00 hrs on 24.04.2021
Last date & time for receipt of online bids	16:00 hrs on 24.04.2021
Date & time of online opening of bids	14:00 hrs on 26.04.2021
Date & time of online opening of Price bids	Will be intimated in due course of time
Pre-bid meeting	Not proposed

10. In the event the date of opening of bids is declared as a closed holiday for NEEPCO, the bids shall be submitted as per stipulated time and date, however, the date of opening of bids will be the following working day at the appointed times.

11. **Procedure/steps for payment by SB-COLLECT of State Bank of India (for payment of Bid fee, EMD etc.) :**

STEP-1	The bidder shall visit url/web page https://www.onlinesbi.com/prelogin/institutiontypedisplay.htm on any internet browser.
STEP- 2	State Bank Collect page will appear. Select “ ALL India ” for “ State of Corporate/Institution ” Select “ PSU ” for “ Type of Corporate/Institution ” Click “ GO ”
STEP -3	In the new screen, select PSU Name as “ North Eastern Electric Power Corporation Limited ” and Submit.
STEP-4	In the new screen, select Payment Category as “ SHILLONG- PARTIES ”.
STEP-5	New Screen will appear, here the bidder has to fill all the required information for the payment as under: i) Under Name of Payer : The Bidder is to fill up his Name and Address. ii) Under Short Details of Payment : The Bidder shall indicate Portal Registration Fees, BID FEE, EMD as applicable . In case of BID FEE and EMD payment, the Bidder shall indicate BID FEES or EMD as applicable and the NIB No. (Example: for payment of EMD against NIB No. XX dated DDMMYYYY, the bidder has to fill under this option as “EMD for NIB No. XX dated DDMMYYYY”). iii) Under Type of PAYER : The Bidder is to select VENDOR OR CONSULTANT whichever is applicable. iv) Under CIN in case the Payer is a company : The bidder is to fill up his CIN in case of a company, otherwise may be kept blank. v) Under Payment amount : The bidder is to fill up the amount as per bid condition. vi) Subsequent information for Name, Date of Birth/Incorporation, Mobile Numbers are to be filled as required. vii) Fill Captcha. viii) Then Submit.
STEP-6	In the new screen, check the details and click “ CONFIRM ”, if correct.
STEP-7	The Multi Option Payment System will be available for making the payment. The Bidder may select option as per convenient and make the payment.
STEP-8	After successful payment, the system will generate receipt. The receipts may also be generated from Reports - i.e. SB Collect (Request Report/ Download Report). This system generated receipt shall be downloaded for submission as per bid condition.

12. Condition for Micro & Small Enterprises (MSEs)

- 12.1 The bidders participating as Micro/Small Enterprises (MSE) shall submit an Undertaking in the prescribed format given in the Bid Document declaring the status of

their firm under the provisions of Micro and Small Enterprises along with a copy of the document/ certificate issued by any of the Authority mentioned below:

- District Industries Centers
- Khadi and Village Industries Commission
- Khadi and Village Industries Board
- Coir Board
- National Small Industries Corporation (NSIC)
- Directorate of Handicrafts and Handloom
- Any other Body specified by Ministry of Micro, Small and Medium Enterprises.

12.2 The MSEs owned by Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs must submit the SC/ST certificate issued by District Authority in addition to certificate of registration with any one of the agencies mentioned above. The bidder shall furnish necessary documentary evidence to ascertain that the MSE is owned by SC/ST. MSE owned by SC/ST is defined as:

- a) In case of proprietary MSE, proprietor(s) shall be SC /ST.
- b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the enterprise.
- c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

12.3 The registration certificate submitted by MSEs issued from any one of the above agencies must be valid as on close date of the tender. The successful bidder should ensure that the same is valid till the end of the contract period.

12.4 The MSEs who have applied for registration or renewal of registration with any of the above agencies/bodies, but have not obtained the valid certificate as on close date of the tender, are not eligible for exemption/preference.

12.5 The MSEs registered with above mentioned agencies/bodies are exempted from payment of BID FEES and EARNEST MONEY DEPOSIT (EMD), if any.

13. Relaxation of Norms for Startups and Micro & Small Enterprises (MSEs) on Prior Experience and Prior Turnover criteria:

In line with the Policy Circular No. 1(2)(1)/2016-MA dated March, 2016 of the Ministry of Micro, Small & Medium Enterprises on “relaxation of norms for Startups and Micro & Small Enterprises in Public Procurement on Prior Experience and Prior Turnover criteria” and as per Section 2.1(5) of “Action Plan for Startup India” announced by the Government of India in Jan 2016, the Criteria of Prior Turnover and Prior Experience are exempted for the Startups and Micro & Small Enterprises for this tender, **subject to meeting of quality and technical specifications**. The Startup Enterprises shall submit startup India recognition certificate issued by the Department of Industrial Policy and Promotion (DIPP) of Ministry of Commerce & Industry in order to be considered for relaxation in prior experience and prior turnover.

14. NEEPCO reserves the right to extend the last date and time for submission of Bid.

15. Bidders are requested to visit <https://etenders.gov.in> and <http://www.neepco.co.in> regularly for any corrigendum/modification/clarification of the bid document.
16. Submission of bids shall not automatically construe qualification for evaluation. The Owner reserves the right to reject any or all bids, or to annul the bidding process and reject all the bids, without thereby incurring any liability to the affected bidders, nor does it have any obligation to inform the bidders of the ground for such action on the part of the Owner.

Sd/-
Dy. General Manager (IT)
NEEPCO Ltd., Shillong