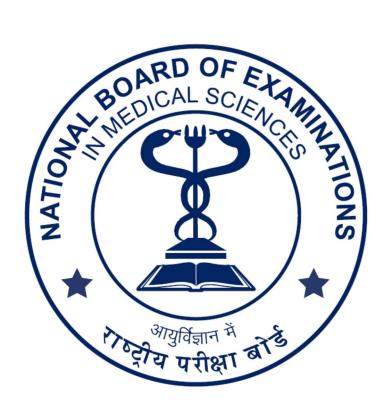
# Tender

for

# Security Audit of NBEMS Website by CERT-In Empaneled Agencies

2021



# National Board of Examinations in Medical Sciences New Delhi www.natboard.edu.in



# **Fact Sheet**

Sr. No.	Particulars	Details	
1	Tender for	Security Audit of NBEMS Website	
2	Type of Tender	Open Tender	
3	Publication Date	20/12/2021	
4	Selection Method	Least Cost System (LCS)	
5	Tender Documents available at	https://natboard.edu.in/tenders.php https://eprocure.gov.in/epublish/app	
6	Earnest Money Deposit	NIL (S	
7	Nodal Officer	Joint Director (Medical), I.T. Section, National Board of Examinations in Medical Sciences	
8	Last date for receipt of pre-bid queries (Through email)	29/12/2021: 6 pm (Email: admin5@natboard.edu.in)	
9	Pre-Bid Meeting	03/01/2022: 3 pm (at NBEMS Office, Sector-9, Dwarka, New Delhi)	
10	Last date of bid submission	10/01/2022: 12 noon (at National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi – 110029	
11	Opening of bids	10/01/2022: 4 pm (at NBEMS Office, Sector-9, Dwarka, New Delhi)	
12	Opening of Financial bids	Shall be communicated later	
13	Commencement of Contract	Immediate	

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#### National Board of Examinations in Medical Sciences

(Autonomous body of Ministry of Health & Family Welfare, Govt. of India)

NAMS Building, Medical Enclave, Ansari Nagar

New Delhi - 110029

dated: 20/12/2021

.....

No.: NBEMS/Tender/Security-Audit/2021/

#### **Tender for Security Audit of NBEMS Website**

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous body of Ministry of Health and Family Welfare (MOHFW), Govt. of India, entrusted with the task of conducting uniform and high standard exams at Post Graduation level in the field of Modern Medicine. All entrance tests for admission to Medical courses, with the exception of NEET (UG) are being conducted by the NBEMS. Additionally, the NBEMS conducts Three-year Post Graduation level course namely the Diplomate of National Board (DNB) and a Two years Fellowship Courses.

- 2. NBEMS invites Tender under two bid system (Technical & Financial) from registered firms empaneled with CERT-In for Security Audit of NBEMS Website. This invitation to bid is open to all Bidders meeting the pre-qualification criteria as mentioned in this Tender Document.
- 3. The Tender document can be downloaded from NBEMS's web site (www.natboard.edu.in) or Central Public Procurement Portal (https://eprocure.gov.in/epublish/app).

## A. Scope of Work / Technical Specifications

- 1. NBEMS website and its subdomains are accessible through https://natboard.edu.in The website is presently hosted NBEMS impaneled Data Centre. If required, NBEMS will provide staging server for security audit or may ask for security audit of NBEMS website on Production Server as the case may be at the time of allotment of work.
- 2. The Auditor is expected to carry out an assessment of the vulnerabilities, threats and risks that may exist in the above website through Internet Vulnerability Assessment and Penetration Testing which includes identifying remedial solutions and recommendations for implementation of the same to mitigate all identified risks, with the objective of enhancing the security of the website.
- 3. The website audit should be done by using Industry Standards and as per the Open Web Application Security Project (OWASP) methodology.
- 4. During Security Audit, if any lapse is found, the same shall be reported by the auditor to NBEMS to make the application/portal fully secured.
- 5. The audit of the application/portal should be conducted in conformity with CERT-IN audit guidelines. After successful security audit of the website, the security audit report from the auditor should clearly state that all web pages along with respective linked data files (in pdf / doc / xls etc. formats), all scripts and image files are free from any vulnerability or malicious code, which could be exploited to compromise and gain unauthorized access with escalated privileges into the webserver system hosting the said website.
- 6. Audit Environment:

The URL of NBEMS Website to be audited is <a href="https://natboard.edu.in">https://natboard.edu.in</a>. Supply / installation of auditing / testing tools, if any, for the audit purpose will be liability of the auditor. Creation of Testing Environment from the Live Data is also the Liability of the auditor in coordination with the Server Hosting Provider.

7. Responsibilities of Selected Auditor:

The Selected Auditor will conduct security Audit for the NBEMS Website https://natboard.edu.in and all its subdomains and applications running on it as under:

- 7.1. Verify possible vulnerable services, only with explicit written permission from NBEMS.
- 7.2. Notify the auditee whenever there is any change in auditing plan / source test venue / high risk findings or any occurrence of testing problem.

- 7.3. Responsible for documentation and reporting requirements for the audit.
- 7.4. Task-1: Web Security Audit/Assessment.
- 7.5. Task-2: Technical Support to NBEMS for removal of the vulnerability and mitigate the required security
- 7.6. Task-3: Re-audit based on recommendation report of Task-1.
- 7.7. On successful security audit, furnish certificate for the website as per CERT-IN norms stating that the application/ website is safe for hosting.

#### 8. Audit report

The Auditor shall submit a report indicating about the vulnerabilities as per OWASP and recommendations for action after completion of Task-1. The final formal IT security Audit Report should be submitted by the Auditor after the completion of all the tasks of Audit. The reports should contain:

- 8.1. Identification of auditee (address & contact information).
- 8.2. Dates and locations(s) of audit (Task-1, Task-2 and Task-2)
- 8.3. Terms of reference (as agreed between the auditee and auditor), including the standard for audit, if any.
- 8.4. Audit Plan.
- 8.5. Explicit reference to key auditee organization documents (by date or version) including policy and procedure documents, if any.
- 8.6. Additional mandatory or voluntary standards or regulations applicable to the auditee.
- 8.7. Summary of audit findings including identification tests, tools used, and results of tests performed.
- 8.8. Analysis of vulnerabilities and issues of concern.
- 8.9. Recommendations for action.
- 8.10. Personnel involved in the audit.

#### 9. Confidentiality:

All documents, information and reports relating to the assignment would be handled and kept strictly confidential and not shared/published/supplied or disseminated in any manner, by the Auditor.

#### 10. Technical Details of the applications are as follows:

Sr. No.	Parameters/Information about the Website	Description
1	Web application Name & URL	NBEMS Websites: https://natboard.edu.in, and subdomains such as accr.natboard.edu.in, exam.natboard.edu.in, cns.natboard.edu.in etc.
2	Operating system details (i.e. windows - 2003, Linux, AIX, Solaris etc.,)	Linux
3	Application Server with Version (i.e. IIS 5.0. Apache, Tomcat, etc.)	Apache
4	Front end Tool [Server-side Scripts] (i.e. ASP, Asp.NET, JSP, PHP, etc.)	PHP
5	Back end Database (MS-SQL Server, PostgreSQL, Oracle, etc.)	MS-SQL
6	Authorization No. of roles & types of privileges for the different roles	6 no. of Role
7	Whether the site contains any content management module (CMS) (If yes then which?)	No
8	No of input forms	100+
9	No. (Approximate) of input Fields	100+
10	No. of login modules	Approx. 10 login module
11	Is there any payment gateway?	Yes

#### 11. Deliverables and Audit Reports:

The successful bidder will be required to submit the following documents in printed format (2 copies each) after the audit of abovementioned web application:

- i. A detailed report with security status and discovered vulnerabilities weakness and misconfigurations with associated risk levels and recommended actions for risk mitigations.
- ii. Summary and detailed reports on security risk, vulnerabilities and audit with the necessary counter measures and recommended corrective actions to be undertaken by NBEMS.
- iii. The final security audit certificate for and should be in compliance with the NIC standards.
- iv. All deliverables shall be in English language and in A4 size format.
- v. The vendor will be required to submit the deliverables as per terms and conditions of this document.

## B. Eligibility Criteria / Pre-requisites

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- i. The Bidder should be registered with the Appropriate Authority and have Income Tax Permanent Account Number (PAN) and GST Registration.
- ii. The Bidder must be an empaneled auditor of CERT-In, having an empanelment certificate. Copy of authorization with valid CERT-In empanelment certificate to be furnished.
- iii. **Experience:** The Firm should have experience of Security Auditing of websites and web-applications of Government Organizations during last 3 years.
- iv. The Average Annual Income (during last 3 years) of the Firm in the last 3 financial years i.e. (2018-19, 2019-20 and 2020-21) should be minimum Rs. 10 lakhs (Rupees Ten Lakhs).
- v. Bidder should not be black listed by any Government departments, PSUs or any other organization in respect of any assignment or behavior. A certificate in this regard required to be submitted as per format in (Form IV).
- vi. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected on Technical grounds and shall not be considered further for evaluation of Bids.

#### List of Document to be attached at the time of submission of the bid:

- i. All the documents are mandatory; failure to submit any document will result in disqualification of the bid at technical bid stage only.
- ii. Firm registration certificate/relevant supporting documents.
- iii. Permanent Account Number (PAN) and GST Registration of the Firm.
- iv. Income tax returns/Audited financial statements of past three financial years.
- v. Experience Certificates/ Work-Orders in support of experience.
- vi. CERT-In empanelment certificate.
- vii. Pre-Qualification cum Technical Bid as per Form I
- viii. Financial Bid as per Form II
- ix. Bid Security Declaration as per Form III
- x. CERTIFICATE of the BIDDER as per Form IV
- xi. Self- Declaration No Blacklisting as per **Form V**

#### C. General Information and Instruction to the Bidders

#### 1. Submission of offers

The Bidder shall submit their proposals in two parts i.e. as **Technical Bid** & **Financial Bid**, as mentioned below:

- i). The tender is a single stage 'Two Bid' document. The **Technical Bid** should contain all the relevant information and desired enclosures in the prescribed format (Form I). The **Financial Bid** should contain only price Bid (Form II). In case, any bidder encloses the financial bid within technical bid, the same shall be rejected summarily.
- ii). All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as 'Not Applicable'. However, the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.
- iii). The Tenders should be typewritten. There should not be any overwriting, cutting, or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the Tender Document shall be numbered and submitted as a package along with forwarding letter on agency's letterhead.
- iv). Bidders must keep their offer open for a minimum period of 90 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, this period may be extended further, if required, by mutual agreement from time to time.
- v). References, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. The NBEMS may also independently seek information regarding the performance from the clients.
- vi). The bidder is advised to attach any additional information, which he/she thinks is necessary in regard to his/her capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. The Bidder is however, advised not to attach superfluous information. No further information will be entertained after Tender Document is submitted, unless the NBEMS calls for it.

- vii). **Incorrect or misleading information**: If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, NBEMS reserves the right to reject such a tender at any stage and appropriate administrative action would be taken by NBEMS.
- viii). Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.
  - ix). The Tender Document can be downloaded from NBEMS's web site (www.natboard.edu.in) or Central Public Procurement Portal (https://eprocure.gov.in/ and be submitted 'offline'.
  - x). The Technical and Financial bids should be kept separately in sealed envelopes and both of these envelopes should be kept in one envelope, super scribing "Tender for Security Audit of NBEMS Website" so as to reach Honorary Executive Director, National Board of Examinations in Medical Sciences, NAMS Building, Ansari Nagar, New Delhi 110029 before 10/01/2022 12 noon (Last Date). Late tenders shall not be accepted. The technical bid shall be opened as per schedule mentioned above, in presence of bidders who may like to be present.
- xi). Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of NBEMS. Such offers will not be valid quotations. Offers not submitted in the standard formats given in the Tender Document will be summarily rejected. NBEMS shall not be responsible for any postal delay or non-receipt / non-delivery / incomplete Bid documents. No further correspondence on this will be entertained.
- xii). The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made.
- xiii). Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. Bidding by the firms having common partners will be treated as multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding though consortium is not allowed.
- xiv). NBEMS reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the NBEMS shall be final.
- xv). The contract can be terminated at any point of time, in case of unsatisfactory service. Separate Agreement shall be executed in this regard on finalization of tender with successful bidder

#### 2. Price Quotation

- a) Bidder shall indicate prices as specified in format at Annexure II.
- b) All prices/rates should be clearly written both in figures and in words. Failure to write prices/rates both in figures and in words shall render the tender liable for rejection. Bidders should avoid alterations/corrections in the prices/rates submitted by them. However, if alterations / corrections in prices/rates are inescapable each alteration / correction should be indicated both in figures and in words and duly attested under the full signature of the Bidder / Authorized Signatory.
- c) In case of a discrepancy between the prices/rates in figures and words, the prices/rates in words will be considered correct.
- d) The prices/rates quoted shall be firm throughout the period of the validity of the offer and shall not be subject to any variation/revision.

### 3. Security Deposit/EMD

- a) No EMD is required to be submitted as per the current instructions of the Govt. of India. However, the bidder is required to submit a bid security declaration on non-judicial stamp paper and as per prescribed format (form III).
- b) Security deposit shall be as per the guidelines of Govt. of India.

### 4. Acceptance of offer

NBEMS reserves the right to accept any bid under this tender in full or in part, or to reject any bid or all bids without assigning any reason.

#### 5. Evaluation Process

a) Detailed technical evaluation shall be carried out by Tender Evaluation Committee pursuant to Technical prerequisite /criteria and other conditions in the Tender Document to determine the substantial responsiveness of each 'Bidder'. For this clause, the substantially responsive bid is one that conforms to all the eligibility terms and conditions (mandatory as well as preferable/optional) of the tender without any material deviation.

#### i). Technical Proposal Evaluation:

As a first step, the Technical proposal of each bidder would be evaluated against the technical documents/specifications/eligibility criteria mentioned in the Tender Document and requirements of NBEMS.

#### ii). Financial Proposal Evaluation:

Financial Bids of only Technically Compliant offers (as decided in the first instance above) shall be opened at NBEMS Dwarka Office as per the schedule, for further scrutiny, evaluation, ranking and placement of contract.

#### D. Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- i). The **payment** shall be made after successful delivery of the services to NBEMS, in accordance with the financial bid submitted by the selected bidder and accepted by NBEMS.
- ii). No request for extra payment on account of increase in price on whatever account will be entertained.
- iii). The price offered by the bidders will be inclusive of all expenses/cost. Only GST will be payable extra (if applicable).
- iv). TDS under Income tax will be deducted at applicable rates.
- v). NBEMS reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of NBEMS will be the final in this regard.

#### E. General clauses

#### a) Penalty Clause / Liquidated Damage

- i). Delay on part of the Bidder in the performance of its delivery obligations shall render the Bidder liable to the imposition of penalty unless an extension of time is agreed upon and cancellation of contract.
- ii). If the delay adversely affects NBEMS in any way, the security deposit/ performance security will be forfeited and other legal action would be initiated as per terms and conditions of contract. The NBEMS may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the Bidder.

#### b) Integrity Pact

The Bidder should be willing to enter into an integrity pact with the NBEMS, not to resort to any corrupt practices in any aspect/stage of the contract. The Bidder should commit itself to the promise:

- i). Not to offer any benefit to the employees of NBEMS;
- ii). Not to enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, subsidiary contracts; etc.
- iii). To disclose the name and address of agents and representatives in India and Indian Bidder to disclose its foreign principals or associates;

iv). To disclose any past transgressions committed over the specified period with any other company in India or Abroad that may impinge on the anti-corruption principle;
Integrity Pact lays down the punitive actions for any violation.

#### c) Confidentiality

i). The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the NBEMS's business or operations. The legal liability for breach of confidentiality by the bidder and its employees solely lies with the bidder.

#### d) Resolution of Disputes

- i). The NBEMS and the Bidder shall make every effort to resolve amicably by direct informal negotiation, any disagreement or dispute that may arise between them under or in connection with the Contract.
- ii). If, after 15 days from the commencement of such informal negotiations, the NBEMS and the Bidder are unable to resolve, amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanism in all matters and disputes arising there under, the sole arbitrator shall be mutually agreed upon by the parties in writing, who shall decide the claim and its decision shall be final and binding on both the parties. However, during the period of doubt, disagreement or dispute, both the Bidder and the NBEMS shall ensure that the Project/contract continue in a normal way. Such doubts, disputes and disagreement shall not give any reason or freedom to either the NBEMS or the Bidder to interfere in or prevent normal functioning of the Project.

#### e) Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated in New Delhi (India) only.

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#### **Annexure I**

# Form I: PRE-QUALIFICATION-CUM-TECHNICAL BID

Sr. No	Particulars		Details		
1	Name of the Bidder Firm				
_	Address				
2	Telephone No. / Fax No.				
	E-Mail Address:				
3	Name & Address of the officer to whom all references shall be made regarding this tender				
	Telephone / Fax / Mobile				
4	Type of Firm (Proprietorship/ Partnership/Pvt. Ltd. etc.)	OFEX			
5	Earnest Money Deposit	- Deleted -			
	Registration Details (Attach relev	vant documents):			
	Document Type	Registration No.	& Date	Do Yes/No	etails At Page No.
_	a) Company Registration No.		3	Tes/No	At Page No.
6	b) PAN Number	(D) \	91		
	c) GSTIN	*			
	d) MSME/NSIC Registration		(3)		
	e) CERT-In Empanelment				
7	Quality Certifications (if any)				
	Annual Turnover for the last		r/		
	three Financial years a) F.Y. 2018-19*	(In INR)			
8	a) F.Y. 2018-19* b) F.Y. 2019-20*	20-1			
	c) F.Y. 2020-21*	र सक्षा			
9	Experience Details:				
,	Organization Qty.	Product Supplied	Value		Period
}					
<u> </u>	l si d por A / Imp 10 die				

I certify that the above particulars are correct. In the event of any information found to be incorrect, NBEMS is at liberty to reject the proposal.

Date:	Signature:
SEAL:	Name & Designation:

<sup>\*</sup> Attach Balance Sheet, P&L A/c, ITR and Certificate from CA for all FYs.

#### Form II: FINANCIAL BID

I/We, or	n behalf d	of M/s					submit	our
Financial Bid f								
in this Tender	document	in acco	ordance wit	th the tern	ns and co	onditions	J	

S1. No.	Description of Items	Amount (in INR) (Excluding GST)
1.	Security Audit of NBEMS Website	
Amo	ount (in words)	

#### Note:

- (i) L1 will be decided based on Total Amount.
- (ii) Rates to be quoted in Absolute Numbers upto 2 Decimal places only.
- (iii) Quoted rates should be excluding GST, the same will be payable as per prevailing rates, as per norms (if applicable).
- (iv) Quoted rates should be free from pre-conditions regarding payments, etc., otherwise offers are liable to be rejected. Conditional offers will not be accepted.
- (v) Rates are to be quoted strictly as per the above format. No modification is allowed in the format.
- (vi) Statutory Changes in tax rate if any shall be borne by NBEMS. Deductions shall be made by NBEMS as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

Place:	Signature and Seal:
Date:	Name and Designation:

Form III: Bid Security Declaration [Department of Expenditure (P.P.D.) OM No. F.9/4/2020-PPD dated 12/11/2020]

	inations in Medical Scien	nces,
understand that bids must be accept that I/We may be disconsisted NBEMS for a period of two years breach of any obligation under a) have withdrawn/more tender, my/our Bid durif any; or b) having been notified on the period of bid validity or (ii) fail or refuse accordance with the Interest of the bidder is found malpractice in respect d) If there is a discrepant and the bidder does a amount in figure.	the undersigner supported by a Bid Sequalified from bidding forms from the date of notifications, because the bid conditions, because the bid conditions, because the period of bid value of the acceptance of our Bety (i) fail or reuse to execut to furnish the Performant of the bid; or any control of the bid; or accept that the amount of Securing Declaration of Bidder, upon the earlies the successful Bidder; or	or any contract with you/ ication if I am /We are in a nuse I/We s or derogates from the idity or its extended period, lid by the purchaser during ate the contract, if required, ance Bank Guarantee, in rupt, fraudulent or other gures quoted by the bidder unt in words prevails over shall cease to be valid if I er of (i) the receipt of your
	(Sign & Seal of Bidder)	
	Name of the Bidder	:
	Company Name	:
	(With Full Address)	:
Date :		
Place :		

Form IV: CERTIFICATE of the BIDDER (issued under Deptt. Of Expenditure, Govt. of India O.M. No. 6/18/2019-PPD dated 23/7/2020)

M/s	with registered office at
hereby certify the following:	
,	Bidder for the Tender for <b>Security Audit of</b> by the National Board of Examinations in Elhi;
b) That, M/s India and is a fully owned	is a firm/company registered in Indian company;
c) That, M/sand is NOT from a countr	is a firm/company of Indian origin y that shares a land border with India.
M/si and further legal action in accor	SNO ONS
N	Sign & Seal of Bidder)  Name of the Bidder :  Company Name :  With Full Address) :
Date :	- May
Place :	

# Form V: Self- Declaration - No Blacklisting

To,
The Honorary Executive Director. National Board of Examinations in Medical Sciences, Ansari Nagar, New Delhi
Sir,
In response to the Tender for <b>Security Audit of NBEMS Website</b> to National Board of Examinations in Medical Sciences, I/We hereby declare that presently our firm/company
If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my /our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.  Thanking you,  Yours faithfully,
Signatures
Name
Seal of the Bidder
Place
Date