Date 27th February 2023

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

**B-14A, IInd Floor, Sector 62, Noida,**

**Gautam Budh Nagar, Uttar Pradesh - 201307**

**Request for Proposal (RFP)**

**Engage the agency for Full Extensive Data Security Audit of Web Application & Servers of SOCH & NACO at NACO Delhi under Sahyog( GFATM) Strengthening of Existing of IT System Project**

HLFPPT has been awarded as Sub Recipient for NACO Grant under the Global Fund for the period 2021-24, to take forward the operation and maintenance of IT systems & capacity building mechanisms under NACP and creating an enabling system, structure and maintaining repository for strengthening Community System Strengthening activities. HLFPPT as Sub- Recipient of NACO (PR) will support for the Strengthening of Community System in India and Strengthening of Overall Care for HIV beneficiaries (SOCH) through strengthening the exiting IT System.

In this regard HLFPPT invites sealed proposals for “**Engage the agency for Full Extensive Data Security Audit of Web Application & Servers of SOCH & NACO at NACO Delhi under Sahyog( GFATM) Strengthening of Existing of IT System Project** ” as per details terms & condition given below:

**Terms and conditions**

1. The agency can be an individual/HUF/Association of Persons (AOP)/Society/Trust/Partnership firm/company incorporated under the laws of India.
2. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall   
    stand disqualified.
3. The agency shall bear all costs associated with the preparation and submission of bid.
4. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
5. HLFPPT reserves the right to accept /reject/ select one or more than one agency and to annul the bidding process any or all bids at any time prior to award of   
    contract without thereby incurring any liability to the affected agency.
6. Schedule of **Full Extensive Data Security Audit of Web Application & Servers of SOCH & NACO** will be provided by HLFPPT at the beginning of the   
    Work Order. In case of delay/ disruption of the activity implementation/execution, penalty will be levied.
7. HLFPPT reserves the right to cancel the contract based on performance without assigning any reason thereof.
8. Evaluation of the bids will be done by a competent committee from HLFPPT.
9. HLFPPT shall without prejudice to its other remedies under the contract, deduct from the Contract Price, as Liquidated Damages a sum equivalent to 2.5% of  
    the price of agreed unperformed Services or for delay of each day until actual deliverable or performance, up to a maximum deduction of 20% of the   
    contract Price. Once the maximum is reached, HLFPPT may consider termination of the contract
10. The agency should provide **Security Certificates** as per coordination with Our HLFPPT/NACO Representative. The **Full Extensive Data   
     Security Audit of Web Application & Servers of SOCH & NACO** should be done as per enclosed Assessment provided by HLFPPT and coordination with   
     HLFPPT/NACO representative.
11. HLFPPT management reserves the right to change (increase or reduce) the numbers/units as per its sole discretion and Project requirement.
12. **Documents required to release the payment:**
    1. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
    2. Documentary proof of the deliverables as per work order.
13. Agencies that will be technically qualified would only be considered for opening of financial bids.
14. The agency should submit enclosed **Annexure – 1** duly seal & signed.
15. Technical Evaluation of the agencies would be done on the following basis-

|  |  |  |
| --- | --- | --- |
| 1 | Experience with HLFPPT/Govt. Agency/NGO/Development Sector | 20 |
| 2 | Experience in similar type of Product | 20 |
| 3 | Annual Turnover - Financial Status of the agency. | 30 |
| 4 | Clientele. | 20 |
| 5 | Any other criteria as per discretion of Management. | 10 |

**Agency should submit the Technical documents as per detail mentioned above table with enclosed Annexure-2: (Technical Bid Format)**

1. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidence submitted by the agencies.
2. The agency needs to submit ‘Technical Bid’ & ‘Financial Bid’ in sealed envelopes by super scribing as **‘Technical Proposal for Full Extensive Data Security Audit of Web   
    Application & Servers of SOCH & NACO at NACO Delhi under Sahyog( GFATM) Strengthening of Existing of IT System Project’** and **‘Financial Proposal for Full   
    Extensive Data Security Audit of Web Application & Servers of SOCH & NACO at NACO Delhi under Sahyog( GFATM) Strengthening of Existing of IT System Project’.**
3. All the bid needs to be submitted by **5.00 pm on Date 06th March 2023** at the following address:

**Manager – Administration**

**Hindustan Latex Family Planning Promotion Trust (HLFPPT)**

**B-14A, IInd Floor,**

**Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**

**Ph. 0120 – 4231060/61/62**

1. Agencies would not be allowed to subcontract, partial/full of the work assigned to them. In such cases the Management reserves the right to cancel the  
    contract with the agency.
2. The rates quoted by the agency will be inclusive of all Taxes and other charges etc. Agency should submit the financial bid as per the **Annexure-3: Financial   
    Bid Format**
3. The rate quoted by the agency will be valid for 01 year from the award of the contract.
4. HLFPPT reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final  
    discussions.
5. Any technical and financial bid with inadequate information and those which do not meet the eligible criteria or received after the closing date & time will not be entertained   
    and considered under any circumstances.
6. The agency needs to sign and stamp all pages of the technical bid along with the terms and conditions of RFP.
7. The Agencies should also submit an undertaking **(Annexure-4)** duly signed & Stamped.
8. The contract may be terminated on breach of any of the clauses of this RFP.
9. HLFPPT reserves the right to cancel the bid anytime without prior information/notice.

We agree and abide by all terms and conditions as mentioned above including the validity of the offer

**Utmost confidentiality of the data provided shall be maintained.**

Annexure- 1

Technical Bid Format

(To be filled, sign & stamp by Agency)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A** |  |  | |  | |  |
| **S.No** | **Particulars** | **Remarks** | | **Work Experience** | | |
| 1 | Experience with HLFPPT/Govt. Agency/NGO/Development Sector | Yes/No | |  | | |
| 2 | Experience in similar Type of Product supply | Year | |  | | |
| **B** |  |  | |  | |  |
|  |  | |  | |  |
| **S.No** | **Particulars** | **Last 3 Year** | | | | |
| 3 | Annual Turnover/ITR | **2019-2020** | | **2020-2021** | **2021-2022** | |
|  | |  |  | |
| **C** |  |  | |  |  | |
|  |  | |  |  | |
| **S.No** | **Particulars** | **Top 5 Client List** | | | | |
| 4 | Clientele List |  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  |  |  |  | | |  |

**D**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Particulars** | **Details (GST & PAN No.)** |
| 5 | **PAN** |  |
| 6 | **GST** |  |

**Hindustan Latex Family Planning Promotion Trust   
B-14A, IInd Floor, Sector 62, Noida,**

**Gautam Budh Nagar, Uttar Pradesh - 201307**

**Annexure- 2: Technical Bid Format**

**Project Location -: Delhi**

|  |  |  |
| --- | --- | --- |
|  | **SPECIFICATION (TECHNICAL)** | **AGENCY’S REPONSE**  **(Agreed /Disagreed)** |
| 1 | **Full Extensive Data Security Audit of Web Application & Servers of SOCH & NACO**  work to be done as per HLFPPT Personnel |  |
| 2 | The agency should provide **Security Certificates** as per coordination with our HLFPPT/NACO Representative |  |
| 3 | The receipt of services to be submitted as proof along with the invoice. |  |
| 4 | The agency is capable and agrees to complete the work within specified time as agreed upon otherwise a penalty clause will be invoked. |  |
| 5 | Past experience of the agency in similar activities, as listed in this RFP. Please give details or provide a list of clients to whom similar services have been done. |  |
| 5. | Management reserves the right to award the work order to more than one agency (on the basis of quality consideration/experience of the agency) in addition to rates parameters. |  |
| 6. | Constitution of the agency whether Proprietor ship/Partnership/Company. Give details of Proprietor/ Partner/Directors. |  |
| 7. | For how many years the agency is engaged in a similar line of activities. |  |
| 8. | Registration certificate with GST need to be submitted along with the technical quotation. |  |
| 9. | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |  |
| 10. | The final price will remain valid for one year from the award of the work order. |  |

**Please Note:-**

1. **Form must be completed in all respects; incomplete forms may liable to be rejected.**
2. **The form must be duly signed and sealed by the Authorised signatory**
3. **The form must be submitted on or before due date and time.**

**Hindustan Latex Family Planning Promotion Trust**

**B-14A, IInd Floor, Sector 62, Noida, Gautam Budh Nagar, Uttar Pradesh - 201307**

**Annexure-3: Financial Bid Format**

I am submitting below the lowest quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

|  |  |
| --- | --- |
|  | **SPECIFICATIONS (FINANCIAL)** |
| 1. | Rates will be inclusive of all Taxes and other Charges etc. |
| 2. | TDS as applicable will deduced as per Income Tax Act, 1961 |
| 3. | Payment will be made through cheque / NEFT/ RTGS. |
| 4. | Payment shall be made after submission of original invoice along with deliverables of services (Copy of Certificates). |
| 5 | Penalty clauses will apply as per the company’s policy, as per terms of the work order: the decision of the HLFPPT/Project Management shall be final and binding in this regard. |

**I am submitting below my lowest quotation for the above after understanding completely the technical specifications and other terms and conditions relating to time frame, quality as spelled out in the Bid document.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.no | Particulars | Quantity | Specifications | Rate in Rs. (Inclusive Taxes | Total Amt. (Inclusive Taxes) |
| 1 | soch.naco.gov.in  * sochreport.naco.gov.in * sochdashboard.naco.gov.in * sochtraining.naco.gov.in * sochbeta.naco.gov.in * sochbetareport.naco.gov.in * sochbetadashboard.naco.gov.in | 07 Web Applications & Servers | Full Extensive Data Security Audit of Web Applications & Servers |  |  |
| 2 | naco.gov.in | 01 Web Applications & Servers | Full Extensive Data Security Audit of Web Applications & Server |  |  |

Important Note-

· Full Extensive Data Security Audit of Web Applications & Serversto be done according details provided by HLFPPT

· The rates quoted shall be valid for one year from issue of work order.

· The cost should include all kinds of charges along with taxes.

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# Annexure -4 Undertaking from Vendor

This has reference to the RFP dated ………….… ….In response to the RFP, we have submitted our technical & financial bids on…………. .at your office

………………………………………………………………. In connection with the above bids, we hereby declare as under:-

1. That we are neither related to any of your Trustees, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.
2. That we have submitted the bids in the name of M/S…………………….. and declare that no other bids have been submitted by us in the name   
    of any other firms/companies/proprietors/individuals which comes under the same management and related parties.
3. We hereby undertakes that in case of any violations to the above declarations at any stage of the contract, HLFPPT reserves the sole right to cancel the contract and recover the full value of the contract from us.

**Annexure -5(Scope of Work)**

**Full Extensive Data Security Audit of Web Application & Servers of SOCH & NACO**

**Back ground:-**

HLFPPT to take forward the operation and maintenance of IT systems & capacity building mechanisms under NACP and creating an enabling system, structure and maintaining repository for strengthening Community System Strengthening activities. HLFPPT as Sub- Recipient of NACO (PR) will support for the Strengthening of Community System in India and Strengthening of Overall Care for HIV beneficiaries (SOCH) through strengthening the exiting IT System.

1. **Scope Assessment :-**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annexure SOCH & NACO Web & Database Server Security Audit** | | | | | | | | | | | | | | |
| **Sr. No.** | **Name** | **Quantity** | **SSL** | **Web Application Servers** | **Database Servers** | **No. of Server** | **Publicly Exposed Server** | **Platform** | **Pages** | **No of Roles** | **OS** | **Web Application** | **Database** | **Input Fields** |
| 1 | [1.  soch.naco.gov.in](https://soch.naco.gov.in/) | 07 Web Application Server | Yes | 2 | 2 | 4 | 1 | Jawa & Angular | 540 | 44 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 1845 |
| 2 | [2.  sochreport.naco.gov.in](https://sochreport.naco.gov.in/) | Yes | 3 | 1 | 4 | 1 | Jawa | 11 | 1 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 19 |
| 3 | [3.  sochdashboard.naco.gov.in](https://sochdashboard.naco.gov.in/) | Yes | 1 | 1 | 2 | 1 | Python Type Script | 46 | 1 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 160 |
| 4 | [4.  sochtraining.naco.gov.in](https://sochtraining.naco.gov.in/) | Yes | 1 | 1 | 2 | 1 | Jawa & Angular | 540 | 44 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 1845 |
| 5 | [5.   sochbeta.naco.gov.in](https://sochbeta.naco.gov.in/) | Yes | 1 | 1 | 2 | 1 | Jawa & Angular | 540 | 44 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 1845 |
| 6 | [6.  sochbetareport.naco.gov.in](https://sochbetareport.naco.gov.in/) | Yes | 1 | 1 | 2 | 1 | Python Type Script | 46 | 1 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 160 |
| 7 | [7.  sochbetadashboard.naco.gov.in](https://sochbetadashboard.naco.gov.in/) | Yes | 2 | 1 | 3 | 1 | Jawa | 11 | 1 | CentOS Linux 7 | Apache 2.4.41 | PostgreSQL 12.1 | 19 |
| 8 | [8. naco.gov.in](https://naco.gov.in/) | 01 Web Application Server | NA | 1 | 1 | 2 | 1 | PHP & Drupal | 150 | 2 | CentoOS Linux 6.5 | Apache 2.4.1 | MySQL | 2000 |

1. **Location of work**

**Name of Organization:** National Aids Control Organization

**Name of Ministry:** Ministry of Health & Family Welfare, Government of India

**Address of Oraganization:** National AIDS Control Organisation, Department of Health & Family Welfare Government of India, 6th & 9th Floor Chanderlok Building,

36 Janpath, New Delhi - 110001, India.