

WEST BENGAL STATE ELECTION COMMISSION
18, Sarojini Naidu Sarani (Rawdon Street)
Kolkata – 700 017
Ph. No. 2280-5805; FAX- 2280-7373

No. 2377-SEC/6W-4/2018

Date: 26.09.2018

NOTICE

Subject: Quotation for Conducting Software modification required in connection with Security Audit of the Website of the West Bengal State Election Commission.

Sealed quotations are invited by the West Bengal State Election Commission (WBSEC) from the experienced, recognised software firms for the website security audit of WBSEC website as per terms & conditions enclosed at Annexure-I, scope of work at Annexure-II and Schedule of Rates at Annexure-III.

1. Eligibility Criteria :-

- a. The bidder must have an experience for such type of work.
- b. Documentary evidence of firm's Service Tax Registration shall be furnished. Bids not satisfying the above eligibility criteria / not accompanied by the requisite documentary proofs shall be rejected.

2. The bid shall contain a sealed envelope as under:

The envelope shall contain the bid involving duly filled Form-I and Price bid as per Annexure-III of this tender and should be super scribed as "Quotation for conducting **Software modification required in connection with** security audit of WBSEC Website"

3. Tender must contain the name, office & e-mail addresses including telephone & mobile numbers of the authorized person(s), with their signatures in Form-I. Unsigned or un-stamped tender shall not be accepted.

4. All pages of the bid being submitted must be signed and sequentially numbered by the bidder.

5. Period of Bid Validity:-

Bids shall remain valid for 30 days from the date of Bid Opening. Any Bid valid for a shorter period than the period specified shall be rejected as non-responsive.

6. General Terms and conditions:-

The other terms and conditions of the tender shall be as per the enclosed Annexure-I.

7. Last date & Time for receipt of Bids:-

The last date for receipt of Bids is **04.10.2018 till 02:00 PM**. Bids will be opened on the **same day at 03:00 PM**.

10. Submission of Bids:-

The completed bids may be submitted in person or alternatively the bids may be sent by registered post/speed post to the Secretary, West Bengal State Election Commission, 18, Sarojini Naidu Sarani,(Rawdon Street) Kolkata – 700017 so as to reach by the time and date stipulated for receipt of Bid.

11. Late Bid:-

Any delay, even postal delay, in the receipt of bid would be considered late submission of bid and rejected. Mere handing over of the bidding documents at the Receiving Section or at any other counter or room or person of WBSEC shall not be considered submission of Bid.


26/9/18.

Secretary

West Bengal State Election Commission

ANNEXURE-I

General Terms and conditions

1. Bid Prices

- 1.1. The prices shall be quoted in Indian Rupees only.
- 1.2. All taxes, duties, levies applicable etc. shall be clearly indicated.
- 1.3. Prices quoted must be firm and shall remain constant throughout the period of validity of bid and shall not be subject to any upward modifications, whatsoever.
- 1.4. Bidders shall indicate their rates in clear/visible figures as well as in words and shall not alter/overwrite/make cutting in the quotation.

2. Bid Evaluation

- 3.1. The price bids shall be evaluated as under:
 - 3.1.1. If there is any discrepancy between words and figures, the amount in words will prevail.
 - 3.1.2. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected.
- 3.2. **The bidder whose evaluated price is found to be lowest (L-1), shall be considered for placement of Work Order for Conducting Software modification of WBSEC Website.**

3. Work Period

- 3.1. The completion of the work shall not take more than 60(sixty) days from the date of issue of Work Order.

4. Payment Terms

- 4.1. Payment will be released phase-wise after completion of work and confirmation by the NIC with Audit Certificate. The Bidder has to submit of necessary bills in duplicate.
- 4.2. No advance payment shall be made.
- 4.3. No claim on account of any price variation / escalation shall be entertained.

5. Commission's right to accept or reject any or all bids

- 5.1. The Commission reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids at any time prior to Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds.

6. Force Majeure

- 6.1. "Force Majeure" means an event beyond the control of the Auditor and not involving the Auditor's fault or negligence and not foreseeable. This type of event may include but not limited to fires, explosions, floods, earthquakes, strikes, wars or revolutions, etc.
- 6.2. The work execution period may be extended in case of Force Majeure condition. In order to be able to obtain an extension to the contract work period, the Auditor shall promptly notify auditee advising the existence of such an event, not later than one week of such event happening and produce the necessary documents such as a certificate of Chamber of Commerce or any other competent authority indicating the scope of such an event, and its impact on the performance of the contract and establish that such an event is not attributable to any failures on its part.

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ANNEXURE-II

1. Scope of Work

- 1.1. The WBSEC has developed a website with its URL as www.wbsec.gov.in and it consists of about 100 webpages (both html and .aspx type) some with Javascript as client-end scripting language and CSS design files on Microsoft Windows platform. The website has been hosted on NIC Server.
- 1.2. 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.
- 1.3. The modification of website should be done by using Industry Standards and as per the Open Web Application Security Project (OWASP) methodology.
- 1.4. The modification of website should be conducted in conformity with NIC Security audit guidelines.

2. Audit Environment

- 2.1. URL of WBSEC website is www.wbsec.gov.in and would be modified on the system of the bidder office. Supply / installation of auditing / testing or any other tools, if any, for the modification purpose will be liability of the auditor.

4. Audit report

- 4.1. 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:

6. Confidentiality

- 6.1. 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 whatsoever to any third party, except with auditee's written permission.

Sujay Ray
26/09/18

ANNEXURE-III
SCHEDULE OF RATES

We quote below our firm prices for conducting modification of the Website of the West Bengal State Election Commission website as per the specification prescribed in the Commission's No. 2377-SEC/6W-4/2018 Dated 26.09.2018

Sl. No.	Item	Total Price	Taxes	Total Price Including all taxes
1.	Work for conducting modification of the Website of the West Bengal State Election Commission.			

Our financial proposal for a sum of Rupees _____ (Amount in words) inclusive of all applicable tax for the complete assignment and our bid is valid for _____ days from the date of opening of this tender.

Signature of the Bidder: _____

Name: _____

Date: _____

Place: _____

Company Seal: _____

FORM-I

BIDDER'S PARTICULARS

1. Name of the Bidder _____
 2. Full Address of the Bidder _____
 3. Name of the Authorized Signatory _____
 4. Bidder's proposal number and date _____
 5. Name & address of the officer to whom all references shall be made regarding this tender
- (a) Telephone _____
- (b) Fax No. _____
- (c) E-mail _____
- (d) Mobile _____

Bidder:

Signature _____

Name _____

Designation _____

Company _____

Date _____

Company Seal