

**Maharashtra Pollution Control Board, Govt. of Maharashtra
Selection of Security Auditor for Security and Systems Audit of Board's IT
Infrastructure and systems in all offices.**

Request for Proposal

**Selection of Security Auditor for Security and Systems Audit of Board's IT
Infrastructure and systems in all offices.**

Maharashtra Pollution Control Board, Govt. of Maharashtra
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1 DISCLAIMER

Though adequate care has been taken in the preparation of this Request for Proposal Document, the Bidder should satisfy himself that the Document is complete in all respects. Intimation of discrepancy, if any, should be given to the below mentioned office latest by the date mentioned in [Section - 9.5](#) Point 3. If this office receives no intimation by the date mentioned in [Section - 9.5](#) Point 3, it shall be deemed that the Bidder is satisfied that the Request for Proposal Document is complete in all respects.

1.1 Member Secretary

Maharashtra Pollution Control Board

Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Near Sion Circle,
Sion (E), MUMBAI – 400 022
Ph: 022-24014701 (Extn: 418 / 417)
Email: eic@mpcb.gov.in

- 1.2 Neither MPCB, nor their employees or consultants make any representation or warranty as to the accuracy, reliability, or completeness of the information in this RFP nor is it possible for MPCB to consider the financial situation and particular needs of each party who reads or uses this RFP. MPCB recognizes the fact that certain prospective Bidders may have a better knowledge of the Project than others and thus encourages all prospective Bidders to conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this RFP and obtain independent advice from appropriate sources.
- 1.3 Neither MPCB nor their employees or consultants will have any liability to any prospective Bidder or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this RFP, the award of the Project, the information and any other information supplied by or on behalf of MPCB or their employees, any consultants or otherwise arising in any way from the selection process for the Project.
- 1.4 MPCB reserves the right to reject any or all the Bids submitted in response to this Request for Proposal at any stage without assigning any reasons whatsoever.
- 1.5 MPCB reserves the right to change any or all the provisions of this Request for Proposal. Such changes would be intimated to all parties procuring this Request for Proposal.

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2 LIST OF ABBREVIATIONS

MPCB	Maharashtra Pollution Control Board
RO	Regional Office, MPCB
DC	Data Centre
HO	Head Office, MPCB
RFP	Request for Proposal
IMIS	Integrated Management Information System
OEM	Original Equipment Manufacturer
UPS	Uninterrupted Power Supply
LAN	Local Area Network
WAN	Wide Area Network
PBG	Performance Bank Guarantee
SPBG	Service Performance Bank Guarantee
LoA	Letter of Award
SLA	Service Level Agreement
SP	Security Auditor
MPLS	Multi-Protocol Label Switching
VPN	Virtual Private Network
Mbps	Mega Bits per Second
TB	Terabyte
SD-WAN	Software Defined Wide Area Network
SA	Security Auditor
IS	IT Security

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4 DEFINITIONS

4.1 BID

The bids submitted by the prospective Bidders in response to this Request for Proposal Document issued by **MPCB**.

4.2 BIDDER

Bidding Firm / Company that has submitted a Bid in response to this Request for Proposal Document.

4.3 DOCUMENT / BID DOCUMENT

This Request for Proposal Document.

4.4 PROJECT

To select an appropriate Security Auditor (SI) for Data Centre Server and Storage Upgrade at HO.

4.5 REQUEST FOR PROPOSAL

This Document being issued to the prospective Bidders, inviting their Bids.

4.6 RESPONSIVE BIDDER

Responsive Bidder is the bidder whose bid is found responsive after evaluation of the Bid as outlined in [Section 9.2](#).

4.7 TENDER COMMITTEE

A committee consisting of MPCB Officials has been formed.

5 PROJECT CONCEPT & STRUCTURE

5.1 BACKGROUND

5.1.1 Maharashtra Pollution Control Board (MPCB) is an organization under the Department of Environment and Climate change, Government of Maharashtra. The Board is responsible for ensuring that all norms under the Pollution Control Act as stated by the Ministry are adhered to by all relevant establishments in Maharashtra, which can, through their operations or processes, influence the natural environmental conditions.

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5.1.2 The Board has deployed Integrated Management Information System (IMIS) – an integrated e-governance application for automation of their various processes and workflows, such as consent management, cess management, waste management, etc.

5.1.3 Various Applications have been rolled out to various offices of the Board and the same is accessed through IT infrastructure deployed at these offices. As a part of rollout, the Board has deployed a Data Centre facility at HO since 2008. The Board has deployed many security and network solutions recently and want to carry out a thorough security and systems audit of the entire IT infrastructure of MPCB's Data Centre, Head office and Branch offices.

6 CURRENT INFRASTRUCUTRE

6.1 MPCB has a LIVE Data Centre facility at HO, Sion. The core infrastructure components viz Servers, Storage, Network, etc. are housed in the Data Centre. There are various applications hosted on the servers which are accessed by the MPCB users in their various Regional and Sub-Regional offices (RO and SRO) and Laboratories across Maharashtra. These various offices are connected through MPLS VPN and SD-WAN and are protected through a Firewall. There is a robust storage and Backup infrastructure along with automated backup facility.

6.2 The details of the relevant current infrastructure are given for the convenience of the bidders at [Annexure -1](#).

7 OBJECTIVE OF THE RFP

7.1 The current System, LAN and WAN Network infrastructure needs to be audited at regular intervals for Security, Redundancy, and Optimization. It is the objective of the RFP to select the most suitable Security Auditor (SA) for auditing of entire MPCB systems, servers, and network.

7.1.1 Purpose of Audit

7.1.1.1 Build awareness of current practices and risks.

7.1.1.2 Reducing risk, by evaluating, planning, and supplementing security efforts.

7.1.1.3 Strengthening controls including both automated and manual.

7.1.1.4 Compliance with regulatory requirements and expectations.

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7.1.1.5 Improving overall IT governance in the organization.

7.1.1.6 Ensuring all controls are in place with related to application security.

7.2 It may be noted that the current DC which is in LIVE state needs to be audited seamlessly and with no or minimal downtime, so that the working of MPCB continues in the same manner as before the audit, transparently for the users.

7.3 The Security Auditor (SA) is required to audit, report irregularities, help IT team to deploy suggested changes and re-audit the same. Post implementation, the SA is required to provide Certificate of Audit.

8 EXECUTION PERIOD

8.1 The Security Auditor will be required to audit as mentioned in point 7.3, perform testing, re-audit and provide audit report as a part of the handover exercise. All the activities mentioned here are to be completed within One Hundred (100) days from the date of LoA.

9 DESCRIPTION OF THE SELECTION PROCESS

9.1 SUBMISSION OF BIDS

The submission of Bids by interested bidders in response to the Request for Proposal should be through e-Tender system only as mentioned in [Annexure-4](#). The Bids will be

9.1.1 Envelope 1 / Cover 1: Technical Bid

9.1.2 Envelope 2 / Cover 2: Price Bid.

9.2 RESPONSIVENESS OF THE BID

The Bids submitted by Bidders shall be initially scrutinized to establish "Responsiveness". A Bid may be deemed "non-responsive" if it does not satisfy any of the following conditions:

9.2.1 If Technical Bid does not conform to the minimum eligibility Criteria mentioned in [Section 13.1](#)

9.2.2 The proposal does not include sufficient information to be evaluated and/or is not in the formats specified in the RFP.

9.2.3 The proposal does not conform to the terms and conditions mentioned in the RFP.

9.2.4 The Bids of Responsive Bidders shall be evaluated in the following two steps.

a. STEP 1 (COVER 1) – TECHNICAL BID EVALUATION

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In the first step, MPCB will evaluate the information submitted by the Bidder in Cover 1 of the Bid. Bids of only the responsive Bidders shall be considered for the subsequent technical evaluation. The evaluation criteria for assessment of the Technical Bid are described in [Section-13.1](#)

b. STEP 2 (COVER 2) – PRICE BID AND PRICE BID EVALUATION

- a. The Price Bid would seek to identify the Bidder making the most competitive price offer to MPCB. The evaluation criteria for assessment of the Price Bid are described in [Section -14.8](#). The format for the Price Bid is specified in [Annexure - 3](#)
- b. A list of Bidders based on the results of the evaluation, as detailed in [Section-14.8](#) of this document, would be presented. The MPCB is bound to award a LoA to the lowest price bidder.

9.3 AWARD OF LoA

Successful Bidder would be given a Letter of Award (LoA) stipulating the conditions under which the bid has been qualified as the Successful Bid.

9.4 SIGNING OF ORDER ACCEPTANCE

The Successful Bidder would sign a copy of the Purchase / Work Order as a token of acceptance of the same. .

10 PROCEDURES TO BE FOLLOWED

10.1 ENQUIRIES & CLARIFICATIONS

Enquiries, if any, should be addressed to:

Member Secretary
Maharashtra Pollution Control Board Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Near Sion Circle,
Sion (E), MUMBAI – 400 022
Ph: 022-24014701 (Extn: 418 / 417)
Email: eic@mpcb.gov.in

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- 10.2 All queries that are received on or before the date mentioned in [Section 9.5](#) Point 3, shall be addressed by MPCB in writing. MPCB shall aggregate all such queries, without specifying the source and shall prepare a response, which shall be distributed to all parties who have procured the Request for Proposal Document. It may be noted that queries in writing would be entertained only from those parties who have procured this Document.
- 10.3 Request for clarifications received from prospective bidders who have not paid the fee for the RFP document as defined in [Section-13](#), will not be answered. Such bidders will not be allowed to attend the pre bid meeting and to bid.
- 10.4 Request for clarifications received after the last date mentioned in [Section 9.5](#) Point 3, may not be addressed. Decision of the Board in the matter will be final.
- 10.5 The prospective Bidders shall submit the queries only in the format given below:

Sr. No	RFP Page No	RFP Clause No	Description in RFP	Clarification Sought	Additional Remark (if any)

10.6 SUBMISSION OF THE BID

10.6.1 Cover 1 – Technical Bid

The information to be submitted by the Bidders as Cover 1 of their Bids is described [Annexure - 4](#).

10.6.2 Cover 2 – Price Bid

The Information to be submitted by the Bidders in the Price Bid (Cover 2) is described in [Annexure - 3](#).

The Bidders are requested to follow the Bid submission process which is detailed in [Annexure - 4](#) as per the schedule elaborated in [Section-28.2](#).

11 INSTRUCTIONS TO BIDDERS

All Bidders should note the following:

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- 11.1 Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this Request for Proposal or those that do not contain the Covering Letter and other documentation as per the specified formats may be considered non-responsive and may be liable for rejection.
- 11.2 Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the Bid non-responsive.
- 11.3 All communication and information should be provided in writing and in the English language only.
- 11.4 The metric system shall be followed for units.
- 11.5 The price quotations for the bid should be denominated in Indian Rupees.
- 11.6 All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words.
- 11.7 Arithmetical errors will be rectified as follows –
 - 11.7.1 If there is a discrepancy between the unit price and the total price that is obtained by multiplying quantities, the unit price will prevail
 - 11.7.2 In case of discrepancy between grand total obtained by adding various line-item totals & the grand amount stated in words, the grand total will be recalculated and the same will be taken as correct.
 - 11.7.3 The price bid will be treated as inconsistent & non-responsive, in case if more than one type of discrepancy is observed in the price bid. Such price bid/s will be rejected summarily and considered as intentional misrepresentation and the EMD will be forfeited.
- 11.8 MPCB reserves the right to seek additional information from the Bidders, if found necessary, during evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by MPCB, may be a ground for rejecting the Bid.

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- 11.9 The Bids shall be evaluated as per the criteria specified in this RFP Document. However, within the Board framework of the evaluation parameters as stated in this Request for Proposal, MPCB reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied across all the Bidders.
- 11.10 The Bidder should designate one person ("Contact Person" and "Authorized Representative and Signatory") authorized to represent the Bidder in its dealings with MPCB. The Acknowledgement of Receipt of Request for Proposal Document shall be signed by the "Contact Person" and "Authorized Representative and Signatory".
- 11.11 This designated person should hold the Power of Attorney and be authorized to perform all tasks including but not limited to providing information, responding to enquiries, entering into contractual commitments on behalf of the Bidder etc. The Covering Letter submitted by the Bidder shall be signed by the Authorized Signatory and shall bear the stamp of the entity thereof.
- 11.12 The Bid (and any additional information requested subsequently) shall also bear the initials of the Authorized Signatory and stamp of the entity thereof on each page of the Bid.
- 11.13 MPCB reserves the right to reject any or all the Bids without assigning any reason whatsoever
- 11.14 Conditional bids may be summarily rejected.
- 11.15 Mere submission of information does not entitle the Bidder to meet an eligibility criterion. MPCB reserves the right to vet and verify any or all information submitted by the Bidder.
- 11.16 If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by MPCB, is found to be incorrect or is a material misrepresentation of facts, then the Bid will be liable for rejection and the Bid Security will be forfeited. Mere clerical errors or bona fide mistakes may be treated as an exception at the sole discretion of MPCB and if MPCB is adequately satisfied.
- 11.17 The Bidder shall be responsible for all the costs associated with the preparation of the Bid. MPCB shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

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12 VALIDITY OF THE PRICE BID

Each Bid shall indicate that it is a firm and irrevocable offer and shall remain valid and open for a period of not less than 180 days.

Non-adherence to this requirement and other terms stipulated in the RFP document may be a ground for declaring the Bid as non-responsive. However, MPCB may solicit the Bidder's consent for extension of the period of validity if the Bidder agrees to reasonably consider such a request. The request and response shall be in writing. A Bidder accepting MPCB's request for extension of validity shall not be permitted to modify his Bid in any other respect.

13 SUBMISSION OF TECHNICAL BID: COVER - 1

13.1 CRITERIA FOR MINIMUM ELIGIBILITY AND BID RESPONSIVENESS:

13.1.1 The Bidder shall fulfil the following Minimum Eligibility Criteria to participate in the bidding process. The Bidder should provide necessary documentary evidence of compliance as follows. Failure to do so for any of the Criteria mentioned below shall result in disqualification of the Bidder.

13.1.1.1 The Bidder should be a corporate entity, public or private limited company registered / incorporated under The Companies Act, 1956, and in business of Security Audits services for minimum Five (5) consecutive years. No consortiums allowed.

13.1.1.2 The auditing organization must be presently empanelled with Cert-in. Provide the proof of the same with technical bid.

13.1.1.3 The auditing organization has completed at least 3 (three) security and system audit services for Enterprise, Government or PSU's entities with minimum of 100 (Hundred) Employees in last 3 (Three) years.

13.1.1.4 The auditor must audit MPCB office located at Mumbai.

13.1.1.5 The auditing organization must have security certified resources on Payroll for the activities mentioned above and must provide proof of employment.

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13.1.1.6 The Bidder should be compliant to the technical specifications given in **Annexure 2**.

13.1.1.7 The Bidder should have officially purchased the RFP document from MPCB office by paying the necessary fees.

13.1.1.8 The Bidder must have completed at least 3 orders, each order of at least ₹15,00,000/- (Rupees Fifteen-Lakhs) or above.

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13.2 COVER 1: INFORMATION FORMATS

Bidders are required to organize Cover-1 as per the following checklist

Cover 1	Compliance to Minimum Eligibility Criteria and Technical Bid
Section 1	<ol style="list-style-type: none"> 1. Covering Letter as per the format specified in EXHIBIT 1 2. Attested copy of Power of Attorney 3. Certificate of incorporation / registration 4. Self-Certified Compliance Certificate as per Annexure 3.
Section 2	<ol style="list-style-type: none"> 1. Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section-14.5 & Section-14.6 2. Technical proposal highlighting 3. Company profile 4. Proposed methodology to execute the project 5. Resource availability with their skill sets and deployment plan for MPCB

14 Submission of TECHNICAL BID: EVALUATION CRITERIA & PROCESS

- 14.1 The Bidder shall necessarily submit in Cover 1 of the Bid Document, the Technical Bid detailing his credentials for executing this project and the highlights of the services proposed with respect to scope of work defined in the Bid Document and the benefits that would accrue to MPCB. The Tender Committee appointed for this purpose will do this evaluation. The Technical Bid will contain all the information required to evaluate the bidder's suitability to MPCB for the purpose of this project.
- 14.2 The guidelines for evaluation have been designed to facilitate the objective evaluation of the Technical Bid submitted by the bidder. The information furnished by the bidders in the technical bid shall be the basis for this evaluation. In case any of the information is not made available, the Committee will assign zero (0) marks to that item.
- 14.3 While evaluating the Technical Bid, MPCB reserves the right to seek clarifications from the Bidders. Bidders shall be required to furnish such clarifications in a timely manner.
- 14.4 MPCB also reserves the right to seek additions, modifications, and other changes to the submitted Bid. Bidders shall be required to furnish such additions / modifications / other changes in a timely manner.
- 14.5 Evaluation of Technical Bid
The technical evaluation of the bidders will be done based on the criteria and marking system as specified as follows:

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14.5.1 Auditor Eligibility Criteria

- 14.5.1.1 The auditing organization must be an empanelled with Cert-in for last 5 years without a break in between and provide the proof of the same.
- 14.5.1.2 The auditing organizations must be in business for at least 10 (years) consecutive years.
- 14.5.1.3 Have completed at least 3 (three) security and system audit services for Enterprise, Government or PSU's entities with minimum of 100 (Hundred) Employees in last 3 (Three) years.
- 14.5.1.4 The auditing organization must have certified resources on Payroll for the activities mentioned above and must provide proof of employment.
- 14.5.1.5 The auditor must support MPCB office located in Mumbai and have office in Mumbai.

14.5.2 List of certifications required

At least two certifications from below are required

- 14.5.2.1 CISA – Certified Information Security Auditor
- 14.5.2.2 CEH – Certified Ethical Hacker
- 14.5.2.3 GSEC – GIAC [Global Information Assurance Certification] Security Essentials Certification
- 14.5.2.4 SSCP – Systems Security Certified Practitioner

14.6 PAYMENT TERMS

- 14.6.1 The Price Bid should be valid for a minimum period of 180 days from the last date of submission of bids

14.6.1.1 Payment will be made in the following stages.

Sr. No.	Stage	Percentage payable
1	Against Purchase Order	30%
2	First Phase of the System/IT/Cyber Security Audit, Submission of Report & Policies, etc	50%
3	30 Days after Issue of CoOP / handover of Audit report and Certificate.	20%

Note: All payments will be made after deduction of penalties if any, vide a crossed cheque payable in Mumbai and within 30 days of submission of invoice.

Taxes as applicable by State / Central Government. Any change in taxes will be borne by the board.

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- 14.7 Liquidity Damages and Penalty:
For any delay in audit completion beyond One Hundred (100) days from the date LoA / Purchase Order, the Board reserves the right to charge an LD (Liquidated Damages) at the rate of 1% of the total contract value for the delay of every week or part thereof, subject to a maximum of 10% of the total contract value.
- 14.8 EVALUATION OF PRICE BID: COVER 2
- 14.8.1 PRICE BID PARAMETERS
Bidders are required to offer their best prices for the services only in the format of the price bid given at [Annexure-4](#) of this RFP document. Price offer in any other format will result in rejection of the bid and disqualification of the bidder from the evaluation process.
- 14.8.2 EVALUATION OF PRICE BIDS
The evaluation will be carried out if Price bids are complete and computationally correct.
- 14.8.3 AWARD CRITERIA
Final choice of MPCB to award this project to a suitable bidder to execute this project shall be made based on Lowest price.
- 14.8.4 NOTIFICATION OF AWARD
MPCB will notify the successful bidder in writing that his bid has been accepted. Upon the successful bidder's furnishing of performance security, MPCB will promptly notify each unsuccessful bidder and will discharge their bid security.

15 INDEMNIFICATION

- 15.1 The bidder hereby agrees and undertakes that, during the Term of the Contract, it shall indemnify and keep indemnified and otherwise save harmless, MPCB from any third-party suits instituted against MPCB which are proved to be because of a direct consequence of the installation and / or use of equipment & services provided by the successful bidder.

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16 ASSIGNABILITY

- 16.1 The successful bidder will not assign its rights, title, or interest in the contract in favour of any third party without prior written consent of MPCB. MPCB reserves its rights to grant such consent on such terms and conditions, as it deems fits and proper. MPCB's decision to grant such consent or refusal to grant such consent shall be final.

17 CONFIDENTIALITY

- 17.1 Successful Bidder shall hold data and information about MPCB, obtained during the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of MPCB.
- 17.2 Successful Bidder and MPCB shall maintain in confidence any information relating to the terms and conditions of this contract, information received from each other hereto in connection with this agreement as well as the business operations and affairs of MPCB or the successful bidder and their affiliates and shall not provide access to such information to any third party. This obligation shall expire 2 years after completion of the contract.

18 CORRUPT & FRAUDULENT PRACTICES

- 18.1 MPCB requires that the bidder under this RFP document maintains highest standards of ethics during procurement and execution of this project. In pursuance of this policy the board defines the terms set forth as follows

- 18.1.1 "Corrupt practice" means offering, giving, receiving, or soliciting of anything of value to influence the action or decision making of public official in the procurement process or execution of the project.
- 18.1.2 "Fraudulent practice" means misrepresentation of facts in order to influence the action or decision making of public official in the procurement process or execution of the project to the detriment of the board and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the board the benefits of free & open competition.

If it is determined that bidder / s is engaged in corrupt & fraudulent practices their bid/s will be rejected and also will be declared ineligible for indefinite period or a stated period to time to participate in any future RFP floated by MPCB.

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19 TERMINATION OF CONTRACT

19.1 Termination for Default

19.1.1 MPCB without prejudice to any other remedy available for breach of Contract may terminate the Agreement in whole or in part, by a 7 days' notice in writing to the Security Auditor for any one or all the following. On such termination, in addition to any other remedy available under the contract.

19.1.2 The Security Auditor in the judgment of MPCB has made any misrepresentation of facts and / or engaged in corrupt, fraudulent practices.

19.1.3 MPCB shall afford an opportunity to the Security Auditor to represent his case before termination of the agreement.

19.1.4 The Security Auditor fails to complete the project within the given time frame as mentioned in [Section- 8](#) of this RFP.

19.1.5 In the event MPCB terminates the Agreement in whole or in part, MPCB may procure upon such terms and in such manner as it deems appropriate products and / or service like those undelivered and the Security Auditor shall be liable to pay to MPCB for any excess costs occurred for procuring such similar services.

19.2 Termination for Insolvency

19.2.1 If the Security Auditor becomes bankrupt or otherwise insolvent, MPCB may terminate the Contract by giving written notice of 15 days to the Security Auditor. In this event, termination of the contract will be without compensation to the Security Auditor, provided that such termination shall not prejudice any right to action or remedy available to the MPCB which is provided in the RFP document.

20 ARBITRATION

All disputes, differences, claims, and demands arising under or pursuant to or touching this document shall be settled by arbitration of sole arbitrator to be appointed by both the parties and failing such agreement, by two arbitrators, one to be appointed by each party to disputes. All arbitrations shall be held at Mumbai location.

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21 FORCE MAJEURE

Notwithstanding the provisions of the RFP, the service provider or MPCB shall not be liable for penalty or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the service provider and not involving MPCB or Service Provider's fault or negligence and not foreseeable. Such events may include, but not restricted to wars, revolutions, epidemics, natural disasters etc.

If force majeure situation arises, the service provider shall promptly notify MPCB in writing of such condition and cause thereof. Unless otherwise directed by MPCB in writing, the service provider shall continue to perform its obligations under contract as far as possible.

22 LEGAL JURISDICTION

All legal disputes are subject to jurisdiction of Mumbai courts only.

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EXHIBIT – 1

23 FORMAT OF THE COVERING LETTER

FORMAT OF THE COVERING LETTER

(The covering letter is to be submitted by the Bidder along with the Cover 1 of the Bid)

Date: _____

Place: _____

To

Member Secretary

Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Near Sion Circle,
Sion (E), Mumbai – 22

Dear Sir,

**Sub: Selection of Security Auditor for Security and Systems Audit of
Board's IT Infrastructure and systems in all offices.**

Please find enclosed one (1) original + one (1) copies of our Bid for “**Selection of Security Auditor for Security and Systems Audit of Board's IT Infrastructure and systems in all offices.**” in response to the Request for Proposal (RFP) Document issued by **MPCB** dated _____

We hereby confirm the following:

The Bid is being submitted by (*name of the Bidder*) who is the Bidder in accordance with the conditions stipulated in the RFP.

We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by **MPCB** and in any subsequent communication sent by **MPCB**. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the RFP or in any of the subsequent communications from **MPCB**.

We have paid the EMD online as per the RFP terms.

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The information submitted in our Bid is complete, is strictly as per the requirements as stipulated in the RFP and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.

We as the Bidder (Please strike out whichever is not applicable), designate Mr/Ms (mention name, designation, contact address, phone no., email, etc.), as our Authorized Representative and Signatory who is authorized to perform all tasks including, but not limited to providing information, responding to enquiries, entering contractual commitments etc. on behalf of us in respect of the Project.

For and on behalf of:

Signature:

(Authorized Representative and Signatory)

Name of the Person:

Designation:

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EXHIBIT – 2

24 FORMAT FOR COVERING LETTER SUBMISSION- WITH PRICE BID

FORMAT FOR COVERING LETTER SUBMISSION- WITH PRICE BID

(The Price Bid should be submitted along with the following cover letter. Format of Price Bid is given in [Annexure - 3](#))

Date: _____

Place: _____

To

Member Secretary

Maharashtra Pollution Control Board
Kalpataru Point, 3rd floor,
Opp. PVR Cinema, Near Sion Circle,
Sion (E), Mumbai – 400 022

Dear Sir,

**Sub: Selection of Security Auditor for Security and Systems Audit of
Board's IT Infrastructure and systems in all offices.**

As a part of the Bid, we hereby make the following price offer to the MPCB.

The cost of the services to be provided as per the requirements stipulated in this RFP is mentioned in the Price Bid as per [Annexure – 3](#) of the RFP. The price quoted is for the Scope of work as defined in [Annexure – 2](#).

We agree to bind by this offer if we are selected as the Successful Bidder.

For and on behalf of:

Signature

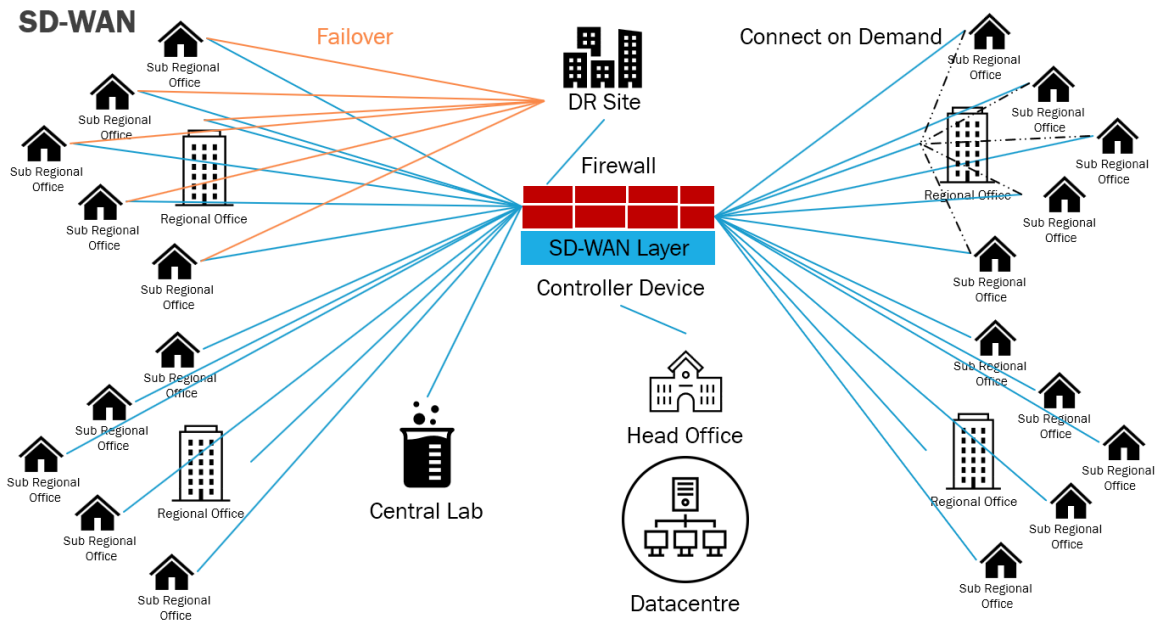
(Authorized Representative and Signatory of the Bidder)

Name of the Person:

Designation:

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25 ANNEXURE – 1



25.1 CURRENT INFRASTRUCTURE DETAILS

All MPCB locations are currently connected using MPLS VPN. Please find below list of locations and number of Computers per location.

MPCB RO - SRO - LAB - HQ - CENTRAL LAB		
Location	Region	No. of Desktop
1	Regional Officer Amravati	14
	Sub Regional Officer Amravati-I	
	Sub Regional Officer Amravati-II	
2	Sub Regional Officer Akola	7
3	Regional Officer Aurangabad	30
	Sub Regional Officer-Aurangabad-I	
	Senior Scientific Officer (LAB)	
4	Sub Regional Officer-Jalna	6
5	Sub Regional Officer - Latur	6
6	Sub Regional Officer - Nanded	6
7	Sub Regional Officer - Parbhani	3
8	Regional Officer Chandrapur	14
	Sub Regional Officer Chandrapur	
	Senior Scientific Officer (LAB)	
9	Regional Officer Kalyan	22
	Sub Regional Officer - Kalyan -I	
	Sub Regional Officer - Kalyan- II	
	Sub Regional Officer - kalyan - III	
	Sub Regional Officer-Bhivandi	

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MPCB RO - SRO - LAB - HQ - CENTRAL LAB		
Location	Region	No. of Desktop
10	Regional Officer Kolhapur	17
	Sub Regional Officer - Kolhapur	
11	Sub Regional Officer - Sangli	7
12	Sub Regional Officer - Ratnagiri	6
13	Sub Regional Officer - Chiplun	20
	Scientific Officer -Chiplun (LAB)	
14	HQ SION	169
	Regional Officer Mumbai	23
	Sub Regional Officer - Mumbai -I	
	Sub Regional Officer - Mumbai -II	
	Sub Regional Officer - Mumbai -III	
Sub Regional Officer - Mumbai -IV		
15	Regional Officer Nashik	33
	Sub Regional Officer - Nashik	
	Scientific Officer (LAB)	
16	Sub Regional Officer - Jalgaon	6
17	Sub Regional Officer Dhule	5
18	Sub Regional Officer -Ahmednagar	5
19	Regional Officer Nagpur	36
	Sub Regional Officer - Nagpur - I	
	Sub Regional Officer - Nagpur - II	
	Senior Scientific Officer (LAB)	
20	Sub Regional Officer - Bhandara	5
21	Regional Officer Navi Mumbai	25
	Sub Regional Officer-Navi Mumbai-I	
	Sub Regional Officer-Navi Mumbai-II	
	Sub Regional Officer -Taloja	16
	Regional Officer Raigad	
Sub Regional Officer - Raigad - I		
Sub Regional Officer - Raigad - II		
22	Sub Regional Officer - Mahad	5
23	Regional Officer Pune	54
	Sub Regional Officer - Pune - I	
	Sub Regional Officer - Pune -II	
	Sub Regional Officer - Pimpri Chinchwad	
Scientific Officer		
24	Sub Regional Officer - Satara	7
25	Sub Regional Officer - Solapur	6
26	Regional Officer Thane	26
	Sub Regional Officer - Thane - I	

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MPCB RO - SRO - LAB - HQ - CENTRAL LAB		
Location	Region	No. of Desktop
	Sub Regional Officer - Thane- II	
	Scientific Officer (LAB)	
27	Sub Regional Officer - Tarapur - I	10
	Sub Regional Officer - Tarapur - II	
28	CENTRAL LAB MAHAPE	46

Please Note: HQ Sion and Mumbai RO and SRO's are in same location.

25.2 List of Servers, Networking, and security equipment

Sr. No.	Asset Description	Location	Count	Remarks
1	Physical Servers	HO	23	
2	Virtual Servers	HO	76	
3	Storage	HO	1	
4	Switches (L3)	HO	17	
5	Firewalls	HO	9	
6	Branch Firewalls (One Firewall per Branch)	RO / SRO	28	
7	Routers	HO	4	
8	Servers	DR	5	

25.3 List of Web Application to be Audited.

Sr. No.	Application Name	URL	Scope
1	MPCB Website	https://mpcb.gov.in	External
2	MPCB Web Portal	https://www.ecmpcb.in	External
3	MPCB Exchnage Email	https://onlinecems.ecmpcb.in	External
4	Online CEMS Web Portal	https://manage.ecmpcb.in	External
5	IMIS 2.0	https://helpdesk.ecmpcb.in	External
6	IMIS 2.0	https://revamp.ecmpcb.in	External
7	MPCB Web Portal (Ecmpcb) Frontend Services	https://mpcb.info	External
8	Part of ecmpcb (Work in Progress)	https://lims.ecmpcb.in	External
9	MPCB Star Rating	https://thermal.ecmpcb.in	External
10	LIMS Web Portal	https://paper.ecmpcb.in	External
11	Thermal/Power Stations System	https://cia.ecmpcb.in	External
12	Paper Waste Management System	https://ciaadmin.ecmpcb.in	External
13	Centralized Inspection System	https://ec.ecmpcb.in	External
14	Centralized Inspection System (Dept)	http://10.10.10.22:8080/OpenKM/login	Internal
15	Environment Clearance Portal	http://10.10.10.34/EwQIMS/Common/EwIMSNew/homepage/Index	Internal
16	Document Management System	http://10.10.10.122/	Internal
17	ISO Document Management System	http://10.10.10.181/login	Internal

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26 ANNEXURE – 2

26.1 Scope of Work

Primary objective of the systems and security audit is to identify vulnerabilities in MPCB applications and Infrastructure for internal and external threats.

Assessment of vulnerabilities, threats and risks that exist in Applications using Vulnerability and Penetration testing. This includes recommendations and solutions for implementation to mitigate the identified risk.

26.1.1 The auditor is responsible to audit all MPCB location (RO's and SRO's) Endpoint and Network Security.

26.1.2 MPCB Environments covered in this scope.

26.1.2.1 Datacentre Security.

26.1.2.2 End Point Security.

26.1.2.3 Network and Network Security.

26.1.2.4 SD-WAN Security.

26.1.3 Roles and Responsibilities.

26.1.3.1 The auditor is responsible to communicate every step and not just carry out tasks, every step needs to be documented with activities carried out with their actions.

26.1.3.2 Provide schedule of activities in advance and accordingly inform respective division / activity owners about resource involvement with date, time, and hour information.

26.1.4 Audit report

26.1.4.1 The audit report must clearly state sections which require mitigation and or solutions for mitigations.

26.1.4.2 In case a change is required in incident reporting and mitigation process and policy the auditor must provide documentation and guidance for the same.

26.1.5 Security Audit Certificate

The Auditor needs to provide a Security Audit Certificate in compliance with Cert-in Guidelines, Policies, and standards.

26.1.6 Application Audit scope

26.1.6.1 Identify vulnerabilities

26.1.6.2 check if best practices are followed.

26.1.6.3 Patch management policy and current patch status (OS and Application)

26.1.6.4 Application Code review policy and practice

26.1.7 Endpoint Audit scope

26.1.7.1 Antivirus setup and integrity.

26.1.7.2 Endpoint security.

26.1.7.3 Password policy and practice.

26.1.7.4 Access Policy and practices.

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- 26.1.7.5 Patch management, status, policy, and practices.
- 26.1.7.6 Backup Status, Policies, and practices.
- 26.1.8 Server and Storage Audit scope
 - 26.1.8.1 Antivirus setup and integrity
 - 26.1.8.2 Monitor and Notification policies and management.
 - 26.1.8.3 Password and user policy and practices
 - 26.1.8.4 Access Policy and practices.
 - 26.1.8.5 OS hardening status, Practices, and policies.
 - 26.1.8.6 Patch management, status, policy, and practices.
 - 26.1.8.7 Backup Status, Policies, and practices.
- 26.1.9 IT Network Audit Scope
 - 26.1.9.1 Access Status Policy and practices.
 - 26.1.9.2 Network Policies and Practices
 - 26.1.9.3 Access Rules Policies and Practices.
 - 26.1.9.4 Configuration Backup Policies and practices
 - 26.1.9.5 Hardening policies and practices.
 - 26.1.9.6 Patch management, status, policy, and practices.
 - 26.1.9.7 Vulnerability and other network related security testing.

Stages of perform the audit

Steps	Activity	Description	Responsibilities
Step-1	First Audit of Data Centre and All MPCB locations given in Annexure-1	Audit based on the process document in Annexure -2 (Scope of Work*)	Security audit vendor appointed by MPCB
Step-2	Fixing of Audit Recommendations	All non-compliance and recommendations of Security audit vendor to be fixed by MPCB through its O& M vendor	MPCB and O&M vendor
Step-3	Review Audit of Data Centre and All MPCB locations in Annexure -1	To verify all audit recommendations have been complied by MPCB based on the process document in Annexure -2 (Scope of Work*)	Security audit Vendor appointed by MPCB
Step-4	Second Audit of Data Centre and all MPCB Locations given in Annexure -1	This audit will be done after six months elapsed after Review Audit (Step-3) based on the process document in Annexure -2	Security audit Vendor appointed by MPCB

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I hereby confirm that I am compliant to Fall the above points mentioned in Annexure 2.

Signed and Stamped

Name of Authorized Signatory:

Date:

Note: This Self Certified [Annexure – 2](#) will be part of Technical Bid Document. If not submitted or submitted without Seal and Signature will be considered non-responsive bid.

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27 ANNEXURE – 3

27.1 Price Bid Format

The bidders should strictly follow the format given below for submitting the price –bids and should submit the same on their official letter head.

Sr. No.	Description	Base Price (INR)	Taxes (INR)	Total Amount (INR)
		A	B	A+B
1	First Phase of the Systems/IT/Cyber Security Audit, Submission of Report & Policies, etc			
2	Second IT/Cyber Security Audit			
3	Total			

Grand Total Amount in Words Rupees _____

Note:

- 1. Grand Total is the sum of Price for ALL regions mentioned above**
- 2. The prices quoted are for the Scope of Work as mentioned in Annexure 2**
- 3. The prices are valid for 180 days from the date of bid.**

For and on behalf of:

Signature (Authorized Representative and Signatory of the Bidder):

Name of the Person:

Designation:

Date:

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28 ANNEXURE – 4

28.1 Details for E-Tender Process
 Notice Details

Tender Reference no.	MPCB/EIC/e-Tender	Date: / /
Name of Work / Item	Selection of Security Auditor for Security and Systems Audit of Board's IT Infrastructure and systems in all its offices.	
Cost of tender document & Mode of Payment	₹5,000/- (Rupees Five-Thousand-Only) (Non-Refundable) to be paid through Online Payment Modes I.e., Net Banking, Debit Card and Credit Card during Tender Document Download Stage.	
Date, Time, and Place of Pre-Bid Meeting	27/10/2021, 1500 Hrs at MPCB Conference Hall, Kalpataru Point, 4 th Floor, opp. PVR Cinema, near Sion Circle, Sion (E), Mumbai-400 022	
Venue of online opening of tender	MPCB Conference Hall, Kalpataru Point, 4 th Floor, opp. PVR Cinema, near Sion Circle, Sion (East), Mumbai - 400 022	
Address for Communication	EIC Section MPC Board, Kalpataru Point, 4 th Floor, opp. PVR Cinema, near Sion Circle, Sion (East), Mumbai - 400 022	
Contact Telephone & Fax Numbers	Tel. No. - 022- 240 87 295, 022- 240 10437 Fax - 022- 240 87 295 Email - eic@mpcb.gov.in	
e-Tendering Helpline Support:	<i>Help line no of e-tender GoM 7878007972, 7878007973, 7878007974.</i>	

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28.2 e-TENDER TIME SCHEDULE

Please Note: All bid related activities (Process) like Tender Document Download, Bid Preparation, and Bid Submission will be governed by the time schedule given under Key Dates below:

Sr. No.	Activity	Performed by	Start		Expiry	
			Date	Time	Date	Time (hrs.)
1	Release of E-tender	Department	21/10/2021	11:00	21/10/2021	17:00
2	E-tender Download	Bidders	21/10/2021	11:00	26/10/2021	17:00
3	Clarification for Pre-bid	Bidders	21/10/2021	11:00	26/10/2021	17:00
4	Pre-bid Meeting	Department	27/10/2021 15:00 hrs			
5	Bid Submission	Bidders	28/10/2021	11:00	08/11/2021	17:00
6	Envelope Opening Date (Technical Bid)	Department	10/11/2021	13:00	10/11/2021	17:00
7	Envelope Opening Date (Price Bid)	Department	To be announce later			

Dates mentioned here, are scheduled dates for Bid Opening Activities. Any changes in dates of opening of technical and commercial bids shall be notified in 'Press Notice / Corrigendum' section on the e-Tendering sub portal of the department before opening of the same.

28.3 INSTRUCTIONS TO BIDDERS FOR e-Tendering

28.3.1 GENERAL INSTRUCTIONS:

The bidders are requested to familiarize themselves with the use of the e-Tendering portal of Government of Maharashtra well in advance

To view- Tender Notice, Detailed Time Schedule, Tender Document and BoQ for this Tender and subsequently purchase the Tender Document and its supporting documents, kindly visit following e-Tendering website of **Government of Maharashtra** www.mahatenders.gov.in

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All bidders interested in participating in the online e-Tendering process are required to procure Class II or Class III Digital e-Token having 2 certificates inside it, one for Signing/Verification purpose and another for Encryption/Decryption purpose. The tender should be prepared & submitted online using individual's Digital e-Token.

The Contractors participating first time for e-Tenders on Maha e-tendering portal will have to complete the Online Registration Process for the e-Tendering portal. A link for enrolment of new bidders are as follows.

<https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page>

Empanelment: The Contractors interested in participating in the Tenders of Maharashtra Pollution Control Board processed using the Electronic Tendering System shall be required to enroll on the Electronic Tendering System to obtain Login ID and password.

The Contractors may obtain the necessary information on the process of enrolment either from Helpdesk support team or enrolled directly on Web site www.mahatenders.gov.in.

e-Tendering Tool Kit for Bidders

(detailed Help documents, designed for bidders) has been provided on Mahaetender website in <https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page> order to guide them through different stages involved during e-Tendering such as online procedure for Tender Document Purchase, Bid Preparation, Bid Submission.

Bidders will have to pay cost of Tender Document through online modes of payment by **Net Banking only** during **Tender Document Download stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Similarly, Bidders will have to pay Earnest Money Deposit through online mode by Net banking only during **Bid Preparation stage**. This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

For any assistance on the use of Electronic Tendering System, the Users may call the below numbers:-

24 X 7 Help Desk Toll Free No.1800 3070 2232 Mobile No. 7878007972, 7878007973, 7878007974.

For a bidder, online bidding process consists of following 3 stages:

1. *Online Tender Document Purchase and Download*
2. *Online Bid Preparation*
3. *Online Bid Submission*

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All of 3 stages are mandatory in order for bidders to successfully complete Online Bidding Process.

ONLINE TENDER DOCUMENT PURCHASE AND DOWNLOAD:

The tender document is uploaded / released on Mahaetenders website www.mahatenders.gov.in Tender document and supporting documents may be purchased and downloaded from above link of Mahaetender site GoM, by making payment through **Online Payment Modes i.e. Net Banking Only.**

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to proceed further for next stage resulting in his/her elimination from Online Bidding Process.

This payment will not be accepted by the department through any offline modes such as Cash, Cheque or Demand Draft.

Subsequently, bid must be prepared and submitted online ONLY as per the schedule.

The Tender form will be available online only. Tender forms will not be sold / issued manually. The bidders are required to download the tender document within the prescribed date & time mentioned in online tender schedule. After expiry of the date and time for tender document download, Department / Corporation will not be responsible for any such failure on account of bidders for not downloading the document within the schedule even though they have paid the cost of the tender to the Department / Corporation. In such case the cost of the tender paid by the bidders will not be refunded.

PREPARATION & SUBMISSION OF BIDS

Bids shall have to be prepared and subsequently submitted online only. Bids not submitted online will not be entertained.

Online Bid Preparation Price BID

All commercial offers must be prepared online in given BoQ format (An online form will be provided for this purpose in Online Price Bid Envelope during **Online Bid Preparation** stage).

Online Bid Submission

In this stage, bidders who have successfully completed their Bid Preparation stage are required to submit the bid in prescribe time schedule.

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INSTRUCTION TO BIDDERS FOR ONLINE BID PREPARATION & SUBMISSION

Bidders are required to pay Earnest Money Deposit (if applicable to them) through online Payment modes i.e. **Net Banking only** during Bid Preparation Stage.

If for any reason a bidder fails to make this payment through online modes, system won't allow the bidder to complete Bid Preparation stage resulting in his/her elimination from Online Bidding Process.

Hence, it is strongly recommended to bidders to initiate this payment well in advance prior to expiry of Bid Preparation stage in order to avoid elimination from Online Bidding Process on grounds of failure to make this payment.

During the activity of **Bid Preparation**, bidders are required to upload all the documents of the technical bid by scanning the documents and uploading those in the PDF format. This apart, bidders will have to quote commercial offer for the work / item as per the format given, for which bids are invited, in an online form made available to them in Commercial Envelope. This activity of **Bid Preparation** should be completed within the pre-scribed schedule given for bid preparation.

After **Bid Preparation**, the bidders are required to complete **Bid Submission** activity within prescribed schedule without which the tender will not be submitted.

The date and time for online preparation followed by submission of envelopes shall strictly apply in all cases. The tenderers should ensure that their tender is prepared online before the expiry of the scheduled date and time and then submitted online before the expiry of the scheduled date and time. No delay on account of any cause will be entertained. Offers not submitted online will not be entertained.

If for any reason, any interested bidder fails to complete any of online stages during the complete tender cycle, department shall not be responsible for that and any grievance regarding that shall not be entertained.

Any amendment to the tender will be placed on sub portal of the Department, who have invited the bids, on Maha e-tendering portal. The tenderer will not be communicated separately regarding the amendment.

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28.3.2 TECHNICAL BID

Following documents should be uploaded in Online Technical Envelope (T1) in PDF format, if required can be zipped as well and then uploaded during **Online Bid Preparation stage**.

The list of documents for Technical Envelope is as follows:

Sr. No.	List of Documents	
1	Covering Letter As per Format in EXHIBIT 1	Compulsory
2	Attested copy of Power of Attorney	Compulsory
3	Proof of Purchase of RFP	Compulsory
4	Certificate of incorporation / Registration and Service Tax registration certificate	Compulsory
5	Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section-13	Compulsory
6	Duly filled, signed, and stamped Technical Compliance form as per Annexure - 2	Compulsory

28.3.3 COMMERCIAL BID

All commercial offers must be prepared online (An online form will be provided for this purpose in Online Commercial Envelope (C1), during **Online Bid Preparation stage**).

Any bidder should not quote his offer anywhere directly or indirectly in Technical Envelope (T1), failing which the Commercial Envelope (C1) shall not be opened and his tender shall stand rejected.

Note: During Online Bid Preparation stage, bidders are allowed to make any changes or modifications in the bid data uploaded by them in Technical (T1) as well as Commercial (C1) envelope. Towards the end of Bid Preparation, once verification of EMD payment is successful, bidder completes the Bid Preparation stage by generating the Hash Values for T1 and C1. Post this, system won't allow him/her to make any further changes or modifications in the bid data.

28.3.4 Online Bid Submission

In this stage, bidders who have successfully completed their Bid Preparation stage are required to transfer the data, already uploaded by them during Bid Preparation stage, from their custody to department's custody.

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Note: During this stage, bidders won't have any capability to make any kind of changes or editing into technical as well as commercial data.

28.4 OPENING OF BIDS:

The bids that are submitted online successfully shall be opened online as per date and time given in detailed tender schedule (if possible), through e-Tendering procedure only in the presence of bidders (if possible).

Bids shall be opened either in the presence of bidders or it's duly authorised representatives. The bidder representatives who are present shall sign a register evidencing their attendance. Only one representative per applicant shall be permitted to be present at the time of opening the tender.

28.5 TECHNICAL ENVELOPE (T1):

First, Technical Envelope of the tenderer will be opened online through e-Tendering procedure to verify its contents as per requirements.

At the time of opening of technical bid, the tenderer should bring all the original documents that have been uploaded in the Online Technical Envelope (T1) so that same can be verified at the time of opening of technical bid.

If the tenderer fails to produce the original documents at the time of opening of technical bid, then the decision of the committee taken on the basis of document uploaded will be final and binding on the tenderer.

If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the tender opening authority and the said tenderer's Commercial Envelope will not be considered for further action but the same will be recorded.

Decision of the tender opening authority shall be final in this regard.

The right to accept or reject any or all tenders in part or whole without assigning any reason thereof is reserved with Tender Opening Authority and his decision(s) on the matter will be final and binding to all.

The commercial bids shall not be opened till the completion of evaluation of technical bids.

The commercial Bids of only technically qualified Bidders as mentioned above will be opened.

28.6 COMMERCIAL ENVELOPE (C1):

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This envelope shall be opened online as per the date and time given in detailed tender schedule (if possible), through e-Tendering procedure only,

Note: Commercial Offer has to be entered online only. An Online Form, similar to the Commercial format given below, will be available to the bidders in Commercial Envelope (C1) during Online Bid Preparation stage where bidders would quote their offer.

28.7 Final List of Documents to be uploaded Online:

The following documents should be uploaded by the bidders in the form of PDF Files in the same order as mentioned below, on the e-Tendering website during **Online Bid Preparation** stage.

Sr. No.	List of Documents	Compulsory / Additional
FOR TECHNICAL BID		
1	Covering Letter As per Format in EXHIBIT 1	Compulsory
2	Attested copy of Power of Attorney	Compulsory
3	Proof of Purchase of RFP	Compulsory
4	Certificate of incorporation / Registration and Service Tax registration certificate	Compulsory
5	Documentary Proofs as testimony for Evaluation of Technical bids as per criteria listed in Section-13 .	Compulsory
6	Technical Proposal as mentioned in Annexure - 2	Compulsory
FOR COMMERCIAL / PRICE BID		
1	Covering Letter As per Format in EXHIBIT 2	Compulsory
2	Price Bid in the format given in Annexure - 3 , duly signed and sealed	Compulsory
3	BoQ as per given format	

Note: During **Online Bid Preparation**, apart from the above-mentioned documents, if any need arises to upload additional documents in Technical Envelope, an option of '**Upload Additional Documents**' has been provided in the e-Tendering software which will be available to bidders during **Online Bid Preparation** stage