



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai- 400706

+ 91 22 39686060

**“Request for Proposal (RFP) for
IS-Audit / Vulnerability Assessment and Penetration Testing (VAPT)
of
Institute website applications and IT Infrastructure & Systems”**

REF. NO.: IAIIIT-Oct-2017

Institute of Actuaries of India

(Set up by an act of Parliament)

Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

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Important Dates & Information:-

Date of commencement of issue of RFP	17.10.2017 by 11:00 am
Date and Venue of Pre-Bid Meeting	24.10.2017 by 11:00 am @ above address
Last date for receipt of queries on RFP	27.10.2017 by 03:00 pm
Uploading of clarifications/ reply to Pre-bid queries on the IAI Website.	28.10.2017 by 03:00 pm
Last date for Bid Submission of RFP	01.11.2017 by 03:00 pm
Address for submission of Bids	INSTITUTE OF ACTUARIES OF INDIA Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706
Date and Venue of opening of Technical Bids	02.11.2017 by 03:00 pm @ above address
Fees for RFP document (non-refundable)	Rs. 500/- in the form of Demand Draft in favor of Institute of Actuaries of India, payable at Mumbai.
Contact Person for queries	Mr. Larry Barretto (Manager IT and Member Services) Phone: +91 22 39686060 / 8879594030 E-Mail: it@actuariesindia.org

A. Company Background

IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. The provisions of the said Act have come into force from 10th day of November 2006, in terms of the notification dated 8th November 2006, issued by the Government of India in the Ministry of Finance, Department of Economic Affairs. As a consequence of this, the erstwhile Actuarial Society of India was dissolved and all the Assets and Liabilities of the Actuarial Society of India were transferred to, and vested in, the Institute of Actuaries of India constituted under Section 3 of the Actuaries Act, 2006.

The erstwhile Actuarial Society of India (ASI) was established in September 1944. Since 1979 the ASI has been a Full Member of International Actuarial Association (an umbrella organizations to all actuarial bodies across the world) and is actively involved in its affairs. In 1982, the ASI was registered under Registration of Literary, Scientific and Charitable Societies Act XXI of 1860 and also under Bombay Public Charitable Trust Act, 1950. In 1989, the ASI started examinations upto Associate level, and in 1991, started conducting Fellowship level examination leading to professional qualification of an actuary, till then the accreditation was based on Institute of Actuaries, London examinations (now Institute and Faculty of Actuaries.).



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Objects of the IAI: The main objects of the Institute are (section 5 of the Actuaries Act, 2006);

1. To promote, uphold and develop the standards of professional education, training, knowledge, practice and conduct amongst Actuaries;
2. To promote the status of the Actuarial profession;
3. To regulate the practice by the Members of the profession of Actuary;
4. To promote, in the public interest, knowledge and research in all the matters relevant to Actuarial Science and its application; and
5. To do all such things as may be incidental or conducive to the above objects or any of them.

B. Objective of the Tender

1. Institute of Actuaries of India (IAI) intends to issue this bid document, hereinafter called tender, to eligible Network System Integrator and Audit Agency in India, hereafter called as “Bidders or Vendors”, to participate in the competitive bidding for IS-Audit / Vulnerability Assessment and Penetration Testing (VAPT) of Institute website applications and IT Infrastructure & Systems as defined in scope of work. The IAI, for this purpose, invites proposal from Bidders. The tender document is now being issued to enable bidders to submit their responses to the IAI.
2. IAI will not accept any deviations from the terms and conditions specified in the tender. Deviations will result in disqualification of the offer made by the bidder at the discretion of the Institute.

C. Schedule of Events

IAI expects to adhere to the tentative schedule shown below. It should be noted, however, that some dates are approximate and final dates are subject to mutual agreement. It is the intention of IAI to move the process as quickly as possible.



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Minimum Eligibility Criteria

The bidder interested in being considered for this assignment must fulfil the following criteria:

- The bidder should be CERT-In empanelled agency as on the date of bid calling. Copy of the valid empanelment certificate shall be enclosed in the Technical bid. Bids without empanelment certificate shall not be considered.
- The bidder shall be a company incorporated, registered under the Indian Companies Act, 1956. The bidder may also be Proprietorship firm / Partnership firm / LLP. Subcontracting after award of RFP is not allowed.
- The bidder should have registered office in India.
- Bidder should have valid Sales Tax/VAT/GST/Service Tax registration number and income tax registration number (PAN).
- The bidder must possess CISA/ CISSP/CISM certification in the field of IT Security Audit.
- The bidder must have at least One {1} of the Standard certification issued by any authorized agency and valid as on the originally schedule date of bid opening. (ISO 9001:2015 Quality Management System). This must be supported by a copy of valid certification.
- The bidder should have minimum five year experience in conducting IT Audit including VAPT (Vulnerability Assessment & Penetration Testing) on their own without subcontracting the assignment.
- Average turnover of INR Rs. 50 lacs in last three years. i.e. FY 2014-15, 2015-16 and 2016-17.
- The bidder should have organizational capability related to IT Audit (a dedicated team of more than 20 professionals in India with specialization in carrying out IT Audit services).
- The bidder must assign a fixed dedicated team of resources for the project activity.
- The firm should submit Non-Disclosure Agreement.
- The bidder should not have been black listed by any of Government Authority or Public Sector Undertaking (PSUs). The bidder shall give an undertaking (on their letter head) that they have not been black listed by any of the Govt. Authority or PSUs.

Bidder should submit proof in support of above mentioned criteria while submitting the proposal. Bidders who do not fulfill the above criteria or who fail to submit proof will be rejected



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Scope of Work

IAI shall not provide any tools that may be required by the successful bidder for conducting the VA-PT.

IAI will not make any additional payment for usage of tools proposed by the successful bidder.

IAI will share its IT/IT security infrastructure detail with the selected bidder only.

IAI will award the contract to the successful Bidder and the bidder should deliver the service with the following scope:

Network and Security Audit

- Conducting Network Security Architecture Review of IAI Network
- Review the applications, network, servers and services within the Institute's environment and identify methods to enhance and improve on the system infrastructure and support.
- Technical Security Assessment.
 - Conducting vulnerability assessment / penetration testing.
- Review and evaluate/update the Security Policy (SOPs) & procedures document, BCP/ DR policy and procedures, providing guideline and management direction in implementing and enforcing company's information security goals/objectives with respect to Confidentiality, Integrity & Availability.

Network Security Architecture Review

The bidder shall do following activities:

- Understanding the traffic flow in the network, it includes:
 - ◆ LAN
 - ◆ Wireless
- Analyze the Network Security controls, which include study of security components like firewall, Antivirus server, Gateway level antivirus server, File server, local servers etc.
- Study of incoming and outgoing traffic flow among application servers and database servers (business critical applications are not hosted in-house), and Active Directory from security point of view.
- Checking Inter-VLAN Routing and Optimization.
- Where Wireless Networks are in operation, these are configured securely and do not pose any threat to wired network security.
- Review of applicable security aspects with respect to wired and wireless connectivity.
- Detailed report on findings with suggestions and recommendations on Network Security architecture



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Configuration Audit of Network Devices

The bidder shall do following activities:

- Study and analyse the network device's roles and configuration thorough configuration audit.
- Understand and evaluate the loopholes in the configuration, if any.
- Audit checklist for network devices.
- Configuration of all Network Equipment's should be verified for any Security threats
- Report with suggestions and recommendations to rectify and fix the above vulnerabilities.

Network Vulnerability Assessment

The bidder shall do following activities:

- Port scanning of the servers, network devices and security devices/applications.
- Analysis and assessment of vulnerabilities.
- Network traffic observation for important and confidential information like username, password flowing in clear text.
- Perform a comprehensive scan of all IP address ranges in use to determine what vulnerabilities exist in the network devices and servers, and to review all responses to determine if any risks exist.
- Use vulnerability scanners to scan the critical/ network devices and servers to determine vulnerability exists.
- Firewall testing
- Check for the known vulnerabilities in the Operating Systems, and applications like Browser, E-Mail, Web Server, and VPN etc.
- Test for the presence of unnecessary services/applications those are running on the network devices/servers/workstations.
- Prepare the Vulnerability Assessment Report consisting of an executive summary that expresses business risk and the technical nature of the risk and its seriousness, and a technical report that includes findings and mitigation strategies in full detail.
- Report with findings and recommendations to rectify and fix the above vulnerabilities.

Website / Web – Application Security & Vulnerability Assessment

- Website / Web- Application assessment should be done as per the latest Open Web Application Security Project (OWASP) guidelines including but not limited to the following:

Vulnerabilities to SQL Injections, CRLF injections, Directory Traversal, Authentication hacking/attacks, Password strength on authentication pages, Scan Java Script for security vulnerabilities, File inclusion attacks, Exploitable hacking vulnerable, Web server information security, HTTP Injection, Phishing a website, Source code manipulation, payment gateway intrusion, Buffer Overflows, Invalid Inputs, Insecure Storage etc. Any Other attacks, which are vulnerability to the website and web-applications.

Web Assessment should be done by using Industry Standards and also as per the OWASP methodology to Identify the security vulnerabilities including top web application vulnerabilities viz. Cross Site scripting (XSS), Injection Flaws, Malicious File Execution, Form/ hidden field manipulation, Command injection, Insecure Direct Object Reference, Cross Site Request Forgery (CSRF), Information Leakage and Improper Error Handling, Broken Authentication and Session Management, Insecure Cryptographic Storage, Insecure Communications, Failure to Restrict URL Access, etc and also to identify remedial solutions and recommendations for making the web applications secure.

- Identification and prioritization of various risks to the IAI website and applications;
- Identify remedial solutions and recommendations to rectify and fix the above vulnerabilities for making the web site and applications secure.

IAI website and application Security Audit (In house developed software in .Net Technology using MSSQL Database)

- IAI website (Student Login Module) - Internet
- Member Tracking System - Intranet

Deliverables and Audit Reports

The bidder will be required to submit the following documents:

- (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.
- (iii) The methodology employed
- (iv) Tools used
- (v) Positive security aspects identified
- (vi) Detailed technical vulnerability findings
- (vii) An assignment of a risk rating for each vulnerability
- (viii) Vulnerabilities, risk level, recommended remedy measures for each of the components such as Router, firewall and Server to be reported.
- (ix) Supporting detailed exhibits for vulnerabilities when appropriate and
- (x) Detailed technical remediation steps.
- (xi) Recommending IAI for overall implementation plan for remedial steps.
- (xii) Fixation of the vulnerabilities found in the audit report.
- (xiii) Perform re-validation tests after fixing of the vulnerabilities found in the audit report.

Duration of Audit

The entire audit should be completed within ___ **weeks** from the date of letter of appointment.

Fee for the Assignment

Fee of assignment:-

A Lumpsum fee has to be quoted by the bidder for the complete assignment. Fees should be inclusive of all expenses and exclusive of all applicable taxes. A detailed cost estimation of man hours, timelines and tools to be used to be prepared and submitted for this project activity.

Bank Guarantee:-

The selected bidder shall be required to furnish a Bank Guarantee equivalent to 10% of the contract value rounded off to the nearest thousand Indian Rupees in the form of an unconditional and irrevocable bank guarantee from a scheduled commercial bank in India in favour of Institute of Actuaries of India payable at Mumbai for the period of contract with 90 days claim period beyond the completion of all contractual obligations. The bank guarantee must be submitted after award of contract. The successful bidder has to renew the bank guarantee on same terms and conditions for the period up to contract including extension period, if any. Bank Guarantee would be returned only after successful completion of tasks assigned to them and only after adjusting/recovering any dues recoverable/payable from/by the bidder on any account under the contract.



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Instructions to the Bidders

i. Procedure for Submission of the Proposal:-

The bidder should submit their Proposal in two separate envelopes marked as ENVELOPE-A and ENVELOPE-B.

ENVELOPE-A should contain all the information as mentioned below in point no. xiii. On page no. 8

ENVELOPE-B should contain the price bid mentioned below "Form 9: Financial Proposal" for providing the services as per scope of work.

Each document in the two envelopes of Proposal should be a complete document and should be bound as a volume separately. Each of the document should be page numbered and appropriately flagged and contain the list of contents with page numbers. Different copies must be bound separately. The deficiency in documentation may result in the rejection of the Proposal.

The soft copy of the Proposal should be submitted, in the form of a non-rewriteable USB separate for each document and placed in appropriate envelope. The USB must be duly signed by the bidder using a "Permanent Pen/Marker" and should bear the name of the bidder.

The sealed covers should be super scribed with the wordings "Request for Proposal (RFP) for IS-Audit / Vulnerability Assessment and Penetration Testing (VAPT) of Institute website applications and IT Infrastructure & Systems."

The sealed cover should also indicate clearly the name, address and telephone number of bidder to enable the proposal to be returned unopened in case it is declared "Late".

Bidder must ensure that the information furnished by him/her in respective CDs is identical to that submitted by him/her in the original paper document. In case of any discrepancy observed in the contents of the CDs and original paper documents, the information furnished on original paper document will prevail over the soft copy.

ii. Cost of Proposal:-

Bidder shall bear all costs associated with the preparation and submission of its Proposal, including cost of presentation for the purposes of clarification of the Proposal, if so desired by the Purchaser. Institute will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

iii. Contents of the Proposal:-

Bidder is expected to examine all instructions, forms, terms & conditions and Statement of Work in the Proposal. Failure to furnish all information required or submission of a Proposal not substantially responsive to the Proposal in every respect will be at the risk and may result in the rejection of the application.



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iv. Conflict of Interest:-

Bidder should not have any conflict of interest with the work that is needed to be undertaken.

v. Language of Proposal:-

The Proposals prepared by the bidder and all correspondence and documents relating to the proposal exchanged by the bidder and Institute, shall be written in the English language, provided that any printed literature furnished bidder may be written in another language so long the same is accompanied by an English translation in which case, for purposes of interpretation of the Proposal, the English translation shall govern.

vi. Confidentiality:-

1. The bidder will be exposed by virtue of the contracted activities to internal business information of Institute. The bidder would be required to provide an undertaking (Non-disclosure Agreement) that they will not use or pass to anybody the data/information derived from the assignment in any form. The bidder must safe guard the confidentiality of the Institutes business information, applications and data.
2. Disclosure of any part of the above mentioned information to parties not directly involved in providing the services requested, unless required to do so by the Court of Law or other Statutory Authorities, could result in pre mature termination of the contract. The Institute may initiate legal action against the bidder for breach of trust.

vii. Disclaimer:-

Institute and/or its officers, employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any person acting on or refraining from acting because of any information including statements, information, forecasts, estimates or projections contained in this document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, negligence, default, lack of care or misrepresentation on the part of Institute and/or any of its officers, employees.

viii. Authorized Signatory for Bidder:-

The "Bidder as used in the Proposal shall mean the one who has signed the Bid document forms. The authorized signatory should be the duly Authorized Representative of the Bidder, for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative.

The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the agency shall be annexed to the Proposal. Institute may reject outright any Proposal not supported by adequate proof of the signatory's authority.



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ix. Contact details of the Bidder:-

Bidder who wants to receive Institute's response to queries should give their contact details to Institute. The Bidder should send their contact details in writing at the Institute's contact address indicated in Page 1 of this document.

x. Queries on the RFP:-

Bidder requiring any clarification on this document may send a query in writing at the Institute's contact address indicated in Page 1 of this document. Institute's response (including an explanation of the query but without identifying the source of inquiry) to all the queries, received not later than the dates prescribed by the Institute, will be made available on the IAI website and sent to all bidders who have given their contact details. Institute may also hold a pre-bid meeting if needed to give clarifications and invitation of the same will be sent to the bidders who have given their contact details.

xi. Amendment of RFP:-

At any time prior to the last date for receipt of Proposals, Institute, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the RFP by an amendment. In order to provide prospective bidder reasonable time in which to take the amendment into account in preparing their Proposals, Institute may, at its discretion, extend the last date for the receipt of Proposals and/or make other changes in the requirements set out in the Invitation for Proposals.

xii. Bid Processing Fees:-

All Proposals must be accompanied by a bid processing fee of INR 500/- (INR Five Hundred only) in the form of a crossed demand draft drawn on any nationalized/ scheduled bank payable at par in Mumbai, in favour of "Institute of Actuaries of India". The RFP document can be downloaded from the website - www.actuariesindia.org

xiii. Documents Comprising the Proposal:-

The Proposal prepared by the bidder shall comprise of the following components:

- Form 1: Letter Proforma
 - Form 2: Minimum Eligibility
 - Form 3: Prior Experience
 - Form 4: Comments and Suggestions
 - Form 5: Approach for assignment
 - Form 6: CVs of proposed team
 - Form 7: Declaration Letter
 - Form 8: Work plan for the assignment.
- Bid processing fee of INR 500/- (INR Five Hundred only).

Institute shall not be responsible for non-receipt/non-delivery of the Proposal due to any reason whatsoever. Bidders are advised to study the Proposal carefully. Submission of Proposal shall be



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deemed to have been done after careful study and examination of the Proposal with full understanding of its implications.

Selection Process

i. Technical Evaluation

The number of points to be given under each of the evaluation criteria is:

CATEGORY	CRITERIA FOR POINT ALLOTMENT	MAX
1. BIDDERS EXPERIENCE * Years of Experience as a bidder:- * Proven and demonstrable experience, expertise and resources in undertaking similar work in last 3 years. * Average Turnover of last 3 years:-	<ul style="list-style-type: none"> • More than 10 years = 10 • 5 to 10 years = 5 • 3 to 5 years = 2 • More than 07 assignments = 10 • 3 to 07 assignments = 5 • Upto 3 assignments = 2 • > Rs. 5 crores = 5 • 3 to 5 crores = 3 • 1 to 3 crores = 2 	(25)
2. AUDIT METHODOLOGY AND APPROACH * Quality of the proposed approach and methodology; * Quality of proposed implementation plan, i.e how the bidder will undertake each task, discipline and commitment to timelines.	Criteria, adequacy and appropriateness of the proposed methodology and work plan w.r.t. scope of work	(25)
3. TECHNICAL EXPERTISE * Audit Certifications * Technical expertise/ skills in executing & successfully delivering similar projects.		(20)
4. WORK PLAN & MANPOWER DEPLOYMENT * Team leader: Relevant experience, qualifications, and position with firm; * Team members - Relevant experience, skills & competencies; * Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments;		(20)
5. PRICING		(10)
TOTAL MARKS		100



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The bidder should take enough care to submit all the information sought by the Authority in the desired formats. The Proposals are liable to be rejected if information is not provided in the desired formats. The Technical Proposals will be evaluated out of 100 marks.

The Technical Proposals, which are found acceptable in accordance with point (i) above, shall be deemed as responsive proposals. The bidder with such responsive proposals and securing score of minimum 60 marks would be considered as Technically Qualified bidders and would be eligible for next stage of the Bidding Process i.e. Financial Evaluation. "Financial Proposal" of only Technically Qualified bidders will be evaluated by appropriate authority.

ii. Selection criteria

The final selection of the bidder will be from all the bidders who scored more than 60 marks in technical evaluation. A contract will be awarded to the responsible bidder whose proposal is determined to be the most advantageous to IAI, taking into consideration the best overall combination of experience, technical merit, and price.

iii. Terms of Payment

1. The Payment Terms shall be as follows and subject to the deliverables.
2. 50% payment shall be paid on delivery of IS-Audit, VAPT report as per Scope of Work.
3. 50% payment shall be paid after revalidation as per scope of work.
4. Bidders have to make their own arrangement for their travel and stay at the above said locations during the assessment at their own cost.

iv. Penalty Clause

If delay in completing any of the above written deliverable is more than one month a show cause notice may be served to the bidder. However, if there is a delay of more than 3 months in completion of the whole project then a penalty of 5% shall be imposed on complete cost raised by the bidder with regard to this project.

v. Termination for Default

1. The Institute, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Bidder, may terminate this Contract in whole or in part, if the Bidder fails to perform any obligations(s) under the Contract.
2. In the event of the Institute terminating the Contract in whole or in part, the Institute may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered, and the Bidder shall be liable to the Institute for any excess costs for such similar services

vi. Force Majeure

The Bidder or the Institute is not responsible for delays or non-performance of any contractual obligations arising out of blockade caused by war, revolutions, insurrection, civil commotion, riots, mobilizations, strikes,



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acts of God,

plague or other epidemics, fire, flood, obstructions of navigation by ice of port of dispatch, acts of Govt. or public enemy or any other event beyond the control of either party which directly, materially and adversely affect the performance of any contractual obligation.

vii. Compliance with Laws

The Bidder shall observe, adhere to, abide by, comply with and notify the Institute about all laws in force or as are or as made applicable in future, pertaining to or applicable to them, their business, their employees or their obligations towards them and all purposes of this RFP and shall indemnify, keep indemnified, hold harmless, defend and protect the Institute and its employees/officers/staff/ personnel/representatives from any

failure or omission on its part to do so and against all claims or demands of liability and all consequences that may occur or arise for any default or failure on its part to conform or comply with the above and all other statutory obligations arising there from.

viii. Assignment & Subcontract

The bidder shall not assign, in whole or in part, its obligations to perform under the contract, except with the Institutes prior written consent.

In case of subcontracting permitted, the contracting vendor is responsible for all the services provided to the Institute regardless of which entity is conducting the operations. The contracting vendor is also responsible for ensuring that the sub-contractor comply with all security requirements of the contract and Institute can obtain independent audit report for the same.

ix. Tender / RFP Cancellation:

The Institute reserves the right to cancel the Tender/RFP at any time without assigning any reasons whatsoever.

x. Use of IAI Logo

Policy of use of IAI Logo “The IAI logo and the name are registered trademarks of the Institute of Actuaries of India and restricted for use with IAI publicity, correspondence and documents. The logo may be used under special circumstances as decided by the Council. Use of the logo the name and the acronym by any individual (be a member of the Indian Actuarial Profession or otherwise) or any organization shall not be without the written permission from the person authorized by the Council”



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FORMS for the Proposal

Proposal is to be submitted in the following format along with the necessary documents as listed. The Proposal shall be liable for rejection in the absence of requisite supporting documents. Proposal should provide information against each of the applicable requirements. In absence of the same, the Proposal shall be liable for rejection.

Form 1: Letter Proforma

To
Executive Director
Institute of Actuaries of India
Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

Sir,

Sub: Request for Proposal (RFP) for IS-Audit / Vulnerability Assessment and Penetration Testing (VAPT) of Institute website applications and IT Infrastructure & Systems.

The undersigned Bidder, having read and examined in detail all the RFP documents in respect of appointment of a Bidder for Institute for the said assignment, do hereby express their interest to provide their Services as specified in the scope of work.

Correspondence Details

1	Name of the Agency	
2	Address of the Agency	
3	Name of the contact person to whom all references shall be made regarding this tender	
4	Designation of the person to whom all references shall be made regarding this tender	
5	Address of the person to whom all references shall be made regarding this tender	
6	Telephone (with STD code)	
7	E-Mail of the contact person	
8	Fax No. (with STD code)	



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Document forming part of Proposal

We have enclosed the following:

Form 2 : Minimum Eligibility

Form 3 : Prior Experience (Project completion certificates conforming the experience to be attached as relevant and work-orders)

Form 4 : Comments and Suggestions

Form 5 : Approach for the Project

Form 6: CVs of the proposed team members

Form 7 : Declaration Letter

Form 8 : Work plan

Bid processing fee

Registered Power of Attorney executed by the Bidder in favor of the Principal Officer or the duly Authorized Representative, certifying him/her as an authorized signatory for the purpose of this RFP.

We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,

Yours faithfully,

(Signature of the Officer)

Seal:

Name:

Designation:

Date:

Place:

Business Address:

Witness:

Signature

Name

Bidder:

Signature

Name



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Address

Designation
Company

Date

Date

Form 2 : Minimum Eligibility

[Bidder should not include the figures of the subcontractors]

1.1	Name of Agency			
1.2	Year of Registration/ Incorporation			
1.3	Year of Registration/ Incorporation in India*			
1.4	Number of Employees in India as on March 31, 2017			
		FY 2014-15	FY 2015-16	FY 2016-17
1.5	Net Worth (INR)**			
1.6	Annual Turnover(INR)**			
1.7	Annual Profits (INR)**			

*Enclose a copy of Registration document (including registration certificate)

**Enclose a copy of Audited Financial Statement with respect to information furnished in 1.5

Witness:
Signature
Name
Address

Date

Bidder:
Signature
Name
Designation
Company
Date



Institute of Actuaries of India

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai- 400706

+ 91 22 39686060

Form 3 : Prior Experience

[Using the format below, provide information on each assignment for which your Organization, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out services similar to the ones requested under this assignment. Bidder should give information on the similar areas of design as indicated. Prior Experience in projects]

Name of project:	
Objectives of the Project:	
Nature of project:	
Description of project:	
Country:	
Location within country:	
Duration of the Fund:	
Name of associated staff, if any:	
Name of senior professional staff of your firm involved and functions performed.	
Description of actual Assignment/job provided by your staff within the Assignment/job:	

Note : Please attach Letter of Intent or work Order or certificate of successful completion for each project, from the respective Client(s).

Witness:
Signature
Name
Address

Date

Bidder:
Signature
Name
Designation
Company
Date

Form 4 : Comments and Suggestions

[Suggest and justify here any modifications or improvement to the scope of work, tasks to be performed, timeline, deliverables, payment terms etc. to improve performance in carrying out the Assignment. Bidder can suggest deleting some activity or adding another, or proposing a different phasing of the activities. Such suggestions should be concise and to the point.]

(Maximum two pages)

Form 5 : Approach for assignment



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[Explain your

understanding of the objectives of the assignment/job, approach to the assignment/job, detailed execution plan for the assignment, methodology for carrying out the activities, tools to be used and obtaining the expected output, and the degree of detail of such output.]

Form 6: CVs of Proposed Team

[Provide CVs of the proposed team for undertaking the current assignment, especially of the Proposed Head of the Agency. The CVs to be included in the following format:]

NAME:

1. Proposed Position:
2. Name of Firm:
3. Name of Staff:
4. Date of Birth:
5. Nationality:
6. Education:

Name of Degree	Year	Name of Institution

7. Membership of Professional Associations:
8. Other Training:
9. Countries of Work Experience:
10. Languages:

Language	Speak	Read	Write

11. Employment Record:

Firm	From – To Date	Designation / Role

12. Detailed Tasks Assigned	Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned

13. Certification:



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I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff]

Full name of authorized representative:

Date: _____

Day/Month/Year: _____

Form 7: Declaration Letter

Declaration Letter on official letter head stating the following:

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this contract. We are not black-listed by any Central / State Government / Public Sector Undertaking in India.

Witness:
Signature
Name
Address

Date

Bidder:
Signature
Name
Designation
Company
Date

Form 8: Work plan (with timelines)

Kindly submit your timelines for this activity as per the scope of work mentioned in the RFP.



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Form 9: Financial Proposal

To,

Executive Director

Institute of Actuaries of India
Unit no. F-206, 2nd Floor, 'F' Wing in Tower 2,
Seawoods Grand Central, Plot no R-1,
Sector 40, Seawoods,
Near Seawoods Railway Station,
Navi Mumbai - 400 706

Sub: Request for Proposal (RFP) for IS-Audit / Vulnerability Assessment and Penetration Testing (VAPT) of Institute website applications and IT Infrastructure & Systems.

Sir/ Ma'am,

In response to the above mentioned subject, hereunder is our financial cost for the project:

I/we _____ Bidder services firm herewith enclose Financial Offer of Rs. _____ (in words) for selection of my/our firm as Bidder. The break-up of the above cost is given as below.

S.N	Cost parameter	Details	Cost (Rs)


Above mentioned cost include all logistics and no other extra charges are applicable except service tax, which is extra as applicable by Government of India. We hereby declare that our Proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Thanking you,
Yours faithfully



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(Signature of the Officer)

Seal:

Name:

Designation:

Date:

Place:

Business Address: