



Expression of Interest (EoI)

EOI No.: EOT/COM/20-21/00048R, Dated: 12-02-2021
(2nd call)

Empanelment of Third Party Auditor (TPA) For Mobile Application Security Audit

Issued by:

West Bengal Electronics Industry Development
Corporation Limited (WBEIDC),
(A Govt. of West Bengal Undertaking)
Webel Bhavan, Block-EP & GP, Sector-V,
Salt Lake, Bidhan Nagar,
Kolkata: -700091

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Expression of Interest

EOI No.: EOT/COM/20-21/00048R, Dated: 12-02-2021

West Bengal Electronics Industry Development Corporation Limited (WBEIDC Limited), under the aegis of Department of IT & Electronics, Government of West Bengal invites EoI for the work detailed in table below:-

| Brief Description of Work | Tender Document Money (Rs) [Non-refundable] (Online) | Earnest Money Deposit (EMD) (Rs) [Refundable] (Online) | Last Date and Time of Bid Submission (Online) | Bid Opening Date and Time (Online) |
|--|--|--|---|------------------------------------|
| Empanelment of Third Party Auditor for Mobile Application Security Audit | INR 1000/- | INR 10000/- | 26-02-2021 12:00 PM | 01-03-2021 3:00 PM |

- a) In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly.
- b) The proposal duly digitally signed, will need to be submitted online through the website <https://wbtenders.gov.in>
- c) Submission of the Bid should be done as per the stated time schedule mentioned in below table.
- d) For any queries regarding this EOI, please contact
d.1. Shri Pratul Show, GM (Commercial & HR), WBEIDC, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270, Mobile: 8820990476
- e) WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Instructions / guidelines for electronic submission of the tenders have been annexed for assisting the bidders to participate in e-Tendering.

- a) Registration of Bidder: Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://wbtenders.gov.in> . The Bidder is to click on the link for e-Tendering site as given on the web portal.
- b) Digital Signature Certificate (DSC): Each Bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website <https://wbtenders.gov.in> DSC is given as a USB e-Token. The Bidder can search & download N.I.T. electronically from computer once he logs on to the website mentioned above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- c) Submission of Tenders: Tenders are to be submitted online to the website in two folders at a time for each tender (one is Technical Proposal & the other is Application Form) before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).
- d) Tender Document Cost in INR (Non-Refundable):- In the event of e-filing, intending bidders may download the tender documents from the website <https://wbtenders.gov.in> directly. Necessary cost of tender documents (tender fees) of Rs. 1,000 (Rupees One Thousand Only) & Earnest Money Deposit Rs. 10,000 (Rupees Ten Thousand Only) has to be remitted through Net banking or through RTGS NEFT through the <https://wbtenders.gov.in> portal as per G.O 3975-F(Y) dated 28th July, 2016 issued by Finance department Govt. of West Bengal.

- e) Exemption under NSIC/ Udyog Aadhaar: - Bidders who are registered with NSIC, UNDER SINGLE POINT REGISTRATION SCHEME/ Udyog Aadhaar for the TENDERED ITEMS are exempted from payment of bid security and Tender Fees up to the amount equal to their monetary limit. A proof regarding current Registration with NSIC / Udyog Aadhaar for the TENDERED ITEMS will have to be attached and documented, otherwise the Bid will be treated as cancelled. In case of bidders having monetary limit as "NO LIMIT", the exemption will be limited to Rs.50, 00,000/- only as per existing policy of WBEIDC Ltd.

EoI response should contain:

- ✓ This EoI document, with all pages signed by the authorized signatory
- ✓ Covering letter (as per Annexure-I)
- ✓ General information of the bidder (as per Annexure-II)
- ✓ Financial capabilities of the bidder (as per Annexure-III)
- ✓ Credentials of the bidder along with relevant work orders, agreements and completion certificates
- ✓ The details of the project executed as per format mentioned in Annexure-IV and Work Order copies along with project completion certificates from the customers duly attested.
- ✓ Understanding and technical write-up on scope of work and approach & methodology.
- ✓ Valid scanned copies of the following documents:
 - Certificate of Incorporation,
 - Power of attorney establishing the authorized signatory (mandatory for partnership firms)
 - Audited Balance Sheets and Profit & Loss Statements for the Financial Years 2017-2018, 2018-2019 and 2019-2020

a. Introduction

A secure mobile application creates a single doorway to online services to the citizens. This doorway generates new opportunities to strengthen relationships and increase the value of services delivered to citizens, and employees. To take advantage of these opportunities, it is necessary to mitigate the risk of sharing information, accepting commitments and delivering services over mobile. A secure mobile application mitigates risk of unauthorized access to resources, has an auditable trail to support transactions, particularly those with high sensitivity or high value. It protects important information from the moment it is entered by the user and as it continues through back- end applications and workflow processes, strengthens on-line relationships enabling more and more applications and services to be integrated with and accessed via the high-value mobile application. Also, submission of data on a mobile application to its final destination in multiple back-end applications, information needs to be protected from unauthorized access or use.

b. Objective

The objective of this EoI is to empanel third party auditors for security audit of mobile applications so as to ensure:

- Identification of potential risk and its mitigation
- Adherence of industry security standards and compliance with regulations
- Robustness of the application from external threats
- Compatibility of the applications in all IT environment

c. Scope of Work

Bidders would be expected to perform the following tasks to analyse and review the mobile application security. The auditors will have to carry out an assessment of the vulnerabilities, threats and risks that exist in the Mobile Applications through Vulnerability Assessment and Penetration Testing. The final report will certify the website/web application “Certified for Security “. All the Mobile security audit reports should contain the details as mentioned at the Audit report.

The responsibilities of the selected firm are mentioned below (but not limited to):

- i.** Identify the Mobile Application level vulnerabilities. The Mobile application should be audited as per the Industry Standards and as per the OWASP (Open Web Application Security Project) model.

- ii. Provide recommendations for remediation of identified vulnerabilities.
- iii. Submit detailed reports for each iteration (or level) of audit and a final report showing all vulnerabilities as closed. The auditor is expected to submit the audit report after the remedies/recommendations are implemented. This will include identifying remedial solutions and recommendations for implementation of the same to mitigate all identified risks, with the objective of enhancing the security of the Mobile Applications.
- iv. Conduct due diligence and review.
- v. Summary of audit findings including identification tests, tools used, and results of tests performed (like vulnerability assessment, application security assessment, password cracking etc.)
 - ❖ Tools used
 - ❖ List of vulnerabilities identified.
 - ❖ Description of vulnerability
 - ❖ Risk rating or severity of vulnerability
 - ❖ Test cases used for assessing the vulnerabilities
 - ❖ Illustration if the test cases to provide the vulnerability
 - ❖ Applicable screen dumps
- vi. Finally certify the mobile enabled applications tested as “safe for Hosting and android, IOS based application is safe to use”.
- vii. Undertake responsibility for declaring the mobile enabled application URL free from known vulnerabilities and issue the Security Audit Clearance Certificate.
- viii. Test URL (Staging URL) along with the Audit clearance certificate and audit report to be shared with WBEIDC for verification.
- ix. Any other activity concerning security audit related aspects, not essentially covered by work areas outlined as above.

Deliverables: The selected vendors have to provide the following deliverables while security auditing of each mobile applications:

- D0: Draft Security Audit Report
- D1: Final Audit Report
- D3: Safe to Host Certificate after complying all the gaps

Important Dates & Information

| | | |
|-----|--|---|
| 1. | Tender No. & Date | EOI No.: EOT/COM/20-21/00048R, Dated: 12-02-2021 (2 nd call) |
| 2. | Tender Version | 2.0 |
| 3. | Brief description of project | Empanelment of Third Party Auditor for Mobile Application Security Audit |
| 4. | Earnest Money Deposit Fee | Rs. 10,000 (Rupees Ten Thousand Only) submitted online only. |
| 5. | Tender issuing entity | West Bengal Electronic Industry Development Corporation (WBEIDC) Limited |
| 6. | Date of uploading of N.I.T. & other Documents (online) (Publishing Date) | 12-02-2021 |
| 7. | Documents download start date (Online) | 12-02-2021 |
| 8. | Last Date and time of sending the queries | Date: 18-02-2021 12:00 PM |
| 9. | Pre Bid Meeting at WBEIDC LTD. Office (Online through Microsoft Teams) | Date: 19-02-2021 (12:00 pm) Click here to join Pre-Bid meeting Queries will be sent to Shri Pratul Show, GM (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270; Mobile: 8820990476 |
| 10. | Corrigendum, if any, will be published on Line | Date: 22-02-2021 |

| | | |
|-----|---|---|
| 11. | Bid Submission start date & time (On line) | Date: 22-02-2021 4:00 PM |
| 12. | Bid Submission closing date & time (On line) | Date: 26-02-2021 12:00 PM |
| 13. | Technical bid opening (Online) | Date 01-03-2021 3:00 PM |
| 14. | Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals (if any). | To be notified later. |
| 15. | Contact Persons | Shri Pratul Show, General Manager (Commercial & HR), WBEIDCL, e-mail: pratul.show@webel-india.com, Phone no. 033-23392270; Mobile: 8820990476 |

Note: The list of Qualified Firm with name will be published in the portal of WBEIDC (<https://www.webel.in/>) once the technical evaluation will be over.

A. Eligibility Criteria

The bidder must possess the requisite prior experience, financial strength and technical capability in providing the services necessary to meet the requirements as described in the EoI document. The Bidder is required to meet all eligibility criteria mentioned below in order to qualify.

| # | Basic Requirement | Specific Requirements | Documents Required to be submitted |
|---|-----------------------|--|---|
| 1 | Annual Sales Turnover | 1. Average annual turnover of not less than INR 20 Lakhs and an aggregated turnover of minimum INR 50 lakhs from IT Audit Services in last three financial years (FY 2017-2018, 2018-2019 and 2019-2020) | <ul style="list-style-type: none"> Audited Financial Accounts & certificates from the statutory auditor / Chartered Accountant Balance sheet and Profit & Loss Statement from the statutory auditor or Chartered Accountant |
| 2 | Work experience | The bidder should have IT Audit experience in conducting minimum five Government/ PSU web applications in the last 3 years. | Work Order and Completion Certificate issued by the client |
| 3 | Empanelment | The agency must be in the current empanelment of CERT-IN for IT Security Audit. | Copies of the valid empanelment certificates from CERT-In |
| 4 | Manpower Strength | The bidder should have minimum 10 technically qualified professionals in the area of IT Application Security Audit. | Undertaking from the Signing Authority/ HR Head to this effect. |
| 5 | Certifications | The bidder must have a team of professionals having valid professional certificates in the field of IT Security (e.g., CISA/ CISSP/ CEH etc.) and must have on its | Undertaking and copy of certificates of the professionals |

| | | | |
|----|-----------------------|--|--|
| | | payroll at least 5 professionals put together in the above categories. | |
| 6a | Legal Entity | <p>a. The bidder should have existence in India for last three (3) years at the end of 31st March 2020.</p> <p>b. The bidder shall be solvent at the date of bidding</p> | <ul style="list-style-type: none"> • Certificates of incorporation for Company/ Partnership Deed / Proprietorship firm self-declaration • Certificate from Statutory auditor / Chartered Accountant for existence of firm for last five years along with last three years balance sheet. |
| 6b | Other legal documents | <ul style="list-style-type: none"> • Trade License • GST Certificate • Income Tax Return (Latest 3 years) • Copy of PAN • Articles of Association/ Company Registration (depending on company type) | <ul style="list-style-type: none"> • Copy of the valid documents |
| 7 | Power of Attorney | <ul style="list-style-type: none"> • The bidder shall submit the Power of Attorney of Authorization for signing the bid in Rs.100.00 Non Judicial Stamp Paper. | <ul style="list-style-type: none"> • Scanned copy of Power of Attorney needs to be uploaded |
| 8 | Submission of EMD | <ul style="list-style-type: none"> • The Bidder shall pay EMD of Rs. INR 10,000/- through net banking or through RTGS/NEFT in the portal of the website: https://wbtenders.gov.in as per G.O 3975-F(Y) dated 28th July | <ul style="list-style-type: none"> • To be submitted online |

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|---|-----------------------------------|--|--|
| | | 2016 issued by Finance Department, Govt. of West Bengal. For details regarding payment procedure & guideline on the same, bidders are advised to follow the mentioned order and portal. | |
| 9 | Submission of Tender Document Fee | <ul style="list-style-type: none"> Bidder should submit Tender Document Fee of INR 1,000/- in the form of Demand Draft from any Scheduled Bank in favour of WBEIDC LTD. payable at Kolkata. | <ul style="list-style-type: none"> To be submitted online |

Note:

- The Bids shall be submitted only by the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.
- No Sub contracting will be allowed
- In absence of any of the above, the bid will be treated as non-responsive and hence shall be rejected.
- Empanelment Duration: The empanelment will be initially for one-year subject to extension based on performance evaluation

General Instruction to Bidders

General Eligibility:

The interested firm marked/considered by WBEIDC to be ineligible to participate for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.

Breach of general or specific instructions for bidding, general and special conditions of contract with WBEIDC may make a firm ineligible to participate in the process.

Empanelment forms:

Wherever a specific form is prescribed in the document, the interested firm shall use the form to provide relevant information (Refer to Annexure of the document)

For any other details (apart from the Annexure provided in this document) if the firm considers important, shall design a form and submit the intended information additionally.

Cost of proposal submission:

The interested firm shall bear all costs associated with the preparation and submission of its proposal, and WBEIDC will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

Interested firm is expected to examine all instructions, forms, terms, and specifications in the documents. Failure to furnish all information required by the documents or to submit a proposal not substantially responsive to the documents in every respect will be at the interested firm's risk and may result in the rejection of its proposal.

Method of Shortlisting

A screening committee comprising of Chief Information Officer (CIO), General Manager (Commercial), General Manager (Business Development) will evaluate this EOI.

The CERT-IN Empanelled Auditor will participate for empanelment of the Mobile Application Security Audit, has to comply with technical evaluation process.

Bidders, whose bids are responsive, based on minimum qualification criteria / documents as in Eligibility Criteria, would be considered technically qualified.

Award of Empanelment

- Upon successful conformance of all the framework and standards as per evaluation of the WBEIDC, shortlisted bidders may be awarded a Letter of Empanelment subject to fulfilment of all conditions. On the basis of written communication from WBEIDC having qualified for empanelment the bidder will sign a MoU within 15 days of such communication. WBEIDC reserves the right to empanel more than one eligible bidder.
- The bidders selected for empanelment will give security deposit of **Rs. 10,000/- (Rs. Ten Thousand) which will be adjusted against their EMD**. EMD of unsuccessful bidder will be returned as per norms.

Termination of Empanelment

- WBEIDCL reserves the right to cancel the empanelment by giving 90 (ninety) days' prior notice in writing and recover damages, costs and expenses etc., incurred by WBEIDCL under the following circumstances:
- The empaneled bidder commits a breach of any of the terms and conditions of this EOI.
- The empaneled bidder goes into liquidation, voluntarily or otherwise.
- The selected bidder violates the Laws, Rules, Regulations, Bye-Laws, Guidelines, and Notifications etc.
- The selected bidder fails to complete the assignment as per the time lines prescribed in the Work Order issued based on this EOI.
- After award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract, WBEIDCL reserves the right to get the balance contract executed by another party from the list of empanelled bidders by giving 15 days' notice for the same. In addition, WBEIDC will be free to forfeit the Security Deposit and getting the assigned work done from alternative sources at the risk and cost of the defaulting bidder.

General Terms & Conditions

WBEIDC reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of WBEIDC in respect of empanelment of parties shall be final & binding on all concerned empaneled firms.

Interested firms once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of WBEIDC and keep the WBEIDC informed of new methods/ process of security audit shall help reduce the cost and improve quality, reliability, etc. WBEIDC reserves the right to cancel empanelment of a firm on account of its failure to respond to enquiries/limited tenders for three times, during the period of empanelment.

In case, an empanelled firm is found in breach of any terms & condition(s) of WBEIDC, at any stage of audit and subsequent actions, the legal action as per rules/laws, shall be initiated against the firm and Security Deposits shall be forfeited by WBEIDC, besides debarring and blacklisting the empanelled firm concerned for at least three years for further dealings with WBEIDC

The empanelment is non-transferable.

All empanelled firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

Special Conditions of Empanelment

Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

The following essential documents (whichever is applicable) should accompany with the application form:

- GST registration certificate
- Trade License
- Income tax Permanent Account No. (In the name of firm if not a proprietorship firm)
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. (as applicable).
- Audited balance sheet or Profit & loss account, for last three years

- A self-declaration that the interested firm has never been blacklisted by any institution of the Central/ State Government / PSU/Autonomous Bodies, Universities, etc. should be submitted in his/her own format.

WBEIDC may ask from the empaneled firm to submit any other certificate from time to time as it may deem fit

B. Annexures

a. Annexure I: Covering Letter for submission of EoI

(To be submitted on the letterhead of the bidder)

(Date)

To,

General Manager (Commercial),

WBEIDC,

Webel Bhavan, Block-EP & GP, Sector-V,

Salt Lake, Bidhan Nagar,

Kolkata: 700091

Ref: EoI No EOT/COM/20-21/00048R, Dated: 12-02-2021

Sub: Submission of EoI for “Empanelment of TPA for Mobile Application Security Audit”

Dear Sir/Madam,

We have examined the EoI document, we, the undersigned, herewith submit our EoI in response to your **EOT/COM/20-21/00048R, dated: 12-02-2021** for “Empanelment of TPA for Mobile Application Security Audit”, in full conformity with the said EoI document.

- i. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
- ii. We agree to abide by this EoI, consisting of this letter, the detailed response to the EoI and all attachments, for a period of 180 days from the date of submission of the bid.
- iii. We would like to declare that 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 assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices
- iv. We would like to declare that there is no conflict of interest in the services that we will be providing under the terms and conditions of this EoI.

- v. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
- vi. We understand you are not bound to shortlist / accept any EoI you receive

Sincerely,

Signature of Authorized Signatory and Seal of the bidder

Name:

Designation:

Date:

b. Annexure II: Details of the Responding Bidder

| | | |
|-----|--|--|
| 1. | Name of the company | |
| 2. | Official address | |
| 3. | Phone No. And Fax No. | |
| 4. | Corporate Headquarters Address | |
| 5. | Phone No. And Fax No. | |
| 6. | Web Site Address | |
| 7. | Details of Company's Registration (Please enclose copy of the company registration document) | |
| 8. | Name of Registration Authority | |
| 9. | Registration Number and Year of Registration | |
| 10. | Company's Revenue for last 3 years (Year wise) | |
| 11. | Company's net worth for the last year | |

c. Annexure III: Financial Capability

FINANCIAL CAPABILITY

EOT/COM/20-21/00048R, Dated: 12-02-2021

FINANCIAL INFORMATION

| Sl. No. | Name of the Bidder | Turnover (Rs/Lakh) | | |
|---------|--------------------|--------------------|---------|---------|
| | | 2017-18 | 2018-19 | 2019-20 |
| 1 | | | | |

d. Annexure IV: Details of Projects undertaken

| | | |
|--|------------------|---|
| Assignment Name: | | |
| Location in India: | | Duration of Assignment: |
| Name of Client: | | Total Project Value: |
| Address of the Client: | | Value of the services provided by the bidder: |
| Start date: | Completion date: | No. of person-months of the assignment: |
| Narrative description of Project: | | |
| Description of actual services provided: | | |