



REQUEST FOR PROPOSAL (RFP)
FOR
ENGAGEMENT OF CONSULTANT FOR
INFORMATION AND
CYBER SECURITY GUIDELINES

Information Technology Department
Agriculture Insurance Company of India Ltd. (AIC)
13th Floor, AMBA DEEP Building,
14, Kasturba Gandhi Marg,
New Delhi - 110 001.

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THIS RFP DOCUMENT IS NOT TRANSFERABLE

Bidders are advised to study the RFP document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Incomplete or partial Bids shall be rejected. The Bidder must quote for all the items asked for in this RFP.

The Bidder shall bear all costs associated with the preparation and submission of the Bid, including cost of presentation and demonstration for the purposes of clarification of the Bid, if so desired by AIC. AIC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



DISCLAIMER

The Company and/or its employees disclaim all liability from any loss or damage, whether foreseeable or not, suffered by any bidder/person acting on or refraining from acting because of any information including statements, 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 Company and/or any of its officers, employees.

This document is not an offer made by AIC but an invitation for response based on which the Company may further evaluate the response or call for more responses from other bidders. The Company has the right to ask for other competitive bids and can award any part or complete work to another bidder whomsoever they feel eligible for the same, taking into consideration the price and quality.



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1. Introduction & Objectives

1.1 About AIC

Agriculture Insurance Company of India Limited (AIC) has been formed under the aegis of the Government of India and promoted by 6 Public Sector Companies as a specialty Crop Insurance provider to the Indian farming community. AIC was incorporated on 20th December, 2002 with an Authorized Share Capital of INR 15 billion and a Paid-up Capital of INR 2 billion. AIC commenced business operations from 1st April, 2003, by taking over Crop Insurance operations from its major Promoter, General Insurance Corporation of India.

Currently, AIC covers 25 million farmers under its various crop insurance schemes, making it by far the largest Crop Insurance Company in the world. Of these, more than 86% belong to the small & marginal category. The major challenge was to reach the remotest farmer in the country and service him at an affordable cost. If every last-mile farmer is to be reached by AIC or vice-versa, the service loading on the premium ticket would become financially crippling to him.

Since our Company is engaged in the service of the farming community of the country, the overwhelming majority of whom are poor, we have modeled our resource pattern in accordance with those economic compulsions. Accordingly, to keep our management costs to the ground, AIC functions with only around 300 employees on the rolls, but insures around 25 million farmers. We operate out of 18 Regional Offices, but have to deal with around 150 thousand Bank Branches & Primary Agricultural Co-op. Societies at the grassroots level.

1.2 Purpose

The company invites Request for Proposal (RFP) from bidders of repute and proven track record to assist in the implementation and administration of IRDA Information and Cyber Security Compliance issued by IRDA "Guidelines on Information and Cyber Security" vide the circular No. IRDA/IT/GDL/MISC/082/04/2017 dated 07.04.2017.

The following are the key high-level Service objectives that AIC desires to achieve through Information and Cyber Security services:

- i. Preparation of Gap Analysis Report basis IRDAI guideline
- ii. Formulation of Cyber Crisis Management Plan
- iii. Finalization of Board Approved Information & Cyber Security Policy
- iv. Formulation of Information and Cyber Security Assurance Programme



1.3 Current IT landscape under Project "ANNAPOORNA"

AIC embarked upon enterprise wide IT transformation initiative called ANNAPOORNA. TCS was awarded the project and work commenced in August 2009.

Project aimed at turn-key computerization of identified activities of AIC comprising of market facing as well as support functions like Finance, HR, etc. TCS was single point of responsibility for supply, development, implementation and life cycle support for Application Software, Hardware, hosting, and other services etc.

Project ANNAPOORNA, the end-to-end, web-based, integrated, online project, was envisioned as an enabler for streamlining the business processes of the Company and to automate the operational and administrative functions. It covered the whole gamut of IT needs of the Company, from Hardware and Software to Networking and Support.

The full Application Stack under Project ANNAPOORNA is presented in the following table:

SL.	Functional Applications	Product & Technology	Major Modules
1	Business Operations Application	TCS-B@NCS J2EE framework over Oracle Database	Product Definition, Policy Issuance, Customer Self Service, Claims Management , , etc.
4	Financial Management Application	Oracle E- Business Suite & Credence Software	Accounting, Budgeting, Investment, Taxation, Procurement Management, Asset Management, Statutory Reporting, etc.
5	Business Intelligence & Management Dashboard	Oracle Business Intelligence Enterprise Edition	Data Capture, Analytics, Flexi-Reporting , Dashboard, etc.
6	Human Resource Mgmt. Application	TCS-Energise J2EE framework over Oracle Database	Employee Record Management, Payroll, Settlement & Pension, Leaves & Attendance, Loans & Advances, Claims Management, Non-core Benefit Management, Employee Progression, Training & Development, Recruitment, Employee Self Service, etc.
10	Knowledge Mgmt. Application	Microsoft Office SharePoint Server	E-Library, Knowledge Capture, Parliamentary Questions, etc.
11	Interactive Portal		Online Window for E-Services



The above applications are implemented through various Servers, Routers & Firewall, highlights are as detailed below: -

SL	OEM	Hardware Item
1	CISCO	Core Switches
2	Juniper	L-2 Switches
3	ORACLE	OPCA (Oracle Private compute appliance)
4	Oracle	T 5-2 Servers
5	Oracle	FS 1 Storage
6	Mcafee	Firewall & Antivirus
7	Oracle	Tape Library
8	HP	HP tipping point

The Project also includes value-added **Satellite Services** detailed as below:-

1	Server Hosting on Data Centre	6 Rack space in both DC & DR, wherein Hardware i.e. Router, Servers, Firewall and other components etc. have been installed. The Data Centre facility is being provided by M/s SIFY. Data Centre located in Bangalore and Disaster Recovery Centre is in Noida.
2	Email	Microsoft exchange Email solution provided by M/s RICOH
3	Managed IT Services	CCM.net-automated tool for online reporting, Nagios tool - automatic recording the Average Monthly Packet Loss deployed

Project ANNAPOORNA inter-connects all the AIC touch points through a high speed **MPLS network**. It also connects AIC to the outside world through a single internet pipe, secured by state-of-the-art Firewalls, Intrusion Detection/Prevention Systems, 2-factor Authentication, etc."

Network Provider is M/s SIFY technologies. Connected Locations through SIFY MPLS : 18 ROs, Head office, DC (Bangalore) - ILL & MPLS, DR (Noida) - ILL & MPLS, DC-DR (P2P), TCS Development Center, Kolkata; WIPRO Development Center, Bangalore; ICC Links (under deployment) - Hyderabad & Mumbai.

The Project was architected as a **seamlessly integrated eco-system** to provide a single view of data in an info secure environment. All Applications and Databases are hosted centrally at a Data Center and mirrored at a Disaster Recovery Center, located in different seismic zones.

1.4 New InfoTech Project "SEWA"

AIC is going ahead with new InfoTech Project "SEWA". SEWA consists of a bouquet of applications and services which shall be developed/customized/procured on cutting edge technology catering to



the varied and agile business needs to AIC and will invigorate AIC's control over its IT enablement, and is in initial phase of development. The selected Implementation vendor is M/s WIPRO. The brief components/Solutions are as below-

Solution Component	Technology/Tool
Core Insurance Solution	Java (Bespoke)
External Portals (Channel Partner, Farmer and Field Investigator)	Java (Bespoke)
Web Server	IBM Http Server
JEE Application Server	IBM Websphere Application Server
Mobile Application (Channel Partner, Farmer and Field Investigator)	Hybrid application using IBM MobileFirst Platform
Transaction Data Store	MySQL Enterprise Edition
Reporting & Dashboard	Jasper BI
BI Reporting	Oracle Business Intelligence (Existing solution)
Document Management	NewGen OmniDocs
BPM & Workflow	NewGen iBPS
Scanning	NewGen OmniScan
Rules Engine	Drools
Integration - API Gateway	Armure API Gateway
Integration - ESB	IBM Integration Bus
2 Factor Authentication	Armure Authentication Manager
ETL	Talend Data Integration
Job Scheduling	BMC Control-M
Data Archival	Virmati Data Archival & Retrieval Solution
Enterprise Management	BMC Enterprise Management - Remedy for ITSM, Discovery (ADDM) , Truesight Operation Manager (monitoring), Server Automation, Client Management
Application Performance Management	Appnomics AppsOne



Below is the Hardware details for DC & DR site under Project SEWA.

DC H/W Details

- i. C5108 Chassis
- ii. CISCO UCS C240 M4S
- iii. SAN Switches
- iv. NetApp 8060 Storage
- v. SL150 Library
- vi. UCS B200 M4 (Blade Servers)
- vii. Palo Alto 5050
- viii. Arbor APS 2600
- ix. Imperva DAM (4510)
- x. SIEM Logger
- xi. HSM
- xii. Array AVX 3600

DR H/W Details

- i. UCS C5108 Chassis
- ii. CISCO UCS C240 M4S
- iii. SAN Switches
- iv. NetApp 8060 Storage
- v. SL150 Library
- vi. UCS B200 M4 (Blade Servers)
- vii. Palo Alto 5050
- viii. Arbor APS 2600
- ix. Imperva DAM (4510)
- x. SIEM Logger
- xi. HSM
- xii. Array AVX 3600



2. Invitation

The bidders are invited to submit their proposal in response to this RFP. This RFP seeks proposal from Bidders, who have the necessary experience, capability & expertise to provide security services adhering to AIC's requirement outlined in this RFP.

AIC reserves the right to amend, modify, add, delete, accept or cancel in part or full any conditions or specification of all proposals/ bids, without assigning any reason thereof at any time during the tender process. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP, subsequent presentations, site visits and contract negotiation processes.

3. Schedule of Events

General Details	
RFP Number	Infotech Dept./2017/ICSCons/11.07.2017
Department Name	AIC-HO InfoTech Department
Mode of RFP Submission	Offline
RFP Type	Open
Type of Contract	Services
Base Currency	INR (₹)
Consortium	Not Allowed
Key Dates	
Document Download Start Date	11.07.2017. The document can be downloaded from AIC's website http://www.aicofindia.com/
Last Date and time for submission of Pre- Bid Queries	Pre bid queries must reach us on or before 17.07.2017 1:00 PM through E-mail on HOInfotechgroup@aicofindia.com
Last Date and Time for Bid Submission	31.07.2017 till 01:00 PM
Date and Time for Technical Bid Opening	31.07.2017 from 03:00 PM onwards (Representatives of Bidders may be present during opening of Technical Bid however; Technical Bids would be opened even in the absence of any or all of the bidder's representatives. No separate Communication will be sent in this regard.)
Declaration of Shortlisted Bidder's for Commercial Bid Opening	The list of eligible bidders will be published on AIC's website
Date and Time for Commercial Bid Opening	The actual dates will be published on AIC's website or through email
Declaration of Successful Bidder	The result will be published on AIC's website

**AGRICULTURE INSURANCE COMPANY OF INDIA LIMITED**Regd. Office: "AMBA DEEP" (13th Floor), 14, Kasturba Gandhi Marg, New Delhi - 110 001

Notification of Award and Issue of Purchase Order	Within one months from the date of declaration of successful bidder
Bid Validity Period (in Days)	90 days
Documents to be submitted physically	Tender processing Fee (DD)
	DD for EMD
	Other documents supporting Eligibility Criteria, etc. as per RFP.
Mode of Document Fee Payment	Offline
Mode of EMD Payment	Offline
Payment Details	
Tender processing Fee (Non-refundable)	₹5,000/- (to be submitted along with Bid)
EMD Amount	₹50,000/- (to be submitted along with Bid)
EMD Payable to & at	As per RFP
Performance Bank Guarantee	10% of the Contract Value
Other Details	
Eligibility Criteria	As per RFP
General Terms and Conditions	As per RFP
Bid Submission Information	The bidders must fulfill the Eligibility criteria for being eligible to bid.
	The Demand Draft on account of tender processing fees should be drawn on Scheduled Commercial bank in favor of 'Agriculture Insurance Company of India Limited' along with physical copies of all the documents mentioned in the RFP in support of eligibility criteria etc. must be received at the following address before the date and time of submission of bid.
	sContact details of AIC:
	Deputy General Manager (IT Dept.) Agriculture Insurance Company of India Limited 13 th Floor, AMBADEEP Building, 14, Kasturba Gandhi Marg, New Delhi - 110 001 Ph +91 11 46869800, Fax +91 11 46869815 Email - HOInfotechgroup@aicofindia.com



4. Definitions

1. "**The Company**" means "Agriculture Insurance Company of India Limited"/ "AIC".
2. "**IRDAI**" means "Insurance Regulatory and Development Authority of India".
3. "**Bidder/Vendor/Information and Cyber Security Consultant (ICSCons)**" means a bidder submitting the proposal in response to this RFP.
4. "**Contract**" means the contract signed by the parties and all the attached documents and the appendices including the addendums thereto.
5. "**Day**" means calendar day.
6. "**Proposal**" means the complete proposal including Technical Bid, the Commercial Bid, EMD, etc.
7. "**RFP**" means this "Request For Proposal" prepared by AIC.
8. "**Assignment/job**" means the work to be performed by the GSP pursuant to the contract.

The term, applicant, proposer and bidder have been used interchangeably in the RFP document.

5. Scope of Work

Refer to the IRDAI Guidelines on Information and Cyber Security vide the circular No. IRDA/IT/GDL/MISC/082/04/2017 dated 07.04.2017 as provided in ANNEXURE-1. The Bidder shall have to ensure AIC's Compliance to the guidelines/suggestions/regulations as mentioned in the IRDAI circular mentioned above (ANNEXURE 1). The timelines are mentioned below:-

SL.	ACTIVITY	TIMELINES
1	Preparation of Gap Analysis Report	15 Days after award of work.
2	Formulation of Cyber Crisis Management Plan	15 Days after award of work
3	Finalization of Board approved Information & Cyber Security Policy	One month after award of work
4	Formulation of Information and Cyber Security Assurance Programme	Two month after award of work

The Scope of work will include but not limited to testing of Applications, review of Information Security Policy & Procedures, Gap Assessment in IT security and Procedures, Assessment of Network Security & Information Security solutions, Vulnerability and Penetration testing, review of Data centers including physical visits, compliance with IRDAI, ISO 27001 & IT Act 2000, submission of reports.

The backbone IT infrastructure of the Company is located at the Data Centre at Bangalore and Disaster Recovery Centre at Noida, UP (both Sify facilities on lease/Collocated Data Centre Facilities).



Information Security Management System- ISO/IEC 27001:2013 Certification (ISO 27001) with no. "IS 633026" was issued to AIC after successful completion of the Audit. However, for continuity of the certification, each year a Continuing Assessment Visit (CAV) is conducted successfully.

AIC shall provide below documents to selected successful bidder regarding the AIC's Information Security Management -

1. Information Management Policy (February 2015) with Annexures - approved by our Board of Directors.
2. Information Security Policy Document
3. Information Security Policy Procedures Document
4. Information Security Management System (ISMS) Policy Manual
5. Risk Assessment Methodology and Reports - Prepared for ISO 270001 compliance.
6. Statement of Applicability (SOA)
7. Controls Matrix .

Moreover, for compliance to all the guidelines as mentioned in the IRDA circular referred above AIC intends to engage suitable Consultant for analysing and apprising the Company by way of a Gap Analysis Report, etc. as mentioned in the Scope of Work.

Following outlines (indicative but not exhaustive) the scope of work to be carried out by the selected Bidder -

a. Assessment of security solutions deployed for the following security verticals:

Following assessment will be done to review the implementation aspect of information security:

- i. IT Asset Management
- ii. Identity and Access Management
- iii. Network Security
- iv. Network Access Control
- v. Email Security
- vi. Application Security
- vii. Backup and Recovery
- viii. Patch Management
- ix. Internet Security
- x. Endpoint Security
- xi. Encryption Management
- xii. Security Incident and Event Management
- xiii. Data Protection
- xiv. Vulnerability Assessment and Penetration testing
- xv. Virus/Malicious software Protection
- xvi. Remote Access
- xvii. Wireless Security

b. Performing Gap Assessment of existing infrastructure with respect to IRDA Guidelines.

- i. Discuss with management on existing infrastructure, architecture, Security Policies.
- ii. Review the existing Processes, Procedures and systems for their sufficiency of controls basis IRDAI guidelines on Information and Cyber Security.



- iii. Identify gaps in present system in compare with the issues guidelines by the IRDAI
 - iv. Assess the compliance of audit checklist & guidelines released by IRDAI
- c. Formulating Cyber Crisis Management Plan**
- i. Formulate cyber crisis management plan
 - ii. Suggest Cyber Crisis Management team structure
 - iii. Providing measurement matrix template to evaluate effectiveness of the Cyber Crisis Management Plan
 - iv. Revise Cyber Crisis Management plan basis feedback from ISMC (Information Security Management Committee)
- d. Drafting Cyber Security Policy**
- i. Reviewing existing Information Security policy
 - ii. Studying Cyber Security framework of IRDA
 - iii. Discuss with management on existing Policies, Incident response mechanism
 - iv. Conduct walkthroughs with key process owners / stakeholders for each process related to cyber frauds
 - v. Discuss with stakeholders on the identified gaps and recommendations for the policy documentation
 - vi. Revise Cyber Security Policy basis feedback from management
 - vii. Provide One Hard copy and Soft copy of the document
- e. Drafting Cyber Security Assurance Programme**
- i. Draft Cyber Security Assurance Program basis the gap assessment, cyber security policy approved by the board
 - ii. Discuss the Draft of Cyber Security Assurance Programme
 - iii. Revise Cyber Security Assurance Programme basis feedback from management.

Though the present assignment will be executed on current IT environment of the Project ANNAPOORNA but Bidder must ensure that same IRDAI compliances would be seamlessly integrated into the new IT environment of the Company i.e project SEWA which is presently under development.

Bidder to ensure the IRDAI timeline compliance including AIC Management approval within timeline.

THE OVERALL RESPONSIBILITY IS TO ENSURE AIC'S COMPLAINE OF ALL REGULATIONS RELATING TO GUIDELINE ON INFORMATION AND CYDER SECURITY ISSUED BY IRDAI.

6. Conflict of Interest

AIC requires that the Consultant provide professional, objective, and impartial advice, and at all times hold the Company's interests paramount, strictly avoid conflicts with other assignment(s)/job(s) or their own corporate interests and act without any expectation/consideration for award of any future assignment(s) from the Company.



Without limitation on the generality of the foregoing, the consultants and any of their affiliates shall be considered to have a conflict of interest (and shall not be engaged under any of the circumstances) as set for below:

- i. Conflicting assignment/job:** The consultant (including its personnel) or any of its affiliates shall not undertake any job/assignment which may be in conflict with the present assignment as Information and Cyber Security Consultant.

- ii. Conflicting relationships :** The consultant (including its personnel) having a business or family relationship with a member of AIC's staff who is directly or indirectly involved in any part of (i) the preparation of the terms of reference of the assignment/job, (ii) the selection process for such assignment/job or (iii) supervision of the contract, may not be awarded a contract, unless the conflict stemming from such a relationship has been resolved in a manner acceptable to AIC throughout the selection process and the execution of the contract.

The Applicant has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to serve the best interests of the Company or that may reasonably be perceived as having this effect. If the Applicant fails to disclose such conflicts of interest and if AIC comes to know of such a situation at any time, then AIC reserves the right to disqualify the Applicant during the bidding process or to terminate its contract during the tenure of assignment.

7. RFP document

- i.** This document shall serve as the RFP document. All the conditions of pre-qualification, detailed requirement specifications including the terms and conditions in this document are binding and unalterable.

- ii.** Please note that the Bidder shall have to apply as per the templates/formats given in this RFP document.



8. Bidders Eligibility Criteria

The Applicant must fulfil ALL the following Eligibility Criteria. Proposals of only those Applicants who satisfy ALL these conditions will be considered for further evaluation process. Applications which do not satisfy ALL the Eligibility Criteria will be summarily rejected, and no appeal shall be entertained. The Applicant who wish to bid should conform to the following criteria

#	Eligibility Criteria Requirements	Supporting required
1	Should be either a Government Organization/PSU/PSE/partnership firm or a limited Company under Indian Laws	Certified copy of Certificate of Incorporation.
2	Should have been in existence in India for five years as on 31-03-2017.	Certificate of Commencement of Business. For other eligible entities, Applicable documents.
3	Should have a minimum average annual turnover of Rs. 100.00 crores (Rupees One Hundred Crores) during last three financial years 2013-14, 2014-15 and 2015-16.	Copy of audited Balance Sheet and P&L statement for the financial years 2013-14, 2014-15 and 2015-16.
4	Should have made net profits for the last three financial years viz. 2013-14, 2014-15 and 2015-16.	Copy of audited Balance Sheet and P&L statement for the financial years 2013-14, 2014-15 and 2015-16.
5	Bidder should have at least 3 years experience in offering Information Security Services such as Security assessment, defining security policies procedures & baselines, Gap assessment or similar as per international standards, Risk Assessment, security consulting assignments to BFSI Companies in India.	Copy of purchase order.
6	The Bidder must have ongoing Information and Cyber Security Assessment as per IRDAI requirements for at least 1 Insurance institutions in India.	Copy of purchase order or client letter
7	The Bidder must have at least 5 consultants with qualifications such as ISO 27001:2013 Lead Auditors/ Implementer as employees (on Bidder's Payroll).	As per Annexure G
8.	The Bidder must have at least 5 CISA/CISSP/CEH Certified professionals as employees.	As per Annexure G
10.	The firm should not be blacklisted / barred by Government of India, State Governments or any other Regulatory body in India.	Self-Declaration

The detailed information relating to eligibility and particulars of the bidder is to be given as per Annexure C.



9. Selection Criteria

- Phase 1 - Eligibility Criteria Evaluation
- Phase 2 - Technical Proposal Evaluation
- Phase 3 - Commercial Bid Evaluation

AIC will use scoring mechanism defined in the RFP to score each of the RFP responses with appropriate apportionment of scores.

The commercial bid of only those bidders shall be opened who have been technically qualified on the basis of the technical proposal.

AIC will select the lowest commercial bid through reverse auction. In the reverse auction, technically qualified bidders as per technical evaluation process will participate in Reverse Auction process. AIC will notify the auction details, business rules, date & time of reverse auction, to the technically qualified bidders.

10. Bid Validity Period

The proposal will be valid for 90 days after the closing date for submission of bid i.e. 31.07.2017. A bid valid for shorter period shall be rejected by AIC as non-responsive. Any decision in this regard by AIC shall be final, conclusive and binding on the bidder.

11. Request for Proposal

The RFP document can be downloaded from the Company website www.aicofindia.com. The consultant will have to pay along with Technical Bid a non-refundable fee of Rs. 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft/Pay Order issued by a scheduled commercial bank favouring "Agriculture Insurance Company of India Limited" payable at New Delhi.

Bids not accompanied by the Demand Draft/ Pay Order of requisite amount shall be out rightly rejected.

12. Submission of Bids

A master cover containing the Technical and Commercial Bid/ Proposal with superscription "RFP- ENGAGEMENT OF CONSULTANT FOR INFORMATION AND CYBER SECURITY GUIDELINES" marked on the top and addressed to the Deputy General Manager (Finance Dept.) has to be submitted on or before 31.07.2017(01:00 P.M) in at the following address:

Deputy General Manager
Infotech Department
Agriculture Insurance Company of India Limited
13th Floor, AMBADEEP Building,
14, Kasturba Gandhi Marg,
New Delhi - 110 001

The cost of Tender i.e. DD for Rs. 5,000/- should be kept separately.



The master Cover should contain two separate sealed envelopes.

One with superscription "RFP- For Appointment of Consultant for Information and Cyber Security- **Technical Bid** - Tender Reference No.- InfoTech Dept./2017/ICSCons/11.07.2017".

And another sealed envelope with superscription " RFP- For Appointment of Consultant for Information and Cyber Security- **Commercial Bid** - Tender Reference No- InfoTech Dept./2017/ICSCons/11.07.2017".

Under any circumstances, the Company shall not consider any request for extension of date for bid submission. The bids received after 01.00 PM on 31.07.2017 will not be accepted under any circumstance. Please note that if sealed cover is found to contain both Technical and Commercial Bid/ Proposal together in single sealed envelope then, that offer will be rejected outright.

No Bidder/Applicant/Consultant shall submit more than one application for the consultancy.

The proposal as well as all related correspondence exchanged by the bidder and the Company shall be in the English Language.

13. Clarification & Amendment

Bidders may request for clarification, if any, on or before 17.07.2017. Any request for clarification must be sent by e-mail at address mentioned in this document.

At any time before the submission of proposal, AIC may, at its discretion, amend the RFP including extension of the deadline for the submission of proposals. Any such amendment will be notified on the website www.aicofindia.com and will be binding on all the bidders. It may be noted that any such amendment will not be communicated to the bidder individually. Hence, interested applicants are advised to frequently visit the website for updating themselves about changes, if any, made in the RFP before the bid submission date.

14. Earnest Money Deposit (EMD)

- i. The Bidder shall submit the EMD of Rs. 50,000/- (Rs. Fifty Thousand only) by way of Demand Draft in favor of "Agriculture Insurance Company of India Limited" payable at New Delhi. EMD may be forfeited in the event of withdrawal of bid during the period of processing of RFP or in case the selected bidder fails to sign the Contract. No interest shall be payable on the Earnest Money Deposit. EMD should be kept in the envelope containing Technical proposal. The bid, without earnest money deposit would be considered as non-responsive, incomplete and shall be rejected.
- ii. Any decision in this regard taken by the Company shall be final, conclusive and binding on the bidder.
- iii. The earnest money will be refunded to the unsuccessful bidders as early as possible after satisfactory award of the contract to the successful bidder. EMD will be returned to the selected bidder after acceptance of Purchase Order and/ or Signing of the Contract by the bidder and submission of required Performance Bank Guarantee (PBG).
- iv. Selected Consultant will have to give an undertaking to maintain confidentiality of the information/documents obtained by them during the course of the Consultancy of implementation of assignment as per Annexure F.
- v. If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation in future three RFP's floated by the Company.



15. General Conditions

Bidder should examine the documents constituting this RFP in detail to prepare the Proposal. In case of deficiencies in the information required/ requested, the proposal may be rejected.

15.1 Two Stage Bidding Process:

The bidder will submit its response to the present RFP separately in two parts - "The Technical Bid" and "The Commercial Bid".

Technical Bid will contain the details as required in the eligibility criteria, along with the documentary evidence, and other documents related to the bid, whereas the Commercial Bid will contain the pricing information. In the first stage, only the Technical Bids will be opened in the presence of the bidders and evaluated as per the criterion determined by the Company. The Company may at its discretion invite the bidders for presentation before the selection committee of the Company. Those bidders satisfying the technical requirements as determined by the Company shall be short-listed for opening their Commercial Bid.

AIC will select the lowest commercial bid through reverse auction. Reverse Auction shall be carried out only in case AIC receives minimum of two bids against this RFP.

Technically qualified bidders as per technical evaluation process will participate in Reverse Auction process. AIC will notify the auction details, business rules, date & time of reverse auction, to the technically qualified bidders.

The bidder with the lowest commercial bid after the successful completion of the reverse auction process will be declared as L1 bidder.

The evaluation procedures to be adopted in the Technical bidding will be at the sole discretion of AIC and the AIC is not liable to disclose either the criteria or the evaluation report or reasoning to the bidder.

The Company reserves the right not to accept any Bid, or to accept or reject a particular Bid at its sole discretion without assigning any reason whatsoever.

The cost of bidding and submission of RFP documents is entirely the responsibility of Bidders, regardless of the conduct or outcome of the process.

15.2 Format and Signing of Bid

Each page of the bid shall be made in the legal name of the bidder and shall be signed and duly stamped by the bidder or a person duly authorized to sign on behalf of the bidder.

15.3 Technical Bid

The Technical Bid should contain the following information:

- a) Covering letter as per Annexure A.
- b) Proposal form as per Annexure B of this document.
- c) Bidder firm's profile along with documentary evidences and all relevant enclosures as detailed in Annexure C.



- d) Description of the methodology and work plan for performing the assignment.
- e) List of the key professionals and the support staff for each phase of the assignment.
- f) Any additional information including assumptions that the Consultant team may think fit but not included elsewhere in the proposal, which will help AIC to assess the capabilities of the consultant.
- g) Demand Draft of Rs. 50,000/- (Rupees Fifty Thousand only) favouring "Agriculture Insurance Company of India Limited", towards Earnest Money Deposit (EMD).
- h) Duly signed authority letter by the competent authority of the firm, authorizing the executants to sign the Bid on behalf of the firm.

Note: Technical Bid shall not include any financial information. A Technical Bid containing information on the Commercial Bid shall be declared invalid and be rejected.

15.4 Commercial Bid

The Commercial bid should be submitted strictly in the format given by the Company as per Annexure E of this document along with covering letter as per Annexure D and should not have any deviations, restrictive statements etc. therein otherwise, such bids are liable to be rejected at the sole discretion of the Company. The price shall be quoted in Indian Currency only and shall be all inclusive. No separate fees/reimbursements other than Taxes, as applicable, at the time of payment shall be made by the Company.

16. Evaluation Criteria

First, Technical bid documents will be evaluated for fulfillment of eligibility criteria. Technical bids of only those Bidders who fulfill the eligibility criteria fully as per Annexure-A will be taken up for further evaluation/selection process rejecting the remaining bids.

The evaluation/selection process will be done with combination of, technical competence and commercial aspects as detailed here below. A maximum of 100 marks will be allocated for the technical bid. The evaluation of functional and technical capabilities of the Bidders of this RFP will be completed first as per the following guidelines. The technical proposals only will be subjected for evaluation at this stage. The Bidders scoring less than 70 marks (cut-off score) out of 100 marks in the technical evaluation shall not be considered for further selection process. Once the evaluation of technical proposals is completed, the Bidders who score equal to, or more than the prescribed cut-off score of 70 will only be short listed.

The evaluation of technical proposals, among other things, will be based on the following:

- Prior experience, existing engagements of the Bidder in undertaking projects of similar nature.
- Professional qualifications and experience of the key staff proposed/ identified for this assignment.
- Methodology/ Approach proposed for accomplishing the proposed project, Activities / tasks, project planning, resource planning, effort estimate etc.

Various stages of technical evaluation are presented below:

- a) Eligibility evaluation as per the criteria prescribed in RFP.
- b) Evaluation of technical proposals of Bidders qualified in eligibility evaluation, based on response and presentation
- c) Arriving at the final score on technical proposal.



Presentation-cum-Interaction

The Bidders who are qualified in eligibility evaluation, have to give presentation/interactions before panel of representatives of AIC on the methodology/ approach, time frame for various activities, strengths of the Bidders in carrying out the tasks as per the scope of the RFP detailed under section II of the RFP. The technical competence and capability of the Bidder should be clearly reflected in the presentation. If any short-listed Bidder fails to make such presentation, he will be eliminated from the evaluation process.

At the sole discretion and determination of the AIC, AIC may add any other relevant criteria for evaluating the proposals received in response to this RFP.

16.1 Technical Evaluation Criteria:

SL	PARAMETERS	MAXIMUM MARKS	CRITERIA
1	The number of years of experience in conducting information and cyber security assessments in BFSI sector in last 5 years in India.	20	15 Marks for minimum 5 years and 1 mark for each completed additional year. (Minimum fifteen marks)
2	The Bidder should have at least 1 ongoing engagements with Insurance organization in conducting information and cyber security assessments as per IRDAI guidelines.	20	15 Marks for minimum one ongoing engagements with Insurance organization as per IRDAI guidelines and 1 mark for each additional assignment (Minimum fifteen marks)
3	The number of engagements carried out in BFSI sector related to Gap Assessment, Policy and Procedures review (related to information, cyber security) proving 3 years' experience	10	5 marks for minimum 1 Assignment and 1 mark for each additional assignment to BFSI Institution. (Minimum five marks)
4	The bidder must have at least 5 consultants with qualifications such as ISO 27001:2013 Lead Auditors/ Implementer as employees	15	10 Marks for minimum 5 Number of Consultant with qualifications such as ISO 27001:2013 Lead Auditors/ Implementer as employees and 1 mark for each additional Consultant with same qualificaion (Minimum ten marks)



5	The Bidder must have at least 5 CISA/CISSP/CEH Certified professionals as employees.	15	10 Marks for 5 CISA/CISSP/CEH Certified professionals as employees and 1 mark for each additional Professional of same qualification. (Minimum ten marks)
6	Methodology & Approach: Demonstration of in-depth understanding of the AIC's project requirements through the technical proposal and presentation, with detailed broken-down activities to be performed, effort estimation, manpower to be deployed.	20	Subjective evaluation based on technical proposal and presentation (Minimum Qualifying Marks - 15)
TOTAL (MARKS)		100	Minimum Qualifying Marks - 70

For manpower consideration, the Employee should be on the payroll of the Bidding company. For this proof in the form of employment letter duly accepted by the employee or suitable declaration jointly signed by the Employer and Employee stating date of joining on the Bidding company's letterhead should be submitted.

AIC may, at its sole discretion, decide to seek more information from the Respondents in order to normalize the bids. However, Respondents will be notified separately, if such normalization exercise as part of the technical evaluation is resorted to.

Minimum Qualifying Marks is 70 (out of 100) for technical bid qualification, subject to minimum qualifying marks being achieved in each parameters.

In case there is only one bidder having technical score of 70 or more, AIC may, at its discretion, also consider the next highest technical scorer with minimum score of 60. In case, no Bidder is having technical score of 70 or more, AIC may, at its discretion, qualify 2 top scoring Bidders with minimum score of 60 in technical evaluation and compute the "Score" as per the evaluation criteria.

16.2 Commercial Bid Evaluation

The commercial bid of only those bidders shall be opened who have been technically qualified on the basis of the technical proposal.

AIC will select the lowest commercial bid through reverse auction. Reverse Auction shall be carried out only in case AIC receives minimum of two bids against this RFP

Technically qualified bidders as per technical evaluation process will participate in Reverse Auction process. AIC will notify the auction details, business rules, date & time of reverse auction, to the technically qualified bidders.

The bidder with the lowest commercial bid after the successful completion of the reverse auction process will be declared as L1 bidder. Annexure-D (Commercial Offer) to be submitted by Bidders.



16.3 Clarification of Bids

During evaluation of bids, if found necessary, the Company may seek clarification on the bid from the bidder and specify timeline for response. The request for clarification and the response shall be through e - mail. Failure to respond within the timeline specified will disqualify the bidder.

17. Notification of Award

Following evaluation, a Contract may be awarded to the Bidder whose Bid meets the requirements of this RFP and provides the best value to AIC from technical compliance, commercial considerations & compliance with all the terms and conditions. AIC reserves the right to award the contract in whole or in part.

The acceptance of the Bid, subject to Contract, will be communicated by way of placing a notification of award in writing at the address supplied by the Bidder in the Bid document. Any change of address of the Bidder should therefore be notified promptly to the Deputy General Manager at the address given in this RFP.

The PBG should be submitted within 15 days from Notification of Award from AIC. AIC subsequently shall be issuing the Purchase Order.

18. Signing of Contract/Agreement

The successful bidder/consultant will be required to enter into an Agreement/ Contract as per Company prescribed format within 15 days from the date of acceptance by the successful bidder of the offer of the AIC. The contract shall be valid for a period of 1 year from the date of Purchase Order.

The failure, delay or evasion on the part of the successful bidder to execute the Agreement/Contract within the mutually agreed period mentioned will result in expiry of the validity of the bid. In such a case the Earnest Money deposited by the successful bidder/Consultant shall be forfeited by the Company without further notice to the successful bidder/ consultant. The failure, delay or evasion on the part of the successful bidder/ consultant to commence project within 7 days from the date of execution of the Agreement/Contract will result in termination of the Agreement/ contract. In case of termination of the Agreement/Contract on account of failure, delay or evasion on the part of the successful bidder/ consultant to commence the project within 7 days from the date of execution of the agreement, in addition to the termination of the contract, AIC shall have the absolute right to adjust the said amount against EMD towards loss and damage suffered by the Company.

19. Performance Guarantee by Successful Bidder

The selected Bidder shall submit a Performance Bank guarantee for an amount equivalent to 10% of the Order, valid for a period of 1 year 3 months, within 15 days from the date of acceptance which may be extended with mutual consultation, from any Scheduled Commercial Bank in India and acceptable to AIC towards performance of the contract. AIC shall be within its rights to invoke the performance guarantee without any notice to the selected bidder, if in the opinion of AIC, the selected bidder has failed/fails to perform the assignments under the contract to the satisfaction of AIC, or in the event



of AIC terminating the contract due to non-performance and/or unsatisfactory performance of the selected bidder and/or the selected bidder failing to pay the Penalty /Liquidated Damages payable to AIC.

20. Penalty Clause

AIC will reserve the right to deduct from the total awarded amount to be paid to the consultant in the event of the following:

Reason	1 st Instance	2 nd Instance	3 rd Instance
Non-Compliance or Delay in Compliance of IRDAI Regulations	2%	5%	10%
Inordinate delay in providing/ensuring services	Caution Note	2%	As decided by the AIC based on materiality
Inordinate delay in responding to the references made by the AIC	Caution Note	2%	As decided by the AIC based on materiality

21. Time Period for Completion of Assignment

The entire assignment has to be completed in accordance with the timeline mentioned below:

SL.	ACTIVITY	TIMELINE
1	Preparation of Gap Analysis Report	15 Days after award of work
2	Formulation of Cyber Crisis Management Plan	15 Days after award of work
3	Finalization of Board approved Information & Cyber Security Policy	1 month after award of work
4	Formulation of Information and Cyber Security Assurance Programme	2 month after award of work

Any extension of the completion date due to unforeseen delays shall be by mutual consent.

If the consultant fails to complete the assignment as per the time frame prescribed in the RFP, and the extensions if any allowed, it will be breach of contract. The AIC reserves its right to cancel the order in the event of delay and invoke the Bank Guarantee.

Consultant must provide professional, objective and impartial advice at all times and hold the companies' interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.



22. Payment Terms

The terms of the payment will be as under: No Advance payment Milestones for payment:

SL.	ACTIVITY	PHASE WISE PAYMENT
1	Preparation of Gap Analysis Report	25% of Awarded Amount
2	Formulation of Cyber Crisis Management Plan	25% of Awarded Amount
3	Finalization of Board approved Information & Cyber Security Policy	25% of Awarded Amount
4	Formulation of Information and Cyber Security Assurance Programme	25% of Awarded Amount

All payments are exclusive of applicable taxes and subject to deduction of TDS as applicable from time to time. All Applicable taxes shall be paid by AIC.

23. AIC Reserves

The right to the following:

- 23.1 Reject any or all proposals received in response to the RFP without giving any reason whatsoever.
- 23.2 Reject the proposals received in response to the RFP containing any deviation from the payment terms stipulated above.
- 23.3 Waive or change any formalities, irregularities, or inconsistencies in proposal format delivery.
- 23.4 Extend the time for submission of proposal.
- 23.5 Modify the RFP document, by an amendment that would be notified on the Company website.
- 23.6 Modify the time period for completion of assignment during the execution of assignment if it deems fit.

24. Other Instructions

- 24.1 The key person(s) identified for the project should carry out their activities from AIC premises as and when called. The personnel involved for executing the assignment should be qualified as per the requirements mentioned in the qualification criteria and preferably should have been involved in a similar assignment.
- 24.2 The deployment staff/key person(s) should consist of ISO 27001:2013 Lead Implementor/Lead Auditor/CISA Professionals.
- 24.3 The consultant selected for the assignment should adhere to the quality standards, regulatory directions, guidelines in this regard.
- 24.4 The Consultant selected for the assignment should treat as confidential all data and information about the Company obtained in the execution of the proposed assignment,



- hold it in strict confidence and should not reveal such data/ information to any other party without the prior written approval of the Company.
- 24.5 The proposal should be submitted strictly in the formats provided in this RFP document.
- 24.6 The proposal should be free of overwriting/ corrections/alterations.
- 24.7 The proposals and related Annexure should be signed by the authorized representative/s of the Bidder. The executant's authority to represent and bind the consultation firm must be confirmed by a written authority letter issued by the competent authority of the consultant firm accompanying the proposal.
- 24.8 All bids and supporting documentation shall be submitted in English only.
- 24.9 The AIC will not return the bids/responses to the RFP received. The information provided by the bidder/s to AIC will be held in confidence and will be used for the sole purpose of evaluation of bids.
- 24.10 It is hereby clarified that the bid response to the RFP should be submitted in the exact format given herein without making any changes/alterations to the RFP document. Any change/alteration made to the RFP document by the participant would make the reject bid/ response to the RFP void and the same shall be liable to be rejected by AIC without further going into the merits of the RFP. It is also clarified that in case of any difference/change between bid/response to the RFP document submitted by the participant and the RFP document maintained by AIC, the RFP document maintained at the AIC would be considered as authentic and binding on the participant.
- 24.11 The Commercial Bid shall be opened in due course, after completion of Technical Bid evaluation, in the presence of Bidders/their representatives, who choose to attend.

25. Compliance Confirmation

The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.

26. Undertaking by Consultant

The consultant shall furnish the following undertaking as a part of the proposal.
"We certify that there has been no conviction by a Court of Law or contemplated by court for misconduct, guilty or indictment/adverse order by a regulatory authority for an offence against us or any of our sister concerns or our CEO, directors/managers/partners and if it arises we will intimate AIC of the same".

27. Confidentiality

This document contains confidential and proprietary information of AIC and is not to be disclosed/ reproduced/ transmitted or made available by the recipient to any other person.

The consultant selected for the assignment should treat as confidential all data and information about AIC obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data /information to any other party without the prior written approval of AIC. Further, the bidder will be exposed by virtue of the assignment, to the internal business and accounts related information of AIC. Accordingly, the selected bidder will have to sign a legal non-disclosure agreement in the prescribed format.



28. Indemnity

- 28.1 The bidder agrees to indemnify and keep indemnified, defend and hold harmless AIC and its officers, directors, employees and agents from and against any and all losses, liabilities, claims, obligations, costs, expenses (including, without litigation, reasonable attorney's fees), arising before or after completion Consultant for Information and Cyber Security Guidelines, which result from, arise in connection with or are related in any way to claims by third parties/ regulators, arising out of or in connection with.
- 28.2 The bidder's breach of any of the terms and conditions, representations, warranties specified in the agreement/contract; infringement of Intellectual Property Rights (IPR) of AIC, acts or omissions of, negligence, or misconduct by the bidder; or its professionals, representatives, agents, security analysts, consultants and advisors;
- 28.3 For the purpose of the contract/agreement, the bidder shall include the bidder, its personnel, employees, consultants and/or other authorized persons.
- 28.4 In no event shall the bidder be liable for claims arising from or in connection with the sole negligence or misconduct of the party seeking indemnification.

The responsibility to indemnify set forth in this clause shall survive the termination of this agreement for any reason with regard to any indemnity claims arising in relation to the performance hereof

29. Termination of Agreement

A suitable clause for termination by giving notice will be incorporated in the final agreement.

The agreement may be cancelled at the Company's discretion on account of following or without assigning any reason:

- a) On refusal to take up the allotted assignment.
- b) If the firm stands dissolved /reconstituted and the name/ style of the firm is changed.
- c) On not abiding by the terms and conditions stipulated in the agreement.
- d) If the performance of the firm is not found satisfactory (viewed as such by the Company's appropriate authority).
- e) Any other reason at the discretion of the Company.

In addition to the cancellation of order, AIC reserves the right to appropriate the damages from the Bank guarantee given by the bidder.

30. Miscellaneous Terms

30.1 Publicity

Any publicity by the bidder in which the name of AIC is to be used should be done only with the explicitly written permission of AIC.



30.2 Force Majeure

The bidder shall not be liable for forfeiture of its performance security, liquidated damages 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 bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war.

If a Force Majeure situation arises, the bidder shall promptly notify AIC in writing of such conditions and the cause thereof within twenty-one calendar days. Unless otherwise directed by AIC in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

30.3 Resolution of Disputes

AIC and the bidder shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the contract. If after thirty days from the commencement of such informal negotiations, AIC and the bidder are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration.

All questions, disputes or differences arising under and out of, or in connection with the contract, shall be referred to two arbitrators: one arbitrator to be nominated by AIC and the other to be nominated by the bidder. In the case of the said arbitrators not agreeing, then the matter will be referred to an umpire to be appointed by the arbitrators in writing before proceeding with the reference. The award of the arbitrators, and in the event of their not agreeing, the award of the Umpire appointed by them shall be final and binding on the parties. The Arbitration and Reconciliation Act 1996 as amended by Act of 2015 shall apply to the arbitration proceedings and the venue & jurisdiction of the arbitration shall be New Delhi.

30.4 Governing Language

The contract shall be written in English. All correspondence and other documents pertaining to contract that are exchanged between the parties shall be written in English.

30.5 Governing Law/Jurisdiction

The Agreement / Contract shall be governed by and construed in accordance with the laws in India and shall be subject to the exclusive jurisdiction of the Courts of New Delhi.



(Letter to the Company on the Consultant's letterhead)

Annexure: A
(Covering letter of Technical offer)

Date:

To,
Deputy General Manager
Infotech Department
Agriculture Insurance Company of India Limited
13th Floor, AMBA DEEP Building, 14, Kasturba Gandhi Marg,
New Delhi - 110 001

Dear Sir,

Sub: RFP for ENGAGEMENT OF CONSULTANT FOR
INFORMATION AND CYBER SECURITY GUIDELINES

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer to provide our services for consultant for consulting in Information and Cyber Security posture of AIC (on basis guidelines issues by IRDAI) as detailed in your above referred RFP. We agree to all the terms and conditions mentioned in the RFP. We hereby submit our Technical Offer in a sealed envelope. The offer shall be binding on us up to 120 days and subject to the modifications resulting from contract negotiations.

Yours faithfully,

Name

Designation,

Contact No.

Seal of the firm/Company

Encl: Technical Offer in sealed envelope.



Annexure C
TECHNICAL BID
Request for Proposal

"RFP for Engagement of Consultant for INFORMATION AND CYBER SECURITY GUIDELINES

Reference Number RFP InfoTech Dept./2017/ICSCons/11.07.2017

Particulars	Details to be furnished for the particulars	Details of Enclosures to be submitted
Name of the Firm/Company		
Address of Registered Office		
Country of Incorporation		
Date of incorporation of the firm and Registration Number		
Telephone/Mobile and fax Number		
E mail address		
Number of Consultants with qualifications such as ISO 27001:2013 Lead Auditors/Implementer		
Number of Consultants with qualifications such as CISA/CISSP/CEH Certified professionals as employees.		
Name and Designation of the person authorized to make commitments to the Company: Name Designation Contact No Fax No Mobile No Email ID		
Presence and locations of offices in India		
Experience in offering Information Security Services such as Security assessment, defining security policies procedures & baselines, Gap assessment as per international standards, Risk Assessment, security consulting assignments to BFSI Companies in India. The relevant document / certificate should be enclosed.		
Number of Ongoing engagements with Insurance organization in conducting information and cyber		



security assessments as per IRDAI guidelines The relevant document / certificate should be enclosed.		
Details of the similar works completed/under execution with the name and location of the client and number of their branches. Nature of Type of project, Services Delivered/ rendered, scope of the services provided, value/cost of the project and duration of the project. Contract Details from at least 1 PSU clients in BFSI domain with address and phone numbers		
Net Worth as on 31.03.2016		
Turnover of last 3 FY. 2013-14 2014-15 2015-16		
Name, address and account Number of Bidder's banker		
Details of Bid amount paid through D.D. No. dated Bank/ Drawn on Branch Amount - Rs.		
PAN NO VAT NO SALES TAX NO SERVICE TAX REGN NO		
References of at least 5 major clients	Name Address Contact Phone No Email ID	
Any other information considered relevant.		

(Please attach separate sheets if space is not sufficient in any row)

Dated This -----day of -----2017

(Signature)

(In the capacity of)

Duly Authorised to sign proposal for and behalf of ----



Annexure D
(To be furnished in the Company's letter head)
Commercial Offer
(To be submitted in sealed envelope)

Date:

To,
Deputy General Manager
Infotech Department
Agriculture Insurance Company of India Limited
13th Floor, AMBA DEEP Building, 14, Kasturba Gandhi Marg,
New Delhi - 110 001

Dear Sir/Madam,

We the undersigned offer to provide our Consultancy services in INFORMATION AND CYBER SECURITY GUIDELINES in accordance with your RFP dated _____. Our Commercial Offer is for the sum of Rs. _____ (amount in words and figures). The amount is exclusive of all taxes.

Our Commercial offer shall be binding upon us and the same is also subject to modification resulting from contract negotiations, up to expiration of the validity period 90 days of the proposal.

For the purpose of L-1 commercial evaluation only the total Bid amount will apply.

Yours faithfully,

(Name & designation, seal of the firm)

Encl: Commercial offer in sealed envelope.



Annexure E
COMMERCIAL BID
(To be included in Commercial Proposal Envelope)

Dear Sir,

Request for Proposal

"RFP for Engagement of Consultant for Information And Cyber Security Guidelines".

Reference Number RFP InfoTech Dept./2017/ICSCons/11.07.2017

In terms of the above-mentioned RFP document we submit herewith the commercial bid (fees) for the assignment proposed by AIC as Consultant.

Total amount in Rs. (exclusive of all taxes)

S. No.	Activity	No. of Man Days	Unit Rate	Total Cost (Rs.)
Total Amount (in figure)				
Total Amount (in words)				

For the purpose of L-1 commercial evaluation only the total Bid amount will apply.

Note: All applicable taxes at the time of payment shall also be reimbursed by AIC.

Terms and Conditions -

- 1) The above quoted fee is for all the phases as laid out in RFP.
- 2) We undertake to deliver all the deliverables as in RFP document.
- 3) AIC will deduct tax (TDS) while releasing payment, as applicable in law.
- 4) In case of any necessary outstation visits, as approved by the Company, the travel, boarding, lodging and other incidental expenses would be reimbursed to us at actuals, subject to AIC norms (Manager Cadre).

Dated this day of 2017.

(Signature)

(In the capacity of)

Duly authorized to sign Proposal for and on behalf of



Annexure F

Undertaking from the Bidder on their Company's letter head

We (and our employees and agents) shall not, unless AIC gives permission in writing, disclose any part or whole of this RFP document, of the proposal, and/or contract, or any specification, plan, drawing, pattern, sample or information furnished by the Company (including the users), in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and/or contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance. The employees engaged by us will maintain strict confidentiality.

We (and our employees and agents) shall not without prior written consent from the Company make use of any document or information given by the Company, except for purposes of performing the Contract award.

In case of breach, the Company shall take such legal action as deemed fit.

Signature and seal of authorized person

Date:

Place:



Annexure H
(To be furnished in the Company's letter head)

Place:

Date:

AUTHORIZATION LETTER FORMAT

Date:

To,
Deputy General Manager
Infotech Department
Agriculture Insurance Company of India Limited
13th Floor, AMBA DEEP Building, 14, Kasturba Gandhi Marg,
New Delhi - 110 001

Subject: Authorization Letter for attending the Bid Opening

Dear Sir/Madam,

This has reference to your RFP for appointment of Consultant for Consultancy in Information And Cyber Security Posture Of AIC (On Basis Guidelines issues by IRDAI). Mr./Miss/Mrs. _____ is hereby authorized to attend the bid opening of the above RFP.

Dated _____ on _____ on behalf of our organization.

Specimen Signature of Representative

The specimen signature is attested below:

Signature of Authorizing Authority Signature of Attesting Authority

Name of Authorizing Authority Name of Attesting Authority