ABRIDGED NOTICE INVITING e-TENDER

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

Issuing deptt.: *Office of the Chief Engineer (Procurement)*
CIN: U40101WB2007SGC113474
Regd. Office: Vidyut Bhavan (10TH Floor), Block-'B',
Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091
Ph No: (033) 2359-1956; Fax: (033) 2359-1894;
E-mail-procurement.hq@wbsetcl.in
Website - www.wbsetcl.in

NOTICE INVITING e-TENDER

For

Tender Document for Engagement Of Certifying Agency for carrying out of Information Security Audit leading to ISO:27001 Certification at SLDC,WBSETCL
[Open Domestic Competitive Bidding]

NIT NO: CE (P)/WBSETCL/Auditor_ISO27001/23-24/29 dated 05.02.2024

WBSETCL invites e-tender for **Engagement Of Certifying Agency for carrying out of Information Security Audit leading to ISO:27001 Certification at SLDC,WBSETCL**

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (https://wbtenders.gov.in or https://etender.wb.nic.in) and thereby downloading the bidding documents from **05.02.2024 11:00 A.M. and shall be submitted (online) up to 04.00 P.M. on 05.03.2024.**

Detailed NIT may also be seen & downloaded from WBSETCL website (www.wbsetcl.in).

DETAILED NOTICE INVITING e-TENDER

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

Office of the Chief Engineer (Procurement)
CIN: U40101WB2007SGC113474
Regd. Office: Vidyut Bhavan (10TH Floor), Block-'B',
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Engagement Of Certifying Agency for carrying out of Information Security Audit leading to ISO:27001 Certification at SLDC,WBSETCL
[Open Domestic Competitive Bidding]

NIT NO: CE (P)/WBSETCL/Auditor_ISO27001/23-24/29 dated 05.02.2024

3.0 ***WBSETCL*** invites single stage two folders bids from eligible and qualified bidders through e-tender for Engagement Of Certifying Agency for carrying out of Information Security Audit leading to ISO:27001 Certification at SLDC,WBSETCL

Scope of Work:

Phase 1: Cerification Audit –First Year (Certification Audit)

a) **Stage I Audit: Document review.**

Audit Report presentation with recommendations on closure.
Assist in correction/corrective action and Preventive Action.
Any other relevant deliverables for meeting the criteria of ISO 27001.

b) **Stage II Audit: Certification Audit – Certification Audit onsite with document/process review.**

Audit Report presentation with recommendations on closure.
Assist in correction/corrective action and Preventive Action.
Issuance of certificate 2 (two) A3 copies, 2 (two) A4 copies for display.
Any other relevant deliverables for meeting the criteria of ISO 27001.

c) **Phase 2**

Surveillance Audit -1 -

Conduct 1st Annual Surveillance Audit after a minimum gap of 6 months from date of completion of 1st year Audit.
Audit report presentation with Recommendation on Closure.
Assist in Correction/Corrective Action and Preventive Action.
Any other relevant deliverables(s).

d) **Phase 2**

Surveillance Audit -2 -

Conduct 2nd Annual Surveillance Audit after a minimum gap of 6 months from the date of completion of 2nd year Audit.
Audit report presentation with Recommendation on Closure.
Assist in Correction/Corrective Action and Preventive Action.
Any other relevant deliverables(s).

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4.0 Detailed Specifications, scope of Works and services and terms and conditions thereof are given in the bidding documents, which are available at the online e-tendering portal https://wbtenders.gov.in or https://etender.wb.nic.in as per the following schedule:

Bidding document No	:	NIT NO: CE (P)/WBSETCL/Auditor_ISO27001/ 23-24/29 dated 05.02.2024
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	05.02.2024 from10:00 A.M.
Documents download start date (Online)	:	05.02.2024 from 11:00 A.M.
Request for clarifications in hard and soft copy(Email), if any on the bidding documents, to be sent to the address/email given in tender document	:	Up to 08.02.2024 by 05:00 P.M.
Pre-bid meeting to be held at Office of the Chief Engineer (Procurement), 10th Floor, B-Block Bidyut Bhawan.	:	13.02.2024 at 11:30 A.M.
Bid submission start date (On line)		28.02.2024 from 10:00 A.M.
Last Date of submission of original copies for the cost of Tender Fees, Bid Security, Original Power of Attorney & Affidavit regarding Eligibility (duly notarized) OR a valid General Power of Attorney in favour of Signatory of the Bid	:	Up to 06.03.2024 by 3:00 P.M.
Bid Submission closing (On line)	:	05.03.2024 up to 4:00 P.M.

Opening of bid (Online) [Techno-commercial	:	07.03.2024 from 4:00 P.M.
Date of uploading list for Technically Qualified	:	Will be uploaded after completion of the Techno-commercial evaluation.
Opening of Price bid (Online)	:	The bidders shall be informed of the date & time of the opening of the price bid at a later stage after techno-commercial evaluation
Cost of bidding document (inclusive of GST) [Non-refundable] :	:	**Rs 2360/-** [Rupees Five Thousand and Nine Hundred only]

In the event of e-filling, intending bidder may download the tender documents from the website https://wbtenders.gov.in directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees) as mentioned above may be remitted through in the form of a Demand Draft/ Pay order/ banker's cheque payable at Kolkata drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank and also to be documented through e-filling. The original Demand Draft / Pay Order against tender fees & Bid Security (As per Annexure-7 if in the form of Bank Guarantee) [As Statutory Document] should be submitted physically (offline) to the Office of The Chief Engineer, Procurement Department ,WBSETCL under sealed cover on or before the scheduled date & time as specified above.

*The Tender Fees will also be accepted through **NEFT mode**, over and above the existing modes such **Banker's Cheque, Demand Draft and Pay Order**.*
*Against Tender Fees, if submitted through NEFT mode, the details of the Transaction containing UTR Number, amount, date of transaction, Beneficiary account holder name & number etc. issued by bank must be submitted along with other original documents as asked for **along with GST Certificate** and also to be uploaded online in respective folder **along with GST Certificate**.*

For **NEFT Transfer** the Bank details of WBSETCL is given below:
Name of the Bank: **State Bank of India**
Address of the Bank: **Industrial Finance Branch, Kolkata, 4th and 5th Floor, Jeevan Deep Building, 1 Middleton Street, Kolkata 700071.**
Account No.: **41456850307** and IFSC: **SBIN0001936**

N.B. For submission of tender fee through either NEFT mode or banker's Cheque/Demand draft/ pay Order, bidders will have to opt for tender fee exemption in e-tender portal and upload scanned copy of tender fee along with requisite testimonials. Payment of tender fee through Online Mode of NIC Portal is not applicable.

5.0 Uploading of bidding documents shall not automatically construe that the bidder fulfils the Qualifying Requirements, which shall be determined during bid evaluation based on

data / documents submitted by the bidder. No request for sending the bid documents by post or by courier service shall be entertained. Bid documents are not transferable.

6.0 <u>All bids shall remain valid up to a minimum period of 90 days from the next day of price bid opening date.</u>

7.0 The purpose of the pre-bid meeting will be to clarify the scope of supply, and any issues regarding the bidding documents and the Technical Specifications, if raised at that stage by the bidders. The WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the prospective bidders during the pre-bid meeting or thereafter.

8.0 All bids must be supported by **bid security** for an amount of **INR Rs 4956/- only** (**Rupees Four Thousand Nine Hundred and Fifty Six only**) in the form of Bank Guarantee/ Online, payable at Kolkata drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank or a Bank Guarantee from any scheduled commercial bank favouring "**WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**". which shall remain valid for a period of one hundred and eighty (180) days from the next day of techno-commercial bid opening date with a further claim period of thirty (30) days. Bids not supported with an acceptable bid security or bids supported with bid security of inadequate value shall be rejected by WBSETCL. Bids shall be rejected by the WBSETCL; if the bidder fails to submit original Bank Guarantee/Online against tender fees & Bid Security physically to the Office of The Chief Engineer, Procurement Department, WBSETCL under sealed cover on or before the scheduled date & time as specified above.

*The Bid Security (Earnest Money Deposit) will also be accepted through **NEFT mode**, over and above the existing modes such **Banker's Cheque, Demand Draft, Pay Order & Bank Guarantee(against Bid Security only)**.*

*Against EMD or Bid Security Details, if submitted through NEFT mode, the details of the Transaction containing UTR Number, amount, date of transaction, Beneficiary account holder name & number etc. issued by bank must be submitted along with other original documents as asked for **along with GST Certificate** and also to be uploaded online in respective folder **along with GST Certificate**.*

For **NEFT Transfer** the Bank details of WBSETCL is given below:
Name of the Bank: **State Bank of India**
Address of the Bank: **Industrial Finance Branch, Kolkata, 4th and 5th Floor, Jeevan Deep Building, 1 Middleton Street, Kolkata 700071.**
Account No.: **41456850307** and IFSC: **SBIN0001936.**

EMD is to be submitted as per following guidelines:

a. A bidder desirous of taking part in a tender invited by Offices of WBSETCL shall login to the e-Procurement portal of Government of West Bengal

https://wbtenders.gov.in using his login Id and password.

b. The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:

i. Net banking through Payment Gateway.

ii. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG along with requisite testimonials for proportional EMD in the EMD exemption document upload section.

EMD in the form of Bank Guarantee from any scheduled commercial bank favouring WBSETCL which shall remain valid for a period of one hundred and eighty (180) days from the next day of techno-commercial bid opening date witha further claim period of thirty (30) days. Bids shall be rejected by the WBSETCL; if the bidder fails to submit original Bank Guarantee against Earnest Money Deposit (EMD) physically to the Office of The Chief Engineer, Procurement Department, WBSETCL under sealed cover on or before the scheduled date & time as specified above. For preparation of BG the Bank detailsof WBSETCL is given below.

NAME OF THE BANK	SBI
ADDRESS OF THE BANK	Industrial Finance Branch Kolkata, 4th& 5th Floor, Jeevan Deep Building,1, Middleton Street, Kolkata, West Bengal-700071
ACCOUNT NO	**41456850307**
IFS CODE	**SBIN0001936**

c. EMD amount can be either paid in online mode or submitted through Bank Guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**

d. General Instructions for Online Payment:

i. The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.

ii. Only a single value can be entered as EMD amount in e-tender portal for each tender. However, in case tender has fixed EMD on line item (multiple items) basis, then, for the cases when actual EMD value calculated as per NIT by the bidder is less than the one mentioned in e-tender portal, bidders shall mandatorily opt for Exemption for payment of actual EMD amount and upload the requisite testimonials for proportional EMD and its proportional amount is to be paid in theform of BG.

iii. The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

e. Refund/Settlement of EMD Amount:

i. For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.

ii. For successful bid(s), EMD will be refunded from WBSETCL authority after completion of tendering process and following due procedures.
iii. The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
iv. For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 9836547326/ 8017094744 since payment gateway facility used by E-tender portal is maintained by ICICI.

NB: It is stated herein that presently, Nodal Bank nominated by the Govt. of West Bengal is ICICI Bank Ltd. in the NIC Portal. However, the Bank may change basedupon change of nomination by the Govt. of West Bengal from time to time.

9.0 Qualifying Requirements for bidders:

9.1. Following shall be the qualification requirements:

Technical Qualifying Requirements:

Sl	Technical Qualifying Requirements	Supporting/Compliance Documents
1	Bidder shall have experience of providing ISO 27001:2013 certification services and shall have been in the business for a period of five years as on date of NIT. They should have completed minimum 2 projects of providing ISO 27001:2013 certification services in the last 5 (five) years with State/ Central Government /BFSI/PSU/Reputed Private Organization/ Government Department/Power Utility each having a of value INR 3 lakhs or more.	Work Orders/Completion Certificates confirming year and area of activity
2	The Bidder should be an ISO 9001:2008 and ISO 27001:2013 certified organization.	Certificate copies are to be attached as evidence
3	The bidder should have prior experience with at least two customers in BFSI/Utility sector where the bidder has provided certification services under ISO 27001:2013 standard during last three years.	1. Two Purchase Order/Reference Letter for ISO 2. Satisfactory Performance report issued by the two

		entities.
4	The bidder should have valid accreditation from any of IAF member bodies for undertaking certification audit under ISO 27001:2013 standard. IAF Member body should be signatory to Multilateral Recognition Arrangement (MLA).	Valid Accreditation Certificate as on the last Date of submission of Bid.

Financial Qualifying Requirements:

a. Liquid Asset at the end of last financial year shall not be less than **Rs 49560/- (Rs Forty Nine Thousand Five Hundred and Sixty Only).** Bidder shall have liquid assets (L.A) or/and evidence of access to or availability of credit facilities to make good the shortfall in L.A., if any.

b. Minimum Average Annual Turnover (turnover from business activities only) for best three (3) years out of the last five (5) financial years for which the audited accounts are available shall not be less than **Rs 2,97,360 (Rs Two Lakh Ninety Seven Thousand Three Hundred and Sixty only)**.

c. Net Worth at the end of last financial year shall be positive.

9.2. The bidder shall furnish, as part of his techno-commercial bid, documents establishing the bidder's qualifications. In particular, the following documents need to be submitted by the bidder:

a. Audited Annual Accounts of the company for the last five (5) years (in case of companies)

or

IT Return duly acknowledged by the tax department for the last five (5) years (in case of bidders other than companies)

b. Copies of Professional Tax Clearance Certificate, E.S.I and E.P.F registration numbers, PAN and/or TAN Card, , Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws.

9.3. **[Statutory documents]:-**In addition to above, the bidder shall also be required to meet the eligibility conditions and upload a scanned & digitally signed copy of Power of Attorney in favour of Signatory of the Bid as per Annexure: 4 OR a valid General Power of Attorney in favour of Signatory of the Bid, A Declaration regarding Eligibility (duly notarized) as per Annexure: 6 of Section VI of the bidding documents of the bidding documents. Failing to comply with any of the

qualifying requirements will make the bidder ineligible for further techno-commercial and price evaluation.

N.B.: ***The Original Power of Attorney in favour of Signatory of the Bid as per Annexure: 4(duly notarized) OR a valid General Power of Attorney in favour of Signatory of the Bid(duly notarized), a Declaration regarding Eligibility (duly notarized) as per Annexure: 6 of the bidding documents shall be submitted physically in a sealed envelope to the Office of The Chief Engineer, Procurement Department, WBSETCL under sealed cover on or before the scheduled date & time as specified above.***

9.4. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the required Works and services.

9.5. Completion Schedule

Phase 1: 6 months from LOA date for 27001 Certification Audit.

Phase 2: 1st Surveillance Audit after 12 months from Certification Audit (Phase 1).

Phase 3: 2nd Surveillance Audit after 12 months from 1st Surveillance Audit (Phase 2).

10.0 WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding process without assigning any reasons there for and in such case no bidder shall have any claim arising out of such action.

11.0 Address for Communication :

The Chief Engineer (Procurement),
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
CIN: U40101WB2007SGC113474
Regd. Office: Vidyut Bhavan (10TH Floor), Block-'B',
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