

Our Ref.: TI/G-86/LA ISMS (Tender)

02<sup>nd</sup> March '06

Subject: Tender for Conducting Accredited Lead Auditors  
Training Course on IS/ISO 27001 (ISMS)

M/s

Dear Sir,

National Institute of Training for Standardization (NITS) of the Bureau of Indian Standards (BIS), the National Standards Body of India, intends to subcontract the work of conducting accredited Lead Auditors Training Courses on IS/ISO 27001 (ISMS) during 2006-07 and 2007-08.

Tender in two bids is invited by NITS to award the contract. The General Terms and Conditions, Technical Bid (including Scope of Work), and Financial Bid are also enclosed. The tender document may either be downloaded from our website [www.bis.org.in](http://www.bis.org.in) or may be collected from our office at the above-mentioned address on any working day, that is, Monday to Friday during 0930-1700 hours. Tenderers are requested to quote their most competitive offer for conducting the above training course. The offer shall fulfill all terms, conditions and requirements of the tender document including the scope of work.

The Technical and Financial bids shall be submitted in two separate sealed envelopes written clearly "Tender No.:TI/G-86/LA ISMS (Tender) - Technical Bid" and "Tender No.: TI/G-86/LA ISMS (Tender) - Financial Bid". The duly filled Tender shall reach the office of "Head, NITS" at the above address by 1500 hours on or before 22<sup>nd</sup> March '06. The tenders received after the due date shall summarily be rejected.

The Technical Bids shall be opened on the closing/last day of submission of tender at 1600 hrs or the next working day. The representatives of the tenderers may be present at the time of opening of the tender, if interested. Financial Bids of only those tenders, which qualify in technical bid, shall be opened.

Thanking you,

Yours faithfully

- Encl.: as above

**(Anupam Kaul)**  
**Sc.-F & Head**

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Our Ref.: TI/G-86/LA ISMS (Tender)

Subject: **Contract for 'Conduct of Accredited Lead Auditors Training Course on IS/ISO 27001 ISMS for 2006-07 and 2007-08**

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

<b>Sl. No.</b>	<b>Item(s)</b>	<b>Details</b>
1.	Validity of Tender/Offer	The offer shall be valid for 90 days from the date of opening of the tender.
2.	Period of Contract	01-04-2006 to 31-03-2008
3.	Last Date for Submission of Tender	22-03-2006 (1730 hours)
4.	Date of Opening of Technical Bids	22-03-2006 (1600 hours)
5.	Number of Courses Planned	Two (02) to Four (04)

6. The Technical and Financial bids shall be submitted in two separate sealed envelopes written clearly "Tender No.: TI/G-86/LA ISMS (Tender)-Technical Bid" and "Tender No.:TI/G-86/LA ISMS (Tender)-Financial Bid". The duly filled Tender shall reach the office of "Head, NITS" at the above address by 1500 hours on or before 22-03-2006. The tenders received after the due date shall summarily be rejected.

7. The representatives of the tenderers may be present at the time of opening of the tender, if interested. The Financial Bids of only those tenders, which qualify in technical bid, shall be opened.

8. Each page of the tender document, that is, technical bid, financial bid and general terms and conditions, including all annexures, shall be duly signed by the tenderer as a token of acceptance.

9. The terms, conditions and scope of work may be extended to cover more programmes in the same period, if required.

10. The interested tenderers may visit NITS to familiarise with the place, facilities and the logistics available with NITS or may obtain information on any working day during working hours (Monday to Friday, 0930-1700 hours).

11. NITS reserves the right thereto without assigning any reason to accept or reject any or all tenders in whole or in part.

12. Required documents, duly attested, shall be submitted strictly as prescribed. Non-receipt of any information/evidence with "tender" shall entail rejection of the tender.

13. The tenderer shall enclose with the "tender", the documents indicating the set up of the organization (partnership, proprietorship, private limited or public limited etc).

14. The Contractor (Successful tenderer), after award of the Contract, shall send his acceptance of the Contract on his letterhead, duly signed by the Chief Executive or Authorized Signatory of the organization.

15. If the services and the performance of the Contractor is not found satisfactory by NITS after award of the Contract, NITS shall reserve the right to terminate the Contract by giving 15 days notice without assigning any reason.

16. The Contractor shall abide by the terms and conditions indicated in the award of the Contract letter and the tender document in all respects.

17. The forwarding letter of the tender shall contain all the required annexure in support of their eligibility.

18. In the case of any dispute, decision of the Head (NITS) shall be final and binding.

19. In the event of any dispute or difference relating to the provisions of the contract, the same shall be settled amicably through mutual discussions, or shall be referred to the sole arbitrator appointed by the Head, NITS.

20. The courts at NOIDA (Gautam Budh Nagar) alone shall have the jurisdiction in any matter arising out of or relating to or touching this agreement.

*Note: Any further clarification may please be obtained from the Head (NITS).*

## **NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Subject: **Contract for 'Conduct of Accredited Lead Auditors Training Course on IS/ISO 27001 ISMS for 2006-07 and 2007-08**

### **ENVELOPE 1: TECHNICAL BID**

Name of the Work: "Conduct of Accredited Lead Auditors Course on IS/ISO 27001 (ISMS)"

Tender Ref.: TI/G-86/LA ISMS (Tender)

1. NITS intends to organize Two (02) to Four (04), accredited Lead Auditors Courses on IS/ISO 27001 (ISMS) during 2006-2008.
2. The tenderer shall have prior experience in this field and should have conducted minimum 02 such courses. Evidence to this effect is also required to be submitted by giving details of dates, venue and number of participants in each programme on letter head of organizations.
3. The summary of feedbacks from participants for each of the last two programmes organized on the subject shall also be provided.
4. The tenderer shall submit evidence of authorization received from accreditation agency. The evidence shall also indicate the period for which the authorization has been given. Registration with NRBPT (QCI, N. Delhi) in addition to registration with any other accreditation agency shall be given preference, other qualifications/quotations being equal.
5. The tenderer shall provide faculty approved by the accreditation agency for the course. The Lead Faculty shall be a Registered Lead Auditor. NITS may provide the second faculty.
6. The tenderer shall be able to organize and conduct the course for NITS with an advance notice period of 45 days by NITS or as decided mutually. However, the dates shall be mutually agreed and fixed.

### **SCOPE:**

1. The course shall be of 5-days (40 hours)/ 3-days (24 hours) duration. Accreditation of 3-days course based on IS/ISO 19011:2002 shall be preferred but shall not be a condition.
2. Besides basic understanding of IS/ISO 27001, the course shall also cover an overview and understanding of information security and related issues, prevalent the world-over.

3. The 5-day course shall be accredited and in line with IS/ISO 9001 and IS/ISO 19011:2002. The 3-days course may not cover the following topics, which may not be covered in the 3-day course:

- a) Audit planning
- b) Audit preparation,
- c) Audit execution,
- d) Audit report, and
- e) Corrective actions and follow-up actions.

4. The course shall include case studies and practical exercises on auditing (for 5-days course).

5. All the participants shall be provided with the copies of the all training materials, exercises, case studies and auditing exercises. One extra copy of each document shall be provided for the organizer, that is, NITS.

6. Necessary facilities during complete working hours (0830 h - 1800 h) for trainers shall be provided by NITS. Overhead Projector, Laptop/PC, LCD projector and other logistics such as marker pens, transparencies, photocopying facility, etc., shall also be arranged by NITS.

7. Pre-Course material and the Course Manual shall be provided in advance for distribution to the participants, in case it is required.

8. Total number of participants shall be 20 maximum per course and any extra participant(s), if permitted by the course provider, shall be allowed to attend the course and shall be eligible to receive the Certificate(s).

9. All participants shall be provided with the Certificates of successful completion in accordance with the terms of Accreditation Scheme. An examination may be conducted at the end of the course as per requirements of the accreditation agency. The Certificate shall carry the logo of BIS and the signature of the Head of National Institute of Training for Standardization, as well as that of the course provider.

10. NITS shall provide training venue, lunch, tea, etc., for the participants. The courses are likely to be organized at NITS, NOIDA. However, the courses may also be held at other stations. In case, the course is organized outside Delhi/NCR, the travel charges by air (economy class) or train (AC II) and stay arrangements as applicable to BIS Officers shall be arranged by the tenderer, which will be reimbursed separately by NITS on the production of proofs thereof.

***This envelope shall be clearly super-scribed:***

**"Tender No.:TI/G-86/LA ISMS (Tender) - Technical Bid".**

**NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION**

Subject: **Contract for 'Conduct of Accredited Lead Auditors Training Course on IS/ISO 27001 ISMS for 2006-07 and 2007-08**

**ENVELOPE 2: FINANCIAL BID**

Name of the Work: "Conduct of accredited Lead Auditors Course on IS/ISO 27001 (ISMS)"

Tender Ref.: TI/G-86/LA ISMS (Tender)

1. This envelope shall contain only the "Financial Bid" of the Tender Document, that is, the rates quoted.
2. No commercial/technical condition or qualification of any sort shall be indicated by the tenderer in this envelope, otherwise the tender shall be summarily rejected.
3. All the rates quoted shall be firm and inclusive of all the charges. Any escalation of rates shall not be permissible during the validity period of the Contract. NITS shall not pay any additional charges. The rates shall be inclusive of all local expenses, whenever the programmes are organized at NITS, NOIDA. In case, the course is organized outside Delhi/NCR, the travel charges by air (economy class) or train (AC II) and stay arrangements as applicable to NITS officers shall be arranged by the tenderer, which will be reimbursed separately by NITS on the production of proofs thereof.
4. The tenderer shall quote most competitive rates per programme, for each of the following:
  - a) When both faculties for the course are from the Tenderer,
  - b) When only the Lead Faculty is from the tenderer and the second faculty is from BIS,
  - c) When both the faculties are from BIS.

**Note:** The tender shall clearly state whether Service Tax is included in the rates quoted or is payable additionally by NITS. If not stated, it will be assumed that Service Tax is included in the rates quoted.

5. **Terms of Payment** (for the successful tenderer, who will be given the contract):
  - a) The contractor shall submit the bill for payment within one month of completion of the course in duplicate in the name of "National Institute of Training for Standardization, NOIDA".
  - b) Full (100%) payment shall be made after completion of the course and submission of the bill for the same. Normal processing time for the bill processing for payment shall be allowed.
  - c) TDS shall be deducted from the bill as per prevailing Income Tax rules.

***This envelope shall be clearly super-scribed:***

**"Tender No.:TI/G-86/LA ISMS (Tender) - FINANCIAL Bid".**