



**National Institute of Electronics and Information Technology
(NIELIT), Kohima Centre
Ministry of Electronics and Information Technology,
MOCIT, Govt. of India,
New High Court Road, Meriema, Kohima Nagaland 797001**

I N D E X

Tender Ref. No.: NIELIT/KMA/04/20/14-Proj(AF), Dated 6th September 2017

NAME OF THE WORK

Supply and Installation of **forensic software and hardware tools** at NIELIT, Kohima, Meriema New High Court Road, Nagaland.

- 1. Brief Information**
- 2. Letter of Acceptance**
- 3. Instruction regarding the Tender**
- 4. General Terms & Conditions of Contract**
- 5. Specification of the equipments (Annexure-I)**
- 6. Pro Forma for furnishing Technical Bid (Annexure-II)**
- 7. Pro Forma for furnishing Commercial Bid (Annexure-III)**



**National Institute of Electronics and Information Technology
(NIELIT), Kohima.**

Brief Information about the Tender

Tender Ref. No.: NIELIT/KMA/04/20/14-Proj(AF), Dated 6th September 2017

NAME OF THE WORK	Supply and Installation of forensic software and hardware tools.
PLACE OF THE WORK	NIELIT Kohima New High Court Road, Meriema Kohima Nagaland-797001
DATE OF ISSUE OF TENDER PAPERS	6 th September, 2017 from 10 am
TENDERS TO BE SUBMITTED AT	NIELIT Kohima Centre New High Court Road, Meriema Kohima Nagaland-797001
ESTIMATED COST	Rs. 12,50,000/- (Twelve lakhs Fifty thousand)
LAST DATE OF SUBMISSION OF TENDER DOCUMENT	(2 PM) 20th September, 2017
DATE & TIME OF OPENNING TENDER	(3 PM) 20th September, 2017
EARNEST MONEY DEPOSIT	Rs. 25,000/- (Rupees twenty five thousand only)
COST OF TENDER DOCUMENTS (download/purchase from NIELIT Kohima centre)	Rs. 1,000/- (Rupees One Thousand only) in favour of " Director, NIELIT Kohima Centre " payable at Kohima.

Director-in-charge
NIELIT Kohima Centre

In Firms Letter Head

Letter of Acceptance to be submitted in the Technical Bid

To

The Director-in-Charge,
NIELIT Kohima
New High Court Road
Meriema-797001

Sub: **Acceptance of Terms & Conditions of Tender.**

Tender Ref. No.: NIELIT/KMA/04/20/14-Proj(AF), Dated 6th September 2017

Sir,

Having Examined in details of the tender documents relating to the work and having acquired all the requisite information affecting the tender invited by you, I/We here by agree to all terms and conditions of the contract [as laid down in tender document(s)]. I/We also agree that the period term(s) and condition(s), if any, at back of our quotation form and / or any other paper enclosed are not applicable.

I/We undertake to complete the whole work(s) within the period specified in the tender. In this connection I/ we are providing herewith the following information.

1. Proof of Address of the firm.
2. Annual Turnover of the last financial year : (Copies of Balance Sheet & Income Tax Clearance & return enclosed)
3. Bidder should be OEM or direct Authorized Distributor or Reseller in India. In case of Distributor/ Reseller; OEM/ Manufacturer's Authorization for Supply and Service should be attached with the Tender.
4. Service Centre details with the list of technically qualified manpower.
5. Details of EMD paid Amount Rs..... (Rupees..... only) DD/BC No, dated..... Bank & Branch
6. Details of tender fee paid Amount Rs. 1000/- (Rupees one thousand only) DD/Receipt No, dated BankBranch
7. GST Registration No..... PAN (Copies Enclosed)
8. Non Relationship certificate with NIELIT Kohima Centre.
9. Affidavit/Power of Attorney stating the capacity & Authority of the person signing on behalf of the firm.
10. Declaration that the firm has not been banned or black-listed by any Govt or Quasi Govt. Agency or Public Sector Undertaking.
11. Technical Bid format as per **Annexure-II**
12. Commercial Bid format as per **Annexure-III**
13. Any other relevant Documents (please specify)

**Signature with Seal
(Name & Designation in Block Letters)**

INSTRUCTION REGARDING TENDER

Note: Bidders are requested to note that non compliance of the following instructions is liable to render their tender being rejected.

1. Bidders should put their endorsement (signature & seal) on each page of the tender documents as token of acceptance.
2. Bidders should provide documentary evidence of their experience in Digital Forensics in India preferably in the NE region for the last 3 (three) years.
3. The bidder should make no alterations and/ or addition to the tender papers. Only typed quotation will be accepted.
4. Bidders should not sublet/delegate the whole or part of the work.
5. Non-refundable Tender Fee of Rs. 1,000/- (Rupees One thousand only) should be placed in the technical bid envelope in the form of DD drawn in any nationalized bank in favour of **Director, NIELIT Kohima Centre**, payable at **Kohima**.
6. The bidders will be required to furnish the interest free earnest money worth Rs. 25 thousand only (Rupees Twenty five thousand) only to be placed in the technical bid envelope in the form of FDR/DD/BC drawn in any nationalized bank in favour of **Director, NIELIT Kohima Centre, payable at Kohima**. In case for exemption of EMD, supporting document must be enclosed. Without the Earnest Money the tender will be summarily rejected. The EMD of successful bidder will be kept as Security Deposit till total supply as ordered & installation is executed/till completion of the warranty period or project period whichever is earlier. EMD of the unsuccessful bidders will be returned on request after finalisation of the tender and acceptance of work order by the successful bidder.
7. The reference no. and date of this tender notice & EMD details should be **superscribed** on the sealed tender envelope. Technical & Commercial bid duly signed by the authorised signatory should be submitted in separate sealed envelope & both should be placed in one sealed envelope. EMD should be placed in the technical bid envelope, failing which the same will be summarily rejected. Commercial bids of only those vendors shall be opened which are found to be technically acceptable.
8. Items are to be quoted in Indian Rupees only.
9. No. Quotation will be accepted by fax, email, telfax, or any other such means.
10. Acceptance should be as per enclosed format without any alterations.
11. All rates quoted will be considered to be inclusive of all taxes and freights and installation charges- **F.O.R. NIELIT Kohima Centre** site New High Court Road, Meriema, Kohima Nagaland-797001 even if stated otherwise. Details of the Taxes as applicable should be mentioned in the quotation clearly. In case of any ambiguity the same will be considered inclusive all.
12. The quoted rates shall have to be valid for a period of minimum 3 (three) months from the date of opening of the tender.
13. Bidders should submit all supporting documents in favour of information submitted in the tender. Further copy of all statutory licences and documents like PAN, GST etc should be enclosed.
14. NIELIT Kohima shall be under no obligation to accept the lowest quotation. Further the Director-in-Charge of NIELIT Kohima Centre reserves the right to reject all or any of the tenders without assigning any reasons, if any discrepancy is found in the bids.
15. Equipments and Technical specifications are placed at **Annexure-I**.

Director-in-charge
NIELIT Kohima Centre

GENERAL TERMS AND CONDITIONS OF CONTRACT

1. **Eligibility** – To be eligible to participate in the tender, a bidder :-
 - a. Should be OEM or direct Authorized Distributor or Reseller in India.
 - b. Should have sufficient experience and minimum 3 years existence in the field of Digital Forensics in India, Documentary Proof to be attached.
 - c. Should have a minimum turnover of Rs. 50 lakhs only during the last financial year for participating in the tender.
 - d. Should quote for a work in its entirety. Partial or selective quotes will be summarily rejected.
 - e. Should provide warranty for a minimum period of 1 (one) year on all products & services.
2. In case of Distributor/ Reseller; OEM/ Manufacturer's Authorization for Supply and Service should be attached with the Tender otherwise tender shall be rejected.
3. Tenderer(s)/Contractor(s) who are having near relatives in NIELIT Kohima Centre/NIELIT or who have been removed/dismissed from service of NIELIT are not eligible for the tender(s) bid(s). If this fact is found out later, such contractors will be terminated and debarred from future tender(s)/ bid(s) and their security deposit (if any) etc will be forfeited.
4. The entire delivery, installation of the items shall have to be completed within 45 (Forty five) days from the date of issue of PO.
5. The execution of supplies and installation of the items shall be completed within the stipulated time and no extension will be granted under normal circumstances. In case of late delivery/installation not exceeding 05 (five) days, a penalty @ 1% (One Percent) of the bill amount shall be imposed. Beyond that period, for any further delay in delivery/installation, the Director-in-Charge shall impose other penal clause as deemed fit.
6. The rates quoted should be F.O.R. **NIELIT Kohima Centre** site New High Court Road, Meriema, Kohima Nagaland-797001 and should be inclusive of freight/packing/forwarding charges/installation charges.
7. One copy of complete printed literature for the items should accompany quotation, in absence of which the quotation will not be considered.
8. Copy of PAN No, GST and experience certificate of at least three works/supply of similar nature of item from appropriate authority should accompany the technical bid.
9. Quotations with overwriting alterations will not be considered. Only typed quotations will be accepted.
10. The rates quoted have to be valid for 3 months from the date of opening of commercial bid.
11. NIELIT Kohima Centre shall be under no obligation to accept the lowest quotation.
12. Supplies not as per order or as per specifications will be rejected and returned at the cost of supplier and EMD will be confiscated.
13. EMD:
 - a) The tenderer will be required to furnish interest free earnest money worth Rs. 25,000/- (Rupees- Twenty five thousand) only to be placed in the technical bid envelope, in the form of crossed Demand Draft/Bankers Cheque in favour of 'Director, NIELIT Kohima Centre' payable at Kohima from any nationalized scheduled bank.
 - b) EMD should remain valid for a period of 90 (Ninety) days beyond the final bid validity period.

- c) The Earnest Money of successful bidder shall be returned after acceptance of the material subject to submission of Performance Bank Guarantee of the amount equivalent to 5% of the total price of the items supplied as per the purchase order placed.
- d) Earnest money of suppliers to whom work is awarded shall be kept as Security Deposit till total supply as ordered is executed.
- e) **EMD** may be forfeited in case of (i) noncompliance of contract /supply order (ii) incomplete supply (iii) material not supplied as per specifications. EMD of unsuccessful bidders will be returned on request after declaration of successful bidders.

14. PERFORMANCE SECURITY:

- a) Successful bidders shall submit a Performance Security of 5% of the cost of the equipment within 15 days of the placement of purchase order.
 - b) The Performance Security should be in the form of Bank Guarantee by any Indian Nationalized Bank.
 - c) The Bank Guarantee should be valid for 60 days more than the duration of the warranty period.
 - d) In case, supplier either fails to deliver the items within delivery period or do not provide satisfactory maintenance service during the warranty period, the Performance Security submitted by the firm is liable to be forfeited.
 - e) Performance Security shall be released immediately after the warranty period is over.
 - f) The proceeds of the Performance Security deposit shall be payable to the Purchaser as compensation for any loss (including loss of opportunity, time or cost) resulting from the Supplier's /Bidder's failure to comply with its obligations under the Contract.
 - g) No interest will be paid by NIELIT Kohima on the Performance Security.
15. Bills in triplicate should bear the GST Number for payment of bills. In case of any ambiguity prices will be considered inclusive of all taxes.
16. NIELIT Kohima Centre will release 100% of the amount after successful testing, installation and training of staffs on the supplied tools.
17. Warranty shall have to be for a period of 1 (one) year from the date of Certification. However, weightage should be given to bidders offering additional warranty period without extra cost.
18. Items damaged in transit will have to be replaced by the supplier at his own cost.
19. It will be binding on the part of the successful bidder to supply the goods at the quoted rates failing which the name of the firm will be removed from the suppliers list and no further inquiries would be sent. Other relevant terms and conditions of this tender would also be made applicable automatically.
20. Repeat order if necessary will be placed within 6 months/1 (One) year and has to be executed by the suppliers.
21. In case of any dispute on account of deviation of the terms and conditions the responsibility will be of the suppliers and the decision of the Director-in-Charge, NIELIT Kohima shall be binding and final.
22. Certified copies of balance sheet for the last year, along with IT clearance & return may be submitted along with the technical bid.
23. Persons signing the tender paper should be duly authorised by means of an affidavit or power of Attorney to this affect.
24. **ARBITRATION:** In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties therein. The intending party will serve notice in writing up on the other party notifying its intention for appointment

of Arbitrator should both parties fail to agree on by mutual consent, then NIELIT will appoint the Sole Arbitrator. The provisions of Arbitration and conciliation Act 1996 shall apply. The Arbitration proceedings shall be held in Kohima. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein. Such reference shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act 1996, or of any modifications or reenactment thereof including the rules framed there under.

25. After Sales Service should be provided by the manufacturing principal directly. Outsourcing of such service will not be accepted. The facility of After Sale Service should be clearly indicated along with its location. During warranty period if servicing support is not provided within 72 hours a penalty of Rs. 200/- per day may be imposed and may be recovered from Performance Security. The repairing/servicing should be carried out in the office premises itself. However, only such works which cannot be done in the office premises will be allowed to be done outside with written permission of the section in-charge and signing authority of the organisation only on providing stand by equipment, if necessary at no extra cost.
26. Items are to be quoted in Indian rupees only.
27. The detail specifications of the goods are as per **Annexure-I** attached.
28. No quotation will be accepted by fax, email, telex or any other such means.
29. The Director-in-Charge, NIELIT Kohima Centre reserves the right to reject all or any tender without assigning any reason thereof.

LIST OF EQUIPMENTS & QUANTITY

Sl No	Descriptions	Qty.
1	MAGNET AXIOM COMPLETE : MAGNET FORENSICS	1
2	XRY - MSAB OFFICE : MSAB	1

SPECIFICATIONS**1. SOFTWARE TOOL FOR HARD DRIVE ARTIFACTS AND INTERNET DATA EXTRACTION AND ANALYSIS: MAGNET AXIOM COMPLETE.**

- Should Ability to automatically queue multiple acquisition and processing actions – to increase efficiencies and save time
- Should End-to-end experience that brings together acquisition, processing and analysis, creating integration and a more navigable and manageable digital evidence database
- Should Support for a broad array of artifact types, and support for the latest versions of those apps and artifact types
- Should Access to file system, registry and artifacts data and trace artifact evidence to its source data efficiently for a better verification process
- Should The ability to present findings in a customizable way that fits their report needs and parameters.
- Should Acquire images from any iOS or Android device, hard drives, and removable media
- Should Recovers evidence from 300+ types of Internet Artifacts from Windows and Mac computers.
- Should Recovers 165+ types of Smartphone Artifacts from iOS, Android, and Windows Phone powered smartphones and tablets.
- Should Get to relevant evidence faster using filters. Isolate evidence from a specific date or time range, or create filters to narrow results based on field values for any supported artifact type. Filter stacking allows you to layer on several dimensions of filter criteria to pinpoint specific items in a large dataset.
- Should Create and manage a number of different tags to help you narrow down the results quickly and begin to see patterns in an individual's activity. Using the comments function, identify and share your thoughts with other key stakeholders. You can also create profiles that are associated with an individual and then associate other identifiers (email addresses, phone numbers, etc) with the profile, so that you can filter evidence to show only the evidence associated with the individual.
- Should Create your own custom artifact definitions to find more artifact data or have Evidence Analyzer's Dynamic App Finder automatically identify new apps and create artifact definitions which can then be saved for future use.

- Should recovers more artifacts from both allocated and unallocated space by extracting data from full files or carving for deleted data and traces of data elements/fragments left behind by apps and websites, presenting it in an organized and easy to read format.
- Should Add hash sets to either filter out non-relevant files to enhance search performance and reduce false positives or add hash sets that will specifically call out and identify known bad pictures and videos.
- Should Efficiently analyze large volumes of data
- Should Explore file systems and registry hives for greater insights
- Should Process and recover 500+ types of artifacts
- Should Automate all acquisition and processing tasks required to prepare evidence for analysis.
- Should Explore file systems and registry hives for greater insights
- Should Trace artifact evidence back to its source data in seconds
- Should Trace artifact evidence back to its source data in seconds.
- Should Built on the analysis capabilities allowing you to recover hundreds of types of digital forensic artifacts
- Should Easy-to-use interface that moves you through your investigation.
- The Product offered should be of International Repute & Brand

2. FORENSIC EXTRACTION, DECODING AND ANALYSIS TOOL FOR MOBILE DEVICES : XRY - MSAB OFFICE

- Should be all in one mobile forensic system
- Should combine both mobile phone logical and physical solution in one package
- Should allow investigator full access to all the possible method to recover data from a mobile device
- Should be software based solution, complete with all necessary hardware for recovering data from mobile device in a secure manner and go deeper in to a mobile device to recover vital data
- Should have a combination of logical and physical analysis tool available for supported device
- Should produce a combine report containing both live and deleted data from the same handset
- Should Perform simultaneous operations like extraction, decoding and analysis, on a single platform
- Should include multiple mobile phone extraction capability simultaneously at-least up to 3 devices.
- Should be able to recover deleted data e.g. contacts, image, SMS, emails, VOIP Call Data, video, GPS locations etc.
- Should be able to decode mobile Apps such as Viber, Whatsapp, Skype, Facebook messenger, QQ, etc,
- Extraction should supports acquisition of internal memory and removable media.
- Extract data from variety of non-standard mobile devices including Chinese chipsets
- Should generate hex-dumps from the phone memory, typically by bypassing the device operating system

- Physical extraction allows users to generate hash values of the memory image, as well as individually decoded files.
- Should support GPS Device Physical extraction and Examinations
- Should have Triage Mode
- Should allow search of data either by specific parameters or open text
- Should able to clone SIM cards Mini/ Micro/ Nano
- Should have Write Protected Universal Memory Card Reader
- It should automatically generates an audit trail of the forensic process for peer review
- It should recover VOIP call data, GPS mapping information and instant messaging logs
- Should have Report Generator to generate and customize reports in different formats e. g. PDF, HTML, XML and Excel
- Product Offered should be of International Repute & Brand

PRO FORMA FOR FURNISHING TECHNICAL BID

(Please go through the documents with terms and conditions before filling up this Pro forma)

1. Name, Address and Telephone Number of the Organization:

2. Date of commencement of Business
(Please furnish proof in support of your statement):

3. Status of the organization (i.e. whether Proprietorship, Partnership, Private Limited/Public Limited Company, Registered under Societies Registration Act, etc.):

4. Registration Number of the Organization. (Please attach Certificate of Registration/Incorporation):

5. Name of the C.E.O. / Proprietor :

6. Name, designation and address, including phone / mobile number of the Contact Person.:

7. Annual Turnover
(Attach Photostat copies of Balance Sheet/I.T. Returns/C.A.'s Certificate):

i. 2016-17 Rs.

8. GSTIN:

9. P.A.N. Number of the Organization / Owner (in case of proprietorship organization where no P.A.N. has been issued in the name of the Organization).:

11. Details of three prominent organizations served/being served with similar services (attach a comprehensive list)

Name & Address

Name & Phone No. of the contact person

Annual cost of contract

Since when the services are being provided

12. Details of E.M.D. (enclose D.D.) : D.D. No. _____ dated _____ for Rs. _____ Drawn on _____ bank in favour of Director NIELIT Kohima , payable at Kohima.

13. Number of employees on the rolls of the vendor. :

Managerial:

Engineers:

Supervisory:

Other (please specify):

14. Number of clients being served in and around NE State preferably Nagaland on the date of submission of bid (please enclose a comprehensive list with address and telephone numbers).:

DECLARATION

- a) It is certified that the information furnished above is correct.
- b) We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. A copy of the Tender Document with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c) We understand that the decision of the NIELIT Kohima to accept/reject the tender would be final and binding.

Place

Date

Signature:.....

Name:.....

Designation:.....

Seal of the Company:.....

PRO FORMA FOR COMMERCIAL BID

1. Name & Address of the organization
(including phone numbers, e-mail id):

2. Financial bid

Sl. No.	Name of the Items	Unit	Rates offered	Taxes	Total
1.					
2.					

It is certified that the information furnished above is correct to the best of our knowledge & belief.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Seal of the Organization: _____