



Digital Haryana



Tender ID: 2025\_HRY\_452351

Request for Proposal for Selection of Professional Agency for

**“Supply of Stationery Kits for Cyber Security Workshop”**

(For Information Security Management Office)



Information Security Management Office (ISMO),  
Citizen Resource Information Department, Haryana

1<sup>st</sup> Floor, SCO No. 109 - 110, Sector -17B, Chandigarh - 160017  
<https://haryanaismo.gov.in> email: [support.desk@haryanaismo.gov.in](mailto:support.desk@haryanaismo.gov.in)

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## 1. Key Events and Dates

DATA SHEET		
S. No	Particulars	Date & Time
1.	Tender Inviting Authority Designation and Address	Information Security Management Office (ISMO), CRID, 1st Floor, SCO 109-110, Sector - 17 B, Chandigarh, Haryana Phone: +91-172-2709250  On behalf of Special Secretary (IT), Citizen Resources Information Department, Haryana
2.	Tender ID	2025_HRY_452351
3.	Name of Services	Selection of Professional Agency for Supply of Stationery Kits for Cyber Security Workshop
4.	Place of Execution	All over Haryana including Chandigarh
5.	Invitation to Bid from	Tender notice & tender document is available at <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a> from 18.06.2025 from 2:00 PM
6.	Last Date for receipt of Queries for Pre-bid Conference	Date & Time: 25.06.2025, 2:00:00 PM Email Id : support.desk@haryanaismo.gov.in
7.	Pre-bid Conference Venue with Date & Time (tentative)	O/o Addition Chief Information Technology Officer (ACITO) cum Dy. CISO, Citizen Resources Information Department (CRID), 4th floor, SCO 109-110, Sector 17 B, Chandigarh - 160017 0172-2703479 26.06.2025, 2:00 PM  Note: - No queries/clarifications will be entertained after the Pre-bid conference.
8.	Clarification & Corrigendum of bid queries	Tentative date 07.07.2025
9.	Last date for receipt of bid	17.07.2025, 2:00:00 PM (Hard copy of Technical bid accompanied with EMD & Tender Document fee receipt as uploaded on e-procurement portal by the respective bidder must be submitted by bidder (with proper binding and indexing) in the 1st Floor, ISMO, CRID, SCO 109-110, Sector - 17 B, Chandigarh, on or before xx.05.2025, 12:00:00 PM.)
10.	Date and time for opening of Technical bid	21.07.2025, 04.00 PM
11.	Technical Presentation	To be inform later

12.	Date and time for opening of Commercial bids	To be inform later
13.	Office address, Venue for Bid Submission	Information Security Management Office (ISMO), CRID, 1st Floor, SCO 109-110, Sector - 17 B, Chandigarh, Haryana Phone (0172) -2709250
14.	Processing Fee for Tender (Non-Refundable )	E-Payment for Tender Document fee i.e. INR 5,000/- (Rupees Five Thousand Only) (Non-refundable) and eService Fee of Rs.1180/- (Rupees one thousand one hundred and eighty only), both GST inclusive at state e-tendering Portal in favor of Society For IT initiative Funds for e-Governance . The copy of the online payment receipt must be uploaded with Technical bid
15.	EMD Deposit	<p>The EMD will be ₹32,000.00, can be made by eligible bidders through Online Mode at the State e-Tendering Portal in favor of Society For IT initiative Funds for e-Governance</p> <p>Scanned copy of Online Payment Receipt with technical e-bid. This EMD will be returned on award of tender to the L1 Bidder.</p> <p><b>Note:-</b> The concessions/ benefits to MSEs and medium Enterprise are as per Haryana State Public Procurement Policy for MSMEs-2016, issued by Govt. of Haryana, Department of Industries&amp; Commerce vide G.O. 2/2/2016-4IBII (1) dated 20.10.2016 and Amendment Memo No. 2/3/2018-4IB-II dated 23.04.2018 and amendment notification dated 11.12.2019 refer to the given link:<a href="https://cdnbbsr.s3waas.gov.in/s3a1d7311f2a312426d710e1c617fcfc8c/uploads/2021/03/2021031075.pdf">https://cdnbbsr.s3waas.gov.in/s3a1d7311f2a312426d710e1c617fcfc8c/uploads/2021/03/2021031075.pdf</a>.</p> <p>Manufacturing Micro and Small Enterprises (MSEs including Khadi and Village Industries/Units) who have filed Entrepreneur Memorandum in Haryana in respect of the quoted items participate directly in tender and do not through any intermediaries (their dealers/agents. distributors), will not subcontract to any other firm and to carry the entire manufacturing at their enterprise. Concerned MSE will be required to submit a copy of Entrepreneur Memorandum in respect of its category of Micro/Small issued to the firm by the Industries Department Haryana as a part of technical bid.</p>
16.	Method of Selection	Least cost (L1) Based Selection
17.	Language	Proposals should be submitted in English only
18.	Bid validity	Proposals must remain valid up to 180 (One Hundred & Eighty) days from the last date of submission of the Bid.
19.	Estimated Project Value	16 Lakh

**Address for Communication:**

## RFP for Supply of Stationery Kits for Cyber Security Workshop

Tender ID: 2025\_HRY\_452351

Office of Addl CITO & Dy. CISO, Information Security Management Office (ISMO), Citizen Resource Information Department, Haryana, 4<sup>th</sup>, Floor, SCO 109-110, Sector - 17 B, Chandigarh, Haryana

Note: Bidders are advised to visit the portal i.e. <https://etenders.hry.nic.in> on regular basis for updates/corrigendum issued related to the tender.

## 2. Abbreviations and Definitions

**Abbreviations:** For the purpose of this RFP, the following table gives the terminologies used and the reference to/ definition of these terminologies.

#	Terminology	Reference to/Definition
1.	CB	Capacity Building
2.	CII	Critical Information Infrastructure
3.	DITECH	Department of IT, Electronics & Communication, Haryana (formerly)
4.	CRID	Citizen Resource Information Department, Haryana
5.	EMD	Earnest Money Deposit
6.	E&IT	Electronics & Information Technology Department (formerly)
7.	GoH	Government of Haryana
8.	GoI	Government of India
9.	GST	Goods and Service Tax
10.	HARTRON	Haryana State Electronics Development Corporation Limited, Haryana
11.	HQ	Head Quarters
12.	HoD	Head of Department
13.	HPPC	High Power Purchase Committee
14.	HS-CERT	Haryana State - Computer Emergency Response Team
15.	HSCSPF	Haryana State Cyber Security Policy framework
16.	ILT	Instructor-Led Training
17.	INR	Indian National Rupees
18.	IPR	Intellectual Property Right
19.	ISMO	Information Security Management Office
20.	ISOs	Information Security Officers
21.	IS	Information Security
22.	IT	Information Technology
23.	LoI	Letter of Intent
24.	MIS	Management Information System
25.	MSP	Managed Service Provider
26.	NIC	National Informatics Centre
27.	O&M	Operation and Maintenance
28.	PBG	Performance Bank Guarantee
29.	RFP	Request For Proposal
30.	SDC	State Data Centre
31.	SI	System Integrator
32.	SLA	Service Level Agreement
33.	SP	System Partner
34.	TPA	Third Party Agency

**Definitions:** The definitions of various terms that have been used as part of this RFP are as follows:

- i. "Purchaser" means Special Secretary (IT), CRID, Haryana
- ii. "Contract / Agreement / Contract Agreement" means the Agreement to be signed between the successful bidder and CRID, including all attachments, appendices, all documents incorporated by reference thereto together with any subsequent modifications, the RFP, the bid offer, the acceptance and all related correspondences, clarifications, presentations.
- iii. "Authorized Representative / Competent Authority" shall mean any person authorized by either of the parties i.e. Bidder and CRID, Haryana.
- iv. "Bidder/ Agency/ Service Provider/ System Partner/ Software Vendor/ IT System Partner/ Implementation Partner (IP)" means any firm offering the solution(s), service(s) and /or materials as required in the RFP. The words Bidder/ Agency/ Service Provider/ / System Partner/ Vendor/ IT System Partner/ Implementation Partner (IP) when used in the pre-award period shall be synonymous with parties bidding for this RFP. The words Bidder/ Agency/ Service Provider/ Vendor when used after award of the Contract shall mean the successful party with whom CRID signs the agreement for rendering of services for implementation of this project.
- v. "Party" means CRID or Bidder individually and "Parties" mean CRID and Bidder, collectively.
- vi. "Client" will mean ISMO, CRID.
- vii. "Proposal / Bid" means the Technical and Commercial bids submitted for this project against this RFP.
- viii. "Request for Proposal (RFP)" means this document and its annexure and any other documents provided along with this RFP or issued during the course of the selection of bidder, seeking a set of solution(s), services(s), materials and/or any combination of them.
- ix. "Requirements" shall mean and include schedules, details, description, statements of technical data, performance characteristics and standards (Indian & International) as applicable and specified in the RFP.
- x. "Default Notice" shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
- xi. "Law" shall mean any Act, notification, bye law, rules and regulations, directive, ordinance, order or instruction having the force of law enacted or issued by the Central Government and/ or the State Government or regulatory authority or political subdivision of government agency.
- xii. "LoI" means Letter of Intent, which shall constitute the intention of ISMO, CRID to place the Purchase/Work Order with the bidder.
- xiii. "Termination Notice" means the written notice of termination of the Agreement issued by one Party to the other in terms hereof.

### 3. Introduction

IT (Information Technology) has made revolutionary changes around the world. Over the last few years, the IT industry has grown at a remarkable pace covering most aspects of computing and technology. The success of Indian Firms & professionals in IT arena has been spectacular and with abundant pool of IT talent, connectivity and wide infrastructure, Haryana has emerged as a leader in utilizing its IT skills.

The Haryana State government has been a key driver for increased adoption of IT-based products and IT enabled services in Public like Government to Government (G2G) services, Government to Citizen (G2C) Services, Healthcare, Education and financial services, etc. Such initiatives have enabled increased IT adoption in the state through sectoral reforms and Digital India program, which have led to creation of large-scale IT infrastructure with corporate / private participation.

The Citizen Resource Information Department (CRID), Haryana is the nodal department for Government of Haryana in the matters of IT, ITES and Communication. The department plays a vital role in formulating and implementing policy matters in Information Technology, ITES, Electronics and Telecom; promotion of Haryana State as an ultimate ICT destination for investment and facilitating ICT industries; assisting other department for effective e-Governance and capacity building; Promotion of ICT based education in the State.

CRID, HARYANA invites proposals from eligible companies/agencies for the requirement of **“Selection of Professional Agency for Supply of Stationery Kits for Cyber Security Workshop”, with the intent to improve / augment the already existing Capacity of the State for Cyber Security.** Selection of Bidder shall be carried out as per the procedure laid down in this document.

The details to be submitted by the interested parties and scope of this RFP are explained in detail in this document. Also, CRID, Haryana shall not provide any minimum guarantees of business to the selected bidder and reserves the right to terminate the purchase order / agreement at any time owing to deficiency of service, sub-standard quality of software deployed, insolvency/ performance of selected agency(s), adoption of unethical practices and/or other situations involving material breach. CRID, Haryana also reserves the right to terminate in whole or part this engagement without assigning reasons, including modifications, deviations to the extent that it is feasible and permitted within the spirit of this requirement.

This RFP is for Supply of Kits for Cyber Security Workshop only and is not legally binding on the purchaser. The decision of the purchaser would be final and binding on the bidder.

#### 4. Instructions to Bidders on Electronic Tendering System

##### 4.1 Registration of bidders on e-Procurement Portal

All the bidders intending to participate in the tenders processed online are required to get registered on the centralized e - Procurement Portal i.e. <https://etenders.hry.nic.in>. "Please visit the website for more details".

##### 4.2 Obtaining a Digital Certificate

- A. The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- B. A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazette Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website - <https://etenders.hry.nic.in>.
- C. The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-Certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate.
- D. Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the bid preparation stage. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised to keep a backup of the certificate and also keep the copies at safe place under proper security (for its use in case of emergencies).
- E. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney /lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the tenders of CRID, HARYANA as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.
- F. In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.
- G. The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

##### 4.3 Pre-requisites for online bidding

In order to bid online on the portal <https://etenders.hry.nic.in>, the user machine must be updated with the latest Java & DC setup. The link for downloading latest java applet & DC setup are available on the Home page of the e-tendering Portal.

#### 4.4 Online Viewing of Detailed Notice Inviting Tenders

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>

#### 4.5 Download of Tender Documents:

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>. However, the bidders are required to submit the non-refundable tender processing fee as per the Section 1 at sr. no. 14 (Important Information).

The Commercial template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.

Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.

The bidder should submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.

The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the eProcurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

### 5. Instructions to Bidders

#### 5.1 Bid Documents

The RFP document can be downloaded from start date for issue of RFP from the portal: [etenders.hry.nic.in](https://etenders.hry.nic.in).

#### 5.2 Key Dates

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

#### 5.3 Registration of bidders on e-tender Portal

All the bidders intending to participate in the tenders processed online are required to get registered on the Portal i.e. [etenders.hry.nic.in](https://etenders.hry.nic.in). Bidders are also advised to refer "Bidders Manual Kit" available at e-tender portal for further details about the e-Tendering process.

#### 5.4 General Eligibility Criteria for Bidders

This invitation for bids is open to all bidders/ firms/companies/ agencies within India who fulfil pre-qualification criteria as specified under this RFP and are eligible to do business in India under relevant Indian laws as in force at the time of bidding.

Firm/company/agency declared by GoH to be ineligible to participate for corrupt, fraudulent or any other unethical business practices shall not be eligible during the period for which such ineligibility is declared.

Bidder would be completely responsible & prompt to furnish any details required by CRID, Haryana towards bid finalization.

#### 5.5 Pre-Bid Conference and Clarifications

##### 5.5.1 Bidders Queries

- A. Any clarification regarding the RFP document and any other items related to this project can be submitted to ISMO, CRID Haryana [support.desk@haryanaismo.gov.in](mailto:support.desk@haryanaismo.gov.in) as per the submission mode and timelines mentioned in the Proposal Data sheet.
- B. Any requests for clarifications post the indicated date and time shall not be entertained by purchaser. Further ISMO, CRID Haryana will reserve the right to issue clarifications.
- C. The queries of only those bidders would be considered who shall send the same across to the e-mail ID's provided in the proposal Data sheet.

**Note:** - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format shall not be considered/ responded at all by the purchaser.

Bidder's Request for Clarification/ Pre-bid Queries format {to be filled by the bidder}				
Name of the Bidder/ Company/ Firm /Agency:				
Bidder/ Company/ Firm / Agency Contacts:	Contact Person(s)	Address for Correspondence	Email-Id(s)	Tel. Nos. & Fax Nos.
Name of Person(s) Representing the Bidder/ Company/ Firm / Agency:	Name of Representative	Designation	Email-Id(s)	Tel. Nos. & Fax Nos.
Query / Clarification Sought:				
S. No.	RFP Page No. and Section Name	Content of Section (Details from RFP document)	Desired Change (Highlighting the change) Or Query/ Suggestion/ Clarification required	Reasoning/ explanation for the request
1				
2				
3				

### 5.5.2 Pre-Bid Conference

The date and time for Pre-Bid Conference as indicated below:

Venue	As per Section 1, Key Events And Dates
Time	As per Section 1, Key Events And Dates
Date	As per Section 1, Key Events And Dates

The purpose of this pre- bid conference is to provide bidders with initial information regarding the RFP and the proposed project requirements. The conference would also aim to provide prospective bidders with an opportunity to seek clarifications regarding any aspect of the project.

### 5.5.3 Penalty Clause:

Timely delivery of Training Kits is essential component into conducting the training workshop(s), therefore it has to be ensured that training kits should be delivered on or before workshop schedule. Upon failure, the penalty for delay in delivery, beyond the allotted time period is follows:

S#	Duration of Delay from delivery Date (Per Day)	Penalty Amount on delay of delivery (% of total project value)
1	Within timeline (i.e. on or before 12:30 PM of the scheduled date)	No Penalty
2	Delay of each day	1% per day (Maximum 5% of the total Project value up to delay of 5 Days)

In case of further delay beyond 5 days, purchaser reserves the right to cancel the order or give the order to L2 or other vendor on same rates or re-tender it. Further, suitable action as stipulated in this tender document like forfeiting the PBG could also be taken against the company / firm.

However, if, Purchasing Department opts to accept the items beyond above mentioned delay, maximum cap of 5% penalty of the total project value will be applicable for any unjustified delay in delivery.

### 5.5.4 Performance Bank Guarantee:

The Successful Bidder shall submit the Performance Security (**5% of Project Value**) in favour of “SOCIETY FOR IT INITIATIVE FUND FOR E -GOVERNANCE payable at Chandigarh”, equivalent to the 5% of the total order value within seven days from the date of issue of the purchase order and to be kept valid for more than 45 days from the last date of supply of the items as mentioned in this tender. in the form of a Fixed Deposit Receipt/ Bank Guarantee. FDR should be made out or pledged in the name of Society for IT Initiative Funds for e-Governance Payable at Chandigarh. The bank should certify on it that the deposit can be withdrawn only on demand or with the sanction of the pledgee. The successful bidder shall be required to extend the bank guarantee equivalent to any delay period of supply and for any annual renewal subsequent to the expiry of initial one years.

### 5.5.5 Payment Terms & Schedule

1. No payment shall be made in advance for any supplies made under this order.
2. 100% payment will be released with-in 20 working days against successful delivery & acceptance of training kits for each workshop(s).

3. The BG can be forfeited by ISMO, CRID under rules, in case the selected vendor does not perform or compete the assigned work as per Work order issued.

Note: The successful bidder will submit invoices in-triplicate in the name of Director(Administration), Citizen Resources Information, Department, Room No. 42, 09th Floor, Haryana Civil Secretariat, Chandigarh.

#### 5.6 Bidder Inquiries and Department Responses

All enquiries related to this RFP must be directed in writing exclusively to the contact person notified by CRID, Haryana. The mode of delivering written queries to the aforementioned contact person would be through email only in the prescribed format. The bidders shall send their queries at the following email address [support.desk@haryanaismo.gov.in](mailto:support.desk@haryanaismo.gov.in).

CRID, Haryana shall compile the queries and try to provide a timely response to all received enquiries and would provide information to the extent it is currently available to the best of the knowledge of the project team. The responses will be posted at the portal: [etenders.hry.nic.in](http://etenders.hry.nic.in).

#### 5.7 Amendments/Corrigendum

If CRID, Haryana deems it appropriate to revise any part of this RFP or to issue additional information to clarify any section of this RFP, it may issue supplements / amendments/ addendums/ corrigendum, etc. to RFP.

All such supplements/amendments/addendums/corrigendum, etc. shall be uploaded on the portal: [etenders.hry.nic.in](http://etenders.hry.nic.in). All such supplements/amendments/ addendums/corrigendum, etc., along with this tender document shall be a part of the RFP and the bidders shall submit their bids accordingly. No individual letters/mail will be sent to any bidder for any supplements/clarifications/ amendments/addendums/corrigendum etc. All such amendments / addendums / notices released in the form of corrigendum shall be binding on all Bidders. Purchaser will not be responsible for any misinterpretation of the provisions of this RFP on account of the Bidders of their failure to update the Bid documents based on the addendums/ amendments/ corrigendum published.

#### 5.8 RFP Format

This RFP provides Bid process and includes the scope of work for the bidder with regards to the selection of vendors for Supply of Stationery Kits for Cyber Security Workshop to facilitate the purchaser in determining bidder's suitability as the proposed services provider for the requirements outlined in this RFP. The bidder is expected to respond to the requirements as completely and in as much relevant detail as possible, and focus on demonstrating bidder's suitability to become the proposed service provider for the requirements outlined in this RFP.

#### 5.9 Proposal Preparation Costs

The bidder will be responsible for all costs incurred in connection with the participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, providing any additional information, etc. required by purchaser to facilitate the evaluation process, and all such activities related to the RFP process. This RFP does not bind CRID, Haryana to award a contract or to engage in negotiations which shall be carried out as per the procedure defined by the State Government. Bids must be direct, precise, concise, and complete. CRID, Haryana will evaluate bidder's proposal based on the response to the requirements of the project as outlined in this RFP.

### 5.10 Period of Validity of Bids

The technical and commercial bids shall be valid for a period of **180** days from the last date of submission of the bids. A bid valid for a shorter period may be rejected as nonresponsive. On completion of the validity period, unless the bidder withdraws his bid in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his bid. CRID, Haryana may solicit the bidder's consent for an extension of the validity period for the bids.

### 5.11 Non-Conforming Bids

Any bid may be construed as a non-conforming bid and ineligible for consideration if it does not comply with the requirements of this RFP.

### 5.12 Language of Bids

The bids and all correspondence and documents shall be written in English. All bids and accompanying documentation will become the property of CRID, Haryana.

### 5.13 Prices

The price would be as per Price bid format of this document. The bids not conforming to the format shall be rejected.

### 5.14 Correction of errors

Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted price will be entertained after the bids are opened. (All corrections, if any, should be initiated by the person signing the bid form before submission, failing which the figures for such items may not be considered).

### 5.15 Arithmetic errors in bids will be corrected as follows

In case of discrepancy between the amounts mentioned in figures and in words, the amount in words shall govern. The amount stated in the bid form, adjusted in accordance with the above procedure, shall be considered as binding, unless it causes the overall bid price to rise, in which case the bid price shall govern.

### 5.16 Rejection

The bids are liable to be rejected in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP:

- (a) Proposal not submitted in accordance with this document.
- (b) During validity of the bid, or its extended period, if any, the bidder increases his quoted prices.
- (c) The bidder intending to qualify with his own conditions.
- (d) Proposal is received in incomplete form.
- (e) Proposal is not accompanied by all requisite documents.
- (f) Proposal is not accompanied with tender Processing Fee in form of Demand Draft.
- (g) Information submitted in bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- (h) Commercial bid is enclosed as part of bid.
- (i) Bidder tries to influence the bid evaluation process by unlawful means at any point of time during the bid process.
- (j) Bids received after the due date & the specified time for any reason whatsoever, shall be rejected.
- (k) In case any one party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional bids/bidders are withdrawn upon notice immediately.

- (l) Bidders may specifically note that while evaluating the bids, if it comes to CRID, HARYANA knowledge expressly or implied, that some bidders may have compounded in any manner whatsoever or otherwise joined to form an alliance/cartel then the bidders so involved are liable to be disqualified for this contract as well as for a further period of two years from participation in any of the tenders floated by CRID, Haryana.
- (m) Blacklisted by the Government of India ("Gol"), State Government or any other Government owned agency including quasi-Government sector organization or company, for corrupt, fraudulent practices or reasons related to non-performance in an engagement on the date of submission of bid.

#### **5.17 Modification and Withdrawal of Proposals**

No bid shall be withdrawn in the interval between the deadline for submission of bids and the expiration of the bid validity period specified in this RFP.

#### **5.18 Proposal Cover Letter**

The bidder should submit the proposal with the Proposal covering letter (on company's letter head) only in the format described in the Section - Submission of Bids.

#### **5.19 General information of the bidders**

The bidder shall provide the General information about them (on company's letter head) only in the format described in the Section - Submission of Bids.

#### **5.20 Bidder's Authorization Certificate**

The bidder shall provide the Bidder's Authorization Certificate (on company's letter head) only in the format described in the Section - Submission of Bids.

#### **5.21 Authenticity of Documents submitted**

Bidders should submit an unconditional declaration only in the format described in the Section - Submission of Bids that all the requisite Forms/ Declarations/ Covering Letter/ Annexure/ Documents submitted as part of, technical and Commercial bids are in the same format as given in the Section - Submission of Bids and shall not include any conditional statements.

#### **5.22 Completeness of the Bidding Documents**

Bidder should furnish unconditional declaration for Completeness of the Bidding Documents in the format described in the Section - Submission of Bids

#### **5.23 Unconditional Bidding Documents**

Bidder should furnish unconditional declaration for Unconditional Bidding Documents in the format described in the Section - Submission of Bids. Complete Responsibility for the completion and execution of the project in all respects. Bidder should furnish unconditional declaration for Complete Responsibility of the project in the format described in the Section - Submission of Bids

#### **5.24 Right to Negotiate**

- (a) Negotiations will be conducted with the qualified bidders as per the purchase procedures of the State Govt. prevailing at that point of time.
- (b) The negotiated prices will remain valid for the period of validity of contract (extended period as applicable). However, in case the prices are reduced the same will be applicable and the purchaser reserves the right to accept the reduced rates.
- (c) The Department/ State reserves the right for negotiation with the bidders as per the prevailing purchase procedures/policy of the State.

#### **5.25 Arbitration**

- A. In the case of dispute arising upon or in relation to or in connection with the contract between the Purchaser and the Supplier, which has not been settled amicably, any party can refer the dispute for Arbitration under (Indian) Arbitration and Conciliation Act, 1996.

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Such disputes shall be referred to an Arbitral Tribunal consisting of 1 (one) arbitrator i.e. Secretary/Special Secretary (IT), CRID, Government of Haryana.

B. Arbitration proceedings shall be held at Panchkula (Haryana) and the language of the arbitration proceedings and that of all documents and communications between the parties shall be in English.

C. The decision of the arbitrator shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the Purchaser and the Supplier. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. All arbitration awards shall be in writing and shall state the reasons for the award.

#### 5.26 Release of Order

- (a) After acceptance of a Bid Proposal by CRID, Haryana or by Competent Authority, as the case may be LOI/Work Order shall be issued with successful bidder(s).
- (b) The successful bidder(s) is (are) expected to examine all the instructions, forms, terms & conditions and specifications in the tender document.
- (c) In case the purchase orders are placed on more than one vendor, the distribution of work will be done at the whole discretion of purchaser and concerned department.
- (d) Purchaser/ concerned department reserves the right to issue work order for work in whole or in parts to single or multiple successful bidders.
- (e) On receipt of work order from purchaser / concerned department, the successful bidder shall ensure timely and quality delivery of services to the concerned.

**Note:** - Further to furnish all the information required by the tender document or at the time of submitting of a bid in every respect will be at bidder's risk and may result in rejection of the bid.

#### 5.27 Acknowledgement of Understanding of Terms

By submitting a bid, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and annexure hereto, and has fully informed itself as to all existing conditions and limitations.

#### 5.28 Terms of Contract

By submitting a bid, each bidder shall be deemed to acknowledge that it has carefully read all sections of this RFP, and will acknowledge to all the terms, conditions and limitations of the contract.

#### 5.30 Bid Submission

- (a) The e-Bids should be submitted in two parts i.e. Pre-Qualification -cum-Technical Bid and Commercial Bid
- (b) Mode of Submission of Bids: - The Bids shall be submitted electronically on <https://etenders.hry.nic.in> strictly as specified in the E tender document.
- (c) Pre-Qualification -cum-Technical bid: The Pre-Qualification -cum-Technical Bid formats as given in the e tender shall be filled, signed and stamped on all pages.
- (d) Errors if any shall be attested by the Bidders. The Pre-Qualification -cum Technical Bid shall not contain any indications of the Price otherwise the Bid will be summarily rejected. The bidders shall submit the details of make and model of the items offered against the e tender requirement.
- (e) Price Bid Form: - All the Price of items as asked in the E tender shall be filled, signed and stamped in the Price Bid Format as given in the e-tender. The Prices quoted shall be only be in Indian Rupees (INR). The e-tender is liable for rejection if Price Bid contains conditional offers.

- (f) Rejection of Bid: - Bids submitted other than the electronic form on e-procurement portal of Haryana Government shall not be entertained.
- (g) The tender shall be accepted under Two Staged Bid System.

The prospective bidder will have to submit the hard copy of Pre-Qualification-cum technical bid submitted online. These bids should be submitted in a sealed envelope along with Demand Drafts for Tender Processing Fee in the O/o Dy. CISO, ISMO, 1st Floor, SCO 109-110, Sector-17-B, Chandigarh, Haryana as per the instructions given in this document.

### 5.31 Clarification in Bid Documents post bid submission

- (a) In case of any clarification / supporting documents required by Purchaser during the evaluation of bids, Purchaser may request the bidder for the same. The bidder will be liable to provide the same within 5 working days from the date of written communication by purchaser to the bidder provided such document should be valid in its true sense as on the last date of bid submission.
- (b) If bidder fails to provide any clarification / supporting documents required by purchaser within the stipulated time frame (i.e. 5 working days from the date of written communication by purchaser to the bidder), such bid shall stand rejected.

#### Note:

- i. The Soft Copy will be considered for evaluation purpose and hard copy is only for reference and records of purchaser. If there is any discrepancy in hard copy and soft copy, documents submitted as part of online bid will be considered for final evaluation and processing.
- ii. The hard copy of bids submitted for reference and record of purchaser shall not contain any commercial information of the quoted product/service/software. In case any commercial information found in the hard copy of bid proposal, it will be rejected and bid will not be considered for further evaluation.
- iii. Pre-Qualification-cum-Technical Bid submitted online should not contain any commercial information of the quoted product/service/software. In case any commercial information found in the Pre-Qualification-cum-Technical Bid, it will be rejected and bid will not be considered for further evaluation.
- iv. Commercial Bid submitted online should consist Commercial Bid only in specified format duly filled, signed by Authorized Signatory and stamped with company seal. Price should be quoted in the format provided, in case of any change in the format, the bid proposal will be rejected. Price should be quoted in Indian Rupees only. Taxes, Levies and Duties should be clearly mentioned as per format.
- v. Any future change by government or competent authority in tax structure will be applicable.

## 6. Scope of Work

Govt. Of Haryana intend to organise cyber security training workshops at State Headquarter and Division level. The selected vendor will be required to supply 800 Training Kits (having Laptop Bag, Pen Drive, Notepad etc.) for Cyber Security workshops to be distributed at below mentioned 08 Locations in Haryana.

S. No	Administrative Division / District Location
1	Ambala
2	Rohtak
3	Gurgaon
4	Hisar
5	Faridabad
6	Karnal
7	Chandigarh/Panchkula
8	Chandigarh/Panchkula

Note:

- i) The Delivery of 100 Training Kits will be made at each above Location as per scheduled to be provided by ISMO Or at ISMO Office Chandigarh (preferably) as required.
- ii) Pen Drive should include Cyber Security Training material which will be provided by ISMO.

### 6.2 Objectives

The objective of the work is to provide Training Kits (having Laptop Bag, Pen Drive, Notepad etc.) for Cyber Security Workshop's at various location in the State.

### 6.3 Description of Kit for Cyber Security Workshop

Workshops are planned at eight different locations across Haryana vendor is required to supply the mentioned material in the particular district where the workshop is planned after CRID Haryana discusses the modalities with the district administration or at ISMO Office Chandigarh as per requirement.

### 6.4 Specifications

Sno	Product	Quantity
1	Workshop Bag <ul style="list-style-type: none"> <li>i. At-least carry One 14" Laptop having two internal divisions/selves</li> <li>ii. Full Bag size Zip at Top, front &amp; back side having Strap</li> <li>iii. Minimum Product Dimensions 40 x 8 x 30 cm (approx.)</li> <li>iv. Artificial Leather/Leatherite durable material having aesthetic looks</li> </ul>	800
2	Pen Drive 64 GB or higher <ul style="list-style-type: none"> <li>- USB 3.0 Flash Drive having Upto 130MB/s Read speed or better having 5 Year Warranty</li> </ul>	800
3	Branded Spiral Notepad <ul style="list-style-type: none"> <li>Size: A5</li> <li>Page: 100 or more</li> <li>Page Color: White</li> </ul>	800

	GSM: 70 or better fine quality notepad	
4	Pilot Pen Uniball Eye Fine Gel Ink Roller Pen 0.7mm/ Pilot Hi-techpoint V7 Pen 0.7mm	800

**Note:**

- i. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.
- ii. Bidders should provide a 'Sample Kit' including all required items as quoted (along-with Hard Copies of RFP). The shortlisted/selected vendor should provide exact same training kits after issue of Work order.
- iii. Sample Kits will be returned back with all prospective bidders apart from the successful/selected bidder.

**6.5 Price**

The total price quoted should be inclusive of all cost, charges, packaging charges and expenses for supply of Stationery Kits for Cyber Security at various Locations across Haryana/Chandigarh. Price quoted shall also be inclusive of applicable duties, levies and charges, local taxes etc.

**6.6 Supply and delivery Schedule**

1. Primarily, the bidder has to deliver the Training Kits at ISMO office, Sector 17 Chandigarh however, for some Workshops the bidder may be asked to directly deliver the training kits at locations mentioned at 'Scope of Work' in 100 quantities each for 08 Training Locations.
2. The bidder has to deliver the training kits within 1 week duration upon receiving the delivery order/workshop schedule from ISMO in written over email/letter.
3. Each workshop Kit should be delivered as single complete unit and ready for distribution having with Notepad, pen and pen drive placed inside the Laptop Bag.
4. The pen drive must contain the "Government Guidelines" documents, which will be provided by ISMO, CRID Haryana.
5. The delivery of items must be precise, and any delay beyond the specified period will result in penalties as per the contract terms.

**Note:**

1. The selected vendor has to abide to the instruction's terms issued by ISMO, CRID Haryana from time to time for smooth functioning.

**6.7 Bid / Proposal Scope**

- (b) The bidder, as part of the proposal is expected at the least, but not limited to provide the following:
  - i. Fill and submit the forms / annexures mentioned in this document along with the proposal.
  - ii. The delivery of items will be carried out at the different locations of Haryana/Chandigarh at the vendor's cost.
  - iii. The quality of the items delivered should be of a good standard and meet the specified requirements. In case it is found that the services do not meet the required standards ordered specifications, the ISMO CRID Haryana reserves the

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right to take action such as termination of the contract, forfeiture of the performance security, and blacklisting the firm.

- iv. The bidder shall be solely responsible for any damage or loss of items caused by the contractor or any of its representatives during the execution of the contract. ISMO CRID Haryana shall not be liable for any compensation in this regard.
- v. All items must be packaged in a manner that protects them from damage during delivery.
- vi. The items quoted are of standard quality and workmanship.
- vii. Bidders should provide a 'Sample Kit' including all required items as quoted (along-with Hard Copies of RFP). The shortlisted/selected vendor should provide exact same training kits after issue of Work order.
- viii. Sample Kits will be returned back with all prospective bidders apart from the successful/selected bidder.
- ix. products must be delivered to the ISMO, CRID Haryana or at specified locations as per the specified requirements.
- x. Any dependencies / support required from ISMO, CRID Haryana.

**Note:** The selected Service Provider has to abide to the instructions, terms issued by ISMO, CRID Haryana from time to time for smooth functioning.

### 7. Pre-Qualification Criteria (Mandatory)

The evaluation will be carried out for the Companies/Agencies meet the prequalification criteria as defined below: (Note: Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.)

#	Pre-qualification Criteria	Supporting Documents
1.	The Bidder shall be a firm/ company/ proprietorship firm registered under Indian Companies Act, 1956/ the partnership Act, 1932 / sole proprietorship (with VAT and Service Tax registration) firm and should be in existence in India for at least 3 years as on date of submission of bid.	Certificate of Incorporation/ Partnership Deed.
2.	<b>Processing Fee for Tender</b> - The Payment for Tender Document fee i.e. INR 5,000/- (Rupees Five Thousand Only) (Non-refundable) and eService Fee of Rs 1180/- (Rupees one thousand one hundred and eighty only), both GST inclusive can be made by bidders/contractors online. <b>Note:</b> Processing Fees for Tender is Non Refundable	Details of online payment
3.	<b>Project Experience of Bidder</b> The bidder should have executed 2 orders of 5 Lakh or more of similar nature in last 3 financial years FY (2022 - 23, 2023 - 24, 2024-25).	A certified letter from the concerned Client confirming the total amount, date of engagement and successful completion of order with Copy of Work Order If partial completion is done, undertaking from client confirming phases completed and corresponding value of completed phases and materials / services supplied
4.	<b>Turn Over</b> The bidder average turnover during last 3 years should be at least average 16 Lakh or more FY 2022-23, 2023-24 and 2024-25 The bidder should have positive net worth (measured as paid-up capital plus free reserves) in last audited financial years FY (2022-23, 2023-24 and 2024-25).	1). Duly Signed CA Certificate
5.	The Bidder should have currently valid GST Registration Certificate, Service Tax Certificate and PAN No	Copies of GST Registration Certificate, Service Tax Certificate and PAN No.

**Important Note:** The interpretation of above details (points) as deemed fit by the Purchaser will be final and binding on the bidders

## 8. Evaluation Process

Evaluation of the bids will be done in two stages and at the end of every stage respective bidders may be informed of the result to have a fair and healthy competition. The bidders selected from the Pre-qualification cum Technical Evaluation would be considered for Commercial Evaluation as above.

Tender Evaluation Committee (TEC) constituted by the Purchaser will carry out a detailed evaluation of the Bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the RFP document. In order to reach such a determination, Tender Evaluation Committee will examine the information supplied by the Bidders, and shall evaluate the same as per the evaluation criteria specified in this RFP. The decision of TEC will be final in case of bid evaluations.

TEC while evaluating the Prequalification criteria of Bids shall have no access to the Commercial Bids until the Prequalification cum technical evaluation is concluded and recommendations are made public. The TEC may require verbal or written clarifications from the bidders to clarify ambiguities and uncertainties (if any) arising out of the evaluation of the bid documents.

Each of the bids shall be evaluated as per the criteria and requirements specified in this RFP. The steps for evaluation shall be as follows:

### A. Stage 1: Pre-Qualification

Each of the Pre-Qualification condition / clauses mentioned in this RFP are mandatory. In case, the Bidder does not meet any one of the prequalification conditions, the bidder shall be disqualified. Bidders would be informed of their qualification/disqualification based on the Pre-Qualification criteria through Email and/or through tendering portal.

Commercial bids of those bidders who don't pre-qualify will not be opened.

### B. Stage 2: Commercial Evaluation

Only those bidders who qualify in the Pre-Qualification Criteria would be considered. The commercial bids for the qualified bidders shall then be opened on the notified date and time and reviewed to determine whether the commercial bids are as per the respective sections / clauses of the RFP. Commercial Bids that are not as per the format provided in respective sections / clauses of the RFP shall be liable for rejection.

The lowest rate (after negotiations under State rules as indicated in the sections above)

## 09. Submission of Bids

Bids must be direct, precise, concise, and complete. The purchaser will evaluate bidder's proposal based on the response to the requirements of the project outlined in this RFP.

### **Attachments with Bid**

**The Bidder shall submit with its bid, inter alia, the following attachments:**

- (a) Prequalification Bid proposal includes Form 1 to Form 6 (including Annexure-1 & Annexure-2)
- (b) Commercial Bid proposal include Form no. 7 (including Annexure 3)

Note: Bidders must submit duly signed & stamped copy of all relevant documents.

## 10. General Terms & Conditions

- (a) The selected vendor shall not be allowed to transfer, assign, pledge or subcontract any activity to another agency.
- (b) In case, if any document(s) furnished by vendor are found to be false/ forged at any stage, it would be deemed to be a breach of terms of contract making them liable for legal action besides termination of the contract.
- (c) The contracting Company shall maintain all statutory registers under the Law. The Company shall produce the same, on demand, to the concerned authority of Govt. of Haryana/CRID Haryana or any other authority under Law.
- (d) Principal Secretary/ Special Secretary (IT) CRID Haryana reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome the problem encountered at a later stage.
- (e) Confidentiality: Except or otherwise permitted by this agreement, the vendor may not disclose to third parties the content of this agreement or any information provided by or on behalf of the government that ought reasonably to be treated as confidential and or proprietary. Bidder may however, disclose such confidential information to the extent that it:
  - i. Is or become public other than through a breach of agreement
  - ii. Is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information.
  - iii. Was known to the receiving party at the time of disclosure or is created independently.
  - iv. Is disclosed as necessary to enforce the receiving party's right under this agreement, or
  - v. Must be disclosed under applicable law, legal process or professional regulations.
  - vi. These obligations shall be valid for a period applicable under provisions of the IT Act 2000.

## 11. Bid Submission Format

The bid prepared by the Bidder shall comprise of the following components:

	<b>Cover Type</b>	<b>Description</b>
1.	Pre-Qualification	Pre-Qualification bid Covering letter as per prescribed format
		Pre-qualification checklist
		Demand Draft for Tender Fee
		Supporting information on pre-qualification evaluation
2.	Commercial Proposal	Commercial bid letter
		Breakdown of cost components

## 12. Pre-Qualification Bid Formats

### Pre-Qualification bid format for Bidder

#	Description	Proof Required
<b>General Requirements</b>		

1.	Pre-Qualification bid covering letter as prescribed format	Refer <b>Form 1</b> of this document
2.	Pre-qualification checklist	Refer <b>Form 2</b> of this document (including Annexure 1)
3.	General Information of Bidder	Refer <b>Form 3</b> of this document
4.	Tender document fees	The Payment for Tender Document fee i.e. INR 5,000/- (Rupees Five Thousand Only) (Non-refundable) and eService Fee of Rs 1180/- (Rupees one thousand one hundred and eighty only), both GST inclusive can be made by bidders/contractors online. Details of online payment required.
5.	Other documents	i. Certificate of Incorporation/ Partnership Deed ii. Copies of GST Registration Certificate, Service Tax Certificate and PAN No. iii. Letter of undertaking (Annexure-2). iv. Form 4, Form 5 and Form 6

Date: RFP No.: - CRID, HARYANA/ISMO: 2025\_HRY\_-

To,

The Special Secretary (IT),  
Citizen Resource Information Department, Haryana

**Ref: Submission of proposal for RFP for “Supply of Stationery Kits for Cyber Security Workshop”**

Respected Sir,

With reference to your RFP for “Supply of Stationery Kits for Cyber Security Workshop” we hereby submit our Prequalification proposal and Commercial Proposal for the same.

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFP. To meet such requirements and provide such services as required and are set out in the tender document, we attach hereto the tender response as required by the tender document, which constitutes our bid.

We hereby declare that:

- a. We hereby acknowledge and unconditionally accept that the purchaser can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP and related documents, in short listing of Agency for providing services.
- b. We have done The Payment for Tender Document fee i.e. INR 5,000/- (Rupees Five Thousand Only) (Non-refundable) and eService Fee of Rs 1180/- (Rupees one thousand one hundred and eighty only), both GST inclusive online.
- c. We hereby declare that all information and details furnished by us in the Proposal including its exhibits, schedules, and other documents and instruments are true and correct, and all documents accompanying such application are true copies of their respective originals. This bid includes all information necessary to ensure that the statements therein do not in whole or in part mislead the purchaser as to any material fact.
- d. We agree to abide by our offer for a period of **180 days** from the date of opening of pre-qualification bid prescribed by Purchaser and that we shall remain bound by a communication of acceptance within that time.
- e. We have carefully read and understood the terms and conditions of the RFP and the conditions of the contract applicable to the RFP. We do hereby undertake to provision as per these terms and conditions.
- f. In the event of acceptance of our bid, we do hereby undertake:
  - i. To supply the products and commence services as stipulated in the RFP document, forming a part of the attached proposal.
  - ii. To undertake the project services for entire contract period from the date of signing of the contract as mentioned in the RFP document.
  - iii. To adhere to the implementation plan (Project schedule for providing Services for proposed project) put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and ISMO/Department or its appointed representatives.

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- iv. We affirm that the prices quoted are all inclusive and inclusive of all out of pocket expenses, taxes, levies discounts etc.
- g. We do hereby undertake, that, until a formal contract is prepared and executed, this proposal, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.
- h. We understand that the Purchaser may cancel the bidding process at any time and that Purchaser is not bound to accept any bid that it may receive without incurring any liability towards the bidder. We also understand that the purchaser reserves the right in absolute sense to reject all or any of the products/ service specified in the tender response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

In case of any clarifications please contact \_\_\_\_\_ email at \_\_\_\_\_

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ [YYYY]

Thanking you,

Yours sincerely,

(Signature of the authorized Bidder)

[Name]

[Designation]

Duly authorized to sign the Tender Response for and on behalf of:  
(Name and Address of Company) Seal/Stamp

Witness

Signature:.....

Witness Name:.....

Witness Address:.....

[Date] RFP No.: ISMO, CRID HARYANA: 2025\_HRY\_  
 To,  
 The Special Secretary (IT),  
 Citizen Resource Information Department, Haryana

**Ref: Pre-Qualification Bid Checklist for RFP for “Supply of Stationery Kits for Cyber Security Workshop”**

Respected Sir,

We hereby acknowledge and unconditionally accept we have gone through and understood all the pre-qualification conditions of the RFP and state that we comply to all of the pre-qualifications. The documentary proofs here by submitted are genuine/ authentic and are subject to validation by the Purchaser at any stage. The proofs are enclosed as mentioned in the table annexed in Annexure -1 as part of the “checklist for pre-qualification bid”.

Dated this Day of [YYYY]

Thanking you,

Yours sincerely,

(Signature of the authorized Bidder)

[Name]  
 [Designation]

Duly authorized to sign the Tender Response for and on behalf of:  
 (Name and Address of Company) Seal/Stamp

*Note: Bidders are required to attach the supporting documents for Annexure 1 and relevant applicable forms appropriately as part of the Pre-Qualification Bid.*

Annexure-1 (checklist for pre-qualification bid)

#	Pre-qualification Criteria	Supporting Documents	Compliance (Yes/No)	Reference (Page no & Section No)
1.	< as per PQ Criteria mentioned above >	<Name of documents/ page numbers where enclosed as response to the RFP submission>		
2.	...			

[Date]

RFP No.: - ISMO, CRID HARYANA: 2025\_HRY\_

To,

The Special Secretary (IT),  
Citizen Resource Information Department, Haryana

**Ref: Commercial Bid proposal for RFP for “Supply of Stationery Kits for Cyber Security Workshop”.**

Sir,

With reference to your RFP for “Supply of Stationery Kits for Cyber Security Workshop”. I hereby on behalf of my/our firm/company M/s..... do hereby solemnly affirm and declare as under:

1. That I hereby confirm that my/our firm/company M/s..... have not been convicted of any non-bailable offence, by any of the courts.
2. That I hereby confirm that my/our firm/company M/s..... have not been convicted, or reasonably suspected of committing or conniving at the commission of any offence under any of the laws applicable in the country.
3. That I hereby confirm and declare that none of my/ our group/ sister concern/ associate company is participating/ submitting this tender.
4. That I hereby confirm and declare that my/our firm/company M/s..... has not been black listed/ de-listed or put on hold by any Institutional agencies/ Govt. Deptt. / Public Sector Undertaking, in the last Three years.
5. That I hereby confirm and declare that my/our firm/company M/s..... has paid all rents, royalties and all public demands such as income-tax, sales tax, GST and all other taxes and revenues payable to the Government of India or to the Government of any State or to any local authority and that at present there are no default in arrears of such rents, royalties, taxes and revenues due and outstanding and that no attachments or warrants have been served on us in respect of sales-tax, income-tax, GST, Govt. Revenues and other taxes.
6. That in the past five years prior to the date of this application, I or any principal of the entity has not been deemed to be in default on any contract, or have not been forcefully terminated from any contract of any Organization.
7. That I hereby confirm and declare that my/our firm/company M/s..... has not been blacklisted/debarred by any central/state Government department/organization in the past three years.

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8. That I hereby confirm and declare that my/our firm/company M/s..... that there has been no litigation with any Government department/organization on account of similar services.
9. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, the Corporation at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues. May take any appropriate legal action against me.

Thanking you,

(Signature of the Bidder)

Name:

Designation

Seal.

Date:

Place:

Business Address:

Note: In case of Registered Companies, the letter head shall be submitted on behalf of authorized person & with the name of the company.

RFP No.: ISMO, CRID HARYANA: 2025\_HRY\_

(a) *Brief company profile*

#	Particulars	Description or Details
i.	<b>Details of the Bidder</b>	
a.	Name	
b.	Registered office Address in India	
c.	Telephone	
d.	E-mail	
e.	Website	
f.	Main areas of business	
ii.	Legal status of Bidder (company, Pvt. Ltd., LLP etc.)	
iii.	Incorporation date and number	
iv.	Service Tax number	
v.	GST number	
vi.	PAN details	
vii.	<b>Details of Contact person</b>	
viii.	<b>Primary Contact Person</b>	
a.	Name	
b.	Designation	
c.	Address	
d.	Mobile number	
e.	Email	
ix.	<b>Secondary Contact Person</b>	
a.	Name	
b.	Designation	
c.	Address	
d.	Mobile number	
e.	Email	
x.	<b>Tender Fee Demand Draft details</b>	
a.	Demand Draft No	
b.	Date of Demand Draft	
c.	Name of Issuing Bank	
d.	Amount	

(b) *Certificate of Incorporation /Registration of the company.*(c) *Tender Fees paid online details.*(d) *Power of Attorney to the Authorize Signatory for signing on behalf of the Competent authority (Form 4)*(e) *Declaration for Authenticity of Documents (Form 5)*(f) *Declaration for Unconditional bidding documents & Complete Responsibility (Form-6)*

Dated:  
(Signature of the authorized Bidder)

[Name]  
[Designation]

Duly authorized to sign the Tender Response for and on behalf of:  
(Name and Address of Company) Seal/Stamp

**Please Note: All Fields are to be mandatory filled & should not be altered or left blank**

POWER OF ATTORNEY

*[To be executed on non-judicial stamp paper of the appropriate value in accordance with relevant Stamp Act. The stamp paper to be in the name of the company who is issuing the power of attorney.]*

We, M/s. \_\_\_\_\_ (name of the firm or company with address of the registered office) hereby constitute, appoint and authorise Mr. or Ms. \_\_\_\_\_ (Name and residential address) who is presently employed with us and holding the position of \_\_\_\_\_, as our Attorney to do in our name and our behalf all or any of the acts, deeds or things necessary or incidental to our RFP for "Supply of Stationery Kits for Cyber Security Workshop", including signing and submission of the RFP response, participating in the meetings, responding to queries, submission of information or documents and generally to represent us in all the dealings with Client or any other Government Agency or any person, in connection with the works until culmination of the process of bidding till the Project Agreement is entered into with \_\_\_\_\_ (Client) and thereafter till the expiry of the Project Agreement.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this power of attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2025

(Signature and Name of authorized signatory)

(Signature and Name in block letters of all the remaining partners of the firm Signatory for the Company) Seal of firm Company

Witness 1:  
Witness 2:

Notes:

- *To be executed by all the members individually.*

*The Mode of execution of the power of attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

[Date]  
To,

RFP No.: ISMO, CRID, HARYANA: 2025\_HRY\_

The Special Secretary (IT),  
Citizen Resource Information Department, Haryana.

**Ref: Self Declaration for Authenticity of Documents submitted for RFP for “Supply of Stationery Kits for Cyber Security Workshop”**

Respected Sir,

I/ We, hereby mainly undertake that all the requisite Forms/Declarations/Covering Letter/Annexure/Documents submitted as part of pre-qualification and Commercial bids are in the same format and are genuine and authentic as required under the scope of the RFP and does not include any conditional statements.

In the event of any change/deviation from the factual information/declaration ISMO/CRID, HARYANA, Government of Haryana, reserves the right to terminate the contract without any compensation.

Thanking you,

Yours sincerely,

(Signature of Authorized Signatory of the Bidder)

[Name]  
[Designation]

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company) Seal/Stamp

Form 6: Declaration for Unconditional Bidding Documents & Complete Responsibility

[Date] RFP No.: - ISMO, CRID, HARYANA: 2025\_HRY\_ To,

The Special Secretary (IT),  
Citizen Resource Information Department, Haryana.

**Ref: Self Declaration for Unconditional bidding documents submitted and complete responsibility for RFP for “Supply of Stationery Kits for Cyber Security Workshop”.**

Respected Sir,

I, hereby affirm that the Bid documents submitted as a part of pre-qualification, technical and commercial bids are unconditional under the scope of this RFP “Supply of Stationery Kits for Cyber Security Workshop”.

I/ we shall be liable and responsible for any deviation as defined in the RFP and the till the engagement period of the Contract. We further affirm that I/ we will carry out execution of works in accordance till the engagement period under this RFP.

In the event of any deviation from the factual information/ declaration, ISMO, CRID HARYANA / Nodal Agency, Government of Haryana, reserves the right to terminate the contract.

Thanking you,

Yours sincerely,

(Signature of Authorized Signatory of the Bidder)

[Name]  
[Designation]

Duly authorized to sign the Tender Response for and on behalf of: (Name and Address of Company) Seal/Stamp

## 15. Commercial Bid Formats

**Form 7: Covering Letter for Commercial Bid**  
**(To be submitted by the bidder on its letter head)**

[Date]

RFP No.: ISMO, CRID HARYANA: 2025\_HRY\_

The Special Secretary (IT),  
Citizen Resource Information Department, Haryana.

**Ref: Commercial Bid proposal for RFP for “Supply of Stationery Kits for Cyber Security Workshop”.**

Sir,

With reference to your RFP for “Supply of Stationery Kits for Cyber Security Workshop”, we hereby submit our Commercial Proposal for the same. Having examined the tender document, we, the undersigned, offer to provide the professional services as required and outlined in the RFP.

**1. PRICE AND VALIDITY**

- a) All the prices mentioned in our Tender are in accordance with the terms as specified in the RFP documents. All the prices and other terms and conditions of this Bid are valid for a period of 180 calendar days from the date of opening of the Bid.
- b) We hereby confirm that our prices include all taxes. However, all the taxes are quoted separately under relevant sections.

**2. UNIT RATES**

We have indicated in the relevant schedules enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

**3. DEVIATIONS**

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations and deviations, all of which have been detailed out exhaustively in the following statement, irrespective of whatever has been stated to the contrary anywhere else in our bid.

Further we agree that additional conditions, if any, found in the Tender documents, other than those stated in deviation schedule, shall not be given effect to.

**4. TENDER PRICING**

We further confirm that the prices stated in our bid are in accordance with your Instruction to Bidders included in Tender documents.

**5. QUALIFYING DATA**

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in this regard before evaluation of our Tender, we agree to furnish the same in time to your satisfaction.

**6. BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated in Annexure 3, of this Section attached with our Tender as part of the bid proposal.

We hereby declare that our Tender is made in good faith, without collusion or fraud and the information contained in the Tender is true and correct to the best of our knowledge and belief.

We understand that our Tender is binding on us and that you are not bound to accept a Tender you receive. We confirm that no Technical deviations are attached here with this commercial Bid.

Thanking you,

(Signature of the Bidder)

Name:

Designation

Seal.

Date:

Place:

Business Address:

S. No.	Description of Products/Components	Unit Rate (in ₹) inclusive of all taxes (in Figures & Words)	Quantity	Total Price (in ₹) inclusive of all taxes (in Figures & Words)
1	Workshop Bag  (i) At-least carry One 14" Laptop having two internal divisions/selves (ii) Full Bag size Zip at Top, front & back side having Strap (iii) Minimum Product Dimensions 40 x 8 x 30 cm (approx.) (iv) Artificial Leather/Leatherite durable material having aesthetic looks		800	
2	Pen Drive 64 GB or higher  USB 3.0 Flash Drive having Upto 130MB/s Read speed or better having 5 Year Warranty		800	
3	Branded Spiral Notepad  Size: A5  Page: 100 or more  Page Color: White  GSM: 70 or better fine quality notepad		800	
4	Pilot Pen  Uniball Eye Fine Gel Ink Roller Pen 0.7mm/ Pilot Hi-techpoint V7 Pen 0.7mm		800	
<b>Grand Total (in ₹) of Bid Price ( In Figures)</b>				
<b>Grand Total (in ₹) of Bid Price ( In Words)</b>				

Note:

1. The item wise L1 cost shall be considered for Negotiation, which shall be conducted with the qualified bidders as per the purchase procedures of the State Govt. prevailing at that point of time.
2. The final L1 rates should be valid till the last workshop schedule (to be provided by ISMO) for 08 Location's and CRID Haryana, shall however, reserve the right to terminate/curtail the work order at any time owing to deficiency of service, substandard quality of material, late delivery, breach of contract etc. or even without assigning any reason.

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3. The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates.
4. It is necessary for the bidders to fill online all the fields of the Commercial Bid format as given in the aforementioned e-Tender ID at the State e-Tendering portal.

====End of Document==