

**Life Insurance Corporation of India  
Central Office, Mumbai**



**LIC-CO/IT-DT-CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

*Request for Proposal (RFP)/Tender Document  
For  
Supply, Implementation and Maintenance of Email and Web security*

**Date of Release of RFP: 7th AUGUST 2025**

**Last date and time for submission of bids: 29th AUGUST 2025, latest by 03:00 PM**

**Bid opening date and time: 29th AUGUST 2025, 03:30 PM**

**Address: Life Insurance Corporation of India, Central Office, IT-DT Department,  
Jeevan Seva Annex Building, 3<sup>rd</sup> Floor, S.V. Road, Santacruz (West), Mumbai – 400054**

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## Section A: Introduction

### Definitions

<b>LIC</b>	means without limitation the “Life Insurance Corporation of India” (LIC), a statutory Corporation established under section 3 of Life Insurance Corporation Act, 1956, (Act 31 of 1956) having its Central Office at “Yogakshema”, JeevanBimaMarg, Mumbai 400 021
<b>Bidder</b>	A firm or company fulfilling eligibility criteria and participating in this tender.
<b>RFP</b>	This Request for Proposal Ref: LIC-CO/IT-DT-CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025 inclusive of any clarifications/corrigenda/addenda to this RFP that may be issued by LIC.
<b>Bid</b>	The Bidder’s written submissions in response to the RFP signed by Authorized Signatory of the bidder.
<b>Agreement</b>	The written contract signed between the LIC i.e. Life Insurance Corporation of India and the Selected vendor and all the attached documents with respect to any/all deliverables or services contemplated by this RFP. The “Agreement” includes the RFP all addenda/corrigenda issued by LIC, subsequent mutually agreed modifications to the RFP, response of the selected vendor to the RFP and the contract document itself.
<b>Authorized Signatory</b>	The person authorized by the company’s Board/ Managing Director/ Director for signing the bid documents on behalf of the company
<b>Deliverables &amp; Services</b>	Means all services and deliverables as per scope of work defined in the RFP.
<b>Working Day</b>	Shall be construed as a day excluding Saturdays, Sundays and public holidays declared under the Negotiable Instruments Act, 1881 by concerned Local Bodies, State Governments or Central Government of India
<b>Day</b>	Calendar Day
<b>Clarifications</b>	Means Addenda, corrigenda and clarifications to the RFP
<b>Contract Value</b>	The value of lowest commercial bid made by the successful vendor during online reverse auction and/or price negotiation if applicable
<b>L1 Bidder</b>	Bidder with L1 (lowest) quote after the evaluation of commercial bids
<b>Vendor</b>	Means the successful Bidder/s with whom LIC signs the contract for rendering of services required in the RFP.
<b>Specifications</b>	Means all the functional, technical, operational, performance or other characteristics required of a Product or Service found in this RFP or any of the annexure or addendum or clarifications to the RFP.
<b>“Party” and “Parties”</b>	Each of the parties i.e., LIC and Selected bidder are collectively referred to as the ‘Parties’ and individually as a ‘Party’.
<b>Default Notice</b>	Shall mean the written notice of Default of the Agreement issued by one Party to the other in terms hereof.
<b>Law</b>	Shall mean any Act, notification, bylaws, rules and regulations, directive, ordinance, order or instruction having the force of law, enacted or issued by the Central Government and/ or the Government of any state or any other Government or regulatory authority.

<b>L1 Quote</b>	<p>Lowest price discovered through Commercial Bid and/or through Online Reverse Auction</p> <ol style="list-style-type: none"> <li>1. If Online Reverse Auction is held as per the conditions of the RFP – Lowest price discovered through Online Reverse Auction</li> <li>2. If Online Reverse Auction is not held as per the conditions of the RFP - Lowest price discovered through Commercial Bid</li> </ol>
<b>Personnel</b>	Means professionals and support staff provided by the successful Bidder/s and assigned to perform the Services or any part thereof. Personnel deployed by the successful Bidder/s on the project to meet the requirements of the RFP within the timelines as mentioned in the RFP. The details of all such personnel will have to be shared in Personnel Deployment Plan.
<b>Requirements</b>	Shall mean and include the capability, characteristics, attribute or quality of systems as per schedules, details, description and statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the RFP.
<b>Terms of Reference</b>	Means the section which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Bidder and expected results and deliverables of the assignment.
<b>Timelines</b>	Wherever Timelines have been defined as days, weeks, months, they will mean calendar days, calendar weeks and calendar months.
<b>Date of Acceptance</b>	"Date of Acceptance" the system/project shall be deemed to have been accepted by LIC, subsequent to its commissioning, when all the activities as defined in the scope of work related to the acceptance of system have been successfully executed and completed and a certificate from LIC is obtained by the Vendor. The date of acceptance of system will be the one stated in the Certificate issued in writing from LIC and duly signed by an authorized official of LIC.
<b>Specified Personnel</b>	Personnel deployed by the Vendor on the project to meet the requirements of the RFP and assigned to perform the services and any part thereof within the timelines as mentioned in the RFP. The details of all such personnel will have to be shared in Personnel Deployment Plan in response to this RFP.
<b>Competent Authority</b>	Head of Department of IT-DT Dept. at LIC's Central Office, Mumbai or any authority that is superior to him/her in LIC's hierarchy.
<b>Contract</b>	The agreement entered into between LIC i.e. Life Insurance Corporation of India and the selected vendor in response to this tender and any or all such attachments and annexure thereto and all documents incorporated by reference therein. It also includes this bid document and its modifications/clarifications/corrigenda.
<b>Date of Acceptance of Purchase Order</b>	The date on which the Purchase Order is first communicated to the selected bidder (through e-mail/ letter/ portal).
<b>IT Dept.</b>	IT-DT Department of LIC's Central Office, Mumbai

## Abbreviations

SN	Terms/ Abbreviations	Meaning/ Interpretation
1	AMC	Annual Maintenance Contract
2	BCMS	Business Continuity Management System
3	BCP	Business Continuity Planning
4	BFSI	Banking, Financial Services and Insurance
5	BG	Bank Guarantee
6	BIA	Business Impact Assessment
7	Bidder	The person or the firm or company participating in this tender.
8	BO	Branch Office of LIC
9	BOM	Bill of Materials
10	CA	Configuration Audit
11	CAPA	Corrective Action and Preventive Action
12	CEH	Certified Ethical Hacker
13	CERT-In	Computer Emergency Response Team – India
14	CIA	Confidentiality, Integrity, and Availability
15	CIRT	Computer Incident Response Team
16	CISA	Certified Information Systems Auditor
17	CISM	Certified Information Security Manager
18	CISSP	Certified Information Systems Security Professional
19	CO	Central Office of LIC
20	DC	Data Centre
21	DR	Disaster Recovery
22	DO	Divisional Office of LIC
23	DRP	Disaster Recovery Planning
24	EDR	Endpoint Detection and Response
25	EMD	Earnest Money Deposit
26	GCIH	GIAC Certified Incident Handler
27	GIAC	Global Information Assurance Certification
28	GOI	Government of India
29	ICAP	Internet Content Adaptation Protocol
30	IRDAI	Insurance Regulatory and Development Authority of India
31	ISMS	Information Security Management System
32	ISO27001 LA	ISO27001 Lead Auditor
33	ISO27001 LI	ISO27001 Lead Implementer
34	ITSM	IT Service Management (ITSM)
35	IVRS	Interactive Voice Response System
36	KGI	Key Goal Indicator
37	KPI	Key Performance Indicator
38	KRI	Key Risk Indicator
39	LDAP	Lightweight Directory Access Protocol
40	MeitY	Ministry of Electronics and Information Technology
41	MO	Mini Office of LIC
42	MSME	Micro, Small & Medium Enterprises



SN	Terms/ Abbreviations	Meaning/ Interpretation
43	NC	Non-Conformities
44	NCIIPC	National Critical Information Infrastructure Protection Centre
45	NDA	Non-Disclosure Agreement
46	NSIC	National Small Industries Corporation
47	OEM	Original Equipment Manufacturer
48	ORA	Online Reverse Auction
49	OSCE	Offensive Security Certified Expert
50	OSCP	Offensive Security Certified Professional
51	P & IR	Personnel and Industrial Relations Department of LIC
52	P&GS	Pension and Group Superannuation Department of LIC
53	PAM	Privilege Access Management
54	PBG	Performance Bank Guarantee
55	PDCA	Plan-Do-Check-Act
56	PO	Purchase Order
57	PMC	Project Management Consultant
58	PSU	Public Sector Undertaking
59	PT	Penetration Testing
60	QSA	Qualified Security Assessor (QSA)
61	RA	Risk Analysis
62	RACI matrix	Responsible, Accountable, Consulted, Informed matrix
63	RFP	Request for Proposal
64	RPO	Recovery Priority Objective
65	RTO	Recovery Time Objective
66	SDLC	Software Development Life Cycle
67	SI	System integrator
68	SIEM	Security Information and Event Management
69	SLA	Service Level Agreement
70	SMTP	Simple Mail Transfer Protocol
71	SO	Satellite Office of LIC
72	SoA	Statement of Applicability
73	SoW	Scope of Work
74	SOC	Security Operations Centre
75	SOP	Standard operating Procedure
76	SPOC	Single Point of Contact
77	Supplier	Successful vendor who has accepted purchase order.
78	TAM	Technical Account Manager
79	TOC	Tender opening committee
80	U&R	Underwriting and Re-insurance Department of LIC
81	VA	Vulnerability Assessment
82	Vendor	Successful bidder
83	VM	Vulnerability Management
84	ZO	Zonal Office of LIC

**Disclaimer:**

- a. The information contained in this RFP or information provided subsequently to Bidder(s) whether verbally or in documentary form/email by or on behalf of LIC, is subject to the terms and conditions set out in this RFP.
- b. This RFP is not an Agreement and is neither an offer by LIC, nor an invitation to receive responses from the eligible Bidders. The information is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
- c. The purpose of this RFP is to provide the Bidder(s) with information to assist preparation of their Bid proposals. This RFP does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own research, investigations and analysis and should check the accuracy, reliability and completeness of the information contained in this RFP and where necessary obtain independent advice/clarifications. LIC may at its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.
- d. LIC, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form or arising in any way for participation in this RFP.
- e. LIC also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.
- f. The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP. Failure to furnish all information required under this RFP or to submit a Bid not substantially responsive to this RFP in all respect will be at the Bidder's risk and may result in rejection of the Bid.
- g. The issue of this RFP does not imply that LIC is bound to select a Bidder or subsequently to award the contract to the shortlisted Bidder, as the case may be, for the project and the LIC reserves the right to reject all or any of the Bids or Bidders without assigning any reason.
- h. The information contained in this RFP is subject to update, expansion, revision and amendment prior to the last day of submission of the bids at the sole discretion of the Purchaser. In case any major revisions to this RFP are made by the Purchaser within seven days preceding the last date of submission of the Proposals, the Purchaser may, at its discretion, provide reasonable additional time to the Bidders to respond to this RFP. Neither the Purchaser nor any of its officers, employees nor any advisors nor consultants undertakes to provide any Bidder with access to any additional information or to update the information in this RFP.
- i. Subject to any law to the contrary, and to the maximum extent permitted by law, LIC and its employees, contractors, agents, and advisors disclaim all liability from any loss or damage suffered by any person acting or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this RFP document or conduct ancillary to it whether or not the loss or damage arises in connection with any omission, default, lack of care or misrepresentation on the part of LIC or any of its officers, employees, contractors, agents or advisors. All information processed by the Bidder during solution deployment and maintenance belongs to LIC. By having the responsibility to maintain the infrastructure, the Bidder does not acquire implicit access right to the information or right to redistribute the information.

## Activity Schedule

Sr. No.	Event/Activity	Details
1	RFP Ref. with date	LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025
2	RFP Release date	7th AUGUST 2025
3	Bid Processing Fee (Non-Refundable)	NIL.
4	Submission of pre-bid queries and participant's detail for pre-bid meeting	12/08/2025, latest by 11:00 AM All queries related to this RFP to be sent on <a href="mailto:ews.bid@licindia.com">ews.bid@licindia.com</a>
5	Pre-bid meeting – (maximum 2 representatives from each eligible bidder)	14/08/2025, 11:00 AM at the below mentioned address
6	Address of Communication	Executive Director (IT-DT) LIC of India, Central Office, IT-DT/CAV Department, 3 <sup>rd</sup> Floor, Jeevan Seva Annexe Building, S.V. Road, Santacruz (W), Mumbai – 400054
7	Address for Pre-bid meeting / opening of bids	LIC of India, Central Office, IT-DT/CAV Department, 3 <sup>rd</sup> Floor, Jeevan Seva Annexe Building, S.V. Road, Santacruz (W), Mumbai – 400054
8	Earnest Money deposit (EMD)	INR 45,00,000 (Rupees Forty Five Lakhs Only)  EMD exemption will be given for Micro and Small Enterprises as defined in MSME Procurement Policy issued by the Department of MSME or are registered with the Central Purchase Organization or the concerned Ministry or Department. Bidders should submit relevant MSME/NSIC certificate in the envelope as mentioned in this RFP document.
9	Mode of submission	Online ( <a href="http://www.tenderwizard.com/LIC">www.tenderwizard.com/LIC</a> )
10	Last date & time for submission of bids	29/08/2025, latest by 03:00 PM
11	Bid opening date & time (Eligibility & Technical)	29/08/2025, 03:30 PM
12	Commercial bid opening date, time & venue	Will be intimated to the technically qualified bidders later.
13	Contact Details	022-67090383/581/368 <a href="mailto:ews.bid@licindia.com">ews.bid@licindia.com</a>
14	LIC's Official Website (URL)	<a href="https://www.licindia.in">https://www.licindia.in</a>

- Any change to the Activity Schedule will be notified through website (<https://licindia.in/web/guest/tenders>, <https://eprocure.gov.in/> and [www.tenderwizard.com/LIC](http://www.tenderwizard.com/LIC)) only. Amendments/corrigendum, if any, to this RFP would be hosted on our website only.
- In case the date of an event like last date for submission of bids, opening of bids etc. are declared as holiday in Mumbai, the respective date shall be treated as postponed to the next working day.
- Bidder's representatives should bring their company I-cards for Pre-Bid Meeting and any other meeting connected with this RFP.

- Only a maximum of two authorized representatives from each bidder will be allowed to attend pre-bid meeting and tender opening event and the authorized representative must attend the pre-bid meeting without fail.
- Online Reverse Auction schedule will be notified on the LIC website (<https://licindia.in/web/guest/tenders>, and [www.tenderwizard.com/LIC](http://www.tenderwizard.com/LIC)) only.

## Section B: Invitation for Request for Proposal

### Introduction

LIFE INSURANCE CORPORATION OF INDIA (hereinafter referred to as LIC of India or LIC), is a statutory corporation established under section 3 of Life Insurance Corporation Act 1956 (31 of 1956) having its Central Office at "Yogakshema", JeevanBimaMarg, Nariman Point, Mumbai – 400021.

### Bid Document Availability

The Bidder may download the RFP documents from the websites mentioned below:

- <https://licindia.in/web/guest/tenders>
- <https://eprocure.gov.in/>
- <https://www.tenderwizard.com/LIC>

Addenda: Any modification / clarification / corrigenda related to bid document issued by LIC will be in the form of an addendum published on LIC and government website. Prospective respondents are expected to visit the website frequently during the pendency of this RFP process in order to keep themselves updated with any changes/modifications etc. in this regard.

### LIC Business Hours

The business hours may be generally taken to be 7.5 hours from Monday to Friday from 10am to 5.30pm, excluding holidays, Saturdays, and Sundays. The Vendor however should recognize the fact that they may be required to work beyond the business hours and holidays on need basis. The existing business hours in LIC may change in future, but it can be assumed to be about 48 hours per week.

### Objective

Life Insurance Corporation of India for enhancing its information security posture intends to onboard an experienced System Integrator (SI) for Supply, Implementation and Maintenance of Email and Web security.

### Overview of RFP

This RFP is for **On Premises** Supply, Implementation and Maintenance of Hardware, Software, Licences for Security Solutions for

- Secure Web Gateway for 30,000 users
- Email Gateway Security for 60,000 email accounts
- Email Security for 60,000 email accounts

For implementing the above-mentioned solutions/ services, the successful bidder shall be responsible for the below phase wise activities:

**A. Phase 1 – Planning:**

Outlining an implementation strategy and detailed plan for the in-scope solutions, ensuring alignment with organizational objectives.

**B. Phase 2 – Designing:**

Development of detailed implementation architecture diagram (high level and low level), relevant policies and procedures, etc. for the in-scope solutions.

**C. Phase 3 - Implementing:**

Deployment of in-scope solutions, its configuration, integration with applicable IT assets and the provision of applicable trainings to LIC team to establish a secure and functional environment.

**D. Phase 4 - Sustaining:**

Continuous monitoring, performance optimization, maintaining compliance with LIC policies, industry standards and regulatory guidelines, change management, incident response, etc.

The details are covered in the '**Section E – Scope of Services**' of this RFP.

## Eligibility Criteria

To become eligible to respond to this RFP, the bidder should fulfill the following minimum Eligibility criteria.

SN	Eligibility Criteria	Documents to be Submitted
1	The bidder must be a registered legal entity in India.	Copy of the Certificate of Incorporation issued by Registrar of Companies and full address of the registered office, attested by authorized signatory.
2	The bidder should be registered for Goods and Services Tax.	Copy of GSTIN Certificate attested by authorized signatory
3	The bidder should have valid PAN.	Copy of PAN Card attested by authorized signatory
4	The bidder should have a dedicated security practice in operation for over 5 years.	Declaration by the bidder on company letter head signed by authorized signatory
5	The Bidder must have an annual turnover of minimum Rs. 100 Crores per annum during the last 03 (three) financial years preceding the date of this RFP	Annual audited Profit & Loss Statement for last three financial years, certified by the auditor and attested by authorized signatory of the bidder
6	The Bidder should have recorded a Profit Before Tax in each of the last 03 (three) financial years preceding the date of this RFP.	Annual audited Profit & Loss statement of the firm of last three financial years, certified by the auditor and attested by authorized signatory of the bidder
7	The Bidder should have minimum of 5 years of experience in supplying, installing and maintaining web and email gateway solutions successfully in 3 organisations in PSU/Government/Private/BFSI Sector.	The bidder should submit details as per format under Annexure E along copies of the Letter of acceptance (LoA)/work order/contract and completion certificate confirming relevant experience.

SN	Eligibility Criteria	Documents to be Submitted
8	The bidder should have supplied, installed and be maintaining the proposed web and email gateway solutions successfully running in any organization in India with minimum 5000 users each (Web and EmailGateway). The project should be live as on the date of RFP.	Documentary Proof to be submitted as per Annexure E along copies of the Letter of acceptance (LoA)/work order/ contract, completion certificate confirming relevant experience and current status.
9	The bidder should have authorised partnerships with the solution/ technology providers of Email and Web securities for the solutions and hardware proposed.  The bidder shall submit duly filled and signed Manufacturer Authorization form (MAF) and declaration about back-to-back support from respective OEMs proposed as part of their bid.	Bidder to submit MAF for each solution and hardware proposed, as per Annexure H on company letter head of OEM duly filled and signed by the authorized signatory of the bidder.
10	The bidder should provide all the 3 solutions of the same OEM	Declaration on the Letter head of the OEM of the products countersigned by the authorized signatory of the bidder.
11	The bidder should have atleast 3 resources certified for security standards such as CISA / CISM / CISSP / CEH or similar certification. The certificate should be valid / renewed as on the date of RFP.	List of resources with following details to be provided on company letter head: Name Designation Years of experience Certification name Certification number Validity of Certification  Certification copies to be attached. (In addition bidder and OEM also to provide details as per Annexure W)
12	The bidder should have minimum 50 number of L1 and L2 Engineers on roll as on date of submission of bid.	Certificate from bidder (Annexure W)
13	The bidder should have presence in Mumbai and Bangalore.	Self-declaration by the bidder on their letter head signed by authorized signatory of the bidder
14	The proposed email gateway solution should be of enterprise class, commercially available and have a version history and future roadmap for next 5 years.	Declaration from OEM on letter head to be submitted countersigned by the authorized signatory of the bidder
15	The proposed web gateway solution should be of enterprise class, commercially available and have a version history and future roadmap for next 5 years.	Declaration from OEM on letter head to be submitted countersigned by the authorized signatory of the bidder
16	The bidder and the proposed OEM should have support centres in India with availability of 24 * 7 onsite /telephonic/ remote support.	Declaration by bidder and OEM on company letter head duly signed by the authorized signatory of the bidder and OEM.
17	The bidder should not have been barred from participating in bids by LIC for breach of ethical conduct or fraudulent practices as on the date of release of this RFP.	Self-declaration / Undertaking by the bidder on their letter head duly signed by authorized signatory of bidder.

SN	Eligibility Criteria	Documents to be Submitted
18	The Bidder should not have been blacklisted by Government of India / RBI / SEBI / IRDAI valid as on the date of this RFP.  However, such blacklisting will be null and void for the purpose of bidding in this RFP, if the bidder has obtained stay order in any court of India.	Declaration on company letter head duly signed by the authorized signatory of the bidder.
19	The bidder should have the following valid certificates: ISO 9001/ CMMi Level 3 (or higher)	Latest certificates to be provided valid on the last date Bid submission attested by authorized signatory of the bidder.
20	Power of Attorney/Board resolution or Authorization, duly authorizing the authorized signatory to act on behalf of the Bidder for all legal and financial matters pertaining to this Bid and the resulting contract, if any.	Declaration on company letter head duly signed by the authorized signatory of the bidder.
21	The proposed OEM product for email gateway should have been successfully running in minimum two organizations in India for minimum 25000 users in each organization in the last 3 financial years. The project should be live as on the date of RFP.	Documentary Proof to be submitted alongwith Annexure Y signed by authorized signatory of the bidder.
22	The proposed OEM product for web gateway should have been successfully running in minimum two organizations in India for minimum 25000 users in each organization in the last 3 financial years. The project should be live as on the date of RFP.	Documentary Proof to be submitted alongwith Annexure Y signed by the authorized signatory of the bidder
23	The Proposed web/email gateway solution should feature in the Gartner's 'Leaders/Challengers' Quadrant, in the last published report, for Secured web and email Gateway. (This condition is not applicable to Indian OEMs.)	Latest Gartner report published after January 2024, to be submitted.

**Note:**

- The bidders should submit their responses to the eligibility criteria in the format as provided in '**Annexure C – Eligibility Criteria**'.
- Evidence to be submitted for each eligibility criteria should be part of the same response document. Proper naming and indexing should be done to avoid any ambiguity.
- The bidder who successfully qualifies in the eligibility criteria, only their technical bids will be subsequently opened for further evaluation. Wherever, the dates are not specifically mentioned or implied in the RFP, the same should be taken as the date of this RFP.

**General Instructions**

- The Bidder may download the RFP documents from the websites mentioned below:
  - <https://licindia.in/web/guest/tenders>
  - <https://eprocure.gov.in/>
  - <https://www.tenderwizard.com/LIC>

- The information provided in the RFP is believed to be true and reliable at the date obtained but does not purport to provide all the information necessary or desirable to enable the bidder to determine whether or not to participate in the RFP.
- The RFP provides an overview of the requirements. While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, bidder must form their own conclusions about the solution, keeping in view LIC's requirements. Information contained in this RFP and corrigenda, if any, should be taken as guidelines for Bidders.
- LIC has used or will use its best judgment and assessment to fairly and reasonably represent the nature and scope of the work in order to submit viable bids. However, LIC shall not be deemed to give any guarantees or warranties of accuracy of any of the information in this RFP or any corrigenda, nor of its being comprehensive or exhaustive. Nothing in this RFP or any corrigenda is intended to relieve bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any corrigenda, as applicable.
- Failure to furnish all information required by the RFP or submission of a bid not responsive to the RFP in every aspect will be at the Bidder's risk and may result in rejection of the Bid.
- No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of LIC. Any notification of preferred Bidder status by LIC shall not give rise to any enforceable rights to the Bidder.
- This RFP supersedes and replaces any previous public documentation & communications. Bidders should place no reliance on such communications.
- Failure to comply with the requirements of this RFP and corrigenda, if any, may render the bid non-compliant and the bid may be rejected. Hence, bidders must:
  - a. Include all required Documents, Certificates, etc. specified.
  - b. Follow the format provided and respond to each element in order as set out
  - c. Comply with all requirements as set out.
- Pre-Contract Integrity Pact (IP): This RFP is issued on the condition that only those bidders who submit a signed Pre-Contract Integrity Pact with LIC, on a stamp paper of Rs. 500, would be eligible to participate in bidding. "Integrity Pact" format is given in Annexure N.

As per CVC Circular No 04/06/23 having Reference 015/VGL/091 dated 14.06.2023 of Standard Operating Procedure (SOP) for Adoption of Integrity Pact under clause No 2.02/2.04 provides "Integrity pact, in respect of a particular contract, shall be operative from the date of IP is signed by both the parties till the completion of contract. Any violation of Integrity Pact would entail disqualification of the bidders and exclusion from future business dealings. After award of work, the IEM shall look into any issue relating to execution of contract, if specifically raised before them."

Bidders may refer: <https://cvc.gov.in/files/iem-pdf/IEM%2000006.pdf>

- LIC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP.
- Response to this RFP by the bidder will be deemed as consent to all the terms and conditions mentioned in this RFP along with its Annexures, clarifications, if any.
- All the terms and conditions and the contents of the RFP along with the Annexures, clarifications, if any, will be contractually binding and will form part of the resulting agreement and any purchase orders, to be issued to the successful bidder, from time to time as an outcome of this process.

## Issue of Corrigendum

1. LIC will endeavor to provide timely response to all queries in utmost good faith. However, LIC, at its discretion, may choose not to respond to the query which is not under purview of this RFP.



2. At any time prior to the last date for receipt of bids, LIC may, for any reason, whether at its own initiative or in response to a clarification requested by a bidder, modify the RFP Document by issuing corrigendum.
3. The corrigendum (if any) and clarifications to the queries from all Bidders will be posted on LIC's website.
4. Any such corrigendum shall be deemed to be incorporated into this RFP.
5. In order to allow Bidders a reasonable time to take the amendments, if any, into account in preparing their Bids, LIC, at its discretion, may extend the last date for the submission of Bids.
6. Any change in the timelines as decided by LIC will be posted in LIC website. The Bidders, in their own interest are requested to check the website regularly to know the updates.

## Terms and Conditions

Responding to this RFP and submission of the bid by the Bidder will be deemed as consent from the Bidder to all the terms and conditions mentioned in this RFP along with its Annexures, clarifications, appendices, addenda, corrigenda issued.

All the terms and conditions and the contents of the RFP along with the Annexure(s), clarifications, appendices, addenda, corrigenda issued will be contractually binding and will form part of the resulting agreement and any purchase orders to be issued to the successful bidder and any resulting contracts with the vendors from time to time as an outcome of this RFP Process

## Section C: Instructions to Bidders (ITB)

### Pre-bid meeting and Clarification/ Amendment of Bid Documents

- a) The Bidder is expected to examine all instructions, statements, terms, and specifications in the RFP document as amended from time to time. LIC has made considerable effort to ensure that accurate information is provided in this RFP and the information is given solely to act as guidelines for Bidders.
- b) The bidder who meets the pre-qualification criteria and technical criteria as specified in this document will be short-listed.
- c) Interested entities are advised to study this RFP document carefully before submitting their bids in response to the RFP. Submission of a bid in response to this RFP shall be deemed to have been done after careful study and examination of this RFP with full understanding of its terms, conditions and implications.
- d) LIC reserves the right to negotiate, change, modify or alter any/all the terms and provisions of the RFP and may request for additional information, if required, from the bidders. LIC also reserves the right to withdraw this RFP without assigning any reason and without any liability to Bidder or any other person or party.
- e) This document should not be construed as Tender.
- f) Submission of the bid shall be deemed to be the conclusive proof of the fact that the Bidder has acquainted himself and is in agreement with all the instructions, terms and conditions governing the specification, unless otherwise specifically indicated/ commented by him in his bid. The formulation of the evaluation criteria, the conduct of the evaluation of the responses to the RFP and the subsequent short listing of the successful bidder will be entirely at the discretion of LIC and its decision shall be final and no correspondence about the decision shall be entertained.
- g) Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- h) Furthermore, during the RFP process, LIC has disclosed or will disclose in the RFP and corrigendum/ addenda, available information relevant to the Scope of Work to the extent, detail, and accuracy allowed by prevailing circumstances. Nothing in this RFP or any addenda is intended to relieve Bidders from forming their own opinions and conclusions in respect of the matters addressed in this RFP or any addenda.
- i) If deemed necessary, LIC may seek clarifications on any aspect from the bidder. However, that would not entitle the bidder to change or cause any change in the substances of the bid already submitted or the price quoted. The bidder may be asked to give a presentation for the purpose of clarification of the bid submitted by him.
- j) The Bidder requiring any clarification of the bidding documents should submit written/ email queries within timelines indicated in this document.
- k) At any time prior to the deadline for submission of bids, LIC may modify the bidding document by amendment.
- l) Any clarification issued by LIC will be in the form of an addendum/ corrigendum. The amendment will be binding on all bidders. LIC, at its discretion, may extend the deadline for submission of bids to allow prospective bidders reasonable time to take the amendment into account. Verbal requests for clarification will not be entertained.
- m) A pre-bid meeting will be held with bidders as given in the activity schedule.
- n) In case any bidder does not attend pre-bid meeting, it will be assumed that the bidder(s) has/ have no points in the tender document that need clarification.

- o) Any clarifications/ queries/ suggestions regarding the tender should be conveyed to LIC by the bidder only by email on or before the date mentioned in the activity schedule. LIC may accept or reject the suggestions offered by the bidder.
- p) Queries not received within the time specified may not be entertained by LIC.
- q) LIC may seek clarification/ additional information or document(s) from any bidder related to this RFP and bidder's response must reach LIC within 6 (six) working days by email/ hard copy. All such information and document(s) provided by the bidder will be taken to form part of his/her response.
- r) If any clarification/ document called by LIC is not submitted by the bidder within six (6) working days or incomplete response is received from the bidder, it may lead to rejection of his bid and no further correspondence in this matter will be entertained. However, LIC reserves the right to take a final decision in this regard.
- s) If a Bidder discovers any significant ambiguity, conflict, omission or any other deficiency in this RFP, the bidder should immediately notify the same to LIC in writing or by email before the pre-bid meeting. The queries should necessarily be submitted in the following format, strictly in an excel document:

LIC-CO/IT-DT-CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025					
S. No.	RFP Section	Sub-Section	Pg No.	RFP Clause	Bidder Query

- t) For all dates/events pertaining to this RFP, bidders are requested to refer to section A3 - Activity Schedule. Bids received after the stipulated time even on the due date or incomplete in any respect are liable to be rejected.
- u) Wherever reference date is not mentioned, the date of RFP shall be taken as the reference date.

## Submission of Bids

- i. E-Tendering Online bids are hereby invited for the works mentioned through online e-Tendering System portal <https://www.tenderwizard.com/LIC> from the intending bidders. This is an E - Tender and hence Bids must be submitted "ONLINE". Tender is to be submitted online through e procurement portal. All documents are to be scanned and uploaded. Please refer to Annexure S for Online Tendering Guidelines.
- ii. Hard copy of the bids in sealed envelopes are to be submitted in the following manner within three working days of eligibility and technical bid opening:
- iii. The original Bid must be printed on 8.27" by 11.69" (A4 size) paper in indelible ink.
- iv. The bidders should submit the below bid documents in hard copy in separate sealed envelopes super-scribed as:
  - a. Envelope 1 - Eligibility bid
  - b. Envelope 2 - Technical bid
  - c. Envelope 3 - Commercial bid (Indicative Price)

- v. Hard copy of all three bid documents must be individually spirally bound (each page serially numbered, stamped and initialed/ signed by the authorized signatory). There should be one common serial number running throughout each individual bid document.
- vi. Bids should be complete, properly indexed, annexure-wise, duly supported by relevant documents and should contain no duplicate documents.
- vii. The above three sealed envelopes containing the hard copies of the Eligibility, Technical-Bid and Commercial Bid should then be put together in another envelope which should:
  - a. be sealed
  - b. bear the name, address, and seal of the bidder
  - c. bear RFP reference details
  - d. super-scribed 'Life Insurance Corporation of India – RFP/Tender document for Supply, Implementation and Maintenance of Email and Web security' and must reach LIC at the address given in the Activity Schedule within three working days of eligibility and technical bid opening.
- viii. The envelopes should be properly super-scribed as given below:

**ELIGIBILITY, TECHNICAL & COMMERCIAL BID (INDICATIVE) for 'Life Insurance Corporation of India – RFP/Tender Document For Supply, Implementation and Maintenance of Email and Web security'**

**LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**  
**Date of Release of RFP Document: 7th AUGUST 2025**

**SUBMITTED BY \_\_\_\_\_ (Bidder's Name & Contact Details with their seal)**  
(Note: Bidders to encircle whichever is applicable or strike off whichever is not applicable)

- ix. The indicative prices are ONLY to be quoted in the commercial bids.
- x. LIC will not be responsible for non-receipt of bids/quotations within the specified date and time due to any reason including postal delays or holidays etc.
- xi. Bids received beyond the date and time mentioned in the activity schedule will be termed as "Late" and will not be accepted.
- xii. Bidders should invariably write their postal address, e-mail address, and contact numbers on all the envelopes. If the envelope is not sealed and/ or marked as required above, LIC will assume no responsibility for the bid's misplacement or wrong opening of the envelopes.
- xiii. **The contents of the soft copies uploaded, and the contents of the hard copies must be exactly the same. If not, the BID MAY BE REJECTED.**
- xiv. The Bidders should submit their bid(s) along with the Bank Guarantee towards the EMD wherever applicable.
- xv. Any alterations, erasures, overwriting, blanking-out, or discrepancies in figures etc. may render the bid invalid.

- xvi. The quantities mentioned in the Technical/ Commercial Bid are indicative only and will be used to determine a successful bidder. However, the actual quantities may differ at the time of issuing Purchase Order/s, depending on the circumstances prevailing at that time.
- xvii. Revised Commercial Bid (If applicable): During evaluation of Technical Bid, if any technical specification/s and/ or scope of work is/ are changed to meet LIC's requirement, all bidders will be informed of the same and asked to submit fresh commercial quotation, duly signed and sealed in a separate cover super-scribed "REVISED COMMERCIAL BID after Technical Review (Indicative Price)".
- xviii. The bid will be treated as legally void and will be rejected if:
- 1) Bid is not signed by the duly authorized person or
  - 2) Bid submitted is unsigned or partially unsigned
  - 3) An image of signature found pasted on pages instead of wet signature or
  - 4) Scanned bid is submitted.
  - 5) Bids are not submitted in respective envelopes as stipulated above
- xix. By submitting a bid, the bidder's signatory certifies that in connection with this RFP:
- The bidder's organization or an agent of the bidder's organization has arrived at the technical offer in its bid without consultation, communication or agreement with any other respondent or with any competitor, with a view to restrict competition,
  - The prices quoted in the bid have not been knowingly disclosed and will not be knowingly disclosed by the bidder's organization or by any agent of the bidder's organization, directly or indirectly, to any other respondent or to any competitor.
  - No attempt has been made or will be made by the bidder's organization or by any agent of the bidder's organization to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.
- xx. Bidders should submit their bids only if they agree to all the terms and conditions mentioned in the tender document.
- xxi. Please note that prices must not be indicated in the Technical Bid, failing which the Bid may be rejected.
- xxii. The bidder should not respond to this RFP for this requirement in consortium with any other partner. All such consortium bids will be summarily rejected.
- xxiii. Participation in this tender will mean that the bidder has accepted all terms and conditions and clauses of this RFP and subsequent modification(s) to this tender, if any.
- xxiv. The Bidders should submit their Bid along with the required documents and Certificates as stated in the Section — Eligibility Criteria or elsewhere in the RFP.
- xxv. During Bid evaluation, if any deviation is observed, LIC may call for clarifications/ confirmations and may decide to accept any deviation at its discretion and the decision of LIC in this matter will be final.

- xxvi. If any compliance or clarification sought by LIC is not submitted within 2 business days of being called for, bids are liable to be rejected. The above matter is entirely at LIC's discretion and decision of LIC in this matter will be final and binding.
- xxvii. During scrutiny of technical bid, if any technical specification/s of any item is/are changed by mutual consent to meet our requirement, all the Bidders will be informed of the same and asked to submit fresh quotation for that/those item/s if any.
- xxviii. The Bidder should submit the Bid well before the last date to avoid any inconvenience at the last moment.
- xxix. The formulation of the evaluation criteria, the conduct of the evaluation of the responses to the RFP and the subsequent selection of the successful bidder will be entirely at the discretion of LIC and its decision shall be final and no correspondence about the decision shall be entertained.

The Arithmetical errors will be rectified on the following basis If there is a discrepancy between words and figures, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

## Technical Bid

The Technical-Bid document should contain the following:

- i. Covering letter (on bidder's letterhead) giving reference of this RFP and consent for acceptance of all the Terms & Conditions of this tender (including modifications, if any, issued subsequently) and mentioning list of all the enclosures.
- ii. Annexure D – Technical Scoring
- iii. Technical specification compliance sheet as per Annexure F (to be given separately in an Excel sheet).
- iv. The bidder must supply a thorough inventory of the hardware components required for the planned implementation of the Email and web security. This bill of Quantity (BoQ) as per Annexure R should be itemized separately for all the environments, including DC, UAT and Disaster Recovery (DR). The BoM should include, but is not limited to, the following details:
  - ✓ In Scope solutions Components
  - ✓ Site/Environment
  - ✓ Type (VM/Physical)
  - ✓ OS/DB name other than RHEL and Mysql.
  - ✓ CPU/vCPU
  - ✓ VLAN requirement (VLAN or Internet)
  - ✓ RAM
  - ✓ Hard Disk Size
  - ✓ Software pre-requisites (.NET framework, IIS, IE, any other OS services, etc.)
  - ✓ If any missing requirements are discovered during installation, and the bidder will be obliged to provide them free of cost.
- v. Technical details/brochures of the product(s).
- vi. No indications as to price aspect or financial stipulations are to be given in the technical bid, failing which the bid shall be rejected.

## Commercial Bid

- i. Price is to be quoted in Indian Rupees only.
- ii. All quotes should conform to the format as mentioned in the Commercial Bid (indicative). The details are to be given as per Annexure G.
- iii. For each component, the prices quoted should be inclusive of all costs except applicable taxes.
- iv. Any other tax which may be payable if and wherever applicable at the place of delivery will be paid extra on actual basis by LIC, subject to production of original documents / receipt issued by appropriate authority.
- v. It will be the responsibility of the bidder to take care of all formalities, if any, necessary as per rules / regulations / orders of any government/non-government / regulatory authority in force.
- vi. The price quoted shall not be subjected to variations in exchange rate, taxes, duties, levies or variation in labor rates, etc.
- vii. Bidders are advised to make a detailed study of the requirements of the project and ensure that the prices/rates quoted are all inclusive including the support required from the OEM in the execution and continuous monitoring of the project during the Contract period, as no deviation in any of the conditions would be permitted and nor would any increase in prices be allowed during the contract period.
- viii. The Bidder should have the capability to implement and maintain the project during the contract period of 5 years. The vendor should also be able to carry out any changes, if necessitated by LIC during the contract period of 5 years. The contract period may be further extended by a period of one year at the sole discretion of LIC of India on the same terms & conditions including the price component.
- ix. The vendor should propose only one product/solution for each of the requirements (Hardware, Software and Appliance) and quote for the same. If a vendor for any one of the stated technical requirements quotes multiple products/solutions, LIC will disqualify the entire response to the RFP by the vendor.

## Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and LIC shall be in English language. As far as numbers are concerned the same should be in English Numerals.

## Modification and Withdrawal of the Bids

No bid can be modified or withdrawn by a bidder, after the submission of the bid. The bid and all the supporting documents submitted by bidders shall be the property of LIC.

## Compliant Bids / Completeness of Response

- a. The responses to this RFP must be complete and comprehensive with explicit documentary evidence in support. Information should be submitted in the same format as per the Annexure(s) attached.
- b. Bidders are advised to study all instructions, clarifications, terms, requirements, appendices/ Annexures and other information in this RFP document carefully. Submission of the bid/ proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- c. Failure to comply with the requirements as set out within the RFP and failure to submit the bid as detailed in the RFP may render the bid non-compliant. In such a case, the bid may be rejected.
- d. Bid with insufficient information to permit a thorough evaluation may be rejected.

- e. LIC reserves the right to verify the validity of bid information and to reject any bid where the same appears to be incorrect, inaccurate or inappropriate in LIC's estimation.
- f. If a bid is not responsive and not fulfilling all the terms and conditions of the RFP, it may not be considered and will be rejected by the Corporation and may not subsequently be made responsive by the Bidder by correction of the non-conformity. However, LIC reserves the right, to waive/ modify any of the requirements of the bid in the best interests of LIC.
- g. Rejection of non-compliant bid:
  - ☐ LIC reserves the right to reject any or all bids on the basis of any deviation(s).
  - ☐ Bids found with suppression of details, subjective, conditional offers, partial offers will be rejected. The decision of LIC in the evaluation of bids shall be final.

## Password Protection

The soft copies of the item specifications (eligibility, technical and commercial) should be submitted in soft copy format by all participating Bidders. The specifications in the spreadsheets will be password protected. The bids are to be submitted in the format (soft copy) as per the Annexures in this RFP. The password used will be validated by LIC for checking the authenticity.

It may also be informed that the password will be checked at the time of opening of the eligibility, technical and commercial bid in the presence of the bidders. In case the bids are submitted to LIC without the password protection or with password that does not match with the password used by LIC, the **BID MAY BE REJECTED**.

## Pricing, Billing, Duties and Taxes

- a) The commercial offer shall be made in Indian currency inclusive of all taxes, duties, levies etc., and shall be exclusive of GST, cess whichever is applicable
- b) Vendor will be entirely responsible for upfront payment of all applicable taxes like GST, License fees, road permits, transit insurance, etc. GST shall be mentioned in the Invoices and payments will be made as per invoices submitted. GST wherever applicable, shall be mentioned in the Invoices submitted and shall be reimbursed as per actuals on production of the original receipt in proof of having paid the said taxes on behalf of LIC. In case concrete evidence of having paid the appropriate taxes is not submitted within a maximum period of two months from the date of payment of the taxes, the vendor will not be eligible for any reimbursement on this count.
- c) Prices once fixed will be valid throughout the entire contract period. The Vendor should not, under any circumstances, request for an increase in the prices once prices are approved by LIC. No price variation relating to increases in Government levies/ taxes/ cess/ customs duty & excise duty including any newly introduced taxes shall be permitted.
- d) The successful bidder has to furnish **price breakup** i.e., basic price and applicable taxes in the invoices submitted by them. The invoices without price breakup will not be processed for payment.
- e) It will be the responsibility of the bidder to take care of all formalities, if any, necessary as per rules/ tax laws/ regulations/ orders of any government/ regulatory authority in force, transportation, insurance of services etc. without any additional cost to LIC.



- f) All expenses, stamp duty and other charges/ expenses in connection with the execution of the Agreement as a result of this RFP process shall be borne by Service Provider. The Agreement/ Contract would be stamped as per Maharashtra Stamp Act, 1958 and any amendment thereto.

### **Deduction of Taxes at Source**

LIC will deduct taxes from the amounts due and payable to the vendor wherever applicable. LIC will provide vendor with the statement of any taxes deducted by LIC on payments under the contract. The vendor agrees to reimburse and hold LIC harmless from any deficiency including penalties and interest relating to taxes including recovery of any tax retrospectively that are its responsibility under this clause. For purposes of the contract, taxes shall include taxes incurred on transactions between LIC and the vendor.

### **Earnest Money Deposit (EMD)**

- i. Bidders shall submit along with the bid, EMD of INR 45,00,000 (Rupees Forty five Lakhs Only) in the form of unconditional and irrevocable Bank Guarantee (BG) payable at Mumbai as per the format given in Annexure O (Bank Guarantee for E.M.D.). This should be executed by a Nationalized/ Scheduled Bank acceptable to LIC.
- ii. In case of bidders registered with NSIC/MSME, they are eligible for waiver of EMD. However, they need to provide valid NSIC/MSME Certificate as part of eligibility criteria.
- iii. EMD shall be valid for a period of fifteen months from the date of release of RFP.
- iv. Non submission of EMD along with Eligibility Bid Document will disqualify the Bidder.
- v. The EMD will not carry any interest.
- vi. The EMD of those Bidders, who do not qualify in the eligibility evaluation or technical evaluation, will be returned to the issuing Bidders without interest after completion of RFP process.
- vii. The EMD will be refunded to the successful bidder after:
  - a. Acceptance of Purchase Order
  - b. Signing of the Contract(s)
  - c. Submission of required Performance Bank Guarantee (PBG)
- viii. The EMD submitted by the bidder may be forfeited in full or part and other action(s) may be taken against bidder if:
  - a. The bidder backs out of the RFP process after the last date and time for submission of bids.
  - b. The bidder is found to be indulging in Fraudulent & Corrupt practices as defined in this RFP.
  - c. The Bidder withdraws or amends its Bid during the period of Bid validity.
  - d. The Bidder makes any written statement or encloses any form which turns out to be False/ incorrect at any time prior to signing of Contract; or
  - e. Bidder does not respond to requests for clarification of its Proposal.
  - f. Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
  - g. The successful bidder does not accept the Purchase Order issued by LIC or sign the Contract(s) within the time prescribed by LIC.
  - h. The Bidder qualifies in this RFP as a successful bidder but fails or refuses to fulfill his contractual obligations after the award of Purchase Order and in case the bidder has not submitted PBG.
  - i. In the case of a successful Bidder, the bidder qualifies and backs out of the L1 quotes or, if the Bidder fails
    - i. To sign the Contract; or

- ii. To furnish unconditional and irrevocable Bank Guarantee towards the Performance Guarantee as mentioned in this RFP or
  - iii. to furnish Non-Disclosure Agreement (NDA) as per LIC's format (Annexure Q)
- ix. The bidder who does not accept the Purchase Order issued by LIC or sign the Contract(s) within the time prescribed by LIC after conduct of ORA may be blacklisted.
- x. In exceptional circumstances, LIC may seek the Bidders' consent for extension of the period of validity of bids. The request and the responses thereto shall be made in writing. In such a case, the EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its EMD unless it is the shortlisted bidder who has been notified by LIC that its bid has been shortlisted. A Bidder granting the request will not be required nor permitted to modify its bid.

Bids submitted without EMD or EMD not submitted conforming to above criteria will be treated as non-responsive and will be summarily rejected by LIC.

## Opening of Bids

- i. The date and venue of opening of tender shall be as per the '**Section A3 - Activity Schedule**'.
- ii. For the bids received within the specified closing date and time in the Activity Schedule, the outer sealed envelope shall be opened by the Tender Opening Committee (TOC) in the presence of bidders or their authorized representatives who choose to attend the opening of the bids on the specified date, time and venue as given in the Activity Schedule (maximum two representatives per bidder will be permitted in each of the bid openings).
- iii. All bids will be scrutinized to determine whether the submitted bids are complete and fulfill the RFP requirements.

## Evaluation process for selection of bidder

- a) LIC will evaluate the Bids submitted in response to the RFP and all supporting documents/documentary evidence as per the requirements stated in the RFP documents and its subsequent modifications (if any).
  - i. LIC may ask for meetings with the Bidders to seek clarifications on their bids.
  - ii. Technicalities or minor irregularities in bids may be waived during evaluation if it is in LIC's best interest. The bidder may either be given an opportunity to cure any deficiency resulting from a technicality or minor irregularity in its bid, or the deficiency waived if it is to LIC's advantage to do so.
  - iii. Evaluation of the responses to the bids and subsequent short listing of the bidder will be entirely at the discretion of LIC and will be binding on the bidders. LIC's decision shall be final and no correspondence seeking clarifications about the decision shall be entertained.
- b) **Right to Accept Any Bid and To Reject Any or All Bid(s):**

LIC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for LIC's action.
- c) **Notification of Award:**

LIC will notify the successful bidder in writing or email through a letter of Notification Award that its bid has been accepted and send the Bidder the Contract Form incorporating all terms

and conditions between the two parties. The successful Bidder in turn has to confirm the acceptance for the Offer made by LIC through email or registered letter. LIC's decision in this matter will be final and binding. In case the tendering process has not been completed within the stipulated period, LIC may like to request the bidders to extend the validity period of the bid and EMD.

Within 28 days of notification of award from LIC, the Bidder will furnish Performance Bank Guarantee, valid for the entire contract period. After the submission of Performance Bank Guarantee by the successful Bidder, the Bidder will be required to enter into a contract with LIC. In case the selected bidder fails to submit performance guarantee within the time and manner stipulated, LIC at its discretion may cancel the notification of award placed on the selected bidder without giving any notice whatsoever.

- d) The bidder who successfully qualifies in the eligibility criteria (Annexure – C), only their technical bids will be subsequently opened for further evaluation.
- e) The bidders who qualify the technical evaluation will have to provide a Technical Presentation on the in-scope services to LIC. The schedule and venue of the same will be conveyed accordingly.
- f) If any deviations are observed during technical evaluation, LIC may decide to accept them at its discretion, which will apply to all bidders, before opening of the Commercial Bids and the decision of LIC in this matter will be final.
- g) The technically qualified bidders will be intimated by email/letter about the date and time of opening of their 'Commercial Bid (indicative price)'. The technical scores of the bidder will be disclosed to each individual bidder on the date of opening of the commercial bid).
- h) LIC may opt for Proof of Concept (POC).
- i) The 'Commercial bids (indicative price)' of technically short-listed bidders will be opened by the TOC in the presence of bidders/ their authorized representatives who choose to attend. Thereafter, these bidders need to participate in online reverse auction for which web-based e-tender platform will be made available by LIC. The date, time, platform and process of online reverse auction will be communicated to these bidders by LIC. The exact business rule will be intimated to the participating bidders before commencement of online reverse auction (ORA).
- j) NPV Rule: While evaluating the tenders covering a longer period (i.e. more than one year), the quoted prices pertaining to maintenance in future years are to be discounted to the net present value (NPV) as appropriate for comparing the tenders on equitable basis. The Net Present Value of the proposal is equal to the sum of the present values of all the cash flows associated with it. NPV is to be calculated on the annual cash outflows.

Discounting rate to be used: 10%

Standard software for example 'Excel' can be used for the NPV computation. An indicative template is also provided purely for facilitating the bidder. Bidders must ensure the accuracy of the computation at their end for the calculations. The template provided is a facilitator only for the computation and the bidder is responsible for the computation as per the guidelines.

$r = 10\%$  i.e., 0.10

- k) Price Variation Factor and H1 Elimination clause: When the number of Technically Qualified Bidders are more than Five, the technically qualified H1 bidder (Bidder with the Highest Quoted Total Bid Price at NPV) will be disqualified and eliminated from participating in online reverse auction, if his bid value as per the submitted commercial bid (indicative) is higher by more than 40% as compared to the average of quoted prices of all technically qualified bidders for all items in aggregate.
- l) The total Bid Price for this clause will be all inclusive bid prices at Net Present Value (NPV) exclusive of all applicable taxes such as GST.
- m) No price variation/adjustment or any other escalation will be entertained after the closing of Bids
- n) Price quoted by the Bidders at the end of online reverse auction will be taken as the final commercial quote for evaluation of that bidder and will be valid for the contract period of 5 years. No change/adjustments in prices will be allowed during the contract period of 5 years.
- o) However, the Corporation may, at its discretion, reduce the validity period of the tender.

### Online Reverse Auction

- a) After the opening of Commercial Bids (indicative) of technically qualified bidders, Online Reverse Auction will be held.
- b) There will be an online reverse auction for the proposed solution under RFP.
- c) The Commercial bid (indicative) as per Annexure-G shall be submitted in a separate sealed cover.
- d) Price quoted by the Bidders at the end of online reverse auction will be taken as the final commercial quote for evaluation of that bidder.
- e) The commercial figure quoted will be an all-inclusive figure inclusive of out-of-pocket expenses, traveling, boarding, permits, duties, transit insurance, lodging but excluding all applicable taxes such as GST.
- f) The date, time, platform and process of online reverse auction will be communicated to the bidders by LIC.
- g) Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- h) During reverse auction, the participating vendors shall input only the total cost that they have to offer.
- i) The bidder with lowest commercial bid at the close of online reverse auction will be declared as L1 bidder.
- j) After the close of online reverse auction, the L1 bidder shall provide a commercial breakup of all the line items along with the working sheet to LIC within 3 business days (excluding Saturdays, Sundays and Holidays under Negotiable Instruments(NI) Act. as applicable in Maharashtra), failing which LIC reserves the right to reject the bid.

- k) The commercial figure quoted will be an all-inclusive figure – inclusive of out-of-pocket expenses, traveling, boarding, lodging, all taxes, duties, license fees, road permits and transit insurance etc., except GST. No such expenses will be reimbursed separately.
- l) Any conditional bid may be rejected.
- m) The bidder shall arrange the Digital certificates (at no cost to LIC) from a Certifying Agency notified by Controller of Certifying Authorities (CCA) as per Information Technology Act, 2000 as amended from time to time.
- n) Bidders will not be required to pay any amount for participating in online reverse auctions related to this RFP, except for digital certificates needed by the bidder.
- o) LIC will determine the Start Price and other parameters for the Reverse Auction on its own and/or by evaluating the price band information available in the (indicative) commercial bids of the technically qualified bidders based on the lowest quote received in the indicative commercial bids.
- p) In case, only one bidder is technically qualified, no reverse auction will take place. However, LIC reserves the right to negotiate the price with the lone bidder. The price once finalized through online reverse auction or negotiation will be termed as "approved price."
- q) Based on the Total Cost of Ownership (TCO) declared by the Bidders during the Reverse Auction, the Bidders will be categorized as L1, L2, L3 etc. (In the ascending order, i.e. L1 being the Bidder with the lowest TCO, followed by L2 with the next lowest score and so on.)
- r) The bidder with the L1 Quote, post the Online Reverse Auction and Commercial evaluation will be declared L1 Bidder.
- s) The bidders are expected to broadly maintain the proportion of prices for various line items of Bill of Material/ Indicative Commercial Bid, even when the total price has reduced in the auction. Any significant reduction in the cost of Expert Services/ Professional Support/ Training/ OEM Services/ Manpower deployment is not desired during reverse auction. LIC may require the bidder to justify and maintain reasonableness of cost of such items. LIC's decision in this matter shall be final and binding.
- t) The final outcome of the bidding process will be published on the LIC website.
- u) The bid price shall be in Indian Rupees.
- v) Errors & Rectification: Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail.
- w) The bidder would need to provide all costs in Annexure G, as per the format of Indicative Commercial bid details.
- x) In case the tendering process has not been completed within the stipulated period, LIC may request the bidders to extend the validity period of the bid and EMD.
- y) The selected L1 bidder will be informed about the selection and the result will be notified on the LIC website and the bidders are advised to visit the above website for any information in reference to this RFP.
- aa) LIC will provide web-based E-tender system for ORA.

- bb) As per the new Inter-Operability Guidelines released by The Controller of Certifying Authorities (CCA), the Secure Socket Layer (SSL) certificate for an e-Procurement Application is generated on a new algorithm, SHA2. The Digital Signature Certificates that will be applicable for these platforms have to be SHA2 algorithm compliant. The exact details will be informed before commencement of the ORA.
- cc) Only fixed price financial bids indicating total prices for all the deliverables and services specified in this bid document will be considered
- dd) Notification Criteria

LIC will award contract to the Successful Bidder who has been determined to qualify to perform the Contract satisfactorily, and whose bid has been determined to be responsive, and is the lowest price bid at the end of online reverse auction subject to Guidelines on Public Procurement Preference to Make in India), Order 2017 (PPPMII Order and revision thereto vide Order no. P-45021/2/2017-PP (BE-II)-Part(4)Vol.II dated 19.07.2024 and its revisions.

**Guidelines on Public Procurement (Preference to Make in India), Order 2017 (PPPMII Order and revision thereto vide Order no. P-45021/2/2017-PP (BE-II)-Part(4)Vol.II dated 19.07.2024 will be applicable for this RFP and allotment will be done in terms of said Order as under:**

- a) Among all qualified bids, the lowest bid (as quoted in reverse auction) will be termed as L1. If L1 is 'Class-I local supplier', the contract will be awarded to L1.
- b) If L1 is not from a 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier' will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to matching the L1 price.
- c) In case such lowest eligible 'Class-I local supplier' fails to match the L1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.

In case the L1 bidder fails to fulfill any of the obligations under the RFP within the timelines defined, LIC reserves the right to cancel his selection and declare the L2 bidder (bidder with the second lowest commercial bid after Online Reverse Auction) as successful bidder provided this bidder agrees to match the commercial bid of the L1 bidder.

### Activities to be performed

- a) No activities will be carried out from the vendor's location without written and prior permission from LIC or explicitly allowed in this RFP.
- b) For conducting the in-scope activities, the successful bidder will have to deploy resources to be available in LIC Mumbai office and visit the various offices as required by LIC.
- c) Pen drives will not be allowed within LIC's premises.
- d) Laptops will be allowed only on need-to-have basis. Desktops will be provided by LIC.
- e) Successful bidder and its representatives will ensure utmost care for protection of data/information/ assets etc. of LIC as per Digital Personal Data Protection Act 2023.
- f) Subcontracting/ hiring of external resources for ad hoc needs - is **not permitted** unless explicitly allowed by LIC for a specific activity/ requirement/ duration.

## Non-Disclosure Agreement (NDA)

- a) During the execution of the project, the successful bidder will have access to confidential information of LIC such as servers, applications, databases, security infrastructure, IP addresses, router configuration, network design, and architecture etc. The bidder shall use the same degree of care to maintain the confidentiality of the information as if the information is their own and shall not disclose at any point of time to any other person/ third party the information so received. Also, the bidder may:
  - i. use the information only for serving LIC's interest and restrict disclosure of information solely to their employees on a need-to-know basis to accomplish the purpose stated in this RFP,
  - ii. advise each such employee, before he or she receives access to information, of the obligation of the bidder under this agreement and require such employees to honor these obligations.
- b) Violation of NDA may lead to legal action and blacklisting.
- c) Bidder shall ensure compliance to Digital Personal Data Protection Act 2023.

## Right to Accept Any Proposal and To Reject Any or All Proposal(s)

LIC reserves the right to accept or reject any proposal and to annul the tendering process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for LIC's action.

## Contracting

LIC reserves the right to cancel this RFP, to make a partial award, or to make no award if it determines that such action is in the best interest of the LIC.

## Contacting LIC

No Bidder shall contact, through any means of communications, LIC or its employees on any matter relating to this bid, from the date of floating of RFP to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of LIC or has some queries related to the bid, it should do so through the designated email-ID given in the Activity Schedule. Any effort by a Bidder to influence LIC in its decisions on bid evaluation, bid comparison or contract award shall result in rejection of the Bidder's bid.

## Right to terminate the Process

- a. LIC may terminate the RFP process at any time without assigning any reasons whatsoever. LIC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFP document does not constitute an offer by LIC. The bidder's response to this RFP may/may not result into selection of bidder(s) after completion of selection process as detailed in this RFP document.
- c. LIC reserves the right to accept or reject any proposal, and to annul the RFP process and reject all proposals at any time, without thereby incurring any liability to the affected bidder or bidders or any

obligation to inform the affected bidder or bidders of the grounds for its action. The decision of LIC will be final in this matter.

- d. Bid with insufficient information to permit a thorough analysis may be rejected.
- e. LIC reserves the right to verify the validity of bid information, and to reject any bid where the same appears to be incorrect, inaccurate or inappropriate in LIC's estimation.
- f. Bids not conforming to the requirements of the terms and conditions may not be considered by LIC. However, LIC reserves the right, to waive/ modify any of the requirements of the BID, in the best interests of LIC.
- g. LIC may cancel any procurement under this RFP at any time without assigning any reasons whatsoever. The decision of LIC will be final in this matter.

## Disqualifications

LIC may, at its sole discretion and at any time during the evaluation of Proposal, disqualify any Bidder, if the Bidder has:

- a. Made misleading or false representations in the forms, statements or attachments submitted in proof of the eligibility requirements.
- b. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project.
- c. Submitted a proposal that is not accompanied by required documentation or is non-responsive.
- d. Failed to provide clarifications related thereto, when sought.
- e. Submitted more than one Proposal.
- f. Been declared ineligible by the Government of India/State/UT Government/ PSUs for corrupt and fraudulent practices or blacklisted.
- g. Submitted a Proposal with price adjustment/variation provision.

## Confidentiality and privacy

### 1. Confidential Information not to be disclosed

Information relating to the examination, clarification, comparison and evaluation of the bids submitted shall not be disclosed to any of the responding firms or their representatives or to any other person not officially concerned with such process until the selection process is over. The undue use by any responding firm of confidential information related to the process may result in rejection of its bid.

The successful Bidder including but not limited to its personnel, its agents and Associates is bound by the conditions of the Non-Disclosure Agreement submitted by the successful Bidder in response to the RFP as per Annexure Q.

During the execution of the project, the successful bidder will have access to confidential information of LIC such as servers, applications, network design, and architecture etc. The bidder shall use the same degree of care to maintain the confidentiality of the information as if the information is their own and shall not disclose at any point of time to any other person/third party the information so received. The successful bidder will:

- a)** Use the information only for serving LIC's interest and restrict disclosure of information solely to their employees on a need-to-know basis in order to accomplish the purpose stated in this RFP.
- b)** Advise each such employee, before he or she receives access to information, of the obligation of the bidder under this agreement and require such employee to honor these obligations.



The successful bidder will treat as confidential all data and information about LIC, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of LIC.

Violation of NDA will lead to forfeiture of performance Bank guarantee and additionally will lead to legal action and blacklisting.

## **2. Exceptions to obligations**

The obligations on the parties under this clause will not be taken to have been breached to the extent that Confidential Information:

- i.** is disclosed by a party to its Advisers or employees solely in order to comply with obligations, or to exercise rights, under the contract;
- ii.** is disclosed to a party's internal management personnel, solely to enable effective management or auditing of Contract related activities;
- iii.** is disclosed by LIC;
- iv.** is disclosed by LIC, in response to a request by a House or a Committee of the Parliament/Assembly;
- v.** is shared by LIC within LIC's organization, or with another Agency, where this serves legitimate interests;
- vi.** is authorized or required by law, including under the contract, to be disclosed;
- vii.** is in the public domain otherwise than due to a breach of this clause ;
- viii.** Is lawfully known by the Recipient at the time of disclosure without any obligation to keep the same confidential; or
- ix.** Is independently developed by the Recipient without use or reference to such Confidential Information.

## **3. Obligations on disclosure**

Where a party discloses Confidential Information to another person:

- i.** Pursuant to clauses i, ii or v of Clause 2 above, the disclosing party must notify the receiving person that the information is Confidential Information; and not provide the information unless the receiving person agrees to keep the information confidential;
- ii.** Pursuant to clauses iii and iv of Clause 2 above, the disclosing party must notify the receiving party that the information is Confidential Information.

## **4. Additional confidential information**

- i.** The parties may agree in writing after the date of the contract that certain additional information is to constitute Confidential Information for the purposes of the contract.
- ii.** Where the parties agree in writing after the date of the contract that certain additional information is to constitute Confidential Information for the purposes of the Contract, this documentation is incorporated into, and becomes part of the contract, on the date by which both parties have signed this documentation.

## **5. Period of confidentiality**

The obligations under this clause continue, notwithstanding the expiry or termination of the contract:

- i. Any item of information, for the contract period and one year thereafter; and
- ii. In relation to any information which the parties agree in writing after the date of the contract is to constitute Confidential Information for the purposes of the contract, for the period agreed by the parties in writing in respect of that information.

## **Patent Rights and other litigation costs:**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the systems or any parts thereof with relation to the Hardware deliverables, in LIC's country, the successful bidder will act expeditiously to extinguish such claim. If the successful bidder fails to comply and LIC is required to pay compensation to a third party resulting from such infringement, the successful bidder will be responsible for the compensation including all expenses (court costs and lawyer fees). LIC will give notice to the successful bidder of such claim, if it is made, without delay as when received.

In no event shall LIC be liable for any indirect, incidental or consequential damage or liability, under or in connection with or arising out of this RFP, or out of any subsequent agreement relating to any hardware, software and services delivered. For this purpose, it would be immaterial how such liability may arise, provided that the claims against customers, users and service providers of LIC are considered as a direct claim.

## **Land Border Clause**

The land border clause is governed by the Office Memorandum F.No.6/18/2019-PPD dated 23.07.2020 issued by the Ministry of Finance, Department of Expenditure, Public Procurement Division inserting Rule 144 (xi) in GFRs 2017 which defines clauses regarding restrictions or procurement from a bidder of a country which shares a land border with India. Successful Bidders and OEMs have to submit a self-declaration for land border clause in the form of Annexure T, which shall form a part of eligibility criteria specified in this RFP.

## **Performance Bank Guarantee (PBG)**

- a) After finalization of the RFP process, the selected bidder should submit an unconditional and irrevocable Performance Bank Guarantee (from a scheduled/ nationalized Public Sector Bank acceptable to LIC and having Branches in Mumbai) equal to 5% of the total Contract Value. The required PBG should be submitted to LIC within 28 days from the date of letter issued by LIC for selection as the "selected vendor". If not, the bid/ contract may be cancelled without notice and contract may be awarded to the next successful bidder as per Section-C (INSTRUCTIONS TO BIDDERS).
- b) The PBG should be valid for a period to cover the expected contract period of 60 months and additional 3 months after the date of expiry of the contract from the date of its submission to LIC.

- c) In case of extension of the contract by LIC, the vendor should submit fresh PBG of the same amount or extend the validity period of the submitted PBG to cover the extended validity period of the tender. This should happen within one month prior to the expiry of the earlier PBG, unless otherwise intimated by LIC. If not, a penalty will be applicable. In case the Vendor defaults in renewal of PBG as stated above, the PBG or part thereof may be invoked and LIC's decision in this matter will be final.
- d) Format for submitting the Performance Bank Guarantee is attached herewith as Annexure-K.
- e) The PBG will not carry any interest.
- f) The PBG may be required to be submitted in multiple numbers, if required by LIC.
- g) The PBG may be invoked for entire amount if the vendor backs-out of his obligations as per this tender or if the fresh PBG is not received by LIC one month prior to the expiry of the earlier PBG; apart from other actions that may be decided by LIC.
- h) If vendor fails to submit the required PBG within 28 days period as mentioned above, penalty of Rs.5,000/- per day (subject to maximum penalty of Rs.1,00,000/-) will be imposed. In case the selected bidder fails to submit performance bank guarantee even after the elapse of 35 days from the date of letter issued for selection as the "selected vendor", LIC at its discretion, may cancel the allotment of the contract to the concerned bidder and may blacklist them.
- i) The PBG will be invoked in full or part (to be decided by LIC) if the bidder fails to honor expected deliverables or part as per this RFP after issuance of PO during the period of contract.
  - i. The bidder fails to honor expected deliverables or part as per this RFP after issuance of PO.
  - ii. Any legal action is taken against the bidder restricting its operations.
  - iii. Any action taken by statutory, legal or regulatory authorities for any breach or lapses which are directly attributable to the bidder.
  - iv. LIC incurs any loss due to Vendor's negligence in carrying out the project implementation as per the agreed terms & conditions.
- j) In the event of any contract amendment, the Vendor shall, within seven days of agreeing to such amendment, furnish the amended performance guarantee, valid for the duration of the Contract as amended, including warranty obligations.

## Placing of Orders and Making Payments

- a) The Central Office of LIC at Mumbai will place orders (either in full or in phases) with successful bidder for deliverables under this RFP at any time during the validity period of this tender.
- b) LIC reserves the right to place repeat orders for additional services/ reassessment on the same terms & conditions during the validity of the contract.
- c) Bidder should point out any discrepancy/ deficiency in the Purchase Order(s) within five days of their receipt. The date on which the required information/ correction in Purchase Order is intimated to the bidder would be deemed to be the date of acceptance of the Purchase Order for the purpose of calculating the delivery period and penalty thereof.
- d) Payment terms & conditions, Service Level Agreements (SLA) and penalties will be as defined elsewhere in this RFP.

## User Validation (UV) by Stakeholders

- a) Vendor has to carry out each activity in the presence of LIC officials (users) of the concerned project/ department (unless otherwise indicated). The users will validate the activities carried out by the vendor and raise any concern within 6 working days of submission of the reports failing which it shall be assumed that the user has validated the report.
- b) In case of any discrepancy in services/ software supplied, the vendor should remediate it at its own cost and risk and demonstrate its proper functioning.

## Period of Validity of Bids

- a) Bids shall remain valid for 12 months from the last date of bid submission. LIC shall reject a bid as non-responsive if the bid is submitted with a shorter validity period.
- b) In exceptional circumstances, LIC may solicit the successful Bidder's consent for an extension of the period of validity. The request and the response thereto shall be made in writing and the validity period of EMD will be suitably extended by the successful bidder. Such extension will not require modification of the bids already submitted. A successful Bidder may refuse the request without forfeiting its EMD unless it is the successful bidder who has been notified by LIC that its bid has been accepted.
- c) A successful Bidder granting the request will not be required nor permitted to modify its bid.
- d) The contract is for a period of five years.
- e) The prices under this RFP will be valid for a period of five years from the date of issue of first Purchase Order.
- f) The commercial offer shall be on a fixed price basis for the contract period. No upward revision in the price would be considered on account of subsequent increases during the offer validity period except for GST and any other applicable taxes.
- g) However, if there is any reduction on account of government levies, during the offer validity period, the same shall be passed on to LIC.

## Late Bids

Bids received after the date and time specified in the Activity Schedule will not be considered and will be rejected. LIC may, at its sole discretion, change the date/time of submission and LIC's decision in this matter will be final. LIC will not be responsible for non-receipt of Bids within the specified date and time due to any reason.

## Duration of the Engagement

The duration of the engagement would be 5 years from the issuance of the first Purchase Order.

## Costs to be borne by Respondents

All costs and expenses incurred by bidders in any way associated with the development, preparation and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations/ presentations, etc. and providing any additional information required by LIC will be borne entirely and exclusively by the bidder.

## No Legal Relationship

No binding legal relationship will exist between any of the bidders and LIC until the issues of Purchase Order/ execution of a contractual agreement.

## Price Negotiation Committee (PNC) Meeting

The vendor selected as successful may be called for a meeting with the PNC constituted by LIC for price negotiation. Also, negotiation may be held with the vendor through the PNC for stray future requirements (which were not anticipated, and which are not listed in the current Tender specifications) that may be required to be procured through this tender. Prices once finalized will be termed as the "Approved Prices Rates".

## Limitation of Liability

Except in cases of criminal negligence or willful misconduct, and in the case of infringement of patent, IPR, trademark, copyright or industrial design rights arising from use of the Solution or any part thereof in any of the services supplied by the vendor and used/consumed by LIC pursuant to Conditions of Contract Clause, the vendor shall not be liable to LIC, whether in contract or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay liquidated damages to LIC; and the aggregate liability of the successful bidder to LIC, whether under the Contract, in tort or otherwise, shall not exceed the total value of purchase order(s) issued to the successful bidder provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## Force Majeure

- a) The vendor shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the vendor, (other than lack of funds for any reason or any strike, lockout and labour disputes in respect of the Vendor only) including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, outside that Vendor's organization, sabotage, order/action, or regulations of government, local or other public authorities.
- b) If a Force Majeure situation arises, the vendor shall promptly notify LIC in writing of such conditions and the cause thereof within 7 calendar days of such event and prove that such a situation is beyond their control and will affect the implementation of the agreement.
- c) Unless otherwise directed by LIC in writing, the vendor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- d) If non-performance or diminished performance by the Affected Party due to the circumstances as mentioned in the clause continues for a period of more than 30 consecutive days the other party may terminate the Contract immediately by giving the Affected Party written notice of 90 days.
- e) If the Contract is terminated
  1. Each party will bear its own costs and neither party will incur further liability to the other.
  2. Where the Vendor is the Affected Party, it will be entitled to payment for Services Accepted or work performed prior to the date of termination of the contract.

Notwithstanding the above, the decision of LIC shall be final and binding on the Vendor.

## Settlement of Disputes/Arbitration

The vendor and LIC shall endeavor their best to amicably settle all disputes arising out of or in connection with this RFP in the following manner:

If a dispute arises in relation to the conduct of the Contract (Dispute), a party must comply with this clause before starting arbitration or court proceedings (except proceedings for urgent interlocutory relief). After a party has sought or obtained any urgent interlocutory relief that party must follow this clause.

A party claiming a dispute has arisen, must give the other parties to the dispute notice setting out details of the dispute. If the parties cannot resolve the dispute within 30 days after the notice is given then, the parties agree that any dispute or differences under or in connection with agreement or any breach thereof which cannot be settled by mutual negotiation between the parties shall be finally settled by Arbitration conducted in accordance with Arbitration and Conciliation Act, 1996 or any modification, Rules or enactments thereof.

- a) In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability the same will be referred in writing to an arbitrator appointed mutually, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitration and Conciliations Act 1996. The venue of arbitration shall be Mumbai. Subject here to the High Court in Mumbai shall have exclusive jurisdiction to the exclusion of all other courts.
- b) Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
- c) The vendor shall not be entitled to suspend the Service(s) or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service(s) in accordance with the provisions of the RFP notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.
- d) The work under contract shall continue during the Arbitration proceedings and no payment due or payable to the Contractor shall be withheld on account of such proceedings.
- e) No interest will accrue on any amount during the Arbitration proceedings.
- f) If the arbitrator so appointed resigns his appointment or vacates his office or is unable or unwilling to act due to any reason whatsoever the appointing authority shall appoint a new arbitrator in his place.

## Indemnifying LIC

A. The vendor shall indemnify LIC:

- a) Against all actions, proceedings, claims, demands, costs and expenses which may be made against LIC by a third party arising out of the sale of vendor's services to LIC.
- b) Against all third-party claims of infringement of patent, copyright, trademark etc. arising from use of the goods and services, software package or any other part thereof supplied by the vendor provided that this indemnity shall not apply to in the following cases:

- i) the modification of the Vendor 's deliverables provided hereunder by any person other than the Vendor or its personnel
    - ii) LIC's failure to use of any modification to the Vendor's deliverables made available by Vendor where use of such modification would have avoided the infringement.
    - iii) Information, materials instructions, or specifications that are themselves infringing which are provided by or on behalf of LIC or which LIC requests or requires Vendor to use.
    - iv) the use of the Vendor 's deliverables in a manner not agreed to.
  - c) Against all demands or responsibilities arising from accidents or loss of life as a result of vendor's negligence.
  - d) Against all losses on account of damage to tangible personal property arising in favour of any person, corporation or other entity (including LIC) attributable to the Vendor's negligence or willful default in performance or non-performance under the contract.
- B. If the vendor fails to indemnify LIC against the above events and if LIC is required to pay compensation to a third party resulting from such events, the vendor shall be responsible for the compensation including all expenses (court costs, lawyer fees etc.). LIC will give notice to the vendor of such a claim.

## Fraud and Corrupt Practices

The vendor shall be bound by all applicable anti-bribery and corruption laws and the contract may be terminated by LIC, if the vendor is convicted by an Indian court of competent jurisdiction under the applicable anti-bribery and competition laws.

The vendor and their respective officers, employees, agents, and advisors shall observe the highest standard of ethics at all times (pre and post the RFP process). Notwithstanding anything to the contrary contained in this RFP, LIC shall reject a Bid without being liable in any manner whatsoever to the Vendor, if it determines that the Vendor has, directly or indirectly or through an agent, engaged in corrupt / fraudulent / coercive / undesirable / restrictive practice (collectively the "Prohibited Practices") at any time in the evaluation process. In such an event, LIC shall, without prejudice to its any other rights or remedies, forfeit in part or full the EMD / PBG, as the case may be for, inter alia, time, cost and effort of the Corporation, in regard to the RFP, including consideration and evaluation of such Bids and such Vendor may not be allowed to participate in any RFP issued by LIC during a period to be decided by LIC.

Without prejudice to the rights of LIC under Clause above and the rights and remedies which LIC may have under the Letter of Notification of Award or the Agreement, if the bidder, as the case may be, is found by LIC to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the issue of the Letter of Notification of Award or the Agreement, such Bidder shall not be eligible to participate in any IT/Consultancy related tenders or RFP issued by LIC for a period of two years from the date of such finding, as the case may be.

For the purposes of this Section, the following terms shall have the meaning herein-after respectively assigned to them:

- a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of LIC who is or has been associated in any manner,

directly or indirectly with the Selection Process or the Letter of Notification of Award or has dealt with matters concerning the Agreement or arising there from, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of LIC, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the Letter of Notification of Award or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the Award or the Agreement, who at any time has been or is a legal, financial or technical bidder/ adviser of LIC in relation to any matter concerning the Project;

- b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process;
- d) "undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by LIC with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a conflict of Interest; and
- e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

## Applicable Law

This RFP shall be governed by and construed in accordance with the laws of India, without giving effect to conflict of law rules. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts and hence, any legal dispute will come under the jurisdiction of Mumbai High Court only.

## Ambiguities within the Document

In case of ambiguities or discrepancies within this RFP, the following principles shall apply:

- a) Apart from the clauses where specifically mentioned all other terms and conditions of the RFP are applicable.
- b) as between two Clauses of this RFP, the provisions of a specific Clause relevant to the issue under consideration shall prevail over those in a general Clause;
- c) as between the provisions of this RFP and its Annexures, the RFP shall prevail, save and except as expressly provided otherwise in the RFP or the Annexures; and
- d) As between any value written in numerals and that in words, the value in words shall prevail.

## Notices and other communications

Any notice given by one party to the other pursuant to the contract shall be sent to other party in writing.



## Service of notices

A Notice must be:

- In writing, in English and signed by a person duly authorized by the sender party; and
- Hand delivered or sent by prepaid post to the recipient's address for Notices, as varied by any Notice given by the recipient to the sender.

LIC's Address for notices:  
The Executive Director (IT-DT),  
LIC of India, Central Office,  
3<sup>rd</sup> Floor, JeevanSevaAnnexe Building,  
Santacruz (West), S. V. Road, Mumbai – 400054

## Effective on receipt

A Notice given in accordance with the contract takes effect when it is taken to be received (or at a later time specified in it), and is taken to be received at the address mentioned above:

- ☐ If hand delivered, on delivery
- ☐ If sent by prepaid post, on the second Business Day after the date of posting (or on the seventh Business Day after the date of posting if posted to or from a place outside India).

## Rights reserved by LIC

LIC reserves absolute and unconditional right to:

- Accept or reject any or all Bids without assigning any reasons. Bids may be accepted or rejected in total or in any part thereof.
- Seek clarifications and/or additional documents from bidders, issue clarifications to queries by bidders and/or modify the RFP in part or full, without assigning any reasons whatsoever prior to finalization of the RFP.
- If at any future point of time, it is found that the bidder had made a statement which is factually incorrect, LIC will reserve the right to debar the Bidder/Vendor from participating in future RFP's floated during the empanelment period and / or servicing of hardware for a period to be decided by LIC and take any other action as may be deemed necessary including the invocation of BG in part or full.
- Verify the validity of bid information waive any of the requirements of the RFP, if, at the sole discretion of LIC, the best interests of LIC would be served. However, this will be done before opening of the commercial bid(s).
- Cancel the RFP process at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s). Reasons for cancellation will be determined by LIC at its sole discretion.
- Recover any dues payable by the selected Vendor from any amount outstanding to the credit of the selected Vendor, including the pending bills and/or invoking PBG, if any, under this contract.
- Ascertain the effectiveness and efficiency of the resources deployed for this project through interview, performance review etc. and insist for proper substitute.

- h) To debar the bidder from bidding and take any other action as may be deemed necessary prospectively for a period to be decided by LIC if it is found at any future point of time that the bidder had made a statement which is factually incorrect,
- i) Procure any equipments/components/services outside this tender.
- j) Decide all unforeseen issues on the merits of each case
- k) LIC may terminate the agreement if it determines at any time that Vendors or their representatives were engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that agreement, without the concerned Vendors having taken timely and appropriate action satisfactory to the LIC to remedy the situation.

The decision of LIC in all matters will be final and binding on all bidders participating in this bid.

### **Right to Verification**

LIC reserves the right to verify any or all the statements made by the Bidder in the tender document and to inspect the Bidder's facility related to scope of work, if necessary, to establish to its satisfaction the Bidder's capacity/ capabilities to perform the job.

### **Bid Rejection Criteria**

Bids may be rejected under following circumstances:

- a) Bids received by LIC at its designated venue for bid submission after the last date and time of receipt of bids.
- b) Bids submitted anywhere other than the place for bid submission mentioned in the RFP.
- c) Bids not accompanied by the requisite EMD. In case of bidders registered with NSIC/MSME, they are eligible for waiver of EMD. However, they need to claim for such waiver by providing copy of valid NSIC/MSME Certificate as part of eligibility criteria.
- d) Bids not conforming to the requirements, terms and conditions mentioned in this RFP document.
- e) If the bid is incomplete or is evasive or contains incorrect/ inaccurate/ misleading information to permit a thorough analysis in LIC's estimation.
- f) If the bid is not properly/ duly signed/initialed by the authorized person
- g) If there is any effort by a Bidder for revelations of prices in any form or by any reason before opening of commercial bids or canvassing/ lobbying or to influence LIC in its decisions on bid evaluation, bid comparison, short listing or contract award decisions etc.
- h) Bids with material deviations or conditions unacceptable to LIC
- i) Bids from bidders not responding to queries or documents sought by LIC within stipulated time
- j) Technical Bids with indicative prices
- k) For other reasons mentioned in this RFP

The decision of LIC in all matters will be final and binding on all bidders participating in this bid.

## Arithmetical Errors

Arithmetical errors will be rectified on the following basis:

- a) If there is a discrepancy between the total price quoted in the bid and the total price that is obtained by multiplying unit price and quantity, the unit price shall prevail, and the total price will be corrected accordingly.

If there is discrepancy between words and figures, the value written in words will prevail.

## Award and Signing of Bid Contract

- a) The Contract will be based on this RFP, clarifications & modifications (if any) to the RFP and bidder's valid response to RFP.
- b) LIC will award the Contract to the successful vendor selected through the criteria mentioned in this RFP.
- c) LIC will notify the successful vendor in writing via letter / email, that its bid has been accepted. LIC will send a copy of the Contract Form incorporating all agreements between the parties to the successful vendor.
- d) Within 14 working days of receipt of the Contract Form, the successful vendor shall sign and date the Contract and return it to LIC.

This initial contract will be called the Master Service Agreement (MSA). The MSA will be the permanent reference document for all the subsequent modifications. Modifications to the MSA will be mutually agreed upon and will be accommodated in the form of addendum/ schedules to the MSA since procedural aspects, services etc. will be continuously evolving.

## Cancellation of Contract and Compensation

- a) LIC may take all legal recourse such as, cancelling the contract, invoking the Performance Bank Guarantee, claiming damages etc. if the vendor fails to implement the scope covered in this RFP within the stipulated period by giving minimum one month (30 days) notice to the successful bidder in case of non-performance by the bidder or for any other reason deemed fit by LIC.
- b) Successful vendor is expected to rectify breach/ unsatisfactory progress during the notice period. In case the successful vendor continues to fail on above counts even after expiry of 30 days' notice, LIC reserves the right to cancel the contract of the selected Vendor and recover related expenditure incurred by LIC. However, upon termination, vendor will be paid for the services performed by vendor as per the RFP till the date of termination.
- c) In case of termination/ cancellation of the order, the vendor will not be entitled to or recover from LIC any amount by way of damages, loss or otherwise. In such a situation, Vendor will be paid charges towards services delivered till the date of termination of the contract.
- d) In the event of cancellation of agreement or termination of the order, the vendor will assist in smooth migration to a new vendor. If this condition is not adhered to, LIC will invoke the Performance Bank Guarantee.
- e) LIC may, at any time, by a prior written notice of one week, terminate the successful bidder and / or reduce the scope of the Services.

- f) On receipt of a notice of termination or reduction of scope, the Successful bidder must stop work as specified in the notice; take all available steps to minimize loss resulting from that termination; and to protect LIC Material and Contract Material and continue work on any part of the Services not affected by the notice.
- g) If the contract is terminated, LIC is liable only for payments in respect of services rendered before the effective date of termination.
- h) If the scope of the Services is reduced, LIC's liability to pay the Service Charges or to provide LIC Material abates in accordance with the reduction in the Services.
- i) The deliverables that are complete and ready for delivery within 7 days after the Successful bidder's receipt of notice of termination shall be accepted by LIC as per the Contract. For the remaining systems, LIC may choose to have any portion completed and delivered at the Contract terms and prices, and/or to cancel the remainder and pay to the Successful bidder an agreed amount for partially completed systems and for materials and parts previously procured by the Bidder.
- j) In the event of LIC terminating the Contract in whole or in part, LIC may procure, upon such terms and in such manner as it deems appropriate, Systems or Services similar to those undelivered, and the Successful bidder shall be liable to LIC for any excess costs for such similar systems or Services. However, the Successful bidder shall continue the performance of the Contract to the extent not terminated.
- k) LIC may at any time terminate the Contract by giving written notice to the Successful bidder, if the Successful bidder becomes bankrupt or otherwise insolvent. In this event, the termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to LIC.

## Terms of Assignment

Neither the contract nor any rights granted under the contract may be sold, leased, assigned or otherwise transferred, in whole or in part, by the selected Vendor without advance written consent of LIC and any such sale, lease, assignment or transfer otherwise made by the selected Vendor shall be void and of no effect whatsoever.

## Minimum Wages

The bidder hereby agrees and undertakes that during the subsistence of this agreement it will not employ any personnel/individual below the Minimum Wages fixed by appropriate Government on this behalf from time to time, as per the provisions of Minimum Wages Act 1948. In this effect, the bidder has to submit the undertaking on their company letterhead signed by an authorized signatory.

The successful bidder will ensure strict compliance of all labor laws, insurance, minimum wages to the staff employed /deployed /engaged for the work assigned and LIC will not be liable for any such persons/personnel of successful bidder and shall not be liable for any levies / penalties etc. that may be imposed by the Authorities concerned for their action/inaction. There shall be no employer employee relationship whatsoever between LIC and the successful bidder /their employees and the bidder or his employees, staff, agents will not be entitled to any employment with LIC. In the event of any demand/fines/penalty made by any of the authorities on LIC in respect of the conduct/actions taken by the bidder/their employees/laborer's, LIC will be entitled to recover the said amounts from the bills / amount payable or from the performance guarantee and also take appropriate action against said persons of bidder/bidder for their misconduct, if any.

## Normalization of Bids

If required, LIC may go through a process of technical evaluation and normalization of the bids to the extent possible and feasible to ensure that shortlisted bidders are on the same technical ground. After the normalization process, if LIC feels that any of the Bids needs to be normalized and that such normalization has a bearing on the commercial bids; LIC may at its discretion ask all the technically shortlisted bidders to re- submit the technical and commercial bids once again for scrutiny. The resubmissions can be requested by LIC in the following two manners:

- ☐ Incremental bid submission in part of the requested clarification by the LIC or
- ☐ Revised submissions of the entire bid in the whole or part.

LIC can repeat this normalization process at every stage of Technical bid submission till LIC is satisfied. The shortlisted bidders agree that they have no reservation or objection to the normalization process and all the technically shortlisted bidders will, by responding to this RFP, agree to participate in the normalization process and extend their co-operation to LIC during this process. The shortlisted bidders, by submitting the response to this RFP, agree to the process and condition of the normalization Process.

This clause is not applicable for items where the Bidder has missed out quantities or scope items, in such cases the bidder will have to make good such items or scope at no additional cost to LIC. This clause is applicable for only those items where the Bidder has quoted inadequately in terms of quantity or description or sizing, in such cases the bidder will provide the additional quantities at the same rates quoted in the price bid.

## Communications

Any communication given by one party to the other pursuant to the Contract shall contain the RFP reference and should be sent to other party in writing or by email and confirmed in writing to the other Party's address. For all written communication related to this RFP, the following shall be the address of LIC:

The Executive Director (IT-DT),  
LIC of India, Central Office,  
3rd Floor, Jeevan Seva Annexe Building,  
Santacruz (West), S. V. Road, Mumbai – 400054

## Publicity

Any publicity by the vendor in which the name of LIC is to be used should be done only with the prior and explicit written permission of LIC.

## Consortiums or sub-contractor

No consortium bidding is allowed. LIC will not consider joint or collaborative proposals that require a contract with more than one prime Vendor. Bidders need to fulfill all the eligibility criteria and technical evaluation criteria in its individual capacity unless mentioned otherwise.

## Conflict of interest

- I. The Vendor will warrant that, to the best of its knowledge after making diligent inquiry, at the date of signing the contract no conflict of interest exists nor is likely to arise in the performance of its obligations under the contract.
- II. A Vendor will not have a conflict of interest that may affect the Services. Bidder shall not have a conflict of interest that may affect the evaluation process. Any bidder found to have a conflict of Interest shall be disqualified. In the event of disqualification, bidder shall forfeit and LIC shall appropriate the EMD, if available, as mutually agreed genuine pre-estimated compensation and damages payable to LIC for, inter alia, the time, cost and effort of LIC including consideration of such bidder's Proposal, without prejudice to any other right or remedy that may be available to LIC hereunder or otherwise.
- III. LIC requires that the Vendor provides professional, objective, and impartial services and at all times hold LIC's interests" paramount, avoids conflicts with other assignments or its own interests, and acts without any consideration for future work. The Vendor shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to LIC, or that may place it in a position of not being able to carry out the assignment in the best interests of LIC.
- IV. Without limiting the generality of the above, bidder shall be deemed to have a conflict of Interest affecting the evaluation process, if:
  - i. the Bidder, or Associates (or any constituent thereof) and any other Bidder, or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest;
  - ii. such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate;
  - iii. such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Proposal of either or each of the other Bidder; or there is a conflict among this and other assignments of the Bidder (including its personnel and other members, if any) and any subsidiaries or entities controlled by such Bidder or having common controlling shareholders. The duties of the Bidder will depend on the circumstances of each case. While providing services to LIC for this particular assignment, the Bidder shall not take up any assignment that by its nature will result in conflict with the present assignment.

### Notification of a conflict of interest:

The Vendor shall make a disclosure to LIC as soon as any potential conflict comes to their notice but in no case later than 30 days and any breach of this obligation of disclosure shall be construed as Conflict of Interest. LIC shall, upon being notified by the Vendor under this Clause, decide whether it wishes to terminate this Services or otherwise, and convey its decision to the Vendor within a period not exceeding 15 days.

## Varying the Services

- I. Variations proposed by LIC –

LIC reserves the right to initiate any change in the scope of contract. Vendors must factor in a maximum of 25% scope changes within the services cost to be quoted in the commercial bid.

Any change in the scope beyond this 25% will be informed to the vendor in writing. If LIC wants to vary the Services:

- a) LIC will request the Vendor in writing setting out the proposed variations.
- b) within 15 working days after receiving LIC's request or within another period mutually agreed, the Vendor must respond in writing to LIC specifying what impact those variations will have on:
  - i. the Service Charges; the Services or Deliverables, including any Deliverable.
  - ii. the Vendor's ability to perform its obligations under current Contract (including its ability to meet Milestones) and with respect to the change of scope proposed.
- c) Within 15 working days after receiving the Vendor's response, or within another period mutually agreed, LIC will give the Vendor a written notice accepting or rejecting the response.
- d) The contract may be varied only in writing signed by each party.

II. Effective date of variation –

Any variation in the services will take effect from the date on which the parties execute a Change Order. In such a case, the Contract will be amended to give effect to the Change Order.

III. Change Order –

- a) If any such change causes an increase or decrease in the cost of, or the time required for, the vendor's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the vendor for adjustment under this clause will be asserted within fifteen (15) days from the date of the vendor's receipt of LIC's change order.
- b) Payment under this clause will be made only if Change orders are exercised, approved and delivered.

IV. Change Requests –

The following would constitute a Change request:

- a) Any work which has not been specifically mentioned in the scope of work of the RFP, the annexure, and the pre-bid queries
- b) Any changes in the deliverables post approval by LIC.

In such a case, the additional effort estimated by the vendor and its costs would be discussed and finalized in discussions with the vendor. The basis of this cost would be as quoted by the vendor in the Annexure G - Indicative Commercial Bid.

Payment under this clause will be made only if Change requests are exercised, approved, and delivered.

V. Contract Amendments –

No variation in or modification of the terms of the contract shall be made except by written amendment signed by both LIC and the vendors. Any changes in law, taxes and policies shall be governed through the provision of this RFP.

## Section D: Current Environment

### Current Environment

LIC is currently having the following structure and geographical spread:

- ☐ Corporate Office (also called as Central Office): Mumbai
- ☐ Zonal Offices: 8 (Bhopal, Kolkata, Chennai, Hyderabad, Kanpur, Delhi, Mumbai, Patna)
- ☐ Zonal training Centers: 8 (Bhopal, Kolkata, Chennai, Hyderabad, Agra, Delhi, Pune and Jamshedpur)
- ☐ Management Development Centre: 1 (Mumbai)
- ☐ Divisional Offices: 113
- ☐ Pension & Group Superannuation Units: 74
- ☐ BOs/ SOs/ MOs etc.: 4800 (approx.)

As of date, all offices of LIC are networked and have extranet and internet leased links also. The primary DC is in Mumbai and the primary DR is in Bangalore.

### Corporate Office

Address: LIC Of India, Central Office, Yogakshema, J B Marg, Nariman Point, Mumbai – 400 021

### Zonal Office Addresses

Central Zone 60-B, "JeevanShikha", Hoshangabad Road, P.B.No.28 Bhopal - 462 011	North Central Zone JeevanVikas, 16/275, Civil Lines, Kanpur - 208 001.
Eastern Zone 4, C.R. Avenue, Hindusthan Buildings, Kolkata - 700 072	Southern Zone "LIC Building", 153, Anna Salai, P.B. No.2450, Chennai - 600 002
East Central Zone "Jeevan Deep" Building, Exhibition Road, Patna -800 001	South Central Zone JeevanBhagya, South Central Zonal Office, Opp Secretariat, Saifabad, Hyderabad – 500 063
North Zone "JeevanBharti", Tower-II, 124, Connaught Circus, P.B. No. 630, New Delhi - 110 001	Western Zone "Yogakshema", West Wing, Jeevan Bima Marg, P.O. Box No. 1709, Mumbai - 400 021

### Zonal Offices and its Divisions

Name of the Zone	Address of the Zone	Name of Divisions
NZ, Delhi	JeevanBharti" Tower-II 124, Connaught Circus, P.B.No.630, New Delhi - 110001	Ajmer, Amritsar, Bikaner, Chandigarh, Delhi – I, Delhi – II, Delhi – III, Jaipur – I, Jaipur – II, Jalandhar, Jodhpur, Karnal, Ludhiana, Rohtak, Shimla, Srinagar, Udaipur,
NCZ,	LIC of India, JeevanVikas,	Agra, Aligarh, Allahabad, Bareilly, Dehradun,



Name of the Zone	Address of the Zone	Name of Divisions
Kanpur	16/275, Mahatma Gandhi Marg, Civil Lines, Kanpur-208 001.	Faizabad, Gorakhpur, Haldwani, Kanpur, Lucknow, Meerut, Varanasi
CZ, Bhopal	60-B, Arera Hills, "JeevanShikha", Hoshangabad Road, P.B. No. 28, Bhopal – 462011	Bhopal, Bilaspur, Gwalior, Indore, Jabalpur, Raipur, Satna, Shahdol
EZ, Kolkata	4, C.R. Avenue., Hindusthan Buildings, Kolkata - 700 072.	Asansol, Burdwan, Bongaigaon, Guwahati, Howrah (Kolkata), Jalpaiguri, Jorhat, Kolkata Metro DO-I (Kolkata), Kolkata Metro DO-II(Kolkata), KSDO(Kolkata), Kharagpur, Silchar,
ECZ, Patna	Jeevan Deep Building, Exhibition Road, Patna. Bihar - 800001	Begusai, Berhampur, Bhagalpur, Bhubaneswar, Cuttack, Hazaribagh, Jamshedpur, Muzaffarpur, Patna – I, Patna – II, Samalpur
SCZ, Hyderabad	JeevanBhagya, South Central Zonal Office, Opp. To Secretariat, Saifabad, Hyderabad-500063	Bangalore-1, Bangalore-2, Belgaum, Cuddapah, Dharwad, Hyderabad, Karimnagar, Machilipatnam, Mysore, Nellore, Raichur, Rajahmundry, Secunderabad, Shimoga, Udupi, Visakhapatnam, Warangal
SZ, Chennai	"LIC Building", 153, Anna Salai, PB No.2450, Chennai - 600 002.	Chennai – I, Chennai – II, Coimbatore, Ernakulam, Kottayam, Kozhikode, Madurai, Salem, Thanjavur, Thiruvananthapuram, Thrissur, Tirunelveli, Vellore
WZ, Mumbai	"Yogakshema", West Wing, JeevanBimaMarg, P.O.BOX NO. 11709, Mumbai - 400 021	Rajkot, Amravati, Ahmedabad, Gandhinagar, Surat, Vadodara, Mumbai I, Mumbai II, Mumbai III, Mumbai IV, Mumbai SSS, Kolhapur, Thane, Goa, Satara, Pune I, Pune - II, Nashik, Nagpur, Aurangabad, Bhavnagar, Nadiad, Nanded

### IT Scenario in LIC

- LIC has a fully computerized and networked environment connecting all our offices across the country.
- All offices of LIC are networked using MPLS with appropriate bandwidth.

### Present Solution Overview

Existing and Deployed Licenses – Onsite software solution

- Trend Micro Office Scan Client/ Server Edition- Apex One (Antivirus)
- Trend Micro Apex Central7.007
- Trend Micro Deep Security Agents
- Trend Micro Deep Security Manager (DSM)-20.0.1027
- Trend Micro InterScan Web Security Suite (IWSVA) + URL filtering (Web Security at gateway)
- Trend Micro InterScan Messaging Security Suite (IMSSVA-Email Security at Gateway)
- Scan Mail Suite for exchange (MS Exchange Security)
- Trend Micro Vision One Endpoint Detection and Response (EDR) with DDAN
- Active Directory Domain: licindia.com; Single domain; single forest; Windows 2016 Server Std.

**Email Statistics**

	<b>Outgoing</b>	<b>Incoming</b>	<b>Total</b>
<b>Total Mails (monthly)</b>	2,36,24,800	77,53,615	3,13,78,415
Peak mails (one day)	6,25,468	1,76,936	8,02,404
<b>Bulk Transaction Mails (monthly)</b>	2,26,21,580		
Peak bulk mails (one day)	5,97,899		

**Section E: Scope of Services****Brief Scope of Work:**

Supply, installation , implementation and Maintenance (for a period of 5 years) of: Solution and licenses for

Email Gateway Security  
Email Security  
Secure Web Gateway

- The requisite hardware and software. (Presently, the DC is at Mumbai, and DR at Bangalore. LIC Reserves the right to change the locations at its own discretion .The same will be communicated before implementation.)
- Any other licenses which may be required for implementation of this solution.
- High level Premium support from OEM with Technical Account Manager.
- On-site management and maintenance support Services of SI for L2 resources.
- Implementation of solutions at Email Gateway, Web Gateway and Corporate Mailing Solution. The implementation should include enforcement of policies as per the requirement of LIC along with migration, if any, from the existing system.
- UAT set up needs to be provided along with DC/DR deployment
- **LIC may opt for Proof of Concept (POC) during Technical evaluation of the Bids**
- **Eligible Bidders will have to make Technical Presentation at the time of Technical Evaluation.**

A. The bidder shall perform the below high-level activities as part of the scope of work. Please note, the below list of activities is only indicative and not an exhaustive list. The deliverables mentioned shall be provided for each solution as part of this RFP.

<b>Phase No.</b>	<b>Phase Name</b>	<b>Activities to be performed</b>	<b>Deliverables</b>
<b>1</b>	<b>Planning</b>	<ul style="list-style-type: none"> <li>• Conduct kick-off meeting</li> <li>• Study of present architecture at Data centers.</li> <li>• Study of LIC's existing security environment and guidelines</li> <li>• Identify business objectives &amp; technical requirements</li> <li>• Define pre-requisites if any</li> <li>• Outline, testing and implementation strategy and detailed plan with timelines and milestones for entire duration of the</li> </ul>	<p>Detailed Project Plan for each solution as part of this RFP.</p> <p>Note: Separate plan document to be submitted for each in-scope solution.</p>

Phase No.	Phase Name	Activities to be performed	Deliverables
		<p>project.</p> <ul style="list-style-type: none"> <li>Ensure that the IRDAI security and compliance requirements are well documented and integrated into the design and develop a plan for implementation on the basis of which the LIC will clear any kind of audit assessment done.</li> <li>Ensure compatibility and interoperability between different security solutions. E.g., SIEM, Data Classification, Data Loss Prevention, SOC solutions, PIM/PAM, LDAP, cloud support, ITMS (ticketing tool), EDR/XDR, analytics tools, etc.</li> </ul>	
2	Designing	<ul style="list-style-type: none"> <li><b>Architecture Diagram:</b> <ul style="list-style-type: none"> <li>Design the overall implementation architecture (high-level diagram and low-level diagram) for each in-scope solution as per IRDAI requirements.</li> <li>Connectivity and data flow diagram for each in-scope solution and also the third-party tools which are required.</li> </ul> </li> <li><b>Policy &amp; Procedure Documents:</b> <ul style="list-style-type: none"> <li>SOP for solution implementation</li> <li>SOP for daily operations of the solution &amp; SOP for functional testing</li> <li>Detailed roles and responsibilities defined in RACI matrix.</li> <li>Minimum Baselines Standard Document (MBSS)/Secure Configuration Document (SCD)</li> <li>Acceptance procedures, Test cases &amp; test plans, etc.</li> <li>BCP/DR/Failover/Backup/Recovery Strategy and process document based on the pre-defined RTO/RPO. Application is required to be maintained in HA mode as Active-Passive at DC-DR. RPO can be taken as 144 hours. RTO can be taken as 3 hours during office hours and 6 hours after office hours.</li> <li>Incident Response strategy and process document with timeline</li> <li>SI/OEM to provide training once every year for a batch of about 20-30 attendees. Trainings shall be conducted at LIC premises in Mumbai location.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Architecture Diagrams High-level and low-level</li> <li>Connectivity and data flow diagram</li> <li>Policy &amp; Procedure documents</li> </ul> <p>Note: Above documents shall be prepared in a mutually agreed template.</p> <p>Bidder shall submit soft and hard copies for all the above documents in the finalized template.</p>

Phase No.	Phase Name	Activities to be performed	Deliverables
3	Implementing	<ul style="list-style-type: none"> <li>• <b>Supply and Installation:</b> <ul style="list-style-type: none"> <li>o Supply of Hardware and software for in-scope solutions (DC and DR). The setup should be in HA mode for DC and DR.</li> <li>o Installation and implementation of the solution as per the architecture design.</li> <li>o Installation will include proper mounting, labeling, tagging of all the equipment and provide network and power connections and also functional and stress testing as applicable.</li> </ul> </li> <li>• <b>Configuration &amp; Integration:</b> <ul style="list-style-type: none"> <li>o Configuring the solutions as per defined Minimum Baseline Security Standard (MBSS). Configuration to meet industry standards and regulatory (IRDAI) guidelines.</li> <li>o Integrating the solutions with: <ul style="list-style-type: none"> <li>▪ Its own components as applicable.</li> <li>▪ Other security solutions as applicable.</li> <li>▪ Active directory, servers, network devices, endpoints and other applicable IT assets.</li> </ul> </li> <li>o Bidder shall recommend ways for secure communication and assist LIC in defining the firewall rules (for MZ and DMZ) and additional if applicable. All such configurations shall be documented as part of the policy/process documentation. Configuration of firewall rules will be done by LIC firewall team under the guidance of SI</li> </ul> </li> <li>• <b>Optimizing &amp; Deployment Validation:</b> <ul style="list-style-type: none"> <li>o Fine tuning of the solutions for better performance.</li> <li>o Monitor and resolve issues as applicable</li> <li>o LIC will validate the deployment of the solution to be performed by respective SI of the deployed solution. In case LIC is not satisfied with the installation and configuration of product, they will submit their recommendation in form of a separate report to SI accordingly. SI shall perform necessary changes as recommended by the LIC.</li> </ul> </li> </ul>	<p>SI will be responsible for:</p> <ul style="list-style-type: none"> <li>▪ Site Ready Document/Site Not Ready Document as applicable.</li> <li>▪ Successful deployment confirmation</li> <li>▪ Validation of alerts &amp; report by the OEM</li> <li>▪ Backup &amp; restoration procedure as per OEM guidance</li> <li>▪ Policies &amp; procedures</li> <li>▪ Test/POC report with evidence (screen snapshots)</li> <li>▪ Use cases as per the IRDAI guidelines</li> <li>▪ Integration with third party solutions such as SIEM, Data Classification, Data Loss Prevention, SOC solutions, PAM, LDAP, cloud support, ITMS (ticketing tool), EDR, analytics tools, etc.</li> <li>▪ Documents on the rest API functionalities.</li> <li>▪ Sign off from the customer.</li> </ul>

Phase No.	Phase Name	Activities to be performed	Deliverables
4	Sustaining	<ul style="list-style-type: none"> <li>Post- deployment (after sign-off from LIC) bidder shall manage &amp; monitor proposed solutions end to end.</li> <li>Facilitation &amp; operation for continuous monitoring, performance optimization, upgradation, maintaining compliance with LIC policies, industry standards and regulatory guidelines, change management, incident response orchestration, implement automation, have the data risk analysis to identify outliers, team of trained professionals, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Fixed &amp; ad hoc reports</li> <li>Weekly status review &amp; monthly governance steering committee</li> <li>MIS Dashboards</li> <li>End to end operation for proposed solutions</li> <li>Should provide onsite support during office hours and if required on holidays, Saturdays or Sundays. Telephonic/ remote support must be available at hours when onsite services are not available.</li> </ul>

**B. Compliance with IS Security Policy:**

The SI shall have to comply with LIC's IT & IS Security policies in key concern areas relevant to the RFP, details of which will be shared with the selected Bidder. Some of the key areas are as under:

- o Responsibilities for data and application privacy and confidentiality.
- o Responsibilities on system and software access control and administration
- o Custodial responsibilities for data, software, hardware and other assets of LIC being managed by or assigned to the Vendor
- o Physical Security of the facilities
- o Physical and logical separation from other customers of the Vendor
- o Incident response and reporting procedures
- o Password Policy
- o Access management Policy
- o Acceptable usage Policy (Authentication and Identity Management, Authorization and access control)
- o Data Encryption / Protection requirements of LIC
- o Cyber Security Policy
- o Auditing
- o In general, confidentiality, integrity and availability, non-repudiation, authenticity, privacy of data/information must be ensured
- o Responsibilities in carrying out background verification of personnel deployed from vendor side regularly and submit the report as and when needed by LIC

**C. Right to Audit:**

- It is agreed by and between the parties that the Service Provider shall get itself annually audited by external empanelled Auditors appointed by LIC/ inspecting official from the IRDAI or any regulatory authority, covering the risk parameters finalized by LIC/ such auditors in the areas of products (IT hardware/ software) and services etc. provided to LIC and the vendor shall submit such certification by such Auditors to LIC. The vendor and or his / their outsourced agents /sub – contractors (if allowed by LIC) shall facilitate the same. LIC can make its expert assessment on the efficiency and effectiveness of the security, control,

risk management, governance system and process created by the Service Provider. The Service Provider shall, whenever required by such Auditors, furnish all relevant information, records/data to them. All costs for such audit shall be borne by LIC.

- Where any deficiency has been observed during audit of the Service Provider on the risk parameters finalized by LIC or in the certification submitted by the Auditors, it is agreed upon by the Service Provider that it shall correct/ resolve the same at the earliest and shall provide all necessary documents related to resolution thereof and the auditor shall further certify in respect of resolution of the deficiencies. It is also agreed that the Service Provider shall provide certification of the auditor to LIC regarding compliance of the observations made by the auditors covering the respective risk parameters against which such deficiencies observed. All costs for such audit shall be borne by the service provider/vendor.
- Service Provider further agrees that whenever required by LIC, it will furnish all relevant information, records/data to such auditors and/or inspecting officials of the LIC/ IRDAI and or any regulatory authority required for conducting the audit. LIC reserves the right to call and/or retain for any relevant material information / reports including audit or review reports undertaken by the Service Provider (e.g., financial, internal control and security reviews) & findings made on the Service Provider in conjunction with the services provided to LIC.

#### D. Documentation

- All the documents shall be supplied in properly bound volumes of A4 size sheets.
- Three sets of hardcopies as applicable and one softcopy ~~on CD~~ shall be supplied as final document.
- Documents for high level design, detailed design, configuration of individual features set on various appliances, general testing, scenario-based fail-over testing, Standard Operating Procedure, best practices etc. shall form the complete set for fulfilling the documentation criteria.
- Vendor shall also submit Delivery and Installation Report, Warranty certificates, License Copies for all the items supplied along with the supplies.
- Installation report should contain the part numbers of all the components supplied by the selected bidders.

#### E. Training & Certification

Bidder shall train specified LIC employees for operational Management of the system. Training shall be provided on each of the following modules to specified LIC personnel. Training shall be provided at no additional cost to LIC through OEM approved Authorized agencies/faculties. All trainings have to be imparted at LIC's premises.

- Pre-Implementation: Provide training to the LIC personnel/ Onsite support team on the product architecture, functionality and the design for each solution under the scope of this RFP.
- Post Implementation: Provide hands-on training to the LIC personnel/ Onsite support team on day-to-day operations, alert monitoring, policy configuration, rule creation, report generation for all solutions etc.
- Documentation and knowledge transfer after each patch/version update.
- The bidder and OEM are required to provide training jointly for officials nominated by the LIC for each solution specified in the scope of work.
- The bidder and OEM are required to provide ad-hoc trainings to the LIC staff as required by LIC, to acquaint them with the latest features and functionalities of the solutions for minimum of one day. LIC has the right to exercise this training option at its discretion.

- Training cost shall be inclusive of Certification level training for three participants.
- The bidder is required to provide all trainees with detailed training material and 3 additional copies to the LIC for each solution as per the scope of work of the LIC. This training material should cover installation, operation, integration, maintenance, troubleshooting and other necessary areas for each solution.
- All out of pocket expenses related to training shall be borne by the selected bidder.
- The vendor may utilize the OEM resources in case the bidder does not have adequately experienced resources for providing training.

The detailed training documents should be given to the training participants. The detailed theory & hands-on training should be imparted by the OEM Authorized personnel at LIC premises.

The training facilities shall be made available by LIC, the Bidder will have to ensure that training is imparted in a professional manner through certified and experienced personnel (other than on-site Personnel) and proper courseware is given to every person attending the training.

F. Support Process Requirement:

- The vendor shall provide an escalation matrix in consultation with the IT-DT-CAV Department, Central Office, LIC for different categories of support calls.
- Day-to-day maintenance of the complete solution setups made.
- The support Personnel provided should be conversant with the regular configuration from scratch, integration with other log sources, creation of rules and policies as per LICs requirements, administration tasks, patch management, user management, backup procedures, etc.
- The on-site support Personnel should be able to troubleshoot the problems raised and should maintain a log of them, also report it to the LIC administrators in detail with root cause analysis and problem resolution.
- The Bidder should ensure that there will be a proper change & configuration management, backup management, security management. These procedures should be well documented, followed and maintained (copy of the same should be submitted to LIC Central Office – IT-DT dept.)
- The onsite support Personnel should re-install/ reconfigure any component/ system of the security equipment supplied by the vendor, in case of crash of those components / system on problem or patch/upgrades. The on-site Support Personnel also needs to support, if any security installations done by a separate vendor.
- In case the problem is not being rectified by the onsite L2 Personnel even after 1 hour, the issue should be escalated and resolved within 5hr from time of incident.
- The support Personnel should also keep track of the issues /ticket raised through the web interface help desk/telephone/mail etc. and should provide the solution for the same.
- The vendor has to create separate interfaces for them/LIC administrators to carry out the minimum possible jobs, which may be changed as per the business needs ensuring compliance to LIC Security policies. There should be a provision to audit the changes done to fix the accountability.
- Up gradation of products to the latest version at all the locations, whenever applicable by following a risk-based approach. The procedures have to be documented and submitted to LIC before carrying out any such activity.
- The vendor has to do necessary implementations required from business continuity perspectives with respect to all the solutions.
- Root cause analysis of any event has to be done and proper corrective action has to be taken with information to LIC officials. Based on that, the vendor should recommend for improvement to policies, procedures, tools and other aspects.

- The Vendor has to provide a portal application with authentication to implement, assess and track various trouble-tickets to higher officials of LIC. The site has to be updated regularly by the on-site Personnel.
  - Alert LIC officials for any unusual occurrence/threat/attacks etc. observed.
- o. The vendor has to comply with the following attributes related to all the in-scope solutions:
- i. LIC has a right to review their processes
  - ii. SOPs for the processes.
  - iii. LIC has a right to assess the skill sets of vendor resources.
  - iv. Advance information about the resources deployed is to be communicated and proper hand-over of charge with complete documentation has to be done for the new resources, which should be approved by LIC.
- All necessary steps/changes have to be made in security infrastructure as per the requirements of ISO27001, Certifying Authority/ Body etc. or any third-party security audit / inspection report.
- Note:
- No telephone connection will be provided by LIC to the onsite support persons.
  - The on-site L2 support may also be required to work on Sunday/LIC holidays or beyond office hours on working days, for which an advance notice will be given.
- G. On-Site Support Services
- ☐ 24 X 7 real-time monitoring uptime, availability, health performance of the hardware/software with mitigation support. Onsite support must be provided during office hours and if required on holidays, Saturdays or Sundays..Telephonic/remote support must be available other than office hours.
  - ☐ Track and follow-ups with stack-holders for resolution of reported incidents tickets.
  - ☐ Ensure systems are up and running, including their other aspects like Configuration, Re-configuration, updates, upgrades, bug fixes, problem analysis, performance analysis, configuration optimizations, migration of devices, audits, users profile management, root cause analysis, on-site support.
  - ☐ Ensure logical and acceptable conclusion of all the monitoring, management, mitigation, administration and reporting issues.
  - ☐ Ensure a smooth handover of these devices from current vendor in specified and declared timelines with proper project management
  - ☐ Perform periodic review and fine tuning of these devices to fit organization network environment and requirement, subsequence management, monitoring and support (24 X 7)
  - ☐ The change management of all the devices must be adhering to standards and policies of LIC.
  - ☐ Create, update, and delete access control rules, groups, and policies in applications of the project after obtaining approval.
  - ☐ Quarterly review of rules, policies etc. of security devices and recommend optimization of the same.
  - ☐ In case of any hardware/virtualized malfunctioning, patch management, firmware Upgradation and other OEM related tasks of the device, the vendor must coordinate with stakeholders for faster resolution.
  - ☐ Monitor and report the hardware and software related SLA's of the project.
  - ☐ SOP Documentation and OEM/Service Provider SLA management must be reviewed, implemented, and finetuned.
  - ☐ Quarterly review of capacity planning of applications' configuration.
  - ☐ Open a case with OEM /product support for all faults. Coordinate with OEM /product support for resolution. Communicate status to LIC on a regular basis
  - ☐ Management of the project's Solution for policy changes including rule changes, signature updates arising from business requirements or in the event of attacks



- ☐ Provide LIC with a root cause analysis in case of any faults, security events including preventive measures being taken to prevent future similar incidents outages
- ☐ Coordinate delivery with all stake holders including help desks, network team, IT team, application team and all appropriate third parties, as necessary
- ☐ Maintain security product configuration, based on industry best practices, and as requested
- ☐ Participate in technical and business planning sessions to establish security standards where the security products may impact the network
- ☐ Provide infrastructure security planning & analysis, recommendations for installation and upgrade
- ☐ Tracking/Alerting the required license, software subscription for all hardware & virtual components of devices in scope
- ☐ Set up and manage admin and user accounts. Perform access control on need basis
- ☐ Conduct Recovery exercise of above backup on quarterly basis or as per the LIC guidelines. Submit the Periodic Reports on the backup status. (As per compliance to IRDAI cybersecurity guidelines/audits, CA,VA, PT, DR Drills needs to be done as per LIC standard)
- ☐ Provide relevant support for external and internal security audits that LIC is subject to from time to time
- ☐ Support POCs or evaluation of new technologies or tools relevant to services within this RFP from time to time
- ☐ On call availability of the L2 or higher over weekends

## Detailed Scope of Work

### II. General Requirements

- a) The specifications given are minimum. Bidders can quote equivalent or higher technical specifications to meet the requirements of LIC. The RFP and annexures together constitute the overall requirements of the solution.
- b) The bidder / System Integrator shall engage the services of respective OEMs for plan, design and implementation of the solution. The OEM(s) must deploy subject matter experts with experience in designing and implementation of the respective tool in enterprise environments.
- c) The bidder shall ensure that the OEM(s) has end to end responsibility for plan, design, implementation, maintenance and adoption of the total solution for detection of any anomalies for enhanced protection of LIC's infrastructure during the tenure of this project.
- d) The bidder shall ensure that the configuration, implementation and testing of the solution components are carried out by resources from the OEM as decided by LIC at the time of implementation. The bidder's resources can be leveraged; however, the overall responsibility of the implementation shall be with OEM.
- e) The bidder should provide OEM approved High level diagram and Low-level diagram to LIC.
- f) The bidder shall also engage the services of the respective OEMs for post implementation audit, validation and certification by the OEM that the solution has been implemented as per the plan & design provided by them.
- g) The bidder is responsible for the AMC, licenses, uptime, availability and management of the devices/solutions implemented and managed as part of the in-scope solution.
- h) The bidder shall Supply, Design, Install, Implement, Integrate, Support & Maintain in scope solutions within this RFP.
- i) The bidder should consider the detailed technical specifications as stated in the Annexure F while proposing for the solution. Bidder needs to provide complete end to end solution including applicable appliances, software, necessary accessories, active and passive components for efficient functioning of the proposed solution.
- j) Bidder has to quote for highest/ premium support available from the OEM along with the documentation/ datasheet specifying the details of all the deliverables like service part code,

- features, etc. for all the OEMs.
- k) The services and solutions provided should possess modularity and scalability to effectively meet the LIC's needs throughout the five-year contract period.
  - l) The bidder and OEM services team shall conduct a workshop with all the departments of LIC to gather the inputs in relation to solution requirement with respect to the baselining and scoping of the components including the items listed below:
    - i. Solution architecture, sizing, policy configuration, High availability, BCP/ DR scenarios, etc.
    - ii. Integration of in-scope solution with other SOC solutions and other Network and Security solutions currently deployed in the environment as decided by the LIC.
    - iii. Testing strategy and test cases for Acceptance Testing of the solution.
    - iv. Identifying gaps, crown jewels of LIC, custom parser creation, creation of rules, use case development, finetuning, etc.
  - m) The bidder and OEM services team shall submit a Requirement Gathering Document and a detailed Design Document based on the requirements gathering exercise.
  - n) All the solutions should be seamlessly integrated with the LIC's NTP solution and must be compatible with any provided NTP version.
  - o) All solutions should have the log storage capability of 6 months in the project's software application (2 years as per current Preservation policy of LIC).
  - p) All solutions must have the capacity to accommodate a yearly project growth rate of up to 10%.
  - q) The upfront quotation for all licenses should be transparent and also include a breakdown of charges for additional licenses, considering the anticipated 10% YoY growth.
  - r) In case there is a cost incurred to LIC due the wrong BoQ/Specification/feature-set of security equipment/device/appliance at any location, the same will have to be replaced by vendor at no extra cost to LIC.
  - s) Prepare test-plan, implementation plan, integration plans and rollback strategies.
  - t) The vendor should arrange for a comprehensive deployment audit done by OEM after completion of initial deployment and at the end of the first and second year of initial deployment. The audit would be base lined against SOW, deliverables, LIC Policies and industry best practices. This would be linked to the payment against installation.
  - u) The successful bidder needs to install all the associated equipments needed to complete the job as per the technical specification described in this tender.
  - v) The successful bidder shall co-ordinate and co-operate with the other vendors appointed by the LIC so that the work shall proceed smoothly without any delay and to the satisfaction of LIC.
  - w) No extra claim shall be entertained on account of all/part of any job redone on account of bidder's negligence which results into damages/losses during execution of the job. Also, any component(s) required to deliver the solution after release of Purchase Order shall have to be provided by the successful bidder. All such cost shall be borne by the bidder.
  - x) The vendor has to provide complete escalation matrix which should be updated and sent to LIC as and when there is a change.
  - y) Bidder has to architect the solution deployment after understanding the following details:
    - o Understanding the environment in terms of application, network, server and Security appliances, LAN, WAN & Internet Links and segments, privileged users etc. to ensure creation of use cases related to targeted attacks and early breach detection.
    - o Prepare the designs and implement the solution in line with IRDAI's guidelines on Information and cyber security for Insurers, ISO27001:2022/ISO22301/IT Act 2001 (along with its amendments) standards as modified from time to time. Study of LIC's existing security and application environment and guidelines and recommend best practices to implement and roll out the same.
    - o To suggest plan for network integration of various devices/appliances etc. with the proposed solutions. Design of the proposed solutions.
    - o Integration and co-ordination with SIEM, Data Classification, Data Loss Prevention, SOC solutions, PIM/PAM, LDAP, cloud support, ITMS (ticketing tool), EDR/XDR analytics

tools,etc.

- Bidder needs to prepare a detailed execution plan. The complete documented plan must be submitted to LIC with supported designs and drawings (if any) within 5 weeks of placing the order. The actual execution will start only after approval of plan by LIC officials.
- The plan shall include information related to required downtime, changes to existing architecture, log level parameters, deployment schedule etc.
- The installation of the appliances shall be done as a planned activity on a date & time of approved deployment schedule.

## Products/solutions to be supplied

Technology - Security Layer	No of licences
Email Gateway Security	For 60000 email accounts
Exchange Email Security	For 60000 email accounts
Secure Web Gateway	For 30000 users

## RACI Matrix

Below Table depicts desired RACI (Responsible-R, Accountable-A, Consulted-C, Informed-I) matrix for in-scope solutions which is non-exhaustive. The successful bidder must submit comprehensive RACI for proposed services in a similar way in their response to RFP .

Build Foundation – Responsibility Matrix		
Planning / Design	SI	LIC
Kick-off, plan creation, project governance & comms structure creation	R,A,C	I
SPoC Allocation & Stakeholder identification	I	R, A, C
Facilitating requirements gathering documentation, discussions & walkthroughs	C, I	R, A
Architecture and Design for Foundation Build	R,A	C,I
Getting all required documents	R,A	C,I
Architecture diagram, VM specification & Database inventory	R, A,, C	C,I
Prerequisites sharing for Project's readiness - Sharing of Prerequisites with the client for Networking, Server, DC/DR, and Application information)	R, A,C	I
Confirmation & revert with queries on Pre-Requisites templates	C, I	R, A
Data centre readiness by client (Space, Racks, Power)	C, I	R, A
Base Hardware/OS readiness for the project's solution	R, A, C	I
Network configuration, Port opening, and cabling completion	R, A, C	C, I

Rack & stack of hardware by OEM/ Supplier	R, A, C	I
Vendor Confirmation on Infrastructure and License Availability and readiness for deployment	R,A,C	I
Getting Licence file from OEM	R,A,C	C,I
Building all required VM as per OEM specification	R,A,C	I
Get direction from OEM	R, A	C, I
Basic configuration setup and checking access to Appliance	R, A,C	I
Getting SOP's, KB articles from OEM	R, A,, C	I
<b>Implementation and Management – Responsibility Matrix</b>		
<b>Implementation</b>	<b>SI</b>	<b>LIC</b>
Develop and implement a change management plan to ensure smooth deployment of the project	R, A,	C, I
Implement the project in LIC environment	R, A, ,C	I
Define Policies in software applications(Best Practice)	R, A	C,I
Define Report format and Build Audit Process	R, A	C, I
Define Backup and Archive policy	R,A	C, I
Configuring LDAP, SMTP, SIEM, PIM/PAM, Data classification, Data Loss Prevention, DRM, EDR, SOC solutions, etc.	R, A,C	I
Monitoring the Alerts and reports	R, A	C, I
Checking the fine-tuning requirements if any	R, A	C, I
Prepare a handover document of the project	R, A, C	I
User guide, training materials, and SOPs	R, A ,C	I
Transition to the Managed services team	R, A ,C	I
Final Sign Off	R, A	,C, I
<b>On-Site Support Services</b>	<b>SI</b>	<b>LIC</b>
Monitoring and incident response	R, A	C, I
Develop a well-defined incident response workflow	R, A	C, I
Creation or Modification of project's SOP, Dashboard, and incident tracker	R, A	C, I
Regular project's maintenance activities	R, A	C, I
Knowledge base on incident trends, actions taken, and lessons learned	R, A	C, I

### Onsite Support Services:

- The successful Bidder has to provide throughout the contract period, the services of an offsite Technical Account Manager.
- Dedicated Project manager who will be onsite during implementation.
- The provision of on-site support is required in Mumbai during the contract period of LIC after implementation of the solution.

- d) Onsite L2 Engineers at Central Office (CO), Mumbai – 1 ( Email Gateway ).  
Onsite L2 Engineers at Central Office (CO), Mumbai – 1 (Web Gateway )

Location	Responsibility	Number
CO, Mumbai	Web Gateway	1
CO, Mumbai	Email Gateway	1

- e) The on-site engineers should have the competency to educate the Security administrators of LIC at Central office about daily jobs; trouble-shoot any related issues etc. Competency of the resources will be evaluated by LIC through interview, working culture for a month, experience and qualifications as stated in this RFP. If the performance is not up to the mark, the Engineer may have to be changed, if LIC so requests.
- f) For seamless integration of the entire solution, the vendor will have to co-ordinate with the various projects of LIC and resolve the problems.
- g) The onsite Engineers should be full time employee on roll of the vendor.
- h) The resources will be responsible for all day-to-day operational activities including monitoring, configuration changes, policy configuration, system tuning and optimization, with regards to the entire project.
- i) The Vendor should depute only appropriately qualified and experienced and resources committed to work on the project. The entire implementation team composition with CV of each resource, I-card copy and photograph should be submitted. Post award of contract, the onsite resources shall be required to sign a declaration to adhere to the NDA terms. LIC may refuse to accept any resource sought to be deployed if he/ she is found to be lacking in experience or qualification to work on the project.
- j) Any change in the project team and onsite resources can be done by the vendor only with the concurrence of LIC by providing replacement staff of the same level of qualifications and competence.
- k) The Vendor will be solely responsible for its employees and their conduct while onsite. All resources will have to adhere to the IT Security Policies of LIC of India at all times during the contract period. IT security policy will be shared with the selected bidder after award of contract.
- l) The resources will be provided leave according to the agreed conditions in the contract i.e. with replacement resources. Prior intimation of leave to LIC Project Manager is a must for all resources, ad hoc absence by any resource for more than two days shall be treated as a non-performance and penalties shall apply.

#### Onsite Support Service Specifications

- i. Email and Web Security Solutions Monitoring
- ii. Monitoring of mail traffic, mail queue, spam detection and action to minimize these
- iii. Configuration and monitoring of security policies in all solutions, minimize false positive detections and there should be no disruption of business communications and other transactions
- iv. Email and Web Security Solution - Reporting and Analysis
- v. Email and Web Security Solution Performance reports and maintaining call reports
- vi. Prioritize incidents based on business impact
- vii. Track incidents until they are closed (proper documentation are to be given with root cause analysis) with proper corrective/ recovery action to be taken in the current infrastructure to prevent the same.
- viii. React immediately to limit/ contain the damage so that damage and loss do not escalate out of control.
- ix. Minimize the impact of any security incident

- x. Responding systematically and decreasing the likelihood of recurrence by documenting and learning from the past incidents.
- xi. Create reports as required by LIC.
- xii. Taking backup, archival and restoration of configuration and data.
- xiii. Performing all Administration activities including restoring systems in case of any system crash.
- xiv. Measurement of all SLAs mentioned in this RFP
- xv. Implementation of practices and guidelines as per ISO 27001 standard.

Engineer Qualifications:

1.

L2 Engineer (Onsite):

1. B.E/ B.Tech/ MCA with 2-3 years of Experience in Support and implementation of Security Products including Email and Web Security Solutions.
2. He/she should have worked onsite for at least one project of proposed solution in his area of expertise for a period of at least one year.
3. Good Knowledge on Linux & Windows operating systems, Network Management Software etc.
4. L2 Level OEM Certification for solutions which are part of this RFP.

Technical Account Manager:

1. Graduate/B.E/B.Tech/MCA with 6-7 years of Experience in Support and implementation of Security Products including Email and Web Security Solutions.
2. He/she should have worked onsite for at least one project of proposed solution in his area of expertise for a period of at least one year.
3. Good Knowledge on Linux & Windows operating systems, Network Management Software etc.
4. L2 Level OEM Certification for solutions which are part of this RFP.

Project Manager:

Minimum 3 years of experience in executing similar projects for supervising the installation, commissioning and execution of the project.

LIC reserves the right to ask for a change in the Project Manager, depending upon his/ her qualification/ experience/ performance etc.

OEM back to back Premium support

MAF from OEM should be submitted by bidder for each product/ solution.

Premium or high level or gold support from OEM is to be procured for Email and Web Security solutions as given below:

- a) 24x7 technical product support for unlimited no of virus incidents and product incidents from OEM.
- b) Support to LIC and System Integrator chosen by LIC for implementation, maintenance, management and bug fixes of products from OEM.
- c) Review present architecture and develop, design architecture and solutions and support for implementation at Data Centers and across LIC, also with Business Continuity perspective.
- d) Design architecture and configuration for IPv6 compliance.
- e) User Acceptance test to be designed and provided to LIC for audit and certification on whether implementation of solutions by SI is according to best practices.
- f) Periodic i.e. Quarterly Health Check/ Fine tuning of all implementations.
- g) Designated Contacts/ email ids to liaise with OEM for escalations.
- h) Personalized Technical Account Management for
  - (i) Orientation and Planning for upgrades etc
  - (ii) Schedule Status Meetings
  - (iii) Manual Escalation Management Review
  - (iv) Monthly Incidents Status Reports
  - (v) Assigned Technical Account Managers on OEM's payroll
  - (vi) 24x7 Technical Account Management Access

- i) Virus and outbreak remediation Services
  - (i) Virus detection and remediation SLA
  - (ii) Outbreak Prevention Services(OPS)
- j) Resource Based Services (visits and site/deployment survey ,study and provide solutions)
  - (i) Planning and Preventive Services [Threat Health Check]
  - (ii) Design and Deployment Services with respect to BCP and IPv6
  - (iii) Implementation & Status Review [Product Health Check]
  - (iv) Quarterly Supportability & Service Migration Reviews
  - (v) Product Upgrade Availability and guidance/ handholding for upgrade
  - (vi) Priority Virus Case Handling
  - (vii) Personal Virus Outbreak Alert & Notification
- k) Responsive Services
  - (i) Emergency Onsite Virus Handling Services during office hours
  - (ii) Emergency Onsite Product Support during office hours
  - (iii) Access to vendor Support Center online
  - (iv) Direct Access to Support Representatives
  - (v) 24 x 7 Operations
  - (vi) Incident Based Support
  - (vii) Phone Based Support [24x7]
- l) Online Support
  - (i) Priority Email Handling
  - (ii) 24x7 online case submission
  - (iii) Real-Time Problem Tracking
  - (iv) Active Support Tools
- m) Training & Certification-
  - (i) Training hands on to be provided by OEM every year to LIC personnel
  - (ii) Premium Knowledge Base
  - (iii) Electronic Support Newsletter

Following conditions shall be applicable regarding the L2 support:

- Details of the concerned candidates along with his/her Curriculum Vitae (CV) are to be provided to LIC along with the photo-identity and supporting documents (duly verified and attested by vendor) within 5 weeks from the date of issue of purchase order/Letter-of-Intent.
- If required, the candidates (for onsite support at LIC) may be interviewed by LIC officials or LIC's consultant or persons nominated by LIC; including hands on troubleshooting etc. based on which the candidate will be assessed and shortlisted.
- If the candidate is not found to be suitable, vendor will have to provide an alternate candidate. The selected candidate has to report to the LIC, within 2 weeks of being intimated of the selection by LIC.
- Shortlisted candidates will also form a standby pool for LIC. Engineers from this pool only will be accepted by LIC for the onsite support (including the standby resource). In case of attrition/resignation, the pool has to be updated on regular basis following the process defined above.
- In case of a person going on leave, suitable replacement shall be provided from the pool for that leave-period failing which penalty as per the SLA conditions shall be applicable.
- If any on-site support person leaves before expiry of one year, penalty as per SLA conditions shall be applicable. This will be cumulative in nature for each occurrence.
- In case the on-site support person is to be changed by the vendor, minimum of one-and-half month (45 days) advance notice shall be given by the vendor to LIC, for reasons other than termination, death and hospitalization.



- On-site support person may have to be changed by the vendor, if LIC so desires. Notice period for the same will be of 30 days from LIC.
- The vendor shall provide the background verification, including Police Clearance Report of the onsite resources.

### Project Timelines

The bidder will be required to provide all necessary assistance to ensure successful implementation of the project from the time of engagement. LIC may place separate purchase orders for Hardware, Software licenses, Onsite support services and Annual Maintenance Charges

All the hardware components and the software, implementation, migration, onsite resources as mentioned in the RFP are expected to be delivered as per schedule given below. Non-adherence to above time schedule, would invite application of penalty as per SLA.

### Milestone Schedule

SI No	Activity	Delivery Schedule
1	Request for details of information from LIC	2 weeks from the date of receipt of LIC's Purchase Order
2	Submission of Scope of Work and Implementation Plan (HLD+LLD)	2 Weeks from details shared as in Point 1
3	Delivery of Hardware	8 weeks from Date of Purchase Order
4	Delivery of Software/Licenses	8 weeks after delivery and installation of Hardware
5	Project completion period for deployment of Email Gateway, Web Gateway and Email Security Solution for Exchange	10 weeks from date of Purchase Order
6	Deployment of Onsite Engineers in location alongwith certified documents, CV and Background Check report.	10 weeks from Date of Purchase Order

### Service Level Agreements (SLAs) & Penalties

Successful vendor(s) will have to agree to the defined SLA and Milestone schedule and non-compliance of which will result in application of penalties/liquidated damages as per penalty clauses given below. It will form part of the contract.

The penalty so calculated will either be adjusted with the payments or will be separately realized from the bidder.

Cumulative penalty during the contract period for breach of SLA mentioned above shall be capped at 10% of the contract value (TCO).

The liquidated damages (LD)/penalties shall be deducted / recovered by LIC from any money due or becoming due to the bidder under this purchase contract or may be recovered by invoking of Bank Guarantees or otherwise from bidder or from any other amount payable to the bidder in respect of

other Purchase Orders issued under this contract, levying liquidated damages without prejudice to LIC's right to levy any other penalty were provided for under the contract.

All the above are independent of each other and are applicable separately and concurrently. LD/penalty is not applicable for the reasons attributable to LIC and Force Majeure.

The bidder has to ensure adherence to time-schedules given in this RFP. Non-adherence will attract penalties as given below:

• **Implementation SLA:**

SN	Description	Penalty
1	Request for details of information from LIC	Beyond 2 weeks from date of receipt of Purchase Order - Rs.1000 per day of delay
2	Submission of Scope of Work and Implementation Plan (HLD/LLD)	Beyond 2 weeks from date of receipt of details of information from LIC - Rs.1,000 per day of delay
3	Delay in delivery of hardware	Beyond 8 weeks from acceptance of PO-Rs.75,000 per week of delay
4	Delay in delivery of Software/Licences	Beyond 8 weeks from delivery and installation of Hardware - Rs.75,000 per week of delay
5	Project completion period for deployment of Email Gateway, Web Gateway and Email Security Solution for Exchange	Beyond 10 weeks from date of PO- Rs. 1,00,000/- per week of delay
6	Deployment of Onsite Engineers in location alongwith certified documents, CV and Background Check report.	Beyond 10 weeks from Date of Purchase Order-Rs. 1,000 per day of delay
7	In case of a breakdown of appliances, hardware, hardware components accessories, systems software, and/or any products, the relevant defect should be attended immediately and rectified within 2 days of the receipt/notice of the complaint.	0.01% of the total PO value per hour of delay
8	In case of a malfunctioning of appliances, accessories, systems software, or any products, the relevant defect should be attended immediately and rectified within 8 hours of the receipt/notice of the complaint.	0.01% of the total PO value per hour of delay
9	In case the system is completely down the defect should be attended and rectified within 8 hours of receipt of notice.	0.02% of the total PO value per hour of delay
10	Ensure that any technical issues escalated, but not resolved by the on-site Personnel/vendor, should be closed/resolved within 1 day.	0.5% of the Quarterly on-site charges per day of delay .
11	Failure to ensure collection of all logs.	1% of the Quarterly onsite support charges for each instance reported.
12	The details of Project Manager are not communicated to LIC within 3 weeks of receipt of PO	Rs.1, 000/- per day of delay.
13	If the first (introductory) meeting is not held within 2 weeks from the date of receipt of the first Purchase Order and/or escalation matrix is not submitted.	Rs.1,000/- per day for the delayed part

SN	Description	Penalty
14	If structured weekly meetings are not held (by the Project Manager) with ED(IT-DT)/ Chief(IT-DT)/ Secretary(IT-DT)/ Dy.Secretary(IT-DT)/ Asst.Secretary(IT-DT), CAV Section, CO, Mumbai.	Rs.1,000/- for each meeting not held.
15	The on-site Personnel should be present in LIC's premises as per the RFP conditions (Regular Attendance).	Double the proportionate amount for the relevant onsite support charges will be deducted for any non-compliance.
16	If the on-site Personnel leaves before expiry of 1 year for reasons other than death and hospitalization	2 % of the Annual on-site charges for the first incident, to be incremented by 5% for each repetition. The number of such occurrences shall be reckoned from the date of purchase order for on-site support. The Personnel may have to be changed, if LIC so requests. If LIC requests for a change, SI will be given a buffer of not more than 30days to suitably replace the Personnel.
17	In case vendor wants to change the onsite support person, minimum of one-and-half month (45 days) advance notice shall be given by the vendor to LIC. If not done, penalty will be imposed.	Penalty of Rs.2, 000/- per instance.
18	In case vendor wants to change the onsite person, an overlapping period of at least 21 days has to be there between the new and old onsite support person. If not done, penalty will be imposed.	5% per day of the relevant onsite support.
19	In case LIC wishes to get the onsite person changed, if replacement from the identified pool is not provided within 45 days.	5% per day of the relevant onsite support.
20	<p>Software components not delivered/installed beyond 10 weeks from the date of the Purchase order, will be dealt with as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LIC may cancel the purchase order placed which will be conveyed to the vendor in writing</li> <li><input type="checkbox"/> The penalty clause as mentioned in point above will be applicable.</li> <li><input type="checkbox"/> Deductions of penalty will be made from any amount payable to the vendor by LIC.</li> <li><input type="checkbox"/> Any other amounts that may become recoverable from the vendor will be recovered from any available Bank Guarantee(s)/Performance Bank Guarantees under this bid.</li> <li><input type="checkbox"/> Recovery of further amounts over and above the available Bank Guarantee(s) etc. will be subject to adjudication at Mumbai.</li> </ul> <p>Termination of contract and blacklisting.</p>	In case of cancellation of orders due to delay in deliveries/installations or deficiency in services etc., besides the penalty being charged, the vendor may also be blacklisted by Life Insurance Corporation of India & may not be allowed to participate in any tenders for a period to be decided by LIC. Also, a lump sum amount as deemed fit by LIC (within the limits of PBG) will be imposed as penalty on the vendor to make good of losses suffered by LIC in terms of business loss and for making alternate arrangements to a maximum of 10% of the cost of that item(s).

• **Penalties on Non-Performance of SLA during contract period:**

Sr. No.	Service Level Category	Description	Penalty
1	System Availability  Uptime percentage is calculated on a monthly basis for the solutions. In the event of any hardware issues, the Bidder must guarantee the availability of replacement devices to meet the SLAs.	Uptime of 99.5 % and below	1% of the onsite support charges of every 0.1% decrease of system uptime.
2	Downtime of standby / HA components	Detection within 5 minutes.  Response and Resolution within 24 hours.	0.5% of the onsite support charges per hourly increment after resolution period has lapsed within the overall cap
3	Solution management- Version/ Release/Upgrades / Patches	The bidder should notify the LIC team and guarantee that the patches/signature files are not deployed within a period of 15 working days of the entire stack, including firmware, software, etc., are kept up to date with the latest version/update by OEM, it will attract a penalty of 2% of the charges from quarterly onsite accordance with the LIC's policy (N-1).	Critical finding – 1 week Non-Critical – 1 month
4	Audit of in-scope solution solutions	The project's infrastructure may undergo auditing by LIC and/or third-party entities.	Audit findings should be closed in mutually agreed timeframe.  A penalty of 0.2% of OEM support and Audit charges will be imposed for each week of delay in addressing critical and important findings.  A penalty of 0.5% of OEM support and Audit charges will be applied for each recurring finding.  The maximum penalty per audit is set at 10% of yearly OEM Support and Audit charges.
5	Report and Dashboard Compliance-  Periodic reports to be provided as per requirements of LIC.	Daily Reports: To be decided mutually.  Weekly Reports: To be decided mutually.	Delay in reporting daily report exceeding 1 day will result in a 0.5% penalty of quarterly onsite charges.

Sr. No.	Service Level Category	Description	Penalty
		Monthly Reports: By 4th day of every month (n) for 1st day of (n-1) month to last day of (n-1) month.	Delay in reporting both weekly and monthly reports exceeding 3 days will result in a 0.5% penalty of quarterly onsite charges.
		Ad hoc reports: Detailed RCAs for security incidents. To be decided mutually.	Delay in reporting Ad hoc reports exceeding 2 days will result in a 0.5% penalty of quarterly onsite charges.
6	Ongoing Operational Enhancement and Reporting Requirements	The Bidder is required to continuously enhance operations, providing LIC with quarterly or semi-annual Gap Analysis reports outlining new improvements, action plans, and their respective progress, which may encompass fine-tuning rules, process adjustments, training for enhanced efficiency and SLA performance, and the introduction of new tuning policies, rules, and correlation rules to identify threat patterns, among other areas.	Achieve a 2% reduction in event response time on a quarterly basis. Achieve a 5% reduction in the reporting timeline for critical and high-priority events on a quarterly basis. A 2% penalty will be imposed for failure to reduce false positives and for not fine-tuning policies, rules, and correlation rules.
7	Manpower services	Late attendance beyond 2 hours per day/ absence	Rs. 10,000/- per day
8	Open OEM Support tickets/cases	Unable to close the OEM support tickets within 2 weeks without any workaround.	A penalty of 0.5% per week of quarterly onsite charges for non-compliance after the timelines.
9	Health Check-up observations closure	Unable to close Health Check-up observations within 2 weeks.	A penalty of 0.5% per week of quarterly onsite charges for non-compliance after the timelines.
10	Security Bug/ vulnerability enhancements etc. –  Rectification of security and operational bug/ Vulnerability/ enhancements	Critical issue within 2 working days from observation reported/detected.  Non-critical issue within 6 working days from observation reported/detected.	A penalty of 1% of quarterly onsite charges per week for non-compliance after the timelines.  A penalty of 0.5% of quarterly onsite charges per week for non-compliance after the timelines.
11	Closure of OEM Support tickets	Unable to close the OEM support tickets within 2 weeks without any workaround.	A penalty of 0.5% of quarterly onsite charges per week for non-compliance after the timelines.

Sr. No.	Service Level Category	Description	Penalty
12	Data retrieval from offline storage	All solutions must guarantee the capability to retrieve data within 48 hours from their offline storage mechanism.	A penalty of 2 % of quarterly onsite charges on non-compliance after the timelines.
13	Spam mail prevention: a. If spam mails are received by LIC due to configuration issues b. Delay in installation of any upgrades released by OEM to arrest spam	2 days from the date of communication from LIC	Rs.10,000 per week of delay or part thereof from the date of reporting by CAV Administrator at CO

### Project Implementation SLA

S.No	SLA Parameter	Definition	Target Service Level
1	Implementation Time	The period within which the project will be fully implemented and operational post-contract signing	To be implemented as per the defined timeline in RFP.
2	Uptime	The percentage of time the Email and web security applications are expected to be operational and available.	99.99% per month
3	Incident Resource Time	The time it takes for the service provider to respond to different incident priority levels.	Resolution Time Severity 1 - 8 working hours. Severity 2- 24 working hours. Severity 3 - 48 working hours
4	Change Management	Successful implementation of change within 24 hrs. post approval	99%
5	Data Retention Period	The duration of logs and data are retained within the Email and web security applications before rotation or archiving–Logs should be maintained for 180 days.	100%
6	Backup Frequency	How often data should be backed up to ensure recoverability.	Daily
7	Backup Restoration Drills	To Check the backup restoration effectiveness	Quarterly
8	Software updates	Frequency of applying software updates, patches, and security fixes.	Monthly

S.No	SLA Parameter	Definition	Target Service Level
9	Configuration Management	Real-time tracking & alerting of any configuration changes	24 hours
10	Reinstallation/ Repair	Process for reinstallation or repairing in the event of system failure	Within 24 hours
11	Reporting Frequency	Frequency and content of security reports, incident summaries, and performance metrics.	Daily, Weekly and Monthly reports
12	Device Integration with SIEM, ITSM, PIM/PAM, LDAP, Data Classification, Data Loss Prevention, EDR, all SOC solutions etc. as applicable	All the new hardware and software that are being implemented in the infrastructure should be integrated with SIEM, ITSM, PIM/PAM, LDAP, Data Classification, Data Loss Prevention, EDR, all SOC solutions etc.	100% device coverage

**Key Performance Indicators (KPI):**

The project's application software Installation Compliance: >=99% ( Measured monthly )

Service Level	Service Definition	Target	Frequency
Incident Resolution time - S1 under bidder scope	Incident Resolution time - closure of the Severity 1 (S1) incident (email/ticket) from the time ticket is opened	3 hours	Monthly
Incident Resolution time – S2 under bidder scope	Incident Resolution time - closure of the Severity 2 (S2) incident (email/ticket) from the time ticket is opened	12 hours	Monthly
Incident Resolution time – S3 and S4 under bidder scope	Incident Resolution time - closure of the Severity 3 and 4 (S3 and S4) incidents (email/ticket) from the time ticket is opened	48 hours	Monthly

\*Penalty is percentage of Quarterly charges except for those items where other percentage has been explicitly mentioned.

H. Exclusions from downtime calculation include the following:

- Downtime because of LAN cabling faults.
- Scheduled downtimes (which are approved by LIC) on account of preventive maintenance, system testing, system upgrades etc.
- All failures due to source power unavailability and power conditioning, UPS failure etc. beyond control of Vendor Managed Services.
- Force Majeure conditions defined above, or any condition not foreseen but mutually agreed by both the parties.
- Link outages owing to ISPs.

- Downtime due to any device/appliance not managed by the Vendor.

I. Penalty caps:

- The total penalty for delivery and installation shall not exceed 10% of the PO value.
- The total penalty for onsite and offsite support shall not exceed 100% of the quarterly charges payable for onsite support for reasons other than absence. In case of absence of onsite support, actual amount will be deducted up to 100% of the quarterly charges payable (in case of absence of onsite resource and also no backup resource being provided beyond 5 working days).



## Section F: General Terms & Conditions

### Delivery & Installation Schedule

The vendor shall be responsible for delivery and complete installation of all the equipment/components ordered by LIC and for making them fully operational at no additional cost to LIC within the time frame defined below, for each purchase order.

- a. Delivery, installation and integration (with the current setup) of the ordered equipment should be completed as per timelines mentioned in this RFP.
- b. The installation / integration will be deemed as incomplete for a site if any component is not delivered/ installed/ integrated or is not as per the specifications and hence not acceptable to LIC.
- c. Date of installation of the last component under a particular Purchase order will be taken as the date of delivery and installation for the particular site for PO-payment.
- d. However, equipment/components not delivered/installed beyond mentioned timelines, from the date of the Purchase order, will be dealt with as follows: -
  - i. LIC may cancel the purchase order placed which will be conveyed to the vendor in writing.
  - ii. The penalty clause as mentioned in point no.-(d) above will be applicable.
  - iii. Deductions of penalty will be made from any amount payable to the vendor by LIC.
  - iv. Any other amounts that may become recoverable from the vendor will be recovered from any available Bank Guarantee(s)/Performance Bank Guarantees under this bid.
  - v. Recovery of further amounts over and above the available Bank Guarantee(s) etc. will be subject to adjudication at Mumbai.
  - vi. Termination of contract and blacklisting.
- e. In case of cancellation of orders due to delay in deliveries/installations or deficiency in services etc., besides the penalty being charged, the vendor may also be blacklisted by Life Insurance Corporation of India & may not be allowed to participate in any tenders for a period to be decided by LIC. Also, a lump sum amount as deemed fit by LIC (within the limits of PBG) will be imposed as penalty on the vendor to make good of losses suffered by LIC in terms of business loss and for making alternate arrangements.

### Site Not Ready Cases

In case the site is not found ready for installation upon the vendors visit, due to any reason(s) attributable to LIC, then the vendor will undertake following activities:

- a. Open the consignment boxes and verify the deliverables as per Purchase order.
- b. In case of complete delivery (i.e., no short shipment of any component), conduct Power-On Self-Test (POST) and see the equipment are working properly.
- c. After POST, seal the boxes again in presence of LIC officials who will sign the SNR.
- d. Obtain a SNR certificate (as per the format attached herewith as Annexure I) from the LIC office within the delivery and installation period else penalty defined as per clause 7 (d) above will be applicable.
- e. In case of SNR, payments to the vendor will not be withheld for want of installation certificate. However, the vendor has to submit an undertaking that as and when the site is ready, the said equipment will be installed by the vendor within 14 days of being intimated that the site is ready. If installation is not done within the stipulated timeframe of 14 days, penalty of 0.3% of

the total cost of the item(s) per day will be applicable from the 15th day onwards, subject to a maximum of 10% of the cost of that item(s).

- f. In case of any short shipment/equipment not functioning, LIC will not issue Site Not Ready (SNR) certificate but only Short Shipment Form (SSF) as per Annexure J will be issued. Vendor should arrange the delivery of the short shipment/faulty equipment within the delivery and installation period else, penalty defined as per clause 7 (d) above will be applicable.

## Installation of Equipment

It is advised that, the vendor should carry out the pre-installation survey of all sites and satisfy themselves that the sites are meeting all requirements i.e., adequate Space, UPS/Power, Earthing, Air Conditioning etc. No additional charges will be payable by LIC for such survey. If this survey is not done, LIC will not be responsible for any related issues that may arise at the time of installation.

The vendor shall do the actual plugging-in, configuration and testing of all equipment / components during installation. The equipment/component should be tested for physical and software configuration as per Life Insurance Corporation of India's requirement, error resolutions (if any), testing of redundancy (wherever provided) configuration as well as the end-to-end connectivity on Life Insurance Corporation of India's network. The equipment has to be installed in racks wherever provided.

## Transportation & Insurance

The successful Bidder is required to deliver the products and services at the destination as informed in the Purchase Order for execution. Transportation and Insurance of goods shall be arranged and paid for by the vendor at no extra cost to LIC. The goods supplied shall be fully insured by the vendor for and from transit period till 10 days from the date of delivery at LIC's offices, at their cost against any loss or damage. Should any loss or damage occur, the vendor shall:

- ☐ Intimate and pursue claim with the Insurance Company till settlement and
- ☐ Promptly make arrangements for replacement of any damaged item/s (within fifteen days of detection of damages), irrespective of the settlement of claim by the Insurance Company.

In case if required, the vendor must provide necessary support at no additional cost to LIC for one time transportation/shipping during the entire contract period from current place of installation to another data center of LIC. Such requirement and applicable details will be communicated by LIC to the vendor. Vendor shall provide a detailed plan of action for the same.

## Road Permit

Road/entry permit etc. which may be required for entry into a State for supply of the equipment to the locations mentioned in Purchase Orders will have to be obtained by the Vendor, without any additional cost to LIC. If required, on receiving a written request from vendor, a declaration (Whom so ever it may concern) may be given by LIC to the Vendor to the effect that the equipment/goods are as per the purchase order issued by LIC and these are for LIC's own use and not meant for any resale or for any manufacturing or packing of any goods for sale. The vendor has to take care of all other formalities which may be required for obtaining the Road-Permit / Entry permission.

## Consequences of Termination of the Selected Bidder:

In the event of termination of the selected Bidder due to any cause whatsoever, [whether consequent to the stipulated terms of the RFP or otherwise], LIC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective

business continuity of the Service(s) which the terminated Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Bidder to take over the obligations of the terminated Bidder in relation to the execution/continued execution of the scope of the work defined in RFP. This period of transition shall not exceed six months from the effective date of termination. Nothing herein shall restrict the right of LIC to invoke the Performance Bank Guarantee and take other actions as defined in this RFP and pursue such other rights and/or remedies that may be available under law or otherwise. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the RFP that are expressly or by implication intended to come into or continue in force on or after such termination.

## Personnel

### **i) Use of Specified Personnel**

The Vendor will provide the Services or any part of the Services to which their particular experience relates, with the active involvement of, and using the skill of the Specified Personnel

Ensure that each of the Specified Personnel is aware of and complies with the Vendor's obligations in providing the Services.

### **ii) If the Specified Personnel are not available**

Where one or more of the Specified Personnel is or will become unable or unwilling to be involved in providing the Services, the Vendor will notify LIC immediately.

The Vendor will:

- a) If requested by LIC, provide a replacement person of suitable ability and qualifications, having appropriate technical qualifications and experience equivalent or more than the replaced person, at no additional charge and at the earliest opportunity; and
- b) Obtain LIC's written consent prior to appointing any such replacement person.

### **iii) LIC may Request Replacement of Personnel**

LIC may at any time request the Vendor to remove from work any of the Specified Personnel. The Vendor must promptly arrange for the removal of such Personnel and their replacement.

## Intellectual Property Rights

### **• Third Party Material**

The successful bidder must have ownership or obtain all necessary copyright and other Intellectual Property Right permissions before making any Third-Party Material available as Auxiliary Material for the purpose of performance of services under this RFP and resulting contract.

### **• LIC ownership of Intellectual Property Rights in Contract Material**

- a. All Intellectual Property Rights in the Contract Material shall vest in LIC;
- b. to the extent that LIC needs to use any of the Auxiliary Material provided by the Vendor to receive the full benefit of the Services (including the Contract Material), the Vendor grants to, or must obtain for, a world-wide, royalty free, perpetual, non-exclusive license to use, reproduce, adapt, modify and communicate that Auxiliary Material.

- **Responsibility of the successful bidder**

It would be the responsibility of the successful bidder to ensure that it has legal, valid and current rights to provide all the deliverables as sought under this RFP. LIC acknowledges that save as expressly provided elsewhere in this RFP, all Intellectual Property Rights in relation to the software, its documentation, development, coding and any adaptations, translations and derivative work, whether a copyright, trade mark, patent, trade secret design or otherwise, provided to the LIC by the bidder during, in connection with or in relation to fulfilling its obligations under this RFP will belong to and shall remain a property of the bidder or its licensor, except under the condition when the LIC has taken possession of the software through its rights bestowed upon by the Escrow arrangement.

- **Liability of the successful bidder**

The successful bidder shall be responsible for all due permissions, authorizations and consents from any third-party licensors of software provided by the bidder for this project.

The liability of the bidder, regardless of the nature of the action giving rise to such liability and in case of claims against the LIC arising out of misconduct or gross negligence of the bidder, its employees and subcontractors or through infringement of rights, patents, trademarks, copyrights, Intellectual Property Rights or breach of confidentiality obligations shall be unlimited.

- **IPR Warranty**

The Vendor will warrant that:

- a. The Warranted Materials and LIC's use of those Warranted Materials, will not infringe the Intellectual Property Rights of any person; and
- b. It has the necessary rights to vest the Intellectual Property Rights and grant the licenses.

- **Rights in Successful Bidder's Pre-existing IPR**

There shall be no assignment or transfer of any successful Bidder's pre-existing IPRs (including any amendments, modifications or enhancements thereto) pursuant to this Agreement.

- **Remedy for breach of warranty**

If a third party lays a claim for any partial or full ownership of any software or its components supplied by the successful bidder, which jeopardize, disrupt or endanger the LIC's right of uninterrupted use of the software, the successful bidder shall at no cost whatsoever to the LIC,

- i. regularize the license so that the LIC may continue to use the software in accordance with the terms set out in the RFP and any subsequent Agreement, or
- ii. modify the software without affecting the performance or functional aspects of the software in any manner, to avoid the infringement claim, or
- iii. replace the software with an alternate, non-controversial and non-infringing product, without compromising the quality and functionality of the software to be replaced.

The Vendor will indemnify LIC against all third-party claims of infringement of patent, Intellectual Property Rights, trademark, copy right or industrial design rights arising from use of the Vendor's Solution or any part thereof throughout the Offices of LIC, including but not limited to the legal actions by any third party against LIC.

The LIC shall not be held liable for and would be absolved of any responsibility or claim/litigation arising out of the use of any third-party software or its components or modules supplied by the successful bidder in terms of requirements of this RFP.

- **Patent Rights and other litigation costs**

In the event of any claim asserted by a third party of infringement of copyright, patent, trademark or industrial design rights arising from the use of the systems or any parts thereof with relation to the contract deliverables, in LIC's country, the Vendor will act expeditiously to extinguish such claim. If the Vendor fails to comply and LIC is required to pay compensation to a third party resulting from such infringement, the Vendor will be responsible for the compensation including all expenses (court costs and lawyer fees). LIC will give notice to the Vendor of such claim, if it is made, without delay as when received.

In no event shall LIC be liable for any indirect, incidental or consequential damage or liability, under or in connection with or arising out of this RFP, or out of any subsequent agreement relating to any hardware, software and services delivered. For this purpose, it would be immaterial how such liability may arise, provided that the claims against customers, users and service providers of LIC are considered as a direct claim

## Termination

- **Right to terminate**

If Vendor fails to comply any part of the service that does not meet the specifications on three or more occasions, LIC may (in addition to its other remedies) terminate the Contract by giving the Vendor written notice of two months.

- **Termination and reduction for convenience**

- a. LIC may, at any time, by a prior written notice of 30 days, terminate the contract or reduce the scope of the Services.
- b. On receipt of a notice of termination or reduction of scope, the Vendor must stop work as specified in the notice; take all available steps to minimize loss resulting from that termination and to protect LIC Material and Contract Material; and continue work on any part of the Services not affected by the notice.
- c. If the contract is terminated under the contract, LIC is liable to make payment only for Services rendered before the effective date of termination;
- d. If the scope of the Services is reduced, LIC's liability to pay the Service Charges or to provide LIC Material abates in accordance with the reduction in the Services.
- e. LIC is not liable to pay compensation under clause c) above for an amount which would, in addition to any amounts paid or due, or becoming due, to the Vendor under the contract, exceed the total Service Charges payable under the contract. The Vendor is not entitled to compensation for loss of prospective profits.
- f. The systems that are complete and ready for delivery within 30 days after the Vendor's receipt of notice of termination shall be accepted by LIC at the Contract terms and prices. For the remaining systems, LIC may choose to have any portion completed and delivered at the Contract terms and prices, and/or to cancel the remainder and pay to the Vendor an amount mutually agreed for partially completed systems and for materials and parts previously procured by the Vendor.

- **Termination by LIC for default**

Notwithstanding what has been stated in this RFP LIC may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, terminate the Contract in whole or part if the Vendor fails to deliver any or all of the systems within the period(s) specified in Scope of Work of the RFP, or if the Vendor fails to perform any other obligation(s) under the Contract.

In the event of LIC terminating the Contract in whole or in part, LIC may procure, upon such terms and in such manner as it deems appropriate, Systems or Services similar to those undelivered, and the Vendor shall be liable to LIC for any excess costs for such similar systems or Services. However, the Vendor shall continue the performance of the Contract to the extent not terminated.

- **Termination for Insolvency**

LIC may, at any time, terminate the Contract by giving written notice to the Vendor, if the Vendor becomes bankrupt or otherwise insolvent. In this event, the termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to LIC. In case of termination under this clause LIC is liable to pay for all the services performed by the Vendor till the effective date of termination.

- **After termination**

On termination of the contract the Vendor must:

- a. Stop work on the Services;
- b. deal with LIC Material as directed by LIC; and
- c. return all LIC's Confidential Information to LIC

- **Survival**

The following clauses survive the termination and expiry of the contract:

- a. Intellectual Property Rights;
- b. Indemnity;
- c. Insurance;
- d. Confidentiality and privacy;
- e. Protection of personal information;
- f. Security;
- g. Audit and access
- h. Knowledge transfer
- i. Warranty

- **Severability**

If for any reason whatsoever, any provision of this Agreement is or becomes invalid, illegal or unenforceable or is declared void by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing to one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as closely as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to the dispute resolution procedure set forth under this Agreement or otherwise.

- **Termination does not affect accrued rights**

Termination of the contract does not affect any accrued rights or remedies of a party.

- **Consequences of Termination of the Selected Bidder:**

In the event of termination of the selected bidder(vendor) due to any cause whatsoever, [whether consequent to the stipulated terms of the RFP, end of project life or otherwise], LIC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s) which the terminated Bidder shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach. The terminated vendor shall support takeover of the solution by LIC or a new vendor selected by LIC for continuity of the project during the period of transition. This period of transition shall not exceed six months from the effective date of termination.

Nothing herein shall restrict the right of LIC to invoke the Performance Bank Guarantee and take other actions as defined in this RFP and pursue such other rights and/or remedies that may be available under law or otherwise. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the RFP that are expressly or by implication intended to come into or continue in force on or after such termination.

- **Business continuity beyond contract period**

At the end of the contract period the vendor shall support takeover of the solution by LIC or a new vendor selected by LIC for business continuity. The vendor will provide an expert facility to obtain the data/knowledge in a usable format. The vendor shall render all reasonable assistance and help LIC and any new service provider engaged by LIC for smooth switch over and continuity of service.

- **Knowledge transfer**

Subject to any qualification or provision to the contrary in the Scope of Work, the Vendor must provide the following assistance to LIC on termination or expiration of the contract:

- a. Transferring to or providing LIC access to all information stored by whatever means held by the Vendor or under the control of the Vendor in connection with the contract ;and
- b. Making Personnel available for discussions with LIC as may be required. The time, length and subject of these discussions will be at the sole discretion of LIC, provided that any matter discussed is not considered to reveal any 'Commercial-in- Confidence' information of the Vendor.
- c. The Parties agree that duration of Knowledge transfer shall in no event exceed 90 days.

## Digital Personal Data Protection Act 2023

The bidder will adhere to the Digital Personal Data Protection Act, 2023 as amended from time to time as applicable.

## Section G: Payment Terms & Conditions

- 1) No advance payment or interest payment will be made by LIC.
- 2) Payment will not be released till the completion of the in-scope activities.
- 3) Payments will be made as per below table, subject to bidder completing in-scope activities for the agreed project plan. LIC reserves the right to temporarily withhold payment and impose penalty, if it is not satisfied with progress made during that period or if there is delay in activity timelines.

S.No.	Milestones	Payment	Remarks
<b>Payment for the Delivery of the project &amp; Its Implementation</b> <b>(The payment terms below shall be applicable for individual solution in this RFP)</b>			
1	Delivery of hardware/appliance at designated sites of LIC and Installation at DC site	75 % of cost of hardware/appliance after delivery and installation at DC site.	<ul style="list-style-type: none"> <li>o Invoice (with reference to Purchase Order for execution, description of services delivered, quantity, unit price, total amount).</li> <li>o The proof of payment of GST, Octroi, Entry Tax (wherever applicable)</li> <li>o Delivery Challans "Proof of Delivery" in original</li> <li>o Delivery Certificates for hardware /appliances</li> <li>o Verification of deliverables and any other, if needed by Authorized LIC officials not below the rank of Assistant Secretary at CO, IT-DT Mumbai.</li> <li>o Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents.</li> <li>o Receipt of Installation certificate duly signed and stamped by the Bidder, and counter-signed by an official of IT-DT Dept., LIC Central Office.</li> <li>o Solution OEM's certification of the deployment being in accordance with the scope of work.</li> </ul>
2	Delivery of hardware/appliance at designated sites of LIC and Installation at DR site	75 % of cost of hardware/appliance after delivery and installation at DR site.	<ul style="list-style-type: none"> <li>o Invoice (with reference to Purchase Order for execution, description of services delivered, quantity, unit price, total amount).</li> <li>o The proof of payment of GST, Octroi, Entry Tax (wherever applicable)</li> <li>o Delivery Challans "Proof of Delivery" in original</li> <li>o Delivery Certificates for hardware /appliances</li> <li>o Verification of deliverables and any other, if needed by Authorized LIC officials not below the rank of Assistant Secretary at CO, IT-DT Mumbai.</li> <li>o Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents.</li> </ul>



			<ul style="list-style-type: none"> <li>Receipt of Installation certificate duly signed and stamped by the Bidder, and counter-signed by an official of IT-DT Dept., LIC Central Office.</li> <li>Solution OEM's certification of the deployment being in accordance with the scope of work.</li> </ul>
3	Delivery of software/ license of all components at designated sites of LIC + Installation + Implementation + Go Live at DC site.	<p>75 % of cost software/ license at DC site +</p> <p>Balance 25 % of cost of hardware/ appliance at DC site</p>	<ul style="list-style-type: none"> <li>Invoice (with reference of Purchase Order for execution, description of services delivered, quantity, unit price, total amount).</li> <li>Delivery Challans "Proof of Delivery" in original</li> <li>Delivery of Software licences</li> <li>Verification of any other and above deliverables by LIC Officials</li> <li>Receipt of Installation certificate duly signed and stamped by the Bidder, and counter-signed by an official of IT-DT Dept., LIC Central Office.</li> <li>Solution OEM's certification of the deployment being in accordance with the scope of work.</li> <li>Go Live certificate by the officials of IT-DT dept. LIC Central Office after submission of OEM's validation report and performance test report &amp; LIC's Acceptance Certificate.</li> </ul>
4	Delivery of software/ license of all components at designated sites of LIC + Installation + Implementation + Go Live at DR site.	<p>75 % of cost software/ license at DR site +</p> <p>Balance 25 % of cost of hardware/ appliance at DR site</p>	<ul style="list-style-type: none"> <li>Invoice (with reference of Purchase Order for execution, description of services delivered, quantity, unit price, total amount).</li> <li>Delivery Challans "Proof of Delivery" in original</li> <li>Delivery of Software licences</li> <li>Verification of any other and above deliverables by LIC Officials</li> <li>Receipt of Installation certificate duly signed and stamped by the Bidder, and counter-signed by an official of IT-DT Dept., LIC Central Office.</li> <li>Solution OEM's certification of the deployment being in accordance with the scope of work.</li> <li>Go Live certificate by the officials of IT-DT dept. LIC Central Office after submission of OEM's validation report and performance test report &amp; LIC's Acceptance Certificate.</li> </ul>

5	Implementation, Installation and integration, initial OEM audit and acceptance testing as per scope of work and successful UAT at DC site	70 % of cost of the implementation of the solution after successful UAT at DC site	<ul style="list-style-type: none"> <li>o Verification of deliverables and any other, if needed by Authorized LIC officials not below the rank of Assistant Secretary at CO, IT Mumbai.</li> <li>o Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents etc.</li> <li>o Solution OEM's certification of the deployment being in accordance with the scope of work.</li> <li>o Receipt of Installation certificate &amp; sign-off of successful UAT duly signed and stamped by the Bidder, and counter-signed by the officials of IT dept., LIC Central Office.</li> </ul>
6	Implementation, Installation and integration, initial OEM audit and acceptance testing as per scope of work and successful UAT at DR site	70 % of cost of the implementation of the solution after successful UAT at DR site	<ul style="list-style-type: none"> <li>o Verification of deliverables and any other, if needed by Authorized LIC officials not below the rank of Assistant Secretary at CO, IT-DT Mumbai.</li> <li>o Certificate by the bidder indemnifying the Corporation against Violation of Copyright and Patents etc.</li> <li>o Solution OEM's certification of the deployment being in accordance with the scope of work.</li> <li>o Receipt of Installation certificate &amp; sign-off of successful UAT duly signed and stamped by the Bidder, and counter-signed by the officials of IT-DT dept., LIC Central Office.</li> </ul>
7	Go Live of all components of the solution at DC site	<p>Balance 25 % of cost of software/ license at DC site +</p> <p>Balance 25% of Implementation charges at DC site</p>	<ul style="list-style-type: none"> <li>o Go Live certificate by the officials of IT-DT deptt. LIC Central Office after submission of OEM's validation report and performance test report &amp; LIC's Acceptance Certificate.</li> </ul>
8	Go Live of all components of the solution at DR site	<p>Balance 25 % of cost of software/ license at DR site +</p> <p>Balance 30% of Implementation charges at DR site</p>	<ul style="list-style-type: none"> <li>o Go Live certificate by the officials of IT-DT deptt. LIC Central Office after submission of OEM's validation report and performance test report &amp; LIC's Acceptance Certificate.</li> </ul>

9	Training / knowledge transfer, documentation of entire solution at specified locations as per the scope of work.	Balance 5 % of Implementation charges at DC site  (1% each year after training)	Proper documentation (soft & hard copy) for the full project (product wise) should also be submitted with regard to the configuration, commands used, trouble shootings done in configuration phase etc. to LIC Central Office – IT-DT officials handling the project. Training as per scope of work.  1% each year for training every year after completion of training.
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**Payment against Onsite Services of the In-Scope Solutions**  
**(The payment terms below shall be applicable for individual solution in this RFP)**

10	Payment for the Onsite Services will be done on quarterly basis at the end of each quarter	Quarterly Basis	<ul style="list-style-type: none"> <li>○ After end of each frequency of time period as applicable on arrear basis. SLA terms will be as applicable.</li> <li>○ Invoice for the amount payable quarterly.</li> <li>○ Performance Report of the onsite Personnel.</li> <li>○ Verification of 'Service level agreements' defined in this RFP</li> <li>○ Updated SOP and Rule Review Report</li> </ul>
11	Payment for the OEM Support & Audit will be done on yearly basis (after deduction of penalties, as per SLA, pertaining to previous financial year).	Yearly Basis	<ul style="list-style-type: none"> <li>○ At start of each frequency of time period as applicable in advance. SLA terms will be as applicable.</li> <li>○ Invoice for the amount payable yearly.</li> <li>○ OEM Yearly Audit Report</li> </ul>
12	Payment for the AMC/ATS for the licenses will be done on yearly basis.	Yearly Basis	<ul style="list-style-type: none"> <li>○ At the end of each frequency of time period as applicable on arrear basis. SLA terms will be as applicable.</li> <li>○ Invoice for the amount payable yearly.</li> </ul>

- 4) LIC shall make payments in Indian Rupee (INR) on receipt of invoice, after deduction of penalties and applicable taxes at source from the agreed price to the selected Vendor.
- 5) The payment will be released by the IT-DT department, Central Office. Payment related objections, if raised after 3 months from the date of release of payment, will not be entertained. Such objection must be raised in writing.
- 6) The vendor is also duty bound to report to LIC about any short recovery of taxes, cess etc. at source. Such reporting to LIC should also happen at the earliest. In case, vendor fails to inform LIC about such short recoveries of tax, cess, etc. at source, LIC will have the right to recover all short recoveries of tax, related cess and surcharges, interest, and penalties as per the demand note of Income Tax dept. or any other govt. body or regulator.
- 7) The Amount against Penalties, if any will be recoverable from the payment or from any other payment due to the Vendor or from performance Bank Guarantee.
- 8) If an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the Vendor, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by LIC to the Vendor under the contract in case of over payment.

- 9) The Vendor will not be entitled to charge LIC for any other fees, charges or expenses (including travel and accommodation, document reproduction, transportation and courier charges, and telecommunications.
- 10) In all other cases:
- a) Following documents will be required to be submitted for release of payment:
    - i) Invoice printed on Vendor's own letterhead (with reference to Purchase order, description of goods/ services delivered, quantity, unit price, total amount)
    - ii) Proof of payment of GST/Octroi / Entry Tax (wherever applicable)
    - iii) UV Certificate (wherever applicable) duly signed and stamped by the Vendor, and counter-signed by the LIC officials from the concerned project/department of LIC.
- 11) Warranties:
- a) The Vendor will have to represent and warrant that:
    - i) It has the right to enter into the Contract resulting from this RFP;
    - ii) It has all rights, title, licenses, interests and property necessary to lawfully perform the Services;
    - iii) Its Personnel, including its Specified Personnel, have the necessary experience, skill, knowledge and competence to perform the Services
    - iv) The Services will be complete, accurate and free from material faults; and
    - v) It will not, nor will it suffer or permit any third party under its direction or control to negligently introduce LIC's systems or any deliverables any harmful code.
  - b) The offer must include comprehensive on-site warranty for five years from the date of installation and acceptance of the systems by LIC. The warranty will include supply and installation of all updates and subsequent releases of security solutions.
  - c) All software to be supplied/ delivered and installed must be of the latest version and should form part of the OEM's current product line.
  - d) The bidder should also ensure that the solution proposed shall be technically compliant to perform satisfactorily as per requirements mentioned in the technical specification and deliverables.
  - e) The warranty, which for all practical purposes would mean Comprehensive On-site Warranty, shall start and remain valid for five years from the date of installation of products.
  - f) On-site warranty will start from the date of successful installation of the products subject to the acceptance of sign-off. If the vendor is unsuccessful to fine-tune the product, then the onsite warranty will be from the date of acceptance of sign off and not from the date of installation.
- 12) Maintenance during Warranty Period:
- a) The successful bidder shall attend to calls and arrange to solve the problems within the stipulated timelines as mentioned in the SLA.
  - b) LIC may at its discretion extend the services for onsite support and remote (offsite) support for a further period from the expiry of the Warranty period on the same terms and conditions.

- c) The on-site and offsite support services will be for a period of 5 years. The contract period may be further extended by a period of one year at the sole discretion of LIC of India on the same terms & conditions including the price component.
- d) LIC reserves the right to terminate the contract earlier, with two months' notice for reasons of non-performance and unsatisfactory services. In any case LIC's decision in this case will be final and binding. In case of vendor being discontinued for deficiency in service, the contract may be terminated, and the vendor may be blacklisted by LIC and may not be allowed to participate in the future tenders for a period to be decided by LIC. Also, a lump sum amount as deemed fit by LIC (within the limits of PBG) will be imposed as penalty on the vendor to make good of losses suffered by LIC in terms of business loss and for making alternate arrangements. Spares and support for the appliances should be available for a minimum period of six years from the date of installation of the appliances irrespective of whether the equipment is manufactured by the Vendor or procured from any other OEM. The entire responsibility will rest on the Vendor for servicing and proper functioning of the equipment. During this specified period if it is found that spares or support is not available, the appliances will have to be replaced by equivalent or higher model subject to evaluation if required by LIC, by the vendor at no extra cost to LIC.
- e) In the event of replacement of any part of the system, it should be done with a part of equivalent or higher configuration which should be compatible with the system.
- f) Warranty shall include software upgrades, updates, patches, hot fixes and service support without charging any additional cost to LIC. The technology providers, including OEM will be required to submit a written undertaking, explicitly stating their commitment to provide full technical, spares, operational and maintenance support to LIC during the warranty period.
- g) In case of shifting of any appliance supplied by the vendor at any location of LIC, wherever the appliance has to be shifted from one LIC location to another, the vendor is required to uninstall / reinstall and maintain the system/s at the new location, without any extra cost to LIC of India on account of reinstallation. LIC will pay transportation charges, GST or any other government taxes.
- h) Complaint(s) will be deemed to be resolved if the following record is available with the Corporation:
  - i) Customer Call Report (CCR) signed by both the service Personnel and Corporation's authorized official, confirming that the complaint is resolved.
  - ii) Date and time of resolution of the complaint shall be indicated clearly.
  - iii) Record of down time for hardware will be maintained by LIC and will be binding on the Vendor.
- i) Service Personnel/ Representatives of vendor shall invariably carry their identity cards with them, without which they will not be allowed to access LIC's Systems. Service Personnel of the vendor shall have access to the servers only after obtaining clearance from LIC's authorized officials. No component of the System/data/ log information will be taken out of LIC's premises without clearance from LIC's authorized Officials.

## Section H: Enclosures

Bidders are required to submit their response to this RFP under a 'Three Bid' System consisting of:

- a) Eligibility Bid
- b) Technical Bid
- c) Commercial Bid (Indicative Price)

Bidders are required to submit the following annexure:

SN	Annexure	Annexure Name	Eligibility Bid	Technical Bid	Commercial Bid	To be submitted by successful bidder
1	Annexure A	Covering Letter	✓			
2	Annexure B	Bidder's Profile	✓			
3	Annexure C	Eligibility Criteria	✓			
4	Annexure D	Technical Bid Form		✓		
5	Annexure E	Bidder's Experience	✓			
6	Annexure F	Technical & Functional Requirements		✓		
7	Annexure G	Commercial Bid (Indicative Pricing)			✓	
8	Annexure H	Manufacturer's Authorization Form	✓			
9	Annexure I	Format for Site Note Ready (SNR)				✓
10	Annexure J	Format for Short Shipment Form				✓
11	Annexure K	Performance Bank Guarantee				✓
12	Annexure L	Business rule for Online reverse auction		✓		
13	Annexure N	Integrity Pact	✓			
14	Annexure O	Bank Guarantee for EMD	✓			
15	Annexure P	Contract Form				✓
16	Annexure Q	Non-Disclosure Agreement (NDA)				✓
17	Annexure R	Bill of Quantity		✓		
18	Annexure S	Online Tendering Guidelines	-	-	-	-
19	Annexure T	Land Border Declaration	✓			
20	Annexure U	Make in India Certificate	✓			
21	Annexure V	Format for Self-Declaration regarding 'local supplier' for Cyber Security Products	✓			
22	Annexure W	Bidder/OEM Resources	✓			
23	Annexure Y	Project Citation Details	✓			

**Executive Director (IT-DT)**

## Annexure A: Covering Letter (on company letter head)

The Executive Director (IT-DT),  
LIC of India, Central Office,  
3<sup>rd</sup>Floor, JeevanSeva Annexe Building,  
Santacruz (West), S. V. Road, Mumbai – 400054

Date

Dear Sir/Madam,

**Sub: 'Life Insurance Corporation of India – RFP/Tender document for Supply, Implementation and Maintenance of Email and Web security'**

**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

We have carefully examined the RFP floated by LIC, terms and conditions and subsequent modifications including all annexures, the receipt of which is hereby duly acknowledged. We offer to submit our bid as per the terms and conditions spelt out in the RFP. While submitting this bid, we certify that:

- ☐ We have not induced or attempted to induce any other bidder to submit or not to submit a bid for restricting competition.
- ☐ We are submitting the bid after fully agreeing to all the terms and conditions of RFP and its clarifications/ modifications till the validity of the contract period (including its extension, if any).
- ☐ If our offer is accepted, we undertake to deliver the solution as per terms and conditions in this RFP.
- ☐ If our Bid for this RFP/tender is accepted, we undertake to enter into and execute at our cost, when called upon by LIC to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.
- ☐ We have the eligible digital certificate to participate in the Online Reverse Auction conducted by LIC's authorized service partner and shall submit our commercial bid. We shall also abide by the LIC's Business Rules prescribed for Online Reverse Auction.
- ☐ The information/ data/ particulars furnished in our bids are factually correct. We also accept that in the event of any information / data / particulars proving to be incorrect, LIC will have the right to disqualify us.
- ☐ If our bid is accepted, we will obtain and submit to LIC the guarantee of a bank in the form prescribed by LIC for the amount as decided by LIC

We undertake that in competing for and if the award is made to us, in executing the Contract, we will strictly observe the laws against fraud and corruption in force in India namely 'Prevention of Corruption Act 1988'.

We understand that LIC may reject any or all of the offers without assigning any reason whatsoever.

We undertake to comply with the provisions of IT Act 2000 as modified/amended from time to time as well as guidelines issued by RBI/GOI/IRDAI and any other Govt. Regulator as applicable to us. This offer, together with the LIC's written acceptance thereof and LIC's notification of award would constitute a binding contract between us till the signing of contract, if applicable.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_

Thanking you,

Authorized Signatory of the bidder

Name:

Designation:

Date:

Place:

Seal of the company

## Annexure B: Bidder's Profile

(on company letter head)

S No	Details	Bidder Response	
1	<b>Company Background</b>		
	Name of the Firm/ Company		
	Year of Incorporation if India		
	Type of the Company [Govt/PSU/Pub.Ltd/Pvt Ltd/ JV/LLP etc.]		
2	<b>Address</b>		
	Corporate Office (HQ)		
	Local Office in Mumbai		
	GST registration number and date of registration		
	PAN card number		
3	<b>Authorized Contact person</b>		
	a) Name and Designation		
	b) Telephone number/ Mobile No.		
	c) E-mail ID		
4	<b>Financial Parameters</b>		
	Audited Business Results (last three financial years)	Annual Turnover (Rs. In Crores)	PBT (Rs. In Crores)
	2024-25		
	2023-24		
	2022-23		
	2021-22		
	(Only company figures need to be mentioned. Not to include group/ subsidiary company figures)		(Mention the above amount in INR only)

Note: Enclose copies of Audited Balance Sheet along with enclosures.

Authorized Signatory of the bidder

Name:

Designation:

Date:

Place:

Seal of the company



**Annexure C: Eligibility Criteria**

(on company letter head)

<b>SN</b>	<b>Eligibility Criteria</b>	<b>Documents to be Submitted</b>
1	The bidder must be a registered legal entity in India.	Copy of the Certificate of Incorporation issued by Registrar of Companies and full address of the registered office, attested by authorized signatory.
2	The bidder should be registered for Goods and Services Tax.	Copy of GSTIN Certificate attested by authorized signatory
3	The bidder should have valid PAN.	Copy of PAN Card attested by authorized signatory
4	The bidder should have a dedicated security practice in operation for over 5 years.	Declaration by the bidder on company letter head signed by authorized signatory
5	The Bidder must have an annual turnover of minimum Rs. 100 Crores per annum during the last 03 (three) financial years preceding the date of this RFP	Annual audited Profit & Loss Statement for last three financial years, certified by the auditor and attested by authorized signatory of the bidder
6	The Bidder should have recorded a Profit Before Tax in each of the last 03 (three) financial years preceding the date of this RFP.	Annual audited Profit & Loss statement of the firm of last three financial years, certified by the auditor and attested by authorized signatory of the bidder
7	The Bidder should have minimum of 5 years of experience in supplying, installing and maintaining web and email gateway solutions successfully in 3 organisations in PSU/Government/Private/BFSI Sector.	The bidder should submit details as per format under Annexure E along copies of the Letter of acceptance (LoA)/work order/ contract and completion certificate confirming relevant experience.
8	The bidder should have supplied, installed and be maintaining the proposed web and email gateway solutions successfully running in any organization in India with minimum 5000 users each (Web and Email Gateway). The project should be live as on the date of RFP.	Documentary Proof to be submitted as per Annexure E along copies of the Letter of acceptance (LoA)/work order/ contract, completion certificate confirming relevant experience and current status.
9	The bidder should have authorised partnerships with the solution/ technology providers of Email and Web securities for the solutions and hardware proposed.  The bidder shall submit duly filled and signed Manufacturer Authorization form (MAF) and declaration about back-to-back support from respective OEMs proposed as part of their bid.	Bidder to submit MAF for each solution and hardware proposed, as per Annexure H on company letter head of OEM duly filled and signed by the authorized signatory of the bidder.
10	The bidder should provide all the 3 solutions of the same OEM	Declaration on the Letter head of the OEM of the products countersigned by the authorized signatory of the bidder.
11	The bidder should have atleast 3 resources certified for security standards such as CISA / CISM / CISSP / CEH or similar certification. The certificate should be valid / renewed as on the date of RFP.	List of resources with following details to be provided on company letter head: Name Designation Years of experience Certification name

SN	Eligibility Criteria	Documents to be Submitted
		Certification number Validity of Certification  Certification copies to be attached. (In addition bidder and OEM also to provide details as per Annexure W)
12	The bidder should have minimum 50 number of L1 and L2 Engineers on roll as on date of submission of bid.	Certificate from bidder (Annexure W)
13	The bidder should have presence in Mumbai and Bangalore.	Self-declaration by the bidder on their letter head signed by authorized signatory of the bidder
14	The proposed email gateway solution should be of enterprise class, commercially available and have a version history and future roadmap for next 5 years.	Declaration from OEM on letter head to be submitted countersigned by the authorized signatory of the bidder
15	The proposed web gateway solution should be of enterprise class, commercially available and have a version history and future roadmap for next 5 years.	Declaration from OEM on letter head to be submitted countersigned by the authorized signatory of the bidder
16	The bidder and the proposed OEM should have support centres in India with availability of 24 * 7 onsite /telephonic/ remote support.	Declaration by bidder and OEM on company letter head duly signed by the authorized signatory of the bidder and OEM.
17	The bidder should not have been barred from participating in bids by LIC for breach of ethical conduct or fraudulent practices as on the date of release of this RFP.	Self-declaration / Undertaking by the bidder on their letter head duly signed by authorized signatory of bidder.
18	The Bidder should not have been blacklisted by Government of India / RBI / SEBI / IRDAI valid as on the date of this RFP.  However, such blacklisting will be null and void for the purpose of bidding in this RFP, if the bidder has obtained stay order in any court of India.	Declaration on company letter head duly signed by the authorized signatory of the bidder.
19	The bidder should have the following valid certificates: ISO 9001/ CMMi Level 3 (or higher)	Latest certificates to be provided valid on the last date Bid submission attested by authorized signatory of the bidder.
20	Power of Attorney/Board resolution or Authorization, duly authorizing the authorized signatory to act on behalf of the Bidder for all legal and financial matters pertaining to this Bid and the resulting contract, if any.	Declaration on company letter head duly signed by the authorized signatory of the bidder.
21	The proposed OEM product for email gateway should have been successfully running in minimum two organizations in India for minimum 25000 users in each organization in the last 3 financial years. The project should be live as on the date of RFP.	Documentary Proof to be submitted alongwith AnnexureY signed by authorized signatory of the bidder.
22	The proposed OEM product for web gateway should have been successfully running in minimum two organizations in India for minimum 25000 users in each	Documentary Proof to be submitted alongwith Annexure Y signed by the authorized signatory of the bidder

SN	Eligibility Criteria	Documents to be Submitted
	organization in the last 3 financial years. The project should be live as on the date of RFP.	
23	The Proposed web/email gateway solution should feature in the Gartner's 'Leaders/Challengers' Quadrant, in the last published report, for Secured web and email Gateway. (This condition is not applicable to Indian OEMs.)	Latest Gartner report published after January 2024, to be submitted.

**Note:**

1. Bidder must comply with the above-mentioned criteria. Non-compliance to any of the criteria may entail rejection of the bid. LIC reserves the right to verify/evaluate the claims made by the bidder independently. Any misrepresentation will entail rejection of the offer.
2. Evidence to be submitted for each eligibility criteria should be part of the same response document. Proper naming and indexing should be done to avoid any ambiguity.
4. The bidder who successfully qualifies in the eligibility criteria, only their technical bids will be subsequently opened for further evaluation. Wherever, the dates are not specifically mentioned or implied in the RFP, the same should be taken as the date of this RFP.

Authorized Signatory of the bidder

Name:

Designation:

Date:

Place:

Seal of the company

## Annexure D: TECHNICAL BID FORM (Covering Letter)

To  
The Executive Director (IT-DT)  
Life Insurance Corporation of India  
Central Office, Information Technology - BPR Department  
3rd Floor, South Wing, "JeevanSevaAnnexe"  
Santacruz (W), S.V.Road, Mumbai – 400054.

Dear Sir,

Having examined Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025 for Email and Web Security,

1. including all its Annexure, we, the undersigned offer to design, size, procure, install and maintain all the items mentioned in the RFP and the other schedules/ annexures of requirements and services for LIC in conformity with the said RFP Documents in accordance with the schedule of Prices indicated in the Commercial Bid and made part of this Tender
2. If our Bid is accepted, we undertake to comply with the delivery schedule as mentioned in the Tender Documents
3. If our bid is accepted, we will obtain and submit to LIC the guarantee of a bank in the form prescribed by LIC for a sum equivalent to 10% of the contract value for the due performance of the Contract.
4. We agree to abide by this Tender Offer for 1 year from the date of Tender opening and our offer shall remain binding on us and may be accepted by LIC at any time before expiry of the offer
5. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us
6. We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"
7. We agree that LIC is not bound to accept the lowest or any Bid that LIC may receive and LIC may reject any bid, or accept or entrust the entire work to any Vendor without assigning any reasons or giving any explanation whatsoever
8. We certify that we have provided all the information requested by LIC in the format requested for. We also understand that LIC has the exclusive right to reject this offer in case LIC is of the opinion that the required information is not provided or is provided in a different format

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

Authorised Signatory

(Name: Contact Person, Phone No., Fax, E-mail)

(This letter should be on the letterhead of the Bidder duly signed by an authorized signatory)

## Annexure E: Bidder's Experience

(on company letter head)

**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

Financial year (based on Purchase order)	Name of the client for whom projects undertaken	Project details (mention PO Date, End date of contract, etc.)	OEMs	Name, designation and contact details of representing the client for the purpose of reference	Order Value in Crore

I certify that the above-mentioned information and the relevant Annexures and enclosures are true and correct.

(Please attach documentary evidence like PO copy, certificate from the customers etc.)

Authorized Signatory of the bidder:

Name:

Designation:

Date:

Place:

Seal of the company:

**Annexure F: Technical and Functional Requirements**  
 (on company letter head, to be signed by authorized signatory of bidder)  
**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

**Documentary Evidences flagging specific features to be provided for each of the requirement.**

Sr No	Technical for Web Gateway Security - Proxy Solution	Compliance Yes/No
1	The solution should be an integrated solution to provide HTTP,FTP,HTTPS,IM Antivirus, Content Filtering, Categorized URL Filtering and Web Proxy Caching	
2	The solution should be sized for 30,000 users.	
3	The Secure Web gateway solution should be designed for secure proxy and active content caching services and should support removing entire cached objects if required	
4	The solution should be deployed on-prem with supporting various deployment modes - Forward Proxy, Reverse Proxy, Transparent, Bridge Mode, WCCP, ICAP etc using L4 switches/ Policy-based Routing (PBR) to avoid proxy bypass using proxy avoidance tool.	
6	The solution should be a standalone dedicated proxy and should not be from NGFW,VPN, Routing, Switching based technology vendor and should also not use the same firmware/underlying OS used for NGFW and IPS offerings to avoid single point of failure adhering NCIIPC, Cert-In, NIST and DSCI guidelines.	
7	The solution should be software virtual appliance on bare metal hardware or as a virtual machine with VMware ESX/ESXi and Microsoft HyperV	
8	The solution should be provided embedded OS - hardened and performance tuned, provided by OEM, low maintenance with CLI interface and should be Software Virtual Appliance	
9	The solution should provide WRS Page Analysis (Content Scan), WRS/URL Feedback Option, HTTPS Scanning, Should support Automatic URL Updates, Proactive Web Threats (real-time)	
10	The solution should support inbuilt SSL interception and also support SSL scanning capabilities maintaining data integrity, including decryption, re-encryption of storage keys, without processing overhead and latency. The solution should be scaled to work with at least 75% SSL traffic.	
11	The solution should have management and validation of SSL certificates. Validation checking can be set as certificate revocation (CRL).	
12	The proposed system should feature User Identification, Visibility of SSL- Encrypted Traffic, Central Management and Reporting for all deployed devices/ software, Web User Interface.	
13	SSL interception should not down grade the security by negotiating a weaker cipher suite due to lack of support for strongest cipher suite or should not break the SSL connection due to not understanding draft TLS versions.	
14	The proposed system should have the feature of Web Filtering, Anti-Phishing, Real-time Security Scanning, URL Database Filtering, Antivirus, Antimalware for known signatures and Malicious Browser Codes, Application and Protocol Control.	

15	The proposed solution should ensure that filtering services must not be degraded while the solution is in a redundant or failed-over-state.	
16	The proposed solution should allow IP failover to ensure that if a node in the cluster fails, other nodes can assume the failed node's responsibilities.	
17	The solution must be capable of High Availability deployment configurations to provide continuity of protection in case of a partial or total system, hardware or facility failure.	
18	The solution should provide below mentioned security categories with automatic database updates for security categories - Advanced malware Command and Control, advanced malware payloads, bot networks, compromised websites, key loggers, phishing and other frauds, spywares.	
19	The solution should scan Inbound and Outbound traffic for malware & prevent malware from entering LIC network.	
20	The proposed solution should allow classification, scanning and filtering of real-time Social Networking, audio-visual content and Web 2.0 Security like Facebook, LinkedIn, and other Web 2.0 destinations.	
21	The solution should prevent virus and spyware downloads, botnets, malware callback attempts, and tunneling.	
22	The solution should protect against new threats and suspicious activity in real time	
23	The solution should identify and block targeted attack C&C communications using global threat intelligence	
24	The solution must include a proprietary antivirus scanning engine developed and maintained by the same OEM, ensuring deep integration and unified threat management. It must also support application control to detect and manage popular web applications, enabling administrators to define monitoring and access control policies based on organizational requirements.	
25	The solution should have General Pattern String Match, Web Site Match, URL Key Word Match, Per Policy White List, Approved Lists - URL, Approved Lists - Filename, File Object-type Filtering - File type blocking with MIME Content Type, True File Type Matching and Blocking	
26	The solution should have Quota Filtering, Thumbnail / Image Blocking, Compressed File Filtering - should block, pass, Quarantine and should have HTTPS Scanning functionality and Decrypt HTTPS traffic from selected Web categories	
28	The solution should have following FTP Scanning functionality, Reverse FTP Proxy, Passive FTP Support, Active FTP Support, Should Support IP Address based FTP Access Control, FTP Port Filtering	
29	The solution should have following AV and Spyware scanning capability, Cloud and Signature based Antivirus, Cloud and Signature based Spyware, Phishing - PhishTrap and Cloud-based Web Reputation, Pharming - Web Reputation and URL Filtering, Bots, Cloud and Signature based Keylogging	
30	The solution should have Heuristic Scanning, Signature Matching, Customizable File Filters for Scanning, Large file handling, Compressed File Support - with block, bypass and quarantine modes also should be capable of discovering vulnerabilities, weaknesses and then leverage that information to	

	identify attack vectors and likelihood of exploitability along with business impact of a compromise.	
31	The solution should have Quarantine File Support, Real-time Page Analysis (content scan), Automatic Signature Updates, Incremental Updates, Rollback Updates, Solution should be able to detect and block Brute Force Attacks against Passwords, Manual and Automated Updates, Botnet Detection Technology	
32	The solution must detect and block outbound Botnet and Trojan malware communications from infected systems. The system must log and provide detailed information on the originating system sufficient to enable identification of infected units for mitigation.	
33	The solution should have Web cache acceleration with File Cache, Dynamic Object Cache and Static Object Cache and Selective Category Logging, full URL Logging also Solution should be capable of discovering vulnerabilities, weaknesses and then leverage that information to identify attack vectors and likelihood of exploitability along with business impact of a compromise.	
34	The solution should have captive portal page to authenticate the users instead of the traditional browser popup that asks for the username and password, The captive portal page should be fully customizable by the customer to reflect their needs	
35	The solution should have capability If there is no LDAP account or the Web Gateway Security couldn't auto detect the user's UserID from LDAP, the web Gateway Solution should present the Captive Portal authentication page for login credential	
36	The solution solution should support Network Packet Capturing so administrators can analyze traffic with a feature that allows packet captures for selected interfaces or a single interface also capable of identifying observables (e.g., IP Addresses, Host/Domain names, File Hashes, and other similar indicators) in log data and process these observables using external Threat Intelligence feeds.	
37	The proposed solution should be capable of enforcing safe-search restrictions for major image search engines, independent of cookies or other settings on the client machines.	
38	The proposed solution should monitor and provide capability to block/ allow URLs in the predefined lists and those specified manually by the administrator.	
39	The proposed solution should be able to block proxy avoiding applications/ software/ websites such as TOR, Ultrasurf, GhostSurf, JAP, RealTunnel etc.	
40	The proposed solution should monitor and block Peer-to-peer traffic, HTTP MIME type traffic including voice and video services.	
41	The proposed solution should stop spyware and known virus downloads.	
42	The proposed solution should detect and block spyware access to the Internet.	



43	The solution should ensure that requests originating from a client retains the client's source address and appear to originate from the client instead of the proxy server.	
44	The solution should be capable of dynamically changing the category based on content of the URL.	
45	The proposed solution should support using client IP address to determine filtering group.	
46	The solution should allow for definition of specific blocked or allowed URLs - down to the individual page level.	
48	The proposed solution should block binary executable, script based exploits, key loggers etc. that are directed towards LIC's network.	
49	The proposed solution should allow override entries to be specified with wildcards within the URL. At a minimum, wildcards should be allowed at the beginning of the URL – e.g. *.xyz.com.	
50	The proposed solution should allow override entries to be added by administrators without requiring restart of the system.	
51	The proposed solution should allow override entries to be applied to any or all groups.	
52	The solution should allow contents of web pages to be classified/ categorized based on the content into multiple categories. The solution should be able to identify these multiple categories in any webpage and block/ allow based on the permission provided for that category/ user.	
53	The proposed solution should allow specified users or IP addresses to bypass any or all predefined categories and any custom entries.	
54	The proposed solution should allow filter restrictions to be applied based on the time of day and day of week.	
55	The proposed solution should provide a mechanism to block all internet access by a user for a configurable amount of time if the user exceeds a configurable threshold of access violations.	
56	The proposed system should be able to track a user across multiple IP addresses without requiring re-authentication.	
57	The proposed system should be able to log individual TCP sessions.	
58	The proposed system should be capable of transferring the log files and configuration files to a remote server on demand and on a scheduled basis. The transfer of log files should not interfere with normal filtering activity.	
59	The proposed system should be able to integrate with existing SIEM, Data Classification, Data Loss Prevention, SOC, PAM, LDAP, cloud support, ITMS (ticketing tool), EDR, analytics tools, etc	
60	The proposed solution should be possible to limit bandwidth usage for specific categories, applications and protocols.	
61	The proposed solution should support protocol tunneling.	

62	The proposed solution should allow access based on usage time limit, configurable for each user/ group.	
63	The proposed solution should send an alert message to the user, if he/ she is trying to access a blocked website or a monitored website. The message should be configurable by administrator.	
64	The proposed solution should have a database of URLs segregated into different groups/ categories which should be automatically updated with latest changes on regular basis from the OEM.	
65	<p>The solution should provide reports containing summary of sites accessed by individual or group (Location, IP subnet,etc.)</p> <ul style="list-style-type: none"> <li>• Top N sites accessed</li> <li>• Top N sites blocked</li> <li>• Usage Report of Specific User/ IP/ Group based on date/ time</li> <li>• Report for all users who have accessed a specific URL</li> <li>• Top service user</li> <li>• Most requested service</li> </ul>	
66	The solution should have reporting on the user agent strings of applications to provide details on application usage and version details including browser version reports.	
67	The proposed system should provide information to Administrator on infected machines and infection type.	
68	The proposed solution should be able to detect encrypted and password protected files in any encrypted format.	
69	The proposed system should create plain-text log files that detail all client requests. At a minimum, the entry should include the request date, time, originating client's IP address, user ID, requested URL, and the category applied to the request.	
70	The proposed system should provide graphical drill down detail of all user activity including URL, Applications, UDP, TCP/IP, Data Traffic, Bandwidth data down to a granular level.	
71	The proposed system should provide Email Alerts Based on Threshold Violations.	
72	The proposed system should generate reports identifying users by AD Name, IP address.	
73	The solution should be manageable through Command line SSH.	
74	The solution should support Authentication with Active Directory, LDAP using basic, NTLM or Kerberos authentication and should support Multiple Authentication Servers / Authentication Failover / Auto fallback mechanism. User Authentication must be seamless. It should also support authentication exemption.	
75	The proposed system should provide Email Based on Threshold Violations for categories which are malicious by nature.	

76	The solution should have capabilities to automatically deliver reports based on schedule to selected recipients. The solution should support custom report creation in Excel and PDF.	
77	The solution should be able to consolidate reports from multiple boxes for centralized logging and reporting. The solution should provide detailed information on security incidents to comprehensively investigate individual threat events.	
78	The solution should provide a Web UI to manage Internet usage policies, it should also support delegated administration and reporting capabilities so different roles can be created to manage policies and view reports.	
79	The solution should provide native system health monitoring, alerting and troubleshooting capabilities. The solution should provide reports based on hits, and bandwidth.	
80	The solution should support configuring scheduled automatic backup of system configuration. The solution should support automatic download of available patches or fixes.	
81	The solution should have inbuilt reporting feature like real time monitoring, reporting templates and investigation drill down report. The solution should have reporting on the user agent strings of applications to provide details on application usage and version details including browser version reports.	
82	The proposed solution should have a database of URLs segregated into different groups/ categories with well known websites and should be able to be automatically updated with latest changes on regular basis from the OEM. Further the solution should be able to provide granular control such as whitelisting specified URLs/ content.	
83	The solution should have anti-virus engines for scanning AV and other malware on the web traffic. Enabling AV should not degrade the performance of proxy solutions.	
84	The solution should have inbuilt URL filtering functionality with multiple pre-defined category and should provide security controls via policy for unrated/ uncategorized URL's in the form of Risk score 1-10 with application risk attributes.	
85	Solution should provide bandwidth restriction on IP/ Category/ Protocol.	
86	The solution should have granular control over Web applications. Controls like what to be posted, what content to be downloaded should be restricted.	
87	The solution should have content analysis with capability to inspect files, analyzing up to 20 layers of compression, and the ability to update engines.	
88	MFA is required while logging on to the product's management console as per security/regulatory guidelines.	
89	The solution should not allow use of concurrent sessions on management consoles.	

89	The solution should support multiple languages to properly identify content and apply web policies.	
90	The solution should be manage centralize for logging, reporting, configuration management, and policy synchronization across multiple instances of the virtual appliances regardless of their geographic location.	
92	The proposed solution should provide separate Management server which can push policies for centralized management and reporting.	
93	The solution must provide real-time monitoring of internet activity to offer comprehensive visibility into user behavior, web usage patterns, and potential threats as they occur.	
94	The solution should supports creation of custom reports	

S.No.	Technical Specifications - Email Gateway Security Solution	Compliance Yes/No
1	The solution should have dedicated Email Anti-APT that provides enterprise message transfer agent (MTA) capabilities SMTP/SMTP-TLS, Antimalware, Business email compromise, Business process compromise, CEO fraud attack prevention, social engineering attack protection, ransomware, unknown malware threats - Sandboxing and anti-phishing.	
2	The solution must not be declared End of Life during the contract period. In case, OEM declares their product's end of life during the contract period, Bidder should provide upgraded version of the products without any additional cost to LIC.	
3	The solution should be able to switch to DR site seamlessly. For DR Cutover no manual changes should be required at the user end.	
4	The solution should be deployed in High Availability mode at the Primary site.	
5	The bidder should bring in the required Hardware and Software, networking equipment, etc. for the solution. The sizing should take in to consideration successful running of the solution for a period of 5 years from the date of sign off by LIC for. The bidder has to provide the complete item wise details of the complete hardware and software proposed.	
6	Servers proposed in the solution should be 1U or 2U Servers.	
7	The solutions should be IPv6 compliant.	
8	The solution should be sized for 60,000 mailboxes.	
9	The email security system offering should be dedicated OEM Appliance based solution and not a subset of NGFW, Proxy or other security solution. The solution should be a dedicated virtual or physical appliance.	
10	The solution should not be software based and installed in mail server. It should be purpose built dedicated email security solution along with sandboxing functionality	
11	The solution must support minimum 8,00,000 emails /day	

12	The proposed solution should be capable of handling minimum two public domains (licindia.com and licindia.in) with multiple MX pointers (minimum 5 for each DNS entry). The bidder should size the hardware for processing minimum 1 lakh mails per hour for each MX entry.	
13	Delivery Form factor: The solution must be combination of Software and hardware. The solution must be able to support incoming as well as outgoing Emails.	
14	The solution should provide User/ Group Based Rules. User/ Group based rules should provide the ability to assign rules to only apply to a certain group of users or create global rules with exceptions. Users and groups can be taken from active directory or they can be entered using full email addresses or wild cards.	
15	The solution should be able to dynamically analyze message attachments for malware without sending files to cloud	
16	The solution should have the ability to authenticate the sender through mechanisms such as DMARC, DKIM, and SPF analysis, Sender domain reputation filters and detect & fight against techniques used in mail phishing & spoofing.	
17	The Solution should support mail encryption for outbound mails	
18	Solution must have Sandbox Evasive Techniques Detection.	
19	Solution must be capable to sandbox file as well as URL's.	
20	The solution must support analysis of emails with no attachment or URL and analyse it for mail based fraud attacks	
21	The solution must analyse emails for various parameters like intention, financial implication, urgency, mail header, domain information for finding out fraud.	
22	The solution should scans for suspicious behavior in several parts of each email transmission, including the email header, subject line, body, attachments, and the SMTP protocol information to detect suspicious behavior related to social engineering attacks in email messages.	
23	The solution must be able to scan mailboxes on-demand or on a schedule and it must be able to select the scan period.	
24	The solution should provide protection against viruses, spam, and various threats not only for external correspondence, but also for internal emails.	
25	The proposed solution should be able to detect and analyze URLs embedded in MS office files, PDF attachments, etc. The solution detect and analyze the URL direct link which point to a file on the mail body and should be able to detect and analyse the URLs in mail subject.	
26	The solution should be able to Deliver the email message to the recipient after replacing the suspicious attachments with a text file and tag the email message subject with a string to notify the recipient	
27	The solution should have an option to make policy exceptions for safe senders, recipients, and X-header content, files and URLs.	
28	The solution should support file Type scanning for different file such as but not limited to executables, scripts, Java, pdf, image files, vbs,dll, Ink, swf, doc, xml, txt, ods, ppt, zip, pl, Vb, Dat, src etc. It should support scanning of compressed file. The solution should also be able to block various file	

	extension as required by LIC.	
29	The solution should have capabilities to quarantine mails with content that violates the policy and notify sender or sender's manager automatically. The mails that are quarantined because of content control policies should be released if the sender's manager replies to the notification mail.	
30	Bidder should provide different instances for incoming and outgoing mail.	
31	LIC has a huge flow of outgoing bulk emails so bidder should factor a dedicated email security instance for bulk email requirement with HA option.	
32	The proposed solution should be able to support following protection points - mail server, internal inspection and inbound-outbound data. LIC will decide the protection point.	
33	Solution must have following features: Sender Filtering at IP address or sender email address level. Approved and blocked senders lists Email Reputation Services (ERS) Directory harvest attack (DHA) protection Bounce attack protection SMTP traffic throttling	
34	The Email Reputation service should identify and block email from known spam senders at the IP-level after verification against an extensive Reputation Database maintained by OEM.	
35	Solution should provide following filter actions for efficient email management: -Deliver Email -Clean and Deliver -Delete -Strip of Attachment -Archiving -Append Disclaimer -Re-route to next SMTP server	
36	The solution must support content filtering that can effectively block content that you specify as inappropriate from reaching recipients by analyzing message content and attachments.	
37	The solution must detect advanced malware in Adobe PDF, MS Office macros, scripts, and other formats using highly accurate machine learning and heuristic logic to detect known threats.	
38	The solution should have level spam scanning (RDNS, SPF, blacklist/ whitelist, recipient verification, sender authentication, checksum, connection and message rate control)	
39	The solution must support embedded URL Analysis utilizing reputation technology, direct page analysis to investigate URLs embedded in an email message	
40	The solution should provide message tracking ID for unwanted emails to reduce false positive and false negative submissions for unwanted email verdicts. The solution should be able to configure policies for emails pertaining to marketing, which are newsletters, and emails with suspicious URLs. LIC should have the ability to choose whether or not to enable this functionality.	

41	The solution must support proximity matching library that generates a hash value which can be used for similarity comparisons to identify files that are close approximates of previously detected malware families.	
42	The solution must have realtime URL protection against malicious URLs in email messages ie the solution should rewrite suspicious URLs in email messages for further analysis.	
43	The solution should scan for suspicious behavior in several parts of each email transmission, including the email header, subject line, body, attachments, and the SMTP protocol information	
44	The solution should have Centralized management and reporting.	
45	The solution should have threat type classifications such as targeted malware, malicious url, suspicious file, suspicious url, phishing, spam/ gray mail, content violation etc.	
46	The solution should support CEF/ LEEF/ TMEF syslog format for SIEM integration	
47	The proposed system should be able to integrate with existing SIEM, Data Classification, Data Loss Prevention, SOC, PAM, LDAP, cloud support, ITMS (ticketing tool), EDR, analytics tools, etc	
48	The solution should have customizable dashboards.	
49	The solution should be able to generate alerts for the suspicious messages, quarantined messages, long queue, High CPU usage, low memory, low disk space, account locking, component update, processing surge etc with configurable threshold values.	
50	The Solution should have an option of backup/restore of configuration using import/export s that incase of failure,last configuration can be restored.	
51	The solution should have an option of generating scheduled or on-demand report as per LIC requirement.	
52	The solution should allow customization of notification letter, notification scheduler, allow or disallow the users to receive the notification.	
53	The solution should be able to block, accept, reject based on: -Sender IP, IP range -Domain -Email Reputation score from reputation filtering -DNS List -Connecting host PTR record	
54	The solution should leverage global sender reputation and local sender reputation analysis to reduce email infrastructure costs by restricting unwanted connections.	
55	The solution must provide enhanced message audit logs to track messages with TLS encryption delivery status to allow organization to confirm TLS delivery for auditing.	
56	The solution should support pre-built report templates (connection, volume, inbound, outbound, address, domain, virus, spam, content, encryption, MTA, system, etc. ) and allow customized reports on these parameters.	
57	The proposed solution must allow configurable timeout for sandbox analysis. If the analysis exceeds a defined threshold (e.g., 20 minutes), the system should support options such as releasing the email with a warning, continuing analysis in background, or quarantining the message based on policy.	

58	The solutions must require MFA for logging on to the product's management console as per security/regulatory guidelines.	
59	The solution should not allow use of concurrent sessions on management consoles.	
60	The solution should have an option to generate reports on demand or set a daily, weekly, or monthly schedule.	
61	The solution should support querying logs using time based filters and provide option to Track any email message that passed through.	
62	The solution should support viewing system events like user access, policy modification, network setting changes, and other events that occurred in the management console.	
63	The solution should have integrated threat portal to get correlated information about suspicious objects detected and threat data from the global intelligence network that provides relevant and actionable intelligence.	
64	The solution should support on premise centralised management for viewing information about detection, message tracking and MTA logs.	
65	The solution should provide simplified Web based Content Rule Interface – The interface for creating content filtering rules should ease the process of creating custom rules.	
66	The solution should provide auto-generated Email Report– Once a report is generated; it should be automatically delivered to specified recipients	
67	The solution should provide graphical Reports– Reports should be generated that include charts and graphs to provide a clear picture of virus, filtering, and spam activity within an organization	
68	The solution must have Real time monitoring option for administrator to view messages and the real time count for the same.	
69	The solution should have an option to forward email messages that violate content filtering rules to a specific administrator .	
70	The solution should provide role-based access control for administration, investigation as well as operation purposes	
71	The solution should be able to integrate with Microsoft Active Directory (AD) for account management	

Sr No.	Technical Specifications - Email Security for Exchange	Compliance Yes/No
1	The solution should be sized for 60,000 mailboxes.	
2	The solution should be able to support following protection points - mail server,internal inspection and inbound-outbound data.	
3	The solution must support multilevel Antispam - Grey Mail, Email Reputation, Content Filtering, attachment blocking, Antimalware, macro trap, file, web reputation.	
4	The solution must support multiple techniques like machine learning,document exploit detection,Artificial intelligence to prevent phishing/ ransomware/ CEO/ BEC fraud attacks.	



5	The solution must have features like writing style method,looking at email body for intention,urgency,financial implication and sender address for specifically preventing BEC/ CEO fraud type attacks.	
6	The solution must detect advanced malware in Adobe PDF, MS Office macros, scripts, and other formats using highly accurate machine learning and heuristic logic to detect known threats. It should also scans the Email store for targeted threats that may have entered before protection was available. The solution must have an option of scanning true file types and also detect packing algorithms used in files.	
7	The solution must have web reputation services to track the credibility of domains.	
8	The solution must be able to blocks emails with malicious URLs in the message body or in attachments. it should have realtime URL -protection option to re-analyzes websites upon user access.	
9	The solution must have powerful Antimalware engine supporting multiple types of scans ieSMTP scanning and store level scanning,multithreaded in-memory scanning,patternbased,heuristics and trust scan.	
10	The solution must support options to maximize the efficiency with scan to avoid duplication, multi-threaded scanning and CPU throttling.	
11	The solution must have spam prevention filters with adjustable sensitivity level, end user quarantine, junk email folder -integration with mail client.	
12	The solution should minimize false positives by creating a trusted sender whitelist.	
13	The solution must support following actions: Clean, replace with txt, Quarantine - partial/ entire message, backup, pass, tag-deliver, send to email address/manager.	
14	The solution should be able to control spam effectively by having multiple score assignment to every spam message with heuristics anti-spam detection .	
15	The solution should allow messages to be handled appropriately based on the heuristics assigned spam score with multiple spam disposition options.	
16	The solution should protect against new viruses without requiring reinstallation of software, helping to reduce the cost of ownership.	
17	The solution should automatically filter out emails with inappropriate attachment names, extensions, or content, reducing traffic on Email servers.	
18	The solution should have an alternate to automatically update all of the Email Servers from an internal virus definition server that will pick up updates from internet.	
19	The solution should provide immediate protection for new mailboxes and public folders.	
20	The solution should provide User/ Group Based Rules. User/ Group based rules should provide the ability to assign rules to only apply to a certain group of users or create global rules with exceptions. Users and groups can be taken from active directory or they can be entered using full email addresses or wild cards.	
21	The solution must support True-file Typing for Multimedia and Executables – Should block/ Quarantine multimedia and/ or executable files based on true file type (regardless of file extension). One of the following dispositions	

	should be applicable: delete attachment, delete message, quarantine file, or log only.	
22	The solution must have the capability to label files as 'uncleanable' if they cannot be sanitized, and provide administrators with configurable response options such as replacing the file with a text placeholder, quarantining the message, or alerting the recipient.	
23	The solution should be able to perform targeted searches using keywords and regular expressions.	
24	The solution should allow administrators to quickly respond to urgent requests from all stakeholders' departments to find, trace, and if necessary, to permanently delete specific emails.	
25	The solution should provide Simplified Web based Content Rule Interface – The interface for creating content filtering rules should ease the process of creating custom rules. Match lists should be added and edited within the content filtering pages. Rules should include content to match on and exceptions within the interface to better display the intent of a rule.	
26	The solution should generate reports across Multiple Servers— Should kick-off reports on each individual server from a central location and then browse to individual servers to view the report.	
27	The solution should provide Auto-generated Summary Reports— Should create a summary report of all activity on a single Email Server and automatically generate the report at a given date and time.	
28	The solution should provide Auto-generated Email Report. Once a report is generated, it should be automatically delivered to specified recipients.	
29	The solution should provide Graphical Reports— Reports should be generated that include charts and graphs to provide a clear picture of virus, filtering, and spam activity within the organization.	
30	The solution must have real time monitoring option for administrator to view messages and the real time count for the same.	
31	The solution should provide an option to forward email messages that violate content filtering rules to a specific administrator or the recipient.	

Sr No.	Sandboxing Requirement of Email and Web Gateway Security	Compliance Yes/No
1	Sandboxing solution must support custom images - operating system, configuration, drivers, language preferences etc, LIC will create a replica of actual windows and upload it to sandbox environment.	
2	Sandboxing solution must analyze suspicious objects for: -Advanced malware -Command and Control (C&C) -Zero Day Malware -Anti-security, self-preservation -Autostart or other system configuration -Deception, social engineering -File drop, download, sharing or replication	

	<ul style="list-style-type: none"> <li>-Hijack, redirection, or data theft</li> <li>-Malformed, defective or with known malware traits</li> <li>-Process, service or memory object change</li> <li>-Rootkit, cloaking</li> <li>-Suspicious network or messaging activity</li> </ul>	
3	Solution must support Custom Sandbox Domain Check, Software Check, User Settings check, Requisite file check Office version check, Windows License check, Browser Check (Sandbox Customized with OS and Applications in the Environment)	
4	The solution should be able to store packet captures (PCAP) of all malicious communications detected by sandbox.	
5	The sandbox must support on-premise deployment with customization of OS, configurations, drivers, and language preferences.	
6	The sandbox must support multiple file types but not limited to: PDF, DOC(X), XLS(X), PPT(X), SWF, EXE, DLL, ZIP, RAR, LNK, CHM, JAR, HWP, and scripts.	
7	The solution should be capable of inspecting JavaScript, browser exploits, macros, and embedded active content in web and email traffic.	
8	Solution should be able to integrate with its own threat intelligence portal for further investigation, understanding and remediation of an attack.	
9	The sandbox must support analysis of email attachments and payloads up to at least 50 MB in size. Higher capacity will be considered an advantage.	
10	The solution must be capable of performing multiple file format analysis which includes but not limited to the following: LNK, Microsoft objects, pdf, .exe files, compressed files, .chm, .swf, .jpg, .dll, .sys, .com and .hwp	
11	The solution should have capability to detect attacker behaviour within the network like (hash dumping, Hash Validation, Data Extraction from Database servers, DNS queries to suspicious or known C&C Servers, etc..)	
12	The solution should be able to provide in-depth reporting including the level of risk, static scanning results, sandbox assessment, network activity analysis, and a source tracking information.	
13	Sandboxing solution should be integrated with central management console and should be giving suspicious object list for creating repository and to be shared with other products with detailed reporting.	
14	The solution must be capable of detecting, analyzing and blocking of suspicious URLs embedded in all parts of an email message—including the subject line, body, Microsoft Office and PDF attachments, and direct file download links.	
15	The solution should look for known and potential exploits to the intended office application and analyze macros	
16	The solution should have capabilities to perform scans using Reputation and Heuristic technologies to detect unknown threats and document exploits	
17	The solution should be able to detect targeted Malwares.	
18	The Sandbox should support ICAP functionality.	

19	The Sandbox should support minimum of 30,000 files per day.	
20	The solution should be able to detect, download and analyze files directly linked in the email message body.	
21	The solution should be able to detect true file types.	
22	The solution should support heuristic discovery of passwords in email messages or allow importing custom passwords to inspect password-protected files.	
23	The solution must support scanning of password-protected archive files using a predefined list of at least 100 passwords. The list should be configurable, and scanning must include common archive formats such as ZIP, RAR, 7z, etc	
25	The Solution should support Real-Time URL click protection.	
26	The Solution should support manual email message submission in ".eml" format for analysis purpose.	
27	The Solution should support Pre-Execution Machine Learning scanning feature which looks at static file features to predict maliciousness in mail & attachment in the mail.	
28	The sandbox must be manageable via centralized console and share IOCs (indicators of compromise) across appliances.	

## **Annexure G: Commercial Bid (Indicative Pricing)**

Please refer to enclosed excel sheet – “Annexure G: Commercial Bid (Indicative Pricing)”

## Annexure H: Manufacturer's Authorization Form (MAF)

(on company letterhead)

**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

To,  
The Executive Director (IT-DT),  
Life Insurance Corporation of India  
Central Office, 3<sup>rd</sup>Floor,  
JeevanSevaAnnexe, S.V. Road,  
Santacruz (West), Mumbai 400 054

Dear Sir,

We \_\_\_\_\_ (OEM) who are established and reputed manufacturers of \_\_\_\_\_ (Equipment) having factories/Depot at \_\_\_\_\_ and \_\_\_\_\_ confirms that, M/s \_\_\_\_\_ (Name and address of bidder) herein after referred as "Partner" wishes to participate in the Bid or Project stated above and has entered into an agreement for the purchase and resale of \_\_\_\_\_ (OEM) Products and/or Services. The Partner is entitled and authorized to do the following:

- a) Resell and/or distribute \_\_\_\_\_ (OEM) products and/or services in India to end users within that Territory.
- b) Bid, negotiate and conclude a contract with LIC of India for the above products/services manufactured or supplied by \_\_\_\_\_(OEM).

\_\_\_\_\_ (OEM) will, within the scope of its agreement with its Authorized channels, provide product warranty services and support for \_\_\_\_\_ (OEM) products obtained through its Authorized channels for a period mentioned in the RFP referred above, from the date of installation at LIC of India.

\_\_\_\_\_ (OEM) certify that, the equipments being sold would not be declared End of Support (EoS) in the next 6Years and that \_\_\_\_\_ (OEM) shall supply suitable substitute in case EoS of equipments. Also \_\_\_\_\_ (OEM) certifies that the products being sold would be covered under Warranty / Support and support will be available for next six years (five years initially and one year if extension is provided) from the date of installation at LIC of India.

The products being sold under this RFP will be provided back-to-back/direct support with the OEM for five years. It would be the highest level of support provided by the OEM and would be able to meet the SLA parameters.

If you need any additional information, please contact Mr./Ms. \_\_\_\_\_ at \_\_\_\_\_ (Mobile no.) or \_\_\_\_\_ (e-mail ID).

Yours faithfully,

Name of person

For and on behalf of M/s \_\_\_\_\_

Designation

Contact Details

Date:

Place:

(Name of Original Equipment Manufacturer - OEM) (Seal of the OEM)

**Annexure I: Format for Site Note Ready (SNR) certificate**

(on company letterhead)

**LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

<b>Name of the Vendor</b>			
Office & department where equipments delivered			
Reference of LIC's Purchase Order No. and date		PO No.	Dated:
Make and Model of the equipment(s) which were delivered, physically verified and POST done was done	<b>S. N o</b>	<b>Description of the equipments</b>	<b>Serial Number of the equipment (if available)</b>
	1.		
	2.		
<b>Activities performed by the vendor</b>		<b>(Yes/No)</b>	<b>Remarks (if any)</b>
Verification of the equipments delivered with the Purchase Order:			
Power On Self-Test (POST) was successful			
The Box was sealed, stamped and signed after successful POST			
This is certified that, the delivery has been found correct as per the above referred Purchase Order and POST was successful. The equipments could not be installed because of the following reason(s) :			
<b>Sl.N o</b>	<b>Brief description of the reason of Site not being ready</b>		<b>Please Tick the reason(s)</b>
1	Location: Site/ Place is not finalized (where the equipment is supposed to be installed)		
2	Any other reason (please specify):		
Likely date of the site getting ready for installation (Please mention the date)=>			
<b>Signature and seal of the Authorized LIC official</b>		<b>Signature of the Vendor's Engineer</b>	
Name		Name	
Designation		Date:	
SR Number		Place:	
E-Mail ID		Contact No.	
		E-Mail ID	
<b>Note:</b> <ul style="list-style-type: none"> <li>The Site-Not-Ready (SNR) certificate has to be issued only when delivery of all the equipments (for that particular site) has been completed by the vendor for that site and POST was carried out successfully.</li> <li>If delivery is NOT complete i.e. either some parts are missing or are damaged then, SNR will not be issued and only the "Short-Shipment Form" shall be issued by LIC.</li> </ul>			

**Annexure J: Format for Short Shipment Form**

(on company letterhead)

**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

SHORT SHIPMENT FORM(LIC)			
Name of the Vendor			
Office & department where equipments delivered			
Reference of LIC's Purchase Order No. and date-		PO No. Dated:	
On verification of the consignment for LIC's equipments, following items/components were MISSING:			
Date of Delivery of the consignment		Dated:	
S.No	Description of Item:	Quantity as per the Purchase order	Quantity actually found/ received.
1			
2			
3			
4			
5			
6			
7			
Comments by LIC (if any):			
Comments by Vendor's engineer (if any):			
Signature and seal of the Authorized LIC official		Signature of the Vendor's Engineer	
Name		Name	
Designation		Date:	
SR Number		Place:	Contact No.
E-Mail ID		E-Mail ID	



## Annexure K: Performance Bank Guarantee

(On stamp paper of value Rs.500/-)

This Deed of Guarantee executed by the ----- (Bank name) a Nationalized/ Scheduled Bank within the meaning of the Reserve Bank of India Act and carrying out banking business including guarantee business at Mumbai and other places " having its head office at ----- ---- (hereinafter referred to as "the Bank" ) in favor of Life Insurance Corporation of India, having its Central Office at Yogakshema, JeevanBimaMarg, Nariman Point, Mumbai 400021, formed under the act of the Parliament LIC Act ,1956 (hereinafter referred to as LIC) for an amount not exceeding Rs. \_\_\_\_/- (5% of the Total Contract Value), at the request of (Vendor's Name & address) ----- (hereinafter referred to as the "Vendor").

This guarantee is issued subject to the condition that the Liability of the Bank under this guarantee is limited to a maximum of Rs. \_\_\_\_/- (5% of the Total Contract Value) and the Guarantee shall remain in force for a period up to \_\_\_\_\_ (date), and cannot be invoked otherwise than by a written demand or claim under this guarantee served on the Bank on or before \_\_\_\_\_ (date) by LIC.

And Whereas ----- (Vendor's Name) having its head office at ----- ----- has participated in the bid dated \_\_\_\_\_ and subsequent modifications to the tender dated \_\_\_\_\_ and as per the terms and conditions mentioned in the Tender Document.

And whereas the \_\_\_\_\_ (name & address of the bank) has agreed to give on behalf of the Vendor a guarantee, therefore we hereby affirm that we guarantee and are responsible to you on behalf of the vendor up to a total amount of Rs. \_\_\_\_/- (5% of the Total Contract Value) and we undertake to pay you, upon your first written demand declaring the Vendor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you within the limit of Rs. \_\_\_\_\_ (5% of the Total Contract Value) as aforesaid, without your need to prove or show grounds or reasons for your demand of the sum specified therein. This Guarantee shall not be affected by any change in the Constitution of the Bank.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN ABOVE:

1. The Bank hereby covenants and declares that the guarantee hereby given is an irrevocable one and shall not be revoked by a Notice or otherwise.
2. Our liability under this guarantee is restricted to a sum of Rs. \_\_\_\_/- (5% OF TOTAL CONTRACT VALUE).
3. The Bank Guarantee will be valid for a period up to \_\_\_\_\_.
4. A written claim or demand for payment under this Bank Guarantee is the only condition precedent for payment of part/ full sum under the guarantee to LIC.
5. LIC need not prove or show grounds or reasons for the demand of a part or the full amount of guarantee.

We hereby confirm that we have the power/s to issue this guarantee in your favor under the Constitution and business procedure of our bank and the undersigned is /are the recipient of authority by express delegation of power/s and has/ have full power/s to execute this performance bank guarantee.

DATED AT THIS DAY OF

SEALED AND SIGNED BY THE BANK

## Annexure L: Business rule for Online reverse auction

### **(Only for bidders who will participate in online reverse auction)**

Business rules can be changed before commencement of online reverse auction and the same will be informed to you.

1. For the reverse auction, LIC will inform short-listed bidders of their individual technical score (T), highest technical score ( $T_{\text{high}}$ ) and lowest commercial bid ( $L_{\text{Low}}$ ) without identifying the details of the bidders having highest technical score and lowest commercial bid in order to facilitate them to calculate and revise their commercial bids appropriately to increase their total score. 'L' stands for bidder's own commercial quote.
2. The proposal with the highest Total Score (as given in the para–Computation Methodology for rating bidders on 'Technical plus Commercial basis' of the RFP) will be considered first for award of contract under this RFP. Therefore, each bidder intending to be the successful bidder will be required to lower their commercial bid in order to increase their 'total score'.
3. LIC shall finalize the commercials of this bid through reverse auction mode.
4. Online Reverse auction shall be conducted by LIC through its authorized e-tender service provider, on pre-specified date, while the bidders shall be quoting from their own offices/ place of their choice. Internet connectivity and other paraphernalia requirements shall have to be ensured by bidders themselves.
5. In the event of failure of their internet connectivity, (due to any reason whatsoever it may be) it is the bidder's responsibility / decision to send fax communication, immediately to above e-tender service provider furnishing the price, the bidder wants to bid online, with a request to above e-tender service provider to upload the faxed price on line so that the e-tender service provider will upload that price online on behalf of the Bidder. It shall be noted clearly that the concerned bidder communicating this price to e-tender service provider has to solely ensure that the fax message is received by above e-tender service provider in a readable / legible form and also the Bidder should simultaneously check up with above e-tender service provider over phone about the clear receipt of the price faxed. It shall also be clearly understood that the bidder shall be at liberty to send such fax communications of prices to be uploaded by above e-tender service provider only before the closure of Bid time and under no circumstances it shall be allowed beyond the closure of bid time. Such bidders have to ensure that the e-tender service provider is given a reasonable required time by the bidders, to upload such faxed prices online and if such required time is not available at the disposal of above e-tender service provider at the time of receipt of the fax message from the bidders, above e-tender service provider will not be uploading the prices. It is to be noted that either LIC or above e-tender service provider are not responsible for these unforeseen circumstances. In order to ward-off such contingent situation, bidders are requested to make all the necessary arrangements / alternatives whatever required so that they are able to circumvent such situation and still be able to participate in the reverse auction successfully. However, the bidders are requested to not to wait till the last moment to quote their bids to avoid any such complex situations.
6. Please note that the start 'highest total score' of an item in online reverse auction is open to all the participating bidders. Any bidder can start bidding, in the online reverse auction, from the start 'highest total score' itself. The 'highest total score' will be calculated online and will be visible to all participating bidders (without identifying the details of the bidders having 'highest total score') during the online auction. Please note that the first online bid that comes in the

system during the online reverse auction can be equal to the auction's 'highest total score', or higher than the auction's 'highest total score'. The subsequent commercial quote that comes in to outbid the 'highest total score' has to be calculated and uploaded by the bidder themselves. The 'Total score' of each bidder will be calculated online.

7. The bidder quoting lowest commercial bid will not be allowed to lower his commercial bid as such lowering does not increase his total score. If some other bidder quotes commercial bid lower than the existing lowest commercial bid, then this bidder will not allow to further lower his commercial bid as long as his commercial bid remains the lowest. In such a case, all bidders will be updated about the new lowest commercial bid to facilitate them to recalculate. LIC may decide to give extra time for placing of bids in such cases of change of lowest commercial bid.
8. Above e-tender service provider shall arrange to train bidder's nominated person(s), without any cost to bidders at the appropriate date. They shall also explain all the Rules related to the Reverse Auction/ Business Rules and document to be adopted for this activity. Bidders are required to give their compliance on this before start of bid process.
9. Bid price: The Bidder has to quote the total price all the items added together excluding taxes as given in the RFP.
10. At the close of on-line reverse auction, the price breakups given by the bidder will be modified in the same proportion as given in the Annexure – G of Commercial bid (Indicative Price) format.
11. Log-in name & password: Each Bidder will be assigned a Unique Username, alias & Password by above e-tender service provider. The Bidders are required to change the Password after the receipt of initial Password from above e-tender service provider. All bids made from the Login ID given to the bidder will be deemed to have been made by the bidder.
12. Auction type: 1). English Reverse No Ties
13. Duration of auction: The auction will be of 30 minutes duration. In case there is any acceptable bid quoted by any bidder within 10 minutes of closing of the auction, the auction will be extended by another 10 minutes. Such extension will be allowed to continue till no quote is placed within extended time. (This schedule is tentative. If any change in schedule, the same shall be communicated to you)
14. Commercial bid decrement: There will not be any minimum commercial bid decrement. The commercial bid decrement needed to be highest total scorer has to be calculated by the bidders themselves. The minimum increment for the highest 'Total score' will be intimated later, prior to the commencement of the online auction.
15. Visibility to bidder: The Bidder shall be able to view the following on his screen along with the necessary fields during English Reverse – No ties Auction:
  - a. Leading Bid in the Auction (Highest total score)
  - b. Bid Placed by him
  - c. Lowest commercial bid value ( $L_{Low}$ )
16. During English Reverse (no ties), if no bid is received within the specified time, LIC, at its discretion, may decide to revise Start 'total score' and start the Reverse Auction once again / scrap the reverse auction process / proceed with conventional mode of tendering.

17. Auction winner: At the end of the Reverse Auction, LIC will declare the vendor finally selected for the above RFP.
18. The Bidder shall not involve himself or any of his representatives in Price manipulation of any kind directly or indirectly by communicating with other suppliers / bidders.
19. The Bidder shall not divulge either his Bids or any other exclusive details of LIC to any other party.
20. LIC's decision on award of Contract shall be final and binding on all the Bidders.
21. LIC along with above e-tender service provider can decide to extend, reschedule or cancel any Auction.
22. Above e-tender service provider/LIC shall not have any liability to Bidders for any interruption or delay in access to the site irrespective of the cause.
23. All the Bidders are required to submit the Process Compliance Form (given on next page) duly signed to above e-tender service provider whose contact details will be given to eligible bidders.
24. All the bidders are requested to ensure that they have a valid digital certificate well in advance to participate in the online event.
25. Please go through the guidelines given above and submit your acceptance to the same along with your Commercial Bid.
26. The bidder has to furnish price breakup i.e., basic price and applicable taxes in the invoices submitted by them. The invoices without price breakup will not be processed for payment.
27. LIC reserves the right to modify 'Business Rules for Reverse Auction' any time before the commencement of reverse auction by giving 7 (seven) days' notice to all bidders eligible to participate in the online reverse auction.

**Process Compliance Form**

**(The bidders are required to print this on their company's letter head and sign, stamp before faxing)**

To

Name and Address of e-tender service provider

**Sub: Agreement to the Process related Terms and Conditions for the Reverse Auction**

Dear Sir,

This has reference to the Terms & Conditions for the Reverse Auction mentioned in the Tender document for Empanelment of Information Security Consultants and selection of bidder for information security and related services for Life Insurance Corporation of India (Ref No. LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025)

This letter is to confirm that:

1. The undersigned is authorized representative of the company.
2. We have studied the RFP and the Business rules governing the Reverse Auction and confirm our agreement to them.

3. We also confirm that we have taken the training on the auction tool and have understood the functionality of the same thoroughly.
4. We confirm that LIC and above e-tender service provider shall not be liable & responsible in any manner whatsoever for my/our failure to access & bid on the e-auction platform due to loss of internet connectivity, electricity failure, virus attack, problems with the PC, any other unforeseen circumstances etc. before or during the auction event.
5. We understand that in the event we are not able to access the auction site, we may authorize above e-tender service provider to bid on our behalf by sending a fax containing our offer price before the auction close time and no claim can be made by us on either LIC or above e-tender service provider regarding any loss etc. suffered by us due to not acting upon our authenticated fax instructions.
6. I/we do understand that above e-tender service provider may upload commercial bid on behalf of other bidders as well in case of above-mentioned exigencies.
7. We also confirm that we have a valid digital certificate issued by a valid Certifying Authority.
8. We, hereby confirm that we will honor the Bids placed by us during the auction process.

With regards

Signature with company seal

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

**Sign this document and Fax to the above e-tender service provider**

## Annexure N: Integrity Pact

'Life Insurance Corporation of India – RFP/Tender for Supply, Implementation and Maintenance of Email and Web security'

LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

Please refer to enclosed PDF Document: **"Annexure N -Integrity Pact.pdf"**

**(To be executed in a Rs. 500 or more Stamp Paper by the bidder and each page to be signed by the authorized signatory.)**

**Annexure O: Bank Guarantee for EMD**  
**(To be executed in a Rs. 500 or more stamp Paper)**

'Life Insurance Corporation of India – RFP/Tender for Supply, Implementation and Maintenance of Email and Web security'

LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

This Deed of Guarantee executed by the \_\_\_\_\_ (Bank name) (hereinafter referred to as "the Bank") in favor of Life Insurance Corporation of India, having its corporate office at "Yogakshema", JeevanBimaMarg, Mumbai – 400021 (hereinafter referred to as "LIC") for an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) at the request of (Supplier's Name & Address) \_\_\_\_\_

\_\_\_\_\_ (hereinafter referred to as the "Supplier").

Therefore, we hereby affirm that we Guarantee and are responsible to you on behalf of the Supplier, up to a total amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and we undertake to pay you, upon your first written demand, without cavil or argument, any sum or sums as specified by you within the limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

Whereas \_\_\_\_\_ incorporated under Companies Act having its registered office at \_\_\_\_\_ is participating in the RFP Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025 for Supply, Implementation and Maintenance of Email and Web security and is submitting this guarantee as required under the Terms and Conditions of the said RFP.

LIC need not prove or show grounds or reasons for the demand of a part or the full amount of guarantee.

This Bank Guarantee will be valid for a period up to \_\_\_\_\_ (for a period of 15 months from the date of submission)

The Bank hereby covenants and declares that the guarantee hereby given is an irrevocable one and shall not be revoked by a Notice or otherwise.

This Guarantee shall not be affected by any change in the Constitution of the Bank or the Supplier.

We hereby confirm that we have the powers to issue this guarantee in your favor under the Constitution and business procedure of the bank and the undersigned is/are the recipient of authority by express delegation of powers and has/have full powers to execute this performance bank guarantee.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of 2025

(Sealed and signed by the Bank)

## Annexure P: Contract Form

**(To be executed in a Rs. 500 or more stamp Paper)**

'Life Insurance Corporation of India – RFP/Tender for Supply, Implementation and Maintenance of Email and Web security'

LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2025 between

Life Insurance Corporation of India, a statutory corporation established under section 3 of Life Insurance Corporation Act 1956 and having its corporate office at "Yogakshema", JeevanBimaMarg, Mumbai – 400 021, hereinafter referred to as "LIC" of the First Part,

And

<Name of vendor with address> hereinafter also referred to as "Vendor" of the Second Part.

### WHEREAS

- A. LIC has issued a Request for Proposal ("RFP") bearing LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025 for 'Life Insurance Corporation of India – RFP/Tender for Supply, Implementation and Maintenance of Email and Web security' for the purposes specified in the RFP.
- B. <Name of Vendor> Limited is desirous to take up the project for 'Life Insurance Corporation of India – RFP/Tender for Supply, Implementation and Maintenance of Email and Web security' and for that purpose has submitted its technical and financial proposals in response to LIC's RFP vide the Vendor's proposal dated \_\_\_\_\_, subsequent documents submitted on dates as described below and subsequent participation in Online Reverse Auction for the above RFP held on \_\_\_\_\_.

Sl. No.	Date	Event details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



- C. LIC has evaluated the technical and financial proposals submitted by <Name of Bidder> and selected <Name of Bidder> as the successful bidder for 'Life Insurance Corporation of India – RFP/Tender for onboarding System Integrator (SI) to Implement Digital Rights Management Solution' as outlined in its RFP, subsequent corrigenda / clarifications and replies to queries at the final rates quoted by the Vendor which are replicated below:

**Commercial Bid document submitted by vendor after online reverse auction**

- D. In consideration of the aforesaid premises, it is proposed to enter into an Agreement, which shall set forth the mutually agreeable terms and conditions under which LIC shall procure from the Vendor and the Vendor shall supply and /or provide to LIC, the Services and Deliverables for the said project.

NOW, THEREFORE, in conclusion of the foregoing and other good and valuable consideration, as well as the covenants and understandings hereinafter set forth, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

**1. Project Reference Documents:**

The following documents shall be read as forming part of this Agreement:

- a) The Request for Proposal (RFP) Reference No.:LIC-CO/IT-DT-CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025, Clarifications and Modifications to LIC's RFP for 'Life Insurance Corporation of India – RFP/Tender for onboarding System Integrator (SI) to Implement Threat Detection and Incident Response Tools' as given below:

Date	Event Details

- b) The Eligibility, Technical and Commercial Proposals submitted by <Name of Bidder> in response to the above RFP.
- c) LIC's e-mail dated \_\_\_\_\_ giving the details of ORA as the next step of the RFP process.
- d) The outcome of ORA held on \_\_\_\_\_ in response to the above RFP.
- e) The price bifurcation submitted by <Name of Bidder> in response to the above RFP after conducting the ORA.

**2. Project Duration, Scope of work and Timelines**

- f) <M/s. -----Name of Bidder> shall have the sole responsibility of undertaking and performing all the obligations specified in this Agreement within the prescribed timelines during the validity of the contract. <M/s. -----Name of Bidder> in response to the above RFP shall not sub-contract any partners to undertake and perform all or part of the obligations specified in this Agreement.
- g) <M/s. -----Name of Bidder> shall not copy, share or transmit through any media or method any project related information without prior consent of LIC. <M/s. -----Name of Bidder> in response to the above RFP shall deliver all the requirements as specified in the RFP.

**3. Project Prices and Payments**

- a) There shall be no changes in the commercials during the validity of the contract period.

- b) LIC shall make payments at the rates specified in this agreement and as per the payment milestones specified in the RFP and other terms and conditions of the RFP.

#### 4. Miscellaneous

- a) Neither party shall publicize nor disclose to any third party, without the consent of the other party, either the price or other terms of this Agreement, except as may be necessary to comply with any laws or other obligations stated in this Agreement.
- h) This Agreement together with the project reference documents as stated in paragraph number 1 and which are annexed hereto constitutes the entire agreement between LIC and <M/s. -----Name of Bidder> in relation to the above RFP. If any term or provision of the said entire agreement is held to be illegal or unenforceable, the validity or enforceability of the remainder of the said entire Agreement shall not be affected.
- b) No variation in or modification of the terms of the Agreement shall be made except by written amendment signed by both the parties. Neither party's failure to exercise any of its rights under this Agreement shall constitute or be deemed a waiver or forfeiture of those rights.
- c) The effective date of the Contract shall be the date on which duly executed copies of this Agreement as specified in the RFP are received by LIC.
- d) Notwithstanding anything mentioned in this agreement, the clauses and deliverables mentioned in project reference documents as stated in the paragraph no. 1 will be treated as final and binding.

"IN WITNESS WHEREOF" the party of the First part and party of the Second part have hereunto set and subscribed their hand and seals hereunto affixed the day and year first hereinabove written.

SIGNED, SEALED AND DELIVERED

By\_\_\_\_\_

The Executive Director (IT-DT)

Of the within named **Life Insurance Corporation of India**,

The party of the first part above named on \_\_\_\_\_ day of \_\_\_\_\_ 2025

In the presence of:

1)

2)

SIGNED, SEALED AND DELIVERED

By\_\_\_\_\_

The constituted and authorized representative of <M/s. -----Name of Bidder>, the party of the second part above named on \_\_\_\_\_ day of \_\_\_\_\_ 2025

In the presence of:

1)

2)

## Annexure Q: Non-Disclosure Agreement (NDA)

**(no deviations in wordings permitted)**

**(To be executed in a Rs. 500 or more Stamp Paper)**

This Non-disclosure Agreement ("NDA") is made and entered into this \_\_ day of \_\_\_\_\_ in the year Two Thousand and

BY AND BETWEEN

Life Insurance Corporation of India, with registered office at Central Office, "Yogakshema", J B Marg, Mumbai 400 021, hereinafter referred to as "LIC"

AND

<Company Name> a company incorporated under the laws of Indian Companies Act, 1956 and having its principal place of business at < Company Name & Address> shall be referred to herein as a "Respondent".

LIC and the Respondent shall individually be referred to as "Party" and collectively referred to as "Parties".

WHEREAS, the Respondent is aware that during engagement with LIC's 'RFP/Tender: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025 for Supply, Implementation and Maintenance of Email and Web security' project, the Respondent may be gathering information on LIC's Business/ Operations, certain proprietary information such as Technically and commercially detailed information regarding the respective products & service offerings, Organization, decision processes, technical infrastructure, working processes and delegation of responsibilities, project management and planning methods, reports, plans and status including but not limited to technical manuals, specifications, product features, customer list, specializations, documents, financial statements and business/development plans etc., ("Proprietary Information") indicated as confidential by LIC and made available to the Respondent while responding to the RFP, is privileged and strictly confidential to and / or proprietary of LIC.

WHEREAS Respondent agrees to receive the Proprietary Information or other information from LIC and treat all such information as confidential information and to safeguard LIC's confidential information, property, information systems, network, databases and other data.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants set forth herein, the Respondent agrees to hold all Confidential Information received from LIC in confidence. Respondent will use such Confidential Information only for the purpose of developing the Response to the said engagement; restrict disclosure of such Confidential Information to its employees and employees of its affiliated companies with a need to know and inform such employees of the obligations assumed herein. Respondent will not disclose such Confidential Information to any third party without the prior written approval of LIC.

The Confidential Information means information which may be in any form including but not limited to oral, written or printed information or Information in electronic form, data, studies, consultants' reports, trade secrets, pro-forma and other financial and trade/commercial information, computer models and programs, contracts, designs and configurations, plant performance data or other material of any kind or nature in whatever form. Wherever, information is given orally, within 48 hours, the receiving party should receive the information in writing along with the confidentiality statement from the other party. It may be noted that all the information shared as a part of the LIC 'RFP/Tender for Supply, Implementation and Maintenance of Email and Web security ' in the form of project documents, discussions on system architecture, data shared etc. shall be the sole property of LIC and shall be treated

with the same degree of confidentiality as that of the Respondent. Respondent will ensure that no breach of confidentiality occurs at its own premises as well as during and after the onsite engagement as a part of the LIC 'RFP/Tender for Supply, Implementation and Maintenance of Email and Web security' project engagement.

Without the prior written consent of LIC or except as otherwise provided herein, the Respondent will not:

- distribute or disclose to any other person any of the Confidential Information.
- permit any other person to have access to the Confidential Information.
- use the Confidential Information for any purpose other than the Permitted Use; or disclose to any other person
- That discussions, investigations or negotiations are taking place concerning a possible transaction between the Parties, or the terms, conditions, status or other facts regarding a possible transaction between the Parties, or that Respondent has received Confidential Information from LIC. Notwithstanding the above, Respondent may disclose the Confidential Information, and portions thereof to its directors, officers, employees and representatives of its advisors (collectively, "Representatives") who need to know such Confidential Information for the purpose of evaluating a possible transaction between the Parties. It is understood that the Respondent will inform their respective Representatives of the confidential nature of the Confidential Information and will require its Representatives to be bound by this Agreement and not to disclose the Confidential Information to any other person.

Without the written consent of LIC the Respondent or any of his employees/partners should not make public announcements/comments on any website/or issue any media statements about the LIC, RFP or RFP process, the existence of this engagement and its scope.

The Respondent agrees to be responsible for any breach of this Agreement by its Representatives.

The Respondent agrees to protect the Confidential Information received from LIC with the same degree of care as it normally exercises to protect its own proprietary information of a similar nature. Respondent agrees to promptly inform LIC of any unauthorized disclosure of LIC's Confidential Information.

The Respondent shall ensure that in no case its employees or representative uses any USB or connectivity device in the hardware systems of LIC without permission from LIC.

The Respondent shall ensure that their employees will not disclose any information of LIC during their employment with the Respondent and will use reasonable efforts to ensure that its employees will not disclose any information of LIC even after they cease to be the employees of the Respondent. The Respondent shall ensure this by its own internal agreements.

Confidential Information does not include information that Respondent can reasonably prove, falls within any of the following:

- Information that either is legally in either party's possession or publicly available to either party prior to the disclosure of such information hereunder.
- Information that, subsequent to its disclosure hereunder, becomes publicly available to either party without any violation of this Agreement by either party.
- Information that becomes legally available to either party on a non-confidential basis from any third party, the disclosure of which to either party does not, to either party's knowledge, violate

any contractual or legal obligation such third party has to either party with respect to such information.

- Information that is independently acquired or developed by either party which can be evidenced by written records; or information that is explicitly approved for release by written authorization of LIC.

In the event that Respondent is required by law in any judicial or governmental proceeding to disclose any Confidential Information, the Respondent will give LIC prompt written notice of such request so that LIC may seek a protective order or appropriate remedy. If, in the absence of a protective order, Respondent determines, upon the advice of counsel, that it is required to disclose such Confidential Information, it may disclose such Confidential Information only to the extent compelled to do so; provided, however, that the Respondent gives LIC written notice of the portion of Confidential Information to be disclosed as far in advance of the disclosure as is practicable and uses its best efforts, at its own expense, to obtain assurances that confidential treatment will be accorded to such Confidential Information.

No license expressed or implied in the Confidential Information is granted to Respondent other than to use the information in the manner as is permitted in RFP or by LIC.

Respondents agree that Confidential Information is and shall at all times remain the property of LIC. Respondents acknowledge that the Confidential Information is confidential and material to the interests, business and affairs of LIC and that the disclosure thereof (other than as permitted under this Agreement) would be detrimental to the interests, business and affairs of LIC. No use of such Confidential Information is permitted except as otherwise provided herein and no grant under any of the party's intellectual property rights is hereby given or intended, including any license (implied or otherwise). All information shall remain the property of LIC and shall be returned upon written request or upon the Respondent's determination that it no longer has a need for such information. Use of such property or licenses without the permission of LIC is strictly prohibited and the respondent will ensure that any of its employee or representative does not violate this condition, and even in the case when they cease to have any relationship with respondent.

No license to the Respondent, under any trade secret or any other intellectual property right, is either granted or implied by the disclosure of information to the Respondent. None of the information which may be disclosed or exchanged by LIC shall constitute any representation, warranty, assurance, guarantee, or inducement by Respondent to LIC of any kind, and in particular, with respect to the non-infringement of trademarks, patents, copyrights, mask work rights, or any other intellectual property rights, or other rights of third persons or of LIC.

There are no warranties expressed or implied by this Agreement. Without limiting the foregoing, neither LIC makes any representations nor extend any warranties, express or implied, as to the adequacy or accuracy of Confidential Proprietary Information or any other information or data related thereto, or with respect to the use thereof by Respondent.

Neither this NDA nor the disclosure or receipt of information from LIC to the Respondent, shall constitute or imply any promise or intention to pursue any business opportunity described in the Confidential Information or make any purchase of products or services by LIC or its affiliated companies or any commitment by LIC or its affiliated companies with respect to the present or future transaction between the parties.

The Respondent shall not modify or erase the logos, trademarks etc., of LIC or any third-party present on the Confidential Information. The Respondent shall not use or display the logos, trademarks etc., of LIC in any advertisement, press etc., without the prior written consent of LIC.

Upon the request of LIC, the Respondent, will within 7 days of receipt of such request, return or destroy all Confidential Information and any notes, correspondence, analyses, documents or other records containing Confidential Information, including all copies thereof, then in the possession of Respondent or its Representatives and shall certify the fact of having destroyed the Confidential Information in writing to LIC. Such return, however, does not abrogate the continuing obligations of Respondent under this Agreement.

The Respondents agree and acknowledge that monetary damages would not be a sufficient remedy for a breach of this Agreement and that LIC shall be entitled to specific performance or any other injunctive relief as a remedy in equity for any such breach of this Agreement. Any remedy shall not be deemed to be exclusive or all-inclusive and shall be in addition to any and all other remedies which may be available to LIC in law or equity.

Confidential Information provided to the Respondent does not and is not intended to represent an inducement by LIC or a commitment by LIC to enter into any business relationship with the Respondent or with any other entity. If the parties desire to pursue business opportunities, the parties will execute a separate written agreement to govern such business relationship.

The Respondent agree that during the existence of the term of this NDA and for a period of one year thereafter, the respondent shall not solicit directly or indirectly the employees of LIC working in all wings of Central Office Information Technology department.

The Respondents agree that all of its obligations undertaken herein as the Respondent shall survive and continue for the period of the existence of this NDA or a period of one year, beyond the Contract period regardless of any prior termination of this NDA.

This NDA constitutes the entire understanding between the Parties hereto as to the information and merges all prior discussions between them relating thereto.

No amendment or modification of this NDA shall be valid or binding on the Parties unless made in writing and signed on behalf of each of the Parties by their respective authorized officers or representatives.

The Respondent understand and agree that no failure or delay by LIC in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall any single or partial exercise thereof preclude any other or further exercise thereof or the exercise of any right, power or privilege hereunder.

The Respondent herein agrees and undertakes to indemnify and hold LIC harmless from any loss, damage, claims, liabilities, charges, costs, or expense (including attorneys' fees), that may arise or be caused or result from or be paid/incurred/suffered or caused to be paid/incurred/ suffered by reason of any breach, failure, delay, impropriety or irregularity on its part to honors, observe, adhere to, abide by or comply with any of the terms and conditions of this Agreement. In the event that the Respondent shall be liable to LIC in connection with this Agreement, the Respondent's liability shall be limited to the value of the Contract.

This Agreement shall be governed and construed in accordance with the laws of India.

In the event that any of the provisions of this Agreement shall be held by a court or other tribunal of competent jurisdiction to be unenforceable, the remaining portions hereof shall remain in full force and effect.

The Respondents agree not to assign this Agreement or any interest herein without express prior written consent of LIC.

Nothing in this agreement and no action taken by the Respondent pursuant to this agreement shall constitute, or be deemed to constitute, a partnership, association, joint venture or other co-operative entity or arrangement. This Agreement is entered into by the Parties on a Principal-to-Principal basis and no other meaning can be assigned in interpreting any of the terms contained herein.

Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996. The arbitration tribunal shall be composed of a sole arbitrator, and the Parties shall appoint such arbitrator with mutual consent. The place of arbitration shall be Mumbai, India and the arbitration proceedings shall take place in the English language.

The Respondent will adhere to the Digital Personal Data Protection Act, 2023 as amended from time to time as applicable.

IN WITNESS WHEREOF, the Respondent has caused this Agreement to be executed as of the date set forth above.

For and on behalf of <Respondent Company> <Address of Respondent>

Authorized Signatory

Name:

Designation:

Office Seal:

Place:

**Annexure R: Bill of Quantity**  
(on company letter head)

**Name of the Bidder:**

S. No.	Item Number	Item Description	Quantity	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Place:

Date: Signature of Authorized person with Company seal



## Annexure S: Online Tendering Guidelines Information and Instruction to the Bidders for using ONLINE ELECTRONIC TENDERING SYSTEM (e-TS)

Special Conditions & instructions for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India (LIC), Central Office, Mumbai as given in the subsequent pages will over-rule the conditions stated in the Bid documents, wherever relevant and applicable.

- Registration of the Contractors/Bidders: All the Contractors intending to participate in the Bids floated online using Electronic Tendering System (eTS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>. After successful Registration on the above-mentioned portal, the bidder will get a User ID and Password to access the website.
- Viewing of Online Tenders: The contractors/bidders can view tenders floated on online Electronic Tendering System (eTS) hereinafter referred as “e- Tendering System” through portal (website) at <http://www.tenderwiz rd.com/LIC>. They can view the details like Tender Notice, Terms and Conditions, drawing (if any) and any other information. To download through, they need to login on to the above portal and can download the tender documents of an e-Tender.
- Key Dates: The contractors/bidders can view the Online Scheduled dates of the e-tendering System (time schedule) hereinafter referred as “Key Dates” tenders floated using the online electronic tendering system on above mentioned portal(website) <http://www.tenderwizard.com/LIC>

The bidders are strictly advised to follow dates and time as mentioned in Key Dates of a particular Bid/tender. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule (Key Dates) to continue their participation in the Bid/tender. 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 time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Completed” before the expiry date and time of that particular stage and they should possess a copy of receipt of completion of each stage to be performed from their end which should match with the status with their offer on online portal. It will be the sole responsibility of the bidder if the status of a particular stage is “Pending” till the expiry date and time of that stage and he is not able to proceed further in the e-Tendering process. The Key dates are subject to change in case of any corrigendum / amendment in schedule due to any reason stated by the Department.

### Obtaining a Digital Certificate and its Usage:

- On e - Tendering System, the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificate (DSC) has two keys i.e. Public Key and Private Key. The Public Key is used to Encrypt (code) the data and Private Key is used to decrypt (decode) the data. The Encryption means conversion of normal text into coded language whereas decryption means conversion of coded language into normal text. These Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- The contractors may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from our Service Provider for Electronic Tendering System (ETS):

<b>E-Tender helpdesk</b>	
<b>Address</b>	#24, Sudha Complex, 03 <sup>rd</sup> Stage, 04 <sup>th</sup> Block, Basaveshwaranagara, Bangalore - 560079.
<b>email</b>	<a href="mailto:dscprocessingunit@yahoo.com">dscprocessingunit@yahoo.com</a>

<b>Help Desk Contact Details</b>
<b>E-mail &amp; Mobile Numbers</b>
senthil@antaressystems.com +919731467274
lokeshr@antaressystems.com +919686115304

- The Bid (Online Offer) for a particular e Tender may be submitted only using the Digital Signature Certificate (DSC), which is used to Encrypt (codified) the data and sign the Hash (Impression of your data) during the stage of Bid Preparation and Hash submission. In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
- In case of online Electronic Tendering, if the Digital Certificate issued to the authorized user of a firm is used for signing and submitting an online bid, it will be considered equivalent to a no-objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the Digital Certificate as per IndianInformationTechnologyAct2000 and its amendments.
- Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India, Central Office, Mumbai as per Information Technology Act 2000 and its amendments. The Digital Signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority; in case of change of authorized user and that a fresh digital certificate is procured and issued an "Authorization Certificate for the new user. The procedure for application of a Digital Certificate will remain the same for the new user.
- 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.
- Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.

#### **Submission of Tender Fees: (When Applicable)**

- Bidders, except Micro and Small Enterprises (MSEs), shall submit the Bid Price (non- refundable) to Life Insurance Corporation of India using NEFT ("Bid Processing fee"). The Bidder shall upload a scanned copy of the receipt evidencing payment of the Bid processing fee to LIC at the time of e-submission of the Bid and send email to the Email ID as mentioned in the Activity Schedule section on the date of remittance of Bid Processing fee with UTR transaction number, date of transaction through online/NEFT mode.
- The scanned copy of the receipt evidencing payment against Tender Fees should be uploaded mandatorily during "Bid Hash Submission" stage (as per the due date mentioned in Key Dates of e-Tender.
- If the tenders are cancelled or re-called on any grounds, the tender document fees will not be refunded to the agency.

**Submission of Earnest Money Deposit: (When applicable)**

- Contractors have to GUARANTEE of any of the "Life Insurance deposit EMD of required amount in the form of BANK the Nationalized / Scheduled Banks drawn in the favor of Corporation of India" payable at "Mumbai" only, and not in the favor of any other Authority or Location.
- A scanned copy mandatorily along with of Bank Guarantee against EMD should be uploaded Bid submission stage (as per the Key Dates mentioned in e-Tender and Tender document) and original Bank Guarantee(B.G) should be submitted to the Executive Director (IT-DT), Central office, Life Insurance Corporation of India, 'JeevanSevaAnnexe, S V Road ,Santacruz West, Insurance Mumbai -400054 in the sealed envelope within the time & date as mentioned in Key Dates of e-Tender, otherwise your BID will not be evaluated / scrutinized.
- Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS/NEFT or Guarantee returned as applicable.

**Tender Download:**

The Eligible Bidders can download the Tender Document online from above e-Tendering Portal <http://www.tenderwizard.com/LIC> before the Tender closing date & time mentioned in the e-Tender floated.

**Submission of online bids:**

(These may be clarified from M/s Antares (Tenderwizard) as required

- The bidders are required to prepare their bids on online e-Tendering Portal as mentioned above. During bid preparation, the bidders have to send their Public Key of DSC hence they are advised to procure DSCs at earliest to participate in the Tender. They are required to upload the scan copies of Demand Draft for Tender Document Fees and Earnest Money Deposit. Also, bidders are required to scan and upload any other documents related to their credentials and submit wherever asked online. The bidders have to prepare their commercial bid online during in this stage only and seal (Encrypt) and digital sign the online bid with their Digital Signature Certificates. The Bidders should take note of any corrigendum being issued on the web portal on a regular basis. They should view and note down or take a printout the Bid Hash submitted and ensure that it matches during "Re-Encryption of Bids" stage. The bidders will not be able to change their technical details and offer (rates) after expiry of due date and time on online portal.
- Generation of Super Hash: After the time of submission of Bid Seal (Hash) by the Contractors/Bidders has lapsed, the bid round will be closed and a "Digitally signed tender Super-Hash" will be generated by concerned LIC Department official. This is equivalent to sealing the tender box.
- Re-Encryption of Bids: Once the Generation of Super Hash stage is completed the Contractors/bidders have to decrypt their bids as they are in encrypted mode by their DSC and re-encrypt with Department user's Public Key which will be included in the e-Tender. During this process they need use their DSC for decryption of Bids and signing of Bid Hash once again for security. The electronic bids of only those Contractors/bidders who have submitted their bid seals (hashes) within the stipulated time, as per the tender time schedule (Key Dates), will be accepted by the system. A Contractor who does not submit his bid seal (hash) within the stipulated time will not be allowed to submit his bid (Re-Encryption). This stage could be considered as transfer of control to LIC Department user.
- Pre-bid discussion with all applicants as per key dates to clarify doubts of potential bidders in respect of this RFP. Any prospective bidder may, in writing seek clarification in respect of the bidding documents, However, last date of submitting clarification request shall be 2 (two) days before the schedule Pre-bid meeting.

## Annexure T: Land Border Declaration

**The Executive Director (IT-DT),  
Life Insurance Corporation of India,  
IT-DT Department, Central Office "JeevanSevaAnnexe", 3<sup>rd</sup> Floor  
S.V.Road, Santacruz West, Mumbai – 400054.**

Dear Sir,

Re: RFP/Tender for Supply, Implementation and Maintenance of Email and Web security.  
LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

I have read Office Memorandum F.No.6/18/2019-PPD dated 23.07.2020 issued by the Ministry of Finance, Department of Expenditure, Public Procurement Division inserting Rule 144 (xi) in GFRs 2017 which defines clauses regarding restrictions for procurement from a bidder from a country which shares a land border with India.

I certify that (bidder/OEM) is not from such a country or, if from such a country, has been registered with the Competent Authority. I hereby certify that (bidder/OEM) fulfils all requirements in this regard and is eligible to be considered for this RFP.

Dated at this day of 2025

Authorized Signatory

(Name: Contact Person, Phone No., Fax, E-mail)

(This letter should be on the letterhead of the company by the Bidder and OEM duly signed by an authorized signatory)

**Annexure U: Make in India Certificate**  
(on company letterhead)

Bidder's Reference No. \_\_\_\_\_

Date.....

To,  
The Executive Director (IT-DT)

Sub: RFP/Tender for Supply, Implementation and Maintenance of Email and Web security.

Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

Dear Sir/Madam,

(To be certified by statutory auditor or cost auditor of the company (in the case of companies) for a tender value above Rs.10 crores giving the percentage of local content.)

1. In line with Government Public Procurement Order No. P-45021/2/2017-PP (BE-II)-Part(4)Vol.II dated 19.07.2024 and its amendments, we hereby certify that we M/s \_\_\_\_\_ are local supplier meeting the requirement of minimum local content i.e., \_\_\_\_\_% against LIC Tender No..... dated..... We qualify as a \_\_\_\_\_ (Class-I or Class II) local supplier. Details of location at which local value addition will be made as follows: \_\_\_\_\_.
2. We also understand, false declarations will be in breach of the code of integrity under rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151(iii) of the General Financial Rules along with such other actions as may be permissible under law.
3. We have submitted the details indicating total cost value of inputs used, total cost of inputs which are locally sourced and cost of inputs which are imported, directly or indirectly with the commercial proposal.

Place:  
Date:

[Signature of Authorized Signatory of Bidder]

Name:  
Designation:  
Seal:

## Annexure V: Format for Self-Declaration regarding 'local supplier' for Cyber Security Products

### **Format for Self-Declaration regarding 'local supplier' for Cyber Security Products**

(Should be submitted on Non judicial stamp paper)

Sub: RFP/Tender for Supply, Implementation and Maintenance of Email and Web security.

Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025

This is to Certify that the organization.....registered as ..... with registration number do hereby solemnly affirm and declare as under:

That we agree to abide by the terms and conditions of the Notification issued by Ministry of Electronics and Information Technology (MeitY), Government of India no:

.....dated .....

That the information furnished hereinafter is correct and we undertake to produce relevant records before the procuring entity or any other authority so nominated by the Ministry of Electronics and Information Technology (MeitY), Government of India for the purpose of establishing ownership of the Intellectual Property Rights (IPR), legal existence and revenue accrual, local content for the cyber security products nominated by the aforesaid organization.

That all IPR which constitute the said cyber security product has been verified by us and we are responsible for the correctness of the claims made therein and we take complete responsibility of the same.

We agree to maintain all information regarding our claim(s) for IPR ownership, legal existence and revenue accrual, local content in the organization's record throughout the existence of the product and shall make this available for verification to any authorities specified by Government of India.

In case of any change in the IPR ownership, legal existence and revenue accrual, local content we will be accountable to inform Ministry of Electronics and Information Technology, Government of India within one week or before applying for any public procurement or before referring this order for taking any advantage which so ever occurs first.

That in the event of the cyber security product mentioned herein is found to be incorrect and not meeting the prescribed norms, based on the assessment of an authority so nominated by the MeitY, Government of India and we will be liable as under clause 7 (f) of Public Procurement (Preference to Make in India) Order 2019 for cyber security product.

1. Name and details of the organization nominating product under this order (Registered Office, Manufacturing unit location, nature of legal entity)
2. Entity Registration Certificate number
  - a. Type of registration
3. Date on which this certificate is issued
4. Percentage of Royalty/License fee to be paid to other entity with respect to estimated cost of the product
5. Name and contact details of the unit of the manufacturer

For and on behalf of (Name of firm/entity)

Authorize signatory (To be duly authorized by the Board of Directors)

<insert Name, Designation and Contact No. and date>

**Annexure W: Bidder/OEM Resources**  
(on company letterhead)

**Ref: LIC-CO/IT-DT/CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

To,  
The Executive Director (IT-DT),  
Life Insurance Corporation of India  
Central Office, IT-DT Dept, 3<sup>rd</sup> Floor,  
JeevanSevaAnnexe, S.V. Road,  
Santacruz (West), Mumbai 400 054

Dear Sir,

We \_\_\_\_\_ (Bidder/OEM) hereby submit the resources available as below:

Total no. of employees on roll	
Total no. of employees qualified as cybersecurity professional	

I certify that the above-mentioned information is true and correct.

Place:  
Date:

[Signature of Authorized Signatory of Bidder]

Name:  
Designation:  
Seal:

**Annexure Y : Project Citation Details**

(on company letterhead)

**Ref: LIC-CO/IT-DT-CAV/RFP/2025-2026/EWS dated 7th AUGUST 2025**

It is mandatory to provide details for the entire project to be evaluated under the **Minimum Eligibility Criteria** and **Technical Evaluation Criteria in the following Format.**

**Important:** Bidders are required to provide details of relevant experiences in the format given below, highlighting experience of designing and implementing a similar project. Use separate sheet for each citation.

**Project Citation Details should be given separately for each solution.**

Approximate Value of the Project must be indicated where the exact value can't be disclosed due to NDA with client. (Example Project Value may be indicated as > 25 Lacs, or > 50 Lacs).

#	Particulars	Details	
1	Name of the Bidder		
2	Citation Serial Number		
3	Name of Project(web/email gateway) and Proposed Solution		
4	Name& contact details of OEM		
5	Role of the Bidder in the project		
6	Name of Client		
7	Address of Client		
8	Contact Person's Name, Mobile/Tel No and Email-id of the Client		
9	Total Contract Value ( INR)		
10	Project Start Date:	Go Live Date:	PO Date:
11	Project Timelines/Duration (in weeks)/ No of man months of the assignment		
12	Whether Project is Live as on date of RFP		
13	Location of site		
14	a) Type of Customer b) Type of business of client c) Annual turnover of the company		



15	Brief narrative description of Project	
16	Projects undertaken by the bidder that is relevant to current project (Similar Nature of Work).	
17	Other relevant Information	
Attach Work orders/ Purchase Order/ Certificates specifying “completion” or “satisfactory work in progress” along with Bill of Material (BOM)/ Bill of Quantity (BOQ)		

Signature of Authorised Signatory of Bidder :

Name :

Designation:

Date :

Place:

Seal of company: