



Basic Details

Organisation Chain	The Jute Corporation of India Limited Head Office - Kolkata		
Tender Reference Number	JCI/IT/IS Auditor/2025-26		
Tender ID	2026_JCI_261896_1	Withdrawal Allowed	Yes
Tender Type	Open Tender	Form of contract	Fixed-rate
Tender Category	Services	No. of Covers	2
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No

Payment Instruments

Offline	S.No	Instrument Type
	1	NEFT
	2	R-T-G-S

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Proposal
2	Finance	.xls	Financial Proposal

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	Nil	Fee Payable At	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	The Jute Corporation of India Limited	EMD Payable At	Kolkata

[Click to view modification history](#)

Work /Item(s)

Title	JCI/IT/IS Auditor/2025-26				
Work Description	E-Tender for CERT-In Empanelled IS Auditor IT Policy Compliance, Gap Analysis, and Remediation Strategy				
Pre Qualification Details	As per tender document				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	2,00,000	Product Category	Info. Tech. Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	75
Location	Patsan Bhavan	Pincode	700156	Pre Bid Meeting Place	Patsan Bhavan
Pre Bid Meeting Address	The Jute Corporation of India Limited Patsan Bhavan, 3rd and 4th Floor, Block-CF, Action Area 1, New Town, Kolkata - 700156 India	Pre Bid Meeting Date	13-Jan-2026 03:00 PM	Bid Opening Place	Patsan Bhavan
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	07-Jan-2026 05:55 PM	Bid Opening Date	28-Jan-2026 06:30 PM
---------------------	----------------------	-------------------------	----------------------

Document Download / Sale Start Date	07-Jan-2026 06:00 PM	Document Download / Sale End Date	27-Jan-2026 06:00 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	08-Jan-2026 09:50 AM	Bid Submission End Date	27-Jan-2026 06:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	E-Tender for CERT-In Empanelled IS Auditor IT Policy Compliance, Gap Analysis, and Remediation Strategy	392.36	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	BOQ	BOQ_303147.xls	Price Bid	323.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	pm2832@jcimail.in	Priyanka Mohanty	PRIYANKA MOHANTY
2.	bb2827@jcimail.in	Bitan Biswas	BITAN BISWAS
3.	sg2801@jcimail.in	Koushik Das	KOUSHIK DAS

GeMARPTS Details

Reason for non availability of GeMARPTS ID	Urgent nature of Procurement
Remarks	GeM non-availability report is enclosed
Document Name	GeMReport.pdf
Document Size (in KB)	51.97

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Stage to disclose Bid Details in Public Domain	Technical Bid Opening
BoQ Comparative Chart model	Normal	BoQ Compartive chart decimal places	2
BoQ Comparative Chart Rank Type	L	Form Based BoQ	No

TIA Undertaking

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	TIA UNDERTAKING GEM	Agree	
2	PPP-MII Order 2017	Agree	
3	MSEs Order 2012	Agree	

Tender Inviting Authority

Name	CS (CISO)
Address	The Jute Corporation of India Limited Patsan Bhavan, 3rd and 4th Floor, Block-CF, Action Area 1, New Town, Kolkata - 700156 India

Tender Creator Details

Created By	Bitan Biswas
Designation	Deputy Manager HR
Created Date	06-Jan-2026 03:49 PM

THE JUTE CORPORATION OF INDIA LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)

CIN: U17232WB1971GOI027958



Tender No: JCI/IT/IS Auditor/2025-26 dated 06-01-2026
Pre-bid Meeting: 13-01-2026 at 03:00 PM at Patsan Bhavan
Closing date of submission of Bids: 27-01-2026 at 06:00 PM
Opening date of Bids: 28-01-2026 at 06:30 PM

**E-Tender for CERT-In Empanelled IS Auditor: IT Policy
Compliance, Gap Analysis, and Remediation Strategy**

The Jute Corporation of India Limited
Patsan Bhavan, 3rd and 4th Floor, Block-CF,
Action Area – 1, New Town,
Kolkata - 700156 India

Contents

SECTION-I: Introduction	3
Governing Framework	3
Bid Submission Method	3
Pre-Bid Queries	3
SECTION-II: Scope of Work	4
Compliance Audit against IT Policies	4
Gap Analysis.....	4
Way Forward: Actionable Recommendations.....	4
Project Duration.....	4
Audit Team Mandate and Site Visits	5
3.1. Manpower Requirement.....	5
3.2. Mandatory Audit Presence and Site Visits.....	5
SECTION-III: Proposal Submission Instructions and Evaluation.....	6
Technical Proposal.....	6
Financial Proposal.....	6
SECTION-IV: Financial Terms and Conditions	7
Payment Schedule (Milestone-Based).....	7
1.....	7
Liquidated Damages (LD)	7
Earnest Money Deposit (EMD)	7
Performance Security Deposit (PSD)	8
SECTION-V: General Terms & Conditions	9
Eligibility Criteria Summary.....	9
Confidentiality	9
Governing Law and Jurisdiction	9
Indemnity and Liability	9
ANNEXURE I: TECHNICAL BID FORMAT.....	10
ANNEXURE II: FINANCIAL BID FORMAT.....	11

SECTION-I: Introduction

The **Jute Corporation of India Limited (JCI)**, a Central Public Sector Enterprise under the administrative control of the Ministry of Textiles, is seeking proposals from experienced, CERT-In empanelled Audit Firms/Organizations to conduct a comprehensive **IT Policy Compliance Audit, Gap Analysis, and Suggest Way Forward**. The ultimate goal is to enhance JCI's organisational efficiency, productivity, and the Confidentiality, Integrity, and Availability (CIA) of its sensitive information and associated IT assets.

Governing Framework

JCI's IT governance is primarily guided by its **"IT Policy & Procedure v2.0,"** supported by the **"Information Security Policy v1.0," "Encrypted Storage and Transmission Policy v1.0,"** and the **"IT Asset Disposal Policy v1.0."**

Bid Submission Method

This RFP employs a Two Bid System, and all submissions must be made electronically via the designated eTender portal. Bids received outside of the eTender portal will be summarily rejected.

Pre-Bid Queries

All queries regarding this RFP must be emailed to JCI at ciso@jcimail.in with the subject line "Pre-bid Queries: Empanelment of CERT-In Empanelled IS Auditor". Queries received through any other mode, after the 13/01/2026 12PM, or without the correct subject line will not be addressed.

Contact Person

Shri Avik Saha
Chief Information Security Officer
The Jute Corporation of India Limited
Patsan Bhavan, 3rd Floor, New Town, Kolkata – 700156
Mobile: 99032 14738
Email: ciso@jcimail.in

SECTION-II: Scope of Work

The selected IS Auditor(s) will be responsible for conducting a comprehensive audit covering the following three aspects:

Compliance Audit against IT Policies

Rigorous assessment of JCI's adherence to its key IT policies, verifying compliance in areas including:

- **IT Policy & Procedure:** General principles, hardware/software policies, licensing compliance, and IT asset management practices.
- **Information Security Policy:** Effectiveness of user awareness, security monitoring, incident management (including CERT-In reporting protocols), and adherence to established hardening procedures.
- **Encrypted Storage and Transmission Policy:** Verification of specified encryption algorithms (e.g., AES-256, RSA, ECC) for data at rest and in transit, and assessment of key management procedures.
- **IT Asset Disposal Policy:** Examination of compliance with secure data removal procedures (ISO/IEC 27040 and IEEE 2883) and E-Waste (Management) Rules, 2022.

Gap Analysis

A comprehensive gap analysis to benchmark JCI's current posture against relevant industry best practices, established national and international standards, and regulatory requirements, including:

- **Established Standards:** CERT-In advisories, MeitY guidelines for CPSEs, ISO/IEC 27001 (Information Security Management Systems), and OWASP guidelines.
- **Regulatory Requirements:** Digital Personal Data Protection Act, 2023, and any other specific statutory mandates applicable to JCI.

Way Forward: Actionable Recommendations

The final report must provide a clear, actionable Remediation Plan, including:

- An Executive Summary of Key Gaps.
- **Risk-Based Prioritization** of remediation efforts, ideally using an **Effort vs. Impact Matrix**.
- Specific and actionable recommendations covering Technical Controls, Process Improvements (Change Management, Incident Response, DR/BC Planning), Policy/Documentation Updates, and Training.
- Clear identification of **Responsibility Assignment** and **Target Timelines** for each recommendation.

Project Duration

The total time allotted for the completion of the entire project, including all site visits, fieldwork, draft report submission, incorporating feedback, and submission of the final certificate and report (Milestone 3), shall not exceed **10 (Ten) weeks** from the date of issuance of the Letter of Intent (LOI). Bidders must submit a detailed work plan in their Technical Proposal that clearly demonstrates adherence to this maximum timeframe.

Audit Team Mandate and Site Visits

3.1. Manpower Requirement

Personnel deployed must hold suitable auditor qualifications and certifications such as **CISA / CISM / CISSP / CEH / ISO 27001 / ISO 27701 Lead Assessor / ISA**.

3.2. Mandatory Audit Presence and Site Visits

The selected audit team must adhere to the following mandatory site presence requirements:

- The **Audit Team Leader** (with CISA/CISM/CISSP qualification) must be present at the **Head Office** for the *entire* duration of the Head Office audit phase.
- The team must conduct physical audits/visits to a minimum of **4 of JCI's 14 Regional Offices (ROs)**.
- The team must conduct physical audits/visits to a minimum of **11 of JCI's 110 Departmental Purchase Centres (DPCs)**.
- The Technical Proposal (Section 4.1) must clearly detail the planned visits, duration, and the personnel assigned for the site visits.

SECTION-III: Proposal Submission Instructions and Evaluation

Bidders must submit their proposals through the designated eTender portal using the **Two Bid System**.

Technical Proposal

The Technical Proposal must be submitted electronically first and should detail the following:

- Understanding of scope and proposed methodology.
- Tools, techniques, and standards to be used.
- Team composition, qualifications, and detailed deployment plan adhering to **Section 3.2 (Mandatory Site Visits)**.
- Relevant past assignments (especially in CPSEs).
- Detailed project timeline and deliverables.

Financial Proposal

The Financial Proposal must be submitted electronically in the separate financial bid section of the eTender portal. **It will only be opened for technically qualified bidders.** It must clearly indicate:

- **Professional fees activity-wise, explicitly broken down by the payment milestones.**
- Applicable taxes (GST, etc.) and any other charges.
- Prices quoted must be firm and not subject to any upward revision.
- The Financial Bid should not include any conditions attached to it and any such conditional Financial Bid shall be liable for rejection. The Agency/vendor shall express the fee in Indian Rupees only.

SECTION-IV: Financial Terms and Conditions

Payment Schedule (Milestone-Based)

1.

Payment will be strictly milestone-based and released upon satisfactory completion of the work for each phase and submission of the corresponding security audit certificate/reports to CISO. A suggested payment structure is as follows:

Milestone	Deliverable	Percentage of Total Fee
Milestone 1	Submission of Draft Compliance Audit Report	25%
Milestone 2	Submission of Complete Draft Final Report (Compliance, Gap Analysis, and Way Forward)	50%
Milestone 3	Submission of Final Security Audit Certificate and Final Report (after incorporating JCI feedback)	25%

The payment under this agreement shall be made on satisfactory completion of job contract services to be certified by IT Department of JCI, through NEFT/RTGS/Online Transfer. The final payment shall, however, be made only after adjusting all the dues / claims of the JCI.

Bill to be made in the name of The Jute Corporation of India Limited. GST No, Pan No and account details should be clearly mentioned on the bill. Parties mutually agree that, vendor will submit E-invoice to the JCI as applicable under the GST laws in India. Further, if the JCI requires any hard copy of the tax invoice then same shall be provided by the vendor.

The provisions of the Income tax Act, 1961 regarding deduction of tax at source shall apply. JCI shall deduct the TDS as per the Income Tax Act, 1961. All the parties to the agreements shall have to complete all the compliance applicable to them as per the Taxation laws prevailing in India.

Goods and Service Tax (GST) shall be paid as per the existing GST laws or amendments in the same from time to time applicable in India.

Liquidated Damages (LD)

If the selected IS Auditor fails to complete the contract or any specific milestone within the agreed-upon timeline specified in the contract, JCI shall be entitled to recover **Liquidated Damages (LD)**.

- LD shall be calculated at **0.5% (Zero Point Five Percent)** of the total contract value for each week of delay or part thereof.
- The maximum amount of Liquidated Damages shall be limited to **10% (Ten Percent)** of the total contract value.
- If the delay extends beyond the maximum LD period, JCI reserves the right to terminate the contract and invoke the Performance Security.

Earnest Money Deposit (EMD)

All bidders must submit an Earnest Money Deposit (EMD) as a guarantee of their commitment to the bid.

- **EMD Amount:** The bidder must submit an EMD of ₹10,000/- (Rupees Fifty Thousand Only).
- **Form of EMD:** Earnest Money Deposit (EMD) should be paid online through NEFT/RTGS. The Bank details of JCI is given below:
 Account no.: 0093000100297535
 Name of Account: The Jute Corporation of India Limited.
 Name of Bank & Branch: Punjab National Bank, New Town, Rajarhat
 IFSC Code: PUNB0143720
- Firms registered under MSME and holding a valid MSME Certificate shall be exempted from submitting the Earnest Money Deposit (EMD) amount.
- **Forfeiture:** The EMD shall be liable for forfeiture if the bidder:
 1. Withdraws their bid after the opening of the Technical Proposal (First Bid) and before the expiry of the bid validity period.
 2. Fails to accept the contract if awarded.
 3. Fails to submit the required Performance Security Deposit (PSD) within the stipulated time.
- **Return:** The EMD of unsuccessful bidders will be returned without interest after the finalization of the contract. The EMD of the successful bidder will be adjusted towards the PSD or returned after submission of the PSD.

Performance Security Deposit (PSD)

The successful bidder must furnish a Performance Security Deposit (PSD) to ensure faithful and satisfactory performance of the contract.

- **PSD Amount:** The successful bidder shall submit a PSD equivalent to **5% (Five Percent)** of the total contract value.
- **Form of PSD:** The PSD shall be in the form of Electronic Bank Guarantee from a Scheduled Commercial Bank in India. The ePBG must be routed through the Structured Financial Messaging System (SFMS) from the issuing bank to JCI's bank account. The physical Bank Guarantee will be considered valid only after the IFN 760 COV Bank Guarantee Advice Message is received. The Bank details of JCI is given below:
 Account no.: 0093000100297535
 Name of Account: The Jute Corporation of India Limited.
 Name of Bank & Branch: Punjab National Bank, New Town, Rajarhat
 IFSC Code: PUNB0143720
- **Validity:** The PSD must remain valid for a period of **sixty (60) days beyond the date of completion of all contractual obligations**, including the submission of the final certificate and reports.
- **Forfeiture:** The PSD shall be liable for forfeiture in the event of failure to perform the contract successfully, or if there is a breach of any term or condition of the contract.

- **Release:** The PSD will be released only after the successful completion of the entire contract, submission of all final reports/certificates, and fulfilment of all contractual liabilities.

SECTION-V: General Terms & Conditions

Eligibility Criteria Summary

Bidders must meet all the following criteria and are required to submit supporting documents for the same:

- **CERT-In empanelment is mandatory.**
- At least one qualified **CISA** on the team/as a member.
- Proven track record of conducting IS Audits (including VAPT) during the last 3 years.
- No subcontracting of the assignment.
- Must have an office in **Kolkata**.
- Must provide a self-attested affidavit stating an unblemished track record and that the firm/promoters are not blacklisted/on any defaulters list.
- The Bidder should have rendered satisfactory IS Audit services to at least two Public Sector Central or State Government Undertaking etc. in the past 3 years.

Confidentiality

The Auditor shall treat all information accessed during the audit as **strictly confidential**. No JCI data, policies, procedures, or findings shall be disclosed or used for any purpose other than the execution of this contract without prior written consent from JCI.

Governing Law and Jurisdiction

The contract shall be governed by and interpreted in accordance with the laws of India. The Courts in **Kolkata** shall have exclusive jurisdiction over all matters arising out of this contract.

Indemnity and Liability

The Auditor shall indemnify and hold JCI harmless against all claims, losses, damages, liabilities, costs, and expenses arising out of any breach of warranty, negligence, error, or omission by the Auditor or its personnel.

ANNEXURE I: TECHNICAL BID FORMAT

(To be submitted by the bidder in the Technical Bid Envelope/Section)

S. No.	Particulars	Details/Compliance Status(Yes/No)	Documents to be Attached
A. BIDDER PROFILE			
1	Name of the Audit Firm/Organization		
2	Address of Head Office		
3	Address of Office in Kolkata (Mandatory)		Proof of Kolkata Office
4	CERT-In Empanelment Status & Validity		Copy of CERT-In Empanelment Certificate
5	GST Registration Number		Copy of GST Registration
B. EXPERIENCE & ELIGIBILITY			
6	No. of years of experience in IS Audit		
7	List of 3 major IS Audit/VAPT assignments in the last 3 years		Contract/Completion Certificates
8	Did the bidder conduct IS Audit in any CPSE in the last 3 years (Yes/No - for Preference)		Completion Certificate from CPSE
9	Affidavit regarding no blacklisting/unblemished track record		Self-Attested Affidavit on Stamp Paper
10	Declaration of no Sub-Contracting		Signed Declaration
C. TEAM COMPOSITION			
11	Number of Qualified CISA members in the team		Copies of CISA Certificates
12	Total team strength proposed for this assignment		Team CVs and Qualification Copies (CISM/CISSP/CEH/ISO 27001, etc.)
13	Audit Team Leader's Qualifications		
D. TECHNICAL COMPLIANCE & APPROACH			
14	Compliance with EMD & PSD Clauses (Acceptance of Terms)		
15	Compliance with Maximum Project Duration (10 Weeks)		Detailed Project Timeline & Work Plan (as separate attachment)
16	Confirmation of Mandatory Site Visits (HO, 4 ROs, 11 DPCs)		Detailed Site Visit Plan (as separate attachment)
17	Understanding of Scope and Methodology		Detailed Methodology Document (as separate attachment)

Date:

Place:

Signature of Authorized Signatory:

Name & Designation:

Seal of the Audit Firm/Organization:

ANNEXURE II: FINANCIAL BID FORMAT

(To be submitted by the bidder in the Financial Bid Envelope/Section)

Particulars	Amount (₹)
Professional Fees	
Applicable GST	
Total	

Amount in words: Rupees _____
only

Declaration:

We hereby agree that the prices quoted above are firm and shall not be subject to any upward revision on any account whatsoever throughout the period of the engagement. We agree to the milestone-based payment structure as defined in Section 4 of the RFP.

Date:

Place:

Signature of Authorized Signatory:

Name & Designation:

Seal of the Audit Firm/Organization: