



भारतीय विमानन अकादमी

Indian Aviation Academy

Ref. No. IAA/IT/NIQ/CyberSecurity/2022-23

Date: 18.11.2022

**NOTICE INVITING QUOTATION**

**Subject: - Notice Inviting Quotation for the work “Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)”.**

Sealed quotations are hereby invited by the Director, Indian Aviation Academy, Vasant Kunj, New Delhi from reputed firms/suppliers for the work “**Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)**”, as per the specifications followed by this office, terms & conditions as mentioned below.

Estimated cost of the purchase/work is as given below:

Sl. No.	Name of work	Estimated cost (in Rs.)	Quotation submission start date	Cost of Quotation fee
1	<b>Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)</b>	4,07,797/- (exclusive of GST)	18.11.2022	NIL

In this regard it is requested to quote the lowest offer price in the enclosed Schedule after satisfying the following terms and conditions. The sealed ‘Master Envelope’ must bear inscription on the top of the cover “**Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)**”. and to be addressed to Assistant Manager (IT), Indian Aviation Academy, Vasant Kunj, New Delhi. The NIQ document can be downloaded from IAA website and AAI Website:

URL for AAI website: <https://www.aai.aero/en/tender/tender-search>

URL for IAA website: <https://iaa.edu.in/tender>

Each quotation must contain the following documents inside the Envelope 'A' duly signed on each page positively. The Quotation without any of the following documents will be rejected.

- i) Unconditional Acceptance of Terms and Conditions certificate.
- ii) GST Registration Certificate.
- iii) Copy of PAN.
- iv) Experience with Govt. Agencies/firms (minimum 2 years)
- v) Compliance Statement (Annexure- 'A')
- vi) IAA Account Details (Annexure- 'B')

Envelope 'B' will contain only Price-Bid (Annexure- 'C').

The Quotation must reach this office either by Speed/Registered Post or in person at the following address on or before 28.11.2022 up to 1300 IST positively:

Assistant Manager,  
Information Technology  
O/o Director,  
Indian Aviation Academy,  
Vasant Kunj, New Delhi

Quotation will be opened on the same day at 1500 IST in the presence of interested quotationers or their authorized representative. IAA will not be responsible for delay in submission of quotations sent by post. Initially Envelope 'A' will be opened. Envelope 'B' will be opened after scrutiny of the basic documents of envelope A. For any further clarification of the above- m e n t i o n e d job, undersigned may be contacted on any working day between 1000 – 1700 IST.

Nihit Ranjan Srivastava  
Information Technology,  
mob: 8840439609  
O/o Director,  
Indian Aviation Academy,  
Vasant Kunj, New Delhi

**Terms & Conditions: -**

1. The rates quoted are to be inclusive of all taxes. No extra payment will be made other than the quoted amount.
2. Lowest unit price should be entered in figures as well as in words and be covered with cellophane tape on it. In case of any discrepancy, the rate quoted in words shall be taken as correct for evaluation.
3. Use of eraser, over-writing and or corrections in the price-bid should be avoided. However, in case, it becomes unavoidable to use any of these for correction the same must be authenticated by the person signing the bid with his signature.
4. No rows and columns should be left blank. In case, price is already included in the basic price and break-up cannot be given or there is no cost same may be indicated in the column or row as "Included" or "Not Applicable" or "Nil" as may be appropriate.
5. Price-bid evaluation will be done on Net Total (Cost to IAA) only.
6. The validity of rate must be for 90 days from the date of opening the bids.
7. Incomplete and ambiguous quotations will be rejected.
8. Delivery period: The training shall be conducted for a period of eight (08) days as per the requirements/ specifications given in compliance statement (Annexure-A).
9. Quality: Quality of training as per specifications/training topics are to be strictly followed.
10. Rate: Rate should be inclusive of all Taxes. The rate shall be quoted in figures and words. In case of difference between the rates quoted in figure and words, the rates in words will be taken as correct.
11. Escalation of Rates: The rate once approved shall be final. No escalation of deviation shall be accepted under any circumstances during rate contract period.
12. Technical Brochure in support of specifications shall be attached in Envelope A.
13. Documentary proof of PAN no. and GST no. Should be attached along with Envelope-A.
14. Specifications will have to be strictly followed as per the schedule.
15. Purchase order as per requirement will be placed after accepting/satisfying the rate as lowest with proper specification. No alteration is permitted once it is submitted.
16. Submission of bank mandate duly signed and sealed from the concerned bank is mandatory.
17. The total duration for which the training has to be carried out is eight (08) days (excluding holidays). The date of start of training shall be intimated to the successful bidder seven (07) calendar days before the start date of the training. The successful bidder should be well equipped with training infrastructure, study material and faculty availability.

**18. Effective date of Contract:**

The start of contract period (Date of commencement of work) shall be counted from the date of start of training (Day1)

**19. Contract period:**

Contract duration for this work/service shall be for 8 days w.e.f. Effective date of Contract as mentioned in clause no: 18 above.

Subject to satisfactory services rendered during training for first 30 participants, the feedback shall be collected from all the participants and based on the feedback received another batch of 30 trainees shall be provided for the conduction of same training under same terms and conditions and the rates quoted for this work.

**20. Security Deposit**

- 20.1** The successful bidder has to deposit 10% of the contract value as security Deposit with IAA , in favour of Indian Aviation Academy, New Delhi account details of account is available in Annexure - B within 7 days after the award of the contract.
- 20.2** In case the successful bidder fails to submit the Security Deposit within stipulated period, interest at 12% p.a. on Security Deposit would be levied (non- refundable) for delayed period of submission and shall be deducted from the first bill payable to the Contractor.
- 20.3** In case, successful bidder fails to submit Security Deposit within 10 days from date of issue of work order, IAA reserve the right to cancel the contract.
- 20.4** The Security Deposit will be forfeited and credited to the accounts of IAA in the event of a breach of contract by the contractor. It should be refunded to the contractor without interest, after he duly performs and completes the contract in all respects but not later than 30(thirty) days of completion of all such obligations.
- 20.5** Security Deposit shall be credited to the account of IAA, the account details of IAA is available in Annexure-VI of the tender document.

**21. Compensation for Delay**

- 19.1 Time is the essence of the Contract.
- 19.2 If the successful bidder fails to complete the training no amount shall be given to successful bidder whatsoever.
- 19.3 If the successful bidder delays the training on the stipulated date and time an amount of Rs. 5,000/- shall be deducted per day for the delay.
- 19.4 Appeal for waiver of compensation for delay with due justification shall be decided as per the provisions of the Delegation of Powers (DOP) of Indian Aviation Academy. The decision of the competent authority on appeal shall be final and binding on the contractor.

**20. Payment terms:**

- 20.1 No advance payment shall be paid by IAA.
- 20.2 80% of the total quoted amount shall be released by IAA upon successful conduction of training and after the issue of satisfactory certificate by IAA. Payment shall be released against the bill raised, as mentioned above by the successful bidder.
- 20.3 Rest 20% (including Security Deposit) payment shall be released after 30 days from the end date of the training. Payment shall be released against the bill raised, as mentioned above by the successful bidder.
- 20.4 In addition, any statutory taxes & TDS if applicable at the time of payment, as per prevailing Government norms shall also be deducted/paid.

**21. PENALTY CLAUSE:**

- 21.1 Time is the essence of the Contract.
- 21.2 If the successful bidder fails to complete the training no amount shall be given to successful bidder whatsoever.
- 21.3 If the successful bidder delays the training on the stipulated date and time an amount of Rs. 5,000/- shall be deducted per day for the delay from the final bill.
- 21.4 Appeal for waiver of compensation for the delay with due justification shall be decided as per the provisions of the Delegation of Powers (DOP) of the Indian Aviation Academy. The decision of the competent authority on appeal shall be final and binding on the contractor. IAA reserves the right to levy/waive off penalty as and when it considers fit, but shall not be bound either way. Penalties will be deducted from the payments due on the invoices raised by the vendor. Any shortfall will be accumulated and deducted from the Security Deposit.

- 22. Arbitration:** - All disputes arising out of this contract shall be referred to the competent authority i.e. the Director, Indian Aviation Academy, Vasant Kunj, New Delhi, who will be the sole arbitrator and his/her decision of award or cancellation will be final binding on all companies/suppliers/agents. All arbitration shall be in New Delhi jurisdiction only.

**23. Force Majeure Clause:** Force majeure is in here defined as any cause which is beyond the control of the contractor or the purchaser as the case may be which could not be foreseen or with a reasonable amount of diligence could not have foreseen which substantially affect the performance of the contract such as :-

a) Act of government including but not limited to war declared or undeclared, Priorities, quarantines, embargoes, provided either party shall within fifteen days from the occurrence of such a cause, notify the other in writing of such cause.

b) The contractor or the purchaser shall not be liable for delays in performing his obligations resulting from any force majeure clause as referred to and or defined above. The date of completion will be subject to hereinafter provided, will be extended by a reasonable time.

**24. Effect and legal Jurisdiction:** -

The contract shall be considered as having come into force from the date of issue of letter of the award of the contract by the purchaser. The law applicable to this contract shall be the law enforced in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of this contract. IAA reserves the right to reject any or all quotation (s) in part or in full without assigning any reason.

**25. Paying Authority:** The Director, Indian Aviation Academy, Vasant Kunj, New Delhi is the payment authority.

**UNCONDITIONAL ACCEPTANCE OF TERMS AND CONDITIONS**

(To be submitted along with Technical Bid, Envelope 'A')

The Director  
Indian Aviation Academy  
Vasant Kunj, New Delhi  
781015

**Subject:** Acceptance of IAA’s Quotation conditions.

NIQ No.: IAA/IT/NIQ/CyberSecurity/2022-23

**Name of Work: “Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)”**

Sir,

The quotation for “**Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)**” has been downloaded by us from the website, I/We hereby unconditionally accept the terms and conditions mentioned at IAA’s Quotation No. IAA/IT/NIQ/CyberSecurity/2022-23 dated 18.11.2022 in its infinity for the above work.

After unconditionally accepting the IAA’s Quotation terms and conditions in its infinity, it is not permissible to put any remarks/conditions (except unconditional rebate on price, if any) along with the quotation enclosed in "Envelope "B" and the same has been followed in the present case. In case the provision of the quotation is found violated after opening Envelope "A", I agree that the quotation shall be liable to be rejected.

Conditions of the said contract have been read by me and are acceptable unconditionally.

I/We declare that I/we have not paid and will not pay any bribe to any officer of I A A for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of IAA asks for bribe/gratification, I will immediately report it to the Appropriate Authority in IAA.

It is also certified that our firm has never been Debarred/Black listed by C.B.I., IAA or any PSUs/Department like Railways, Defence or any other Department of Govt. of India/State Governments.

Yours faithfully,

**Signature of Bidder:** .....

**Name of Signatory:** .....

**Name of the Firm:** .....

**Address of the Firm:** .....

**Date:** .....

NIQ No. : IAA/IT/NIQ/CyberSecurity/2022-23

Name of Work : “ **Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)**”.

**COMPLIANCE STATEMENT REQUIREMENT / TECHNICAL SPECIFICATION**

**Scope of Work/Qualitative Requirements**

**Indian Aviation Academy, New Delhi** is a premier training institute located in Vasant Kunj, New Delhi.

There is a requirement of instructor(s) having expertise in Cyber Security Implementation and has ample teaching experience. The detailed requirements for the instructor is given below:

**Trainer/Instructor Requirement**

- 1.** In-depth and evidence-based training experience of Cyber Security and Cyber Security Implementation and the topics given in the requirement document.
- 2.** Trainer should have experience of conducting trainings, delivering lectures in government organization and/or Public Sector Undertakings (PSUs). [Experience of trainer in government organization and/or Public Sector Undertakings (PSUs) should be submitted before the commencement of training].
- 3.** Teaching experience of at least 5 years (experience of trainer should be submitted before the commencement of training)
- 4.** Minimum qualification of a trainer should be B.Tech in Computer Science(CS), Information Technology(IT) and Electronics and Communication (EC), MCA or equivalent degree.
- 5.** Having practical approach in teaching style by giving real life examples.
- 6.** Training requires user to carry out deployment of firewalls and other cyber security hardware equipment at trainee’s workplace hence practical demonstration of the same shall be provided for which virtual labs/ virtual desktops has to provided to all trainees.



## **Training Documents**

1. Training document in soft copies shall be provided covering all the aspects of training.
2. Usage of flow chart and SOPs, step-by-step procedures, etc. shall be provided in the training document.
3. Usage of graphical representation in form of photos, diagrams, and flow chart is essential in order to understand the concepts clearly from the training document.

## **Topics to be covered during the training:**

### **Advanced Security**

#### **Day 1:**

- a) Basic Definition of Networking
- b) Basic about protocol and ports
- c) Network Security Definitions
- d) Network Security Types
- e) Network Security Needs

### **CISCO ASA**

#### **Day 2:**

- a) Evaluation of Firewalls
- b) Firewall features
- c) Deployment of Lab
- d) Introduction to ASA Firewall
- e) Features of ASA Firewall
- f) Deployment Techniques

#### **Day 3:**

- a) Interface Configuration
- b) Device Configuration
- c) Integration of External Servers
- d) ACLs and NAT policies
- e) Routing
- f) Packet Capturing

#### **Day 4:**

- a) VPN
- b) Troubleshooting

## **FORTINET**

### **Day 5:**

- a) Introduction to Next Generation Firewalls
- b) Introduction to Fortinet Firewall
- c) Features of Fortinet Firewall
- d) Deployment Techniques
- e) LAB Set Up

### **Day 6:**

- a) Basic Device Configuration
- b) Interface and Route Configuration
- b) Routing
- c) Policy - Access Policies and NAT Policies
- d) LAB

### **Day 7:**

- a) Security Profiles
- b) URL Filtering
- c) IPS
- d) LAB

### **Day 8:**

- a) IPsec
- b) Upgrade the firewall
- c) Troubleshooting
- d) LAB

**Additional Topics to be included in the training program within 8 days**

1. Security attacks
2. Cryptography
3. Security Services
4. VLANs and Trunking
5. Network Management
6. Configuration for the NAT Mode or Transparent mode
7. Wireless security
8. VPN and Tunnelling
9. Procedure for identifying ports and protocols used in systems.
10. Centralised monitoring device for firewall etc.
11. Router and Switch Hardening.
12. OS Hardening.
13. Penetration Testing.
14. Configuration of Firewalls/Switches/Routers to implement the security policies.

**NOTE: Target Audience is using CISCO/Tech route ingress routers at their workplace.**

Other Requirements

1. Instructor has to be available during all times during the training.
2. Course duration is 8 days.
3. Virtual Labs or Virtual Desktops to be set up for all trainees so that implementation of firewalls, software, etc. through coding can be actually done by all the participants.
4. All software used should comply industry standards and current market trends.
5. User login credentials for all virtual labs/virtual desktops to be provided to the trainees for 12 days from the start of the training. (Day1)
6. Virtual desktops can be accessed from anywhere and should work on good internet speed.
7. Virtual Desktops should work on a standard 4GB RAM and trainer should provide complete help in setting up virtual desktops and software in the local computers of the trainees joined virtually.
8. Trainers should showcase and implement the necessary firewalls, software required for target audience/trainees so that they may implement the same at their workplace.
9. Training content should be easy to understand and implement.
10. Successful bidder should ensure that all topics mentioned should be covered within 8 days course duration and should plan accordingly.
11. Instructor shall be available for trainees to clear their doubts for five (05) days after the course delivery end either telephonically, via e-mail, or other electronic means of communication.
12. Instructors must also adhere to all the IT policies and IT Acts as defined by Govt. of India.
13. Subject to satisfactory services rendered during training for first 30 participants, IAA has mechanism to collect feedback from all the participants and based on the feedback received another batch of 30 trainees may be provided for the conduction of same training under same terms and conditions and the rates quoted for this work if agreed mutually.

(Signature of Bidder) With stamp

Contact Details

Name .....

Address.....

.....

Telephone No.....

**Name of Work-: “Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program)”.**

**Subject: Submission of Security Deposit by Successful Bidder in account of Indian Aviation Academy by successful Bidder**

**Account Details of Indian Aviation Academy**

- 1. Name of Bank: State Bank Of India**
- 2. Account No. : 31470388392**
- 3. Account Holder Name. : Indian Aviation Academy**
- 4. Name of Company: To be filled by successful bidder**
- 5. IFSC Code: SBIN0010648**
- 6. Branch Name: AAI Operational Office, Rangpuri, New Delhi**

**The successful bidder shall submit the remittance details and UTR no. for payment done for security deposit in account of IAA.**

NIQ No.: IAA/IT/NIQ/CyberSecurity/2022-23

**Name of Work : ‘ Trainer / Instructor for cyber Security Implementation Training for CNS officials including hands – on exercises (Virtual Classroom Program)’**

(To be submitted along with NIQ in Envelope – B)

Name and address of the firm :

Status of the Firm (Proprietor / Partnership) :

Name of Proprietor / Partner :

Rate Quoted :

[D=C % of (AxB); E = (AxB) + D;]

	Item	Qty (A)	Unit Price (Rs.) (B)		GST % (C)	GST Amount (D)	Total Amount, inclusive of GST(Rs.) (E)	
			Figure	Words			Figure	Words
1.	<b>Trainer/Instructor for Cyber Security Implementation Training for CNS officials including hands-on exercises (Virtual Classroom Program</b>	1						
	GRAND TOTAL							
	DISCOUNT, if any							
	NET TOTAL							

**Note: (The Rate must be inclusive of GST, freight, insurance, Packing & forwarding and all other Taxes)**

(Net Total: Rupees..... )

Signature of Bidder with Seal: .....

Name: .....

Date:.....