

Request for Proposal (RFP)

For

**ENGAGING SERVICE PROVIDER FOR SECURITY AUDIT OF THE
HUMAN RESOURCE MANAGEMENT (HRMS) SOFTWARE
APPLICATIONS OWNED BY DEPARTMENT OF SURVEY AND LAND
RECORDS, GOVT. OF KERALA**

RFP Reference No: A7/235/2021

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Published by

Survey and Land Records,

Survey Bhavan, Vazhuthacaud, Thiruvananthapuram, Kerala.

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1. Bidding Data Sheet

Notice Inviting Tender	
Name of the Tender Inviting Authority	Survey and Land Records
2 Officer Tender Inviting Authority	The Director, Survey and Land Records
3 Name of the Tender	Engaging Service Provider For Security Audit Of The Software Applications Owned By Department Of Survey And Land Records, Govt. Of Kerala
4 Date of publishing of the bid	Date: 25/05/2026
5 Tender Reference Number	RFP Reference No: DSLR/235/2021-A7
6 Contact Person	Administrative Officer, Survey and Land Records
7 Address	Survey and Land Records, Survey Bhavan, Vazhuthacaud, Thiruvananthapuram, Kerala.
8 Contact No.	0471-2325266 , 0471 - 2337810
9 E-Mail ID, for any clarifications	dir-tvm.syr@kerala.gov.in
1 Time & last date to submit clarifications	Time: 03:30 PM; Date: 30/05/2026 No clarifications will be accepted after publication of corrigendum post the pre bid conference.
1 Pre-bid Meeting (Online)	Pre-Bid Meeting on Friday, 29 May • 11:30–12:30 Google Meet joining info Video call link: https://meet.google.com/ugr-vqtg-nuv
1 Pre-Bid Meeting Venue	Survey and Land Records, Survey Bhavan, Vazhuthacaud, Thiruvananthapuram, Kerala. (Online)
1 Procedure for Bid Submission	Offline (In a sealed envelope)/ online as Protected PDF file to email: dsr@kerala@gmail.com
1 Last Date of Submission of Bids	Time: 05:00 PM; Date: 03/06/2026
1 Opening of Bids	Time: 11:00 AM; Date: 04/06/2026

Notice Inviting Tender	
1 Tender Fee (Non – Refundable)	Rs. 500/+18% GST (Rupees five hundred Only)
1 EMD	Rs. 1500/-(One thousand five hundred only)
1 Validity of the Bid	6 month from the date of opening of price bid
1 Terms & Conditions	As per the Tender document

Table 1: Bidding Data Sheet

All communications shall be addressed to the Survey Director. The Bid documents and other details may be downloaded from the website <https://dslr.kerala.gov.in>

The Director

Survey and Land Records

Survey Bhavan

Vazhuthacaud

Thiruvananthapuram, Kerala.

Ph: 0471-2325266,

E-mail:

2. INVITATION OF BID

The Director of Survey and Land Records (hereinafter referred to as DSLR) on behalf of Government of Kerala (hereinafter referred to as the Department) invites bids from **CERT-In EMPANELLED INFORMATION SECURITY AUDITING ORGANISATIONS** (hereinafter referred to as "Bidder" till the award of Contract and thereafter on award of contract, referred to as "Vendor/Contractor/Supplier/Successful Bidder") for conducting **Security Audit of the Human Resource Management (HRMS) Software Applications** owned by the Department. The successful Bidder shall be selected based on the competitive bidding process. Submission of bids shall be deemed to have been done after careful reading and examination of the tender document with full understanding of its implications.

3. PURPOSE, OBJECTIVE AND CONTENT OF THE ASSIGNMENT

The overall purpose of the Security Audit exercise is to confirm the IT security needs of quality standard ISO 27001, which includes the evaluation and gap analysis with respect to

CERT-IN guidelines. Application Security Audit covers some or all but not limited to the following activities;

- a. Identify the application-level vulnerabilities on applications hosted in a test site/ production site based on the latest OWASP Top 10 vulnerabilities
- b. On demand application scans
- c. Password strength on authentication pages
- d. Scan Java Script for security vulnerabilities
- e. File inclusion attacks
- f. Malicious File Uploads
- g. Provide recommendations for remediation of identified vulnerabilities. The report should contain discovered vulnerabilities and description of vulnerabilities and mitigation or remediation recommendations for fixing and patching existing and found vulnerabilities as a part of solution.
- h. Follow a specific format for reports.
- i. Certify the applications/websites tested as "Safe for Hosting" and in times of Electronic Payment Gateway Operators request to provide it in their format.
- j. Accept responsibility for declaring the websites/ URLs/ mobile applications free from known vulnerabilities
- k. Any other activity concerning security audit related aspects, not essentially covered by work-areas outlined above.

4. SCOPE OF THE WORK

I. The selected vendor shall cover the below mentioned tests for the application or website or Mobile App provided for testing.

1. Application Security Audit
2. Penetration Testing
3. Vulnerability Testing
4. Database Server Controls
5. Physical Access Control
6. Network security Review as part of Application Security
7. Compliance Review

Black box testing for Security Audit should follow OWASP guidelines covering the testing below.

1. Cross-Site Scripting (XSS)
2. Injection flaws, particularly SQL injection. Also consider LDAP and Xpath injection flaws as well as other injection flaws.

3. Input Validation flaws
4. Malicious file execution
5. Insecure direct object references
6. Cross-site request forgery (CSRF)
7. Information leakage and improper error handling
8. Broken authentication and session management
9. Insecure cryptographic storage
10. Insecure communications
11. Failure to restrict URL access
12. Denial of Service

Application Name for Vulnerability Assessment:

A. Human Resource Management Software - HRMS

URL: a. (URL),

5. OBJECT FOR THE SECURITY AUDIT

The Application/Website/Mobile App given in **Appendix 1** is to be audited under this invitation.

1. DELIVERABLES FOR APPLICATION SECURITY AUDIT

1. Report on All Items Found During Security Audit.
2. Threat assessment Reports detailing
 - i. System flaws and weaknesses with remedial actions
 - ii. Information leaks and exposures caused by such leaks with remedial actions.
3. Final Audit Certificate

6. INSTRUCTIONS TO BIDDERS

1. GENERAL INSTRUCTION

- a. Only CERT-IN empanelled agencies will be eligible to submit the bids.
- b. Submission of bids will be as per the time schedule stated in this document.

- c. The agency shall bear all costs associated with the preparation and submission of the bid.
- d. The bid prepared by the Bidder, supporting documents and printed literature furnished by the Bidders as well as all correspondence and documents relating to the bid exchanged between the Bidder and DSLR shall be in English language.
- e. The prices shall be quoted in Indian Rupees (INR) only.
- f. The Bidder is not allowed to modify or withdraw the submitted bid.
- g. An eligible bidder is expected to provide a comprehensive solution as specified in the Scope of Work of this RFP. The bidders are advised to study the tender document carefully. Submission of Bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- h. The Department of Survey and Land Records, intends to adopt a two-cover bidding process (Prequalification cum and Technical Cover & Financial Cover) for selection of eligible bidders for the assignment, as per the Scope of Work set out in the previous section of this RFP document.
- i. The bidder shall be responsible and pay for all of the costs associated with the preparation of its proposal and its participation in the bidding process. DSLR will be in no way liable to compensate for the same.
- j. The Successful Bidder is required to enter into an agreement with The Director, Department of Survey and Land Records, Government of Kerala.
- k. The proposal submitted by the bidder shall remain valid for a period not less than 180 days from the date of submission. Department of Survey and Land Records, Government of Kerala, reserves the right to reject any proposal, which does not meet this requirement. The proposal validity period may further be extended on mutual consent.
- l. Director, Department of Survey and Land Records, reserves the right to carry the capability assessment of the bidders and the department's decision shall be final and binding in this regard.

2. EARNEST MONEY DEPOSIT (EMD)

- a. The Bidder shall pay an Earnest Money Deposit or Bid Security of Rs 1500/- (One thousand five hundred only) by way of Demand Draft from a Scheduled or Nationalized Bank in favour of Director, Directorate of Survey and Land Records payable at Thiruvananthapuram shall be enclosed with the bid. In the case of EMD exemptions, the supporting documents shall be submitted by the bidder.
- b. EMD of all unsuccessful bidders will be refunded. The EMD amount of the successful bidder would be returned upon execution of the agreement.
- c. The EMD amount is interest free and will be refundable to the unsuccessful bidders without interest.
- d. The bid/proposal submitted without EMD Fee mentioned above, will be summarily rejected.

- e. The EMD may be forfeited:
- f. If a bidder withdraws the bid during the period of bid validity.
- g. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP

3. CONFLICT OF INTEREST

If a bidder is a contractor of a manufacturing firm for the project under this assignment, offering services as bidders for services or supply under this project, the bidder should include relevant information on such relationships along with a statement in the Qualitative proposal cover letter to the effect that the bidder will limit its role to the scope of the present project and disqualify itself and its associates from work, in any other capacity or any future project within the next five years, that may emerge from this assignment (including bidding or any part of the future project). The contract with the bidder selected to undertake this assignment will contain an appropriate provision to such effect.

4. RIGHT TO REJECTION

The Director, Department of Survey and Land Records reserves the right to reject any proposal that does not address all the requirements of the RFP. In addition, the Director, Department of Survey and Land Records reserves the right to accept or reject any proposal submitted by the bidders, in part or in full, and to cancel the RFP process and reject all proposal submissions at any time, without thereby incurring any liability to the affected bidder/bidders or any obligation to inform the affected bidder the grounds for his action.

5. DISQUALIFICATION

- a. The bid Evaluation/Selection Committee may disqualify bids on account of but not limited to the following reasons:
 - i. If the bidder disregards any of the terms & conditions of the bid and/or leaves any ambiguity in calculation of the rates quoted
 - ii. If the participant attempts to influence any member of the selection committee
 - iii. Conditional bids
- b. The decision of the Director, Department of Survey and Land Records, Kerala in the matter of disqualification shall be final and binding on the firms.

6. TERMINATION OF BID

Against all expectations entertained by the Director, Department of Survey and Land Records, if none of the participating firms could be declared by the selection committee as the winner of the bid, the bidding will be regarded as terminated.

The Director, Department of Survey and Land Records, reserves the right to accept or reject only / all bidders including the lowest bidder without assigning any reason(s) whatsoever.

7. SETTLEMENT OF DISPUTES

The decision of the Director, Department of Survey and Land Records, shall be final & binding on participating firms. In the event of any grievance, the aggrieved party may make a representation before the Director, Department of Survey and Land Records within 3 working days of the announcement of the successful bidder. The Director, Department of Survey and Land Records will decide upon the issue raised by said aggrieved party and will give his finding in writing on receipt of said representation. The findings of the Director Department of Survey and Land Records, Government of Kerala will be final and binding upon the aggrieved party. Any disputes arising out of the contractual agreement shall be settled with Addl. Chief Secretary, Revenue, Govt of Kerala and the issues which are not resolved shall be settled in the jurisdiction of civil courts in Thiruvananthapuram district of Kerala only.

7. GENERAL TERMS AND CONDITIONS

- a. One-Year contract with provision for extension up to three years based on satisfactory performance and mutual agreement
- b. The quoted rate shall be applicable for the modules specified in the scope of work. Any substantial addition of modules, functionalities, integrations ,or infrastructure changes during the contract period may require additional security assessment at mutually agreed rates with approval of the department.
- c. Any major application, infrastructure change,or addition of new modules may require fresh security assessment at additional cost as approved by the department.
- d. The Director reserves the right to amend or cancel the bid invitation in part or in full without prior notice at any point of time.
- i.
- ii. The bid inviting authority or other sanctioning authority reserves the right to reject any bid or all the bids without asking for any reason thereof.
- e. If the Director deems it appropriate to revise any part of this invitation or to issue additional clarifications for interpretation of provisions of this document, the Bidder may issue supplements to this bid invitation. Any such supplement shall be deemed to be incorporated by this reference to this document.
- f. The successful Bidder shall provide the first audit report to the department not later than 2 weeks from the date of receiving the work order. Subsequent interim reports shall be issued not later than 8 working days of receiving the patched application for re-test.
- g. For any audit engaged, besides the original first audit, the vendor shall do any number of re-tests at no additional cost till all issues are cleared by the department within 90 working days of providing the first audit report. The vendor also ensures that no new vulnerabilities are introduced as part of code changes to fix the reported vulnerabilities.
- h. The vendor may be terminated from audit engagement for reasons such as dishonouring audit commitments or violating these terms and conditions, degradation of auditor's performance or competence to meet expectations or if empanelment with CERT-IN ceases.

- i. The audit report provided by the auditor shall have details of corrective action to be taken and steps to remove the identified vulnerabilities.
- j. For any audit engagement, the vendor shall provide support to the auditee technical team in fixing the security issues reported in first audit or any subsequent audit in terms of handholding and training. The support should include a minimum of 1 day onsite or remote training or handholding on how to fix the issues.
- k. The vendor shall adhere to all terms and conditions as per the agreement with CERT-India.
- l. The vendor shall not subcontract any part of work assigned to it, to any other vendor/agency/organization or engage non-employees to perform the work.
- m. A formal Confidentiality & Non-Disclosure Agreement should be signed by the vendor to keep confidential all the information that it has access to during the course of its actions. The vendor organization should sign individual NDAS. As per CERT-In advisory, the empanelled vendor must ensure that data collected during audit work and reports prepared are not taken out of the auditee organization's premises/ network and/ or shared to anyone except the auditors, auditee organization, CERT-In and any other authorized Government entity. Any audit data should be wiped out from the vendor's domain after any engagement.
- n. Performance Security: As a condition precedent to execution of the Agreement, the Successful Bidder after the tender shall ensure submission of the requisite unconditional irrevocable Bank Guarantee, in the prescribed format within 21 days as a Performance Security for the services to be performed under the resultant Agreement. The Bank Guarantee amount should be equivalent to 5% of the total value of the contract rounded to the nearest rupee and it should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
- o. In the case of Application Vulnerability Assessment/ Penetration Testing (VAPT), the Auditor will be required to audit and test the website on the staging server/testing environment provided by the hosting service provider before issuing the audit certificate.
- p. The vendor may submit detailed proposals including,
 - i. Details of different tests/audits to be performed, standards against which the audits will be performed etc.
 - ii. Details to include specific systems/subsystems to be audited and what activities will be performed in the subsystems
- q. The whole process of starting the audit by the vendor till issue of final audit certificate should be completed within 2 months
- r. The audit should strictly adhere to the guidelines specified for the purpose by the Government of Kerala vide G.O (MS) No.8/2019/ITD Dated 22.04.2019.
- s. In addition, the above conditions mentioned, The General Terms and Conditions of Form of Tender in the Annexure-2 of Store Purchase Manual, Kerala is also applicable for this tender.

8. FINANCIAL TERMS AND CONDITIONS

- A. The rates should be quoted against application/website/mobile app under this invitation, inclusive of all applicable taxes.

B. For Audit of application, the department will share the TEST URL of each application proposed to be audited. After studying the application, the agency will be required to submit proposals

9. SUBMISSION OF BIDS

A. Bids are to be submitted only in the format provided in **Appendix 2** to this document. Bids submitted in any other format shall be rejected.

B. The bids are to be submitted via post in a sealed cover to address or as protected PDF file to email : **dslrkerala@gmail.com** "Directorate of Survey & Land Records, Survey bhavan, Vazhuthacadu, Thiruvananthapuram -14 ".

10. AWARD OF WORK ORDER

1. The L1 Bidder will be awarded the contract provided the purchase committee is sufficiently convinced after the evaluation of bids.

2. The acceptance of the bid will be intimated to the successful Bidder by the Director through e-mail prior to expiry of the period of the bid validity.

11. PAYMENT TERMS:

I. No mobilization advance shall be paid.

II. 50% payment of the charges may be paid to the vendor on submission of the first Audit report. Balance 50 % will be released only after issue of the final audit report and Security Audit Certificate.

III. The payment shall be released to the vendor on submission of Bills (invoices) in Triplicate addressed to The Director, Department of Survey and Land Records, Thiruvananthapuram.

12. RIGHT TO TERMINATE PROCESS

i. The Director may terminate the bidding process at any time without assigning any reason whatsoever. The Director makes no commitments, expressed or implied that this process will result in a business transaction with anyone.

ii. This bid document does not constitute an offer by the Department. The Bidder's participation in this process may result in the Department selecting the Bidder to engage in further discussions and negotiations toward the execution of a contract. The commencement of such negotiations does not however signify a commitment by the Department to execute a contract or to continue negotiations. The Department may terminate negotiations at any time without assigning any reason thereof.

13. FORCE MAJEURE

For the purpose of this Article, Force "Majeure" means any cause, which is beyond the control of the vendor or the Department as the case may be, which such party could not foresee or with a reasonable amount of diligence could not have foreseen, and which substantially affect the performance of the Contract, such as:-

1. War / Hostilities
2. Riot or civil commotion

3. Earthquake, Flood, Fire, Tempest, Epidemics, Lightning or other natural physical Disaster, Quarantine restrictions and Freight embargoes
 4. Restrictions imposed by the Government or other statutory bodies, which are beyond the control of the vendor, which prevent or delay the execution of the order by the vendor.
- ii. In case of occurrence of the above mentioned cases, the successful Bidder's right to an extension of the time limit for completion of the work in above-mentioned cases is subject to the following procedures.
1. That within 10 days after the occurrence of a case of Force Majeure event but before the expiry of the stipulated date of completion, the Contractor/Vendor must inform the Department in writing about the occurrence of Force Majeure event and that the vendor considers himself entitled to an extension of the time limit.
 2. That the vendor provides evidence of the date of occurrence and the duration of the force majeure in an adequate manner by means of documents drawn up by responsible authorities.
 3. That the vendor proves that the said conditions have actually interfered with the carrying out of the contract.
 4. That the vendor proves that the delay occurred is not due to his own action or lack of action.
 5. Apart from the extension of the time limit, force majeure does not entitle the Contractor/Vendor to any relaxation or to any compensation of damage or loss suffered

14. CONFIDENTIALITY

Any information pertaining to the Department or any other agency involved in the project, matters concerning the Government of Kerala and the Government of India that comes to the knowledge of the vendor in connection with this contract, will be deemed to be confidential and the vendor will be fully responsible, for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to observe the same. The vendor shall ensure due secrecy of information and data not intended for public distribution.

15. LIMITATIONS OF LIABILITY

The liability of the Department for its obligations under the Contract shall in no case exceed the total value of the Contract.


Sd/-

For Director

SEERAM SAMBASIVA RAO IAS
Director of Survey & Land Records
Govt. of Kerala

APPENDIX 1

APPLICATIONS/WEBSITE/MOBILE APP OWNED BY DEPARTMENT OF SURVEY AND LAND RECORDS PROPOSED FOR SECURITY AUDIT

Web Application Scoping Sheet for Security Assessment		
S.No.	Web Application Assessment Details	Description
1	Web Application Name & Description	HRMS and Online transfer and posting for DSLR
2	Type of application Web/Application/ Mob/Rest / Thick / Thin instance to assesses & number of Application (s)	Web
3	How many login systems to assesses?	1
4	How many static pages to assesses? (Approximate)	0
5	How many dynamic pages to assesses? (Approximate)	128
6	Do you need want role-based testing performed against this application?	yes
7	Do you need want credentialed scans of web applications performed?	yes
8	Back-end Database (MS-SQL Server, PostgreSQL, Oracle, etc.)	MySQL
9	Authorization No. of roles & types of privileges for the different roles	4

10	Whether the application contains any content management module (CMS) (If yes then which?) If its is Portal do mention please	No
11	Is it a hybrid application?	No
12	Whether the application was security audited earlier? If so, please mention details.	No
13	Front-end Tool [Server side Scripts] (i.e. c++, J2ee, ASP, Asp.NET, JSP, PHP, etc.) – PHP	PHP
14	Operating System Details (i.e.Windows-2003, Linux, AIX, Solaris, etc.)	Ubuntu
15	Application Server with Version (i.e. IIS 5.0.Apache, Tomcat, etc.)	Apache
16	Total No. (Approximate) of Input Forms	30
17	Total No. of input field	238
18	Total No. of login modules	2
19	Number of Web Services, if any	Nil
20	Number of methods in all web services ?	Nil
21	Number of URL's require to assesses ?	1
22	Is this REST /SOAP based Application	
23	Is it Thick or Thin Client Application	thin
24	Is this Applications is ERP/ Enterprised based App	No
25	Does the application has or proposed to have payment gateway integration? Please specify	No
26	Is Application hosted in Cloud ? If yes which under cloud provider private & others (Govt SDC)	No

Authorized Signatory

Request for Proposal (RFP) for Engaging Service Provider for Security Audit of the Human Resource Management (HRMS) Software Applications

APPENDIX 2

FINANCIAL BID SUBMISSION FORM

**FINANCIAL BID SUBMITTED TO THE COMMISSIONER OF LAND REVENUE FOR
THE SECURITY AUDIT OF THE FOLLOWING APPLICATIONS/WEBSITE/MOBILE**

APP

Bid Submitted by : <organisation name>

Date of Submission : <Date>

#	Application/ Website /Mobile App	URL	Parameters and Range (in Nos)						Cost witho ut GST (in Rs)
			Stati c Page s	Dyn amic Page s	Inp ut For ms	Inp ut Dat a Fie lds	Us er Ro les	Scre ens (for mob ile App)	
1									
Total									

Total Cost in Figures:

Total Cost in Words:

Authorised Signatory