

Date: 07-May-2021

Amendment no: 02/070521

Agenda: RFP No. IFT/ISO ISMS Certification/210423: **Changes in Project Milestones, Payment Terms and Commercial Bid Format**

- **Project Milestones (Clause 6 in RFP)**

Following milestones to be achieved towards certification:

Task	Project Phase	Activity/Deliverables	Responsibility	Timeline
1	Phase I	Scope Identification and Implementation Plan	IFTAS provide inputs and Bidder to prepare the scope document and implementation plan.	1 Week from PO
2		i. Pre-certification Assessment ii. Gap Analysis iii. Submission of Audit Report	Bidder	2 Week from PO
3		Closure of audit findings and Documentation	IFTAS with assistance of the bidder	3 Week after Task 2
4	Phase 2	Formal Certification audit and award of certification	Bidder	1 Week after Task 3
5		Follow up reviews and First Surveillance audit to ensure ongoing compliance	Bidder	TBD
6		Follow up reviews and Second Surveillance audit to ensure ongoing compliance	Bidder	TBD

The dates mentioned for the activities is tentative in nature. The exact dates of completion of various activities shall be further firmed up in discussion with the successful bidder.

- **Payment Schedule (Clause 10.1 in RFP)**

1. 50% of Phase1 – Consultancy, Training & OPE Charges will be release after completion of Phase 1 of each year.
2. 50% of Phase1 - Consultancy, Training & OPE Charges will be release after completion of Phase 2 of each year.
3. 100% of phase2 - Certification Charges / surveillance audit by Certification body will be release after completion of Phase 2 of each year.

- **Annexure - I: Commercial Bid Format**

Table 1:

S No	Year	Service Description	Total Charges in INR (Exclusive of Taxes)
A	1 st Year	Phase 1 - Consultancy & Training Charges for 1 st Year	
B	1 st Year	Phase 2 - ISO 27001:2013 ISMS – Certification Charges by Certification body	
C	1 st Year	Out of Pocket Expenses (Accommodation, Travelling etc)	
D	2nd Year	Phase 1 - Consultancy & Training Charges for 2nd Year	
E	2nd Year	Phase 2 - Post Certification, 2nd year surveillance audit charges by Certification body	
F	2nd Year	Out of Pocket Expenses (Accommodation, Travelling etc)	
G	3 rd Year	Phase 1 - Consultancy & Training Charges for 3rd Year	
H	3 rd Year	Phase 2 - Post Certification, 3rd year surveillance audit charges by Certification body	
I	3 rd Year	Out of Pocket Expenses (Accommodation, Travelling etc)	
J		(Please add if any line item is required / proposed by the bidder)	
K		Sub Total of Table1 (A+B+C+D+E+F+G+H+I+J)	

Table 2:

S No	Service Description	Total Charges in INR (Exclusive of Taxes)
L	ISO 27001:2013 ISMS – Certification for new branch location of 1-100 User (Including Consultancy, training, certification and OPE charges)	
M	ISO 27001:2013 ISMS – Certification for new branch location of 100-250 User (Including Consultancy, training, certification and OPE charges)	
N	ISO 27001:2013 ISMS – Certification for new branch location of 250-500 User (Including Consultancy, training, certification and OPE charges)	
O	Sub Total Table2 (L+M+N)	

TCO Computation

S No	Description	Amount	Tax	Total with Tax
P	Sub Total of Table 1 (K)			
Q	Sub Total of Table 2 (O)			
	Grand Total (K+O)			

Note:

1. In case of work is done Remotely, Out of Pocket expenses cost will not be applicable.
2. Service mentioned in the Table 2 are optional Items, IFTAS reserves the right to avail them as per requirement.
3. For Certification charges (Line number B, E & H), the separate P.O will be raised and payment will be made directly to the certifying body based on invoice.