

REGIONAL CENTRE FOR BIOTECHNOLOGY,

NCR BIOSCIENCE CLUSTER, FARIDABAD.

TENDER ENQUIRY DOCUMENT

(Two Bid System for conclusion of Contract)

NIT No: RCB/NIT/02/26-27/DV

Name of the Work: Empanelment of Agency for Employee/Candidate Background Verification

SECTION I: NOTICE INVITING TENDER (NIT) & BID SCHEDULE

Online electronic bids are invited through the Central Public Procurement Portal / GeM Portal from registered, reputed agencies matching the criteria below:

Sl. No	Item / Milestone	Details
1	Name of Work	Empanelment of Agency for Employee/Candidate Background Verification
2	Tender Type / Bidding Method	Open Tender – Two Bid System (Technical & Financial)
3	Selection Methodology	QCBS (80% Technical : 20% Financial Weightage)
4	Earnest Money Deposit (EMD)	₹50,000/- via Account Payee Demand Draft or Bank Guarantee
5	EMD Exemption	Allowed for valid MSEs/MSMEs upon submission of Udyam Registration
6	Performance Bank Guarantee (PBG)	10% of the total estimated contract value
7	Contract Period	Two (2) Years from date of award, extendable by one (1) year

CRITICAL DATE SHEET

Publish Date & Time	14.08.2026
Bid Start Date	14.08.2026
Pre Bid Date	18.08.2026 at 1100 Hrs
Bid Submission End Date & Time	28.08.2026 at 1500 Hrs
Bid Opening Date & Time	28.08.2026 at 1530 Hrs

Instructions:

1. Bids shall be submitted online only at the DBT E-Wizard Portal website: <https://dbt.ewizard.in>.
2. The Bidder shall download the Tender Enquiry Document directly from the website <https://dbt.ewizard.in> and shall not tamper/modify it including

downloaded Price Bid template in any manner. In case if the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected.

3. The complete bidding process is online. Bidders should be possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.

4. Bidders are advised to follow the instructions provided in the “Instructions for Online Bid Submission” in Para No. 11 of GIB of Tender Enquiry Document.

5. Bidders are advised to visit this website regularly to keep themselves updated, for any changes / modifications in the Tender Enquiry Document.

6. Intending bidder are advised to visit the DBT E-Wizard Portal website <https://dbt.ewizard.in> regularly till closing date of submission of bid, for any corrigendum.

7. The documents to be submitted in their bid may be scanned with 100 dpi with black and white option which helps in fast uploading.

8. The EMD declaration shall be uploaded on eWizard, failing which the bid shall be summarily rejected.

9. The bidders are advised to mention Item No. on each document while uploading CDSCO Certificate/License, Quality Certificate i.e. ISO//CE/ISI/USFDA/ IP/BP/USP, Test Report for Drug Items, Import License for Drug Items, Manufacturing License for Drug Items of Original Manufacturer.

SECTION II: MANDATORY TECHNICAL ELIGIBILITY

Bidders must answer **YES/NO** and provide exact supporting documents on the e-Procurement portal.

Name of the Bidding Firm: _____

#	Eligibility Criterion	Minimum Requirement	Bidder Compliance (Yes/No)	Proof / Document Attached
1	Legal Status	Registered Company/LLP/Partnership under Indian Laws active for ≥ 3 years.		Certificate of Incorporation / Partnership Deed.
2	Statutory Registration	Active PAN, GSTIN, EPFO, and ESIC registrations.		Copies of GSTIN, PAN, PF & ESI Registration Certificates.
3	Annual Financial Turnover	Average Annual Turnover of ₹25 Lakhs over the last 3 financial years (FY 23-24, 24-25, 25-26) with positive net worth.		CA-Certified Balance Sheets & Profit/Loss statements with UDIN.
4	Past Experience	Completed at least 05 verification assignments for Govt Depts / PSUs / Scheduled Commercial Banks/Public Limited Companies in the last 5 years.		Work Orders / LoA AND Work Completion Certificates from the client.
5	Data Security Certification	Must hold active information security certifications.		ISO/IEC 27001:2022 or SOC 2 Type II valid Certificate copy.
6	Non-Blacklisting Declaration	The bidder must not be debarred/blacklisted by any Central/State Govt or PSU.		Notarized Affidavit on ₹100 Non-Judicial Stamp Paper (as per Annexure A).

SECTION III: DETAILED TECHNICAL EVALUATION SCORECARD

*Bids failing to secure a minimum of **70 marks** out of 100 in this phase will be rejected, and their financial bids will not be opened.*

Evaluation Metric Matrix (Max Points: 100)

1. Past Experience & Volume Capacity (Max 40 Marks)

- **Number of BGV Reports Processed for Govt/PSU/Banks over last 3 years:**
 - $\geq 50,000$ checks: **20 Marks**
 - 25,000 to 49,999 checks: **15 Marks**
 - 10,000 to 24,999 checks: **10 Marks**
- **Active Corporate/Govt Clients currently under contract:**
 - 5 and more clients: **20 Marks**
 - Less than 5 clients: **10 Marks**

2. Operational Footprint & Infrastructure (Max 20 Marks)

- **Direct Physical Verification Network Presence:**
 - Pan-India physical presence (Own offices in ≥ 4 Zones): **20 Marks**
 - Regional presence (Own offices in 2-3 Zones): **10 Marks**

3. Technology & Automation Capabilities (Max 25 Marks)

- Proprietary online BGV workflow portal with automated triggers and live APIs: **10 Marks**
- Digital candidate onboarding workflow with OCR validation capabilities: **5 Marks**
- Automated dashboard access provided for Institute HR administrators with encrypted report retrieval: **10 Marks**

4. Technical Presentation & Methodology (Max 15 Marks)

- Evaluation by the Tender Committee on Turnaround Time (TAT) optimization, disaster recovery protocols, and workflow mapping: **15 Marks**
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SECTION IV: PRICE BID FORMAT (FINANCIAL BOQ)

(To be uploaded strictly as a separate .xls document via the portal. Item rates must exclude GST).

Tender Inviting Authority: [Institute Name]

Name of Work: Provisioning of Background Verification Services

Sl. No.	Type of Verification Check / Vector	Unit Basis	Estimated 2-Year Volume	Unit Rate (INR) (Excl. GST)	Total Amount (INR) (Excl. GST)
1	Highest Educational Degree Check (Direct from Board/University Council)	Per Degree	1,000		
2	Previous Employment History Check (Last two employers)	Per Candidate	1,000		
3	Address Verification (Physical site-visit with geo-tagged images)	Per Address	1,000		
4	Criminal Registry & Court Check (e-Courts, Police Stations, CBI registries)	Per Candidate	1,000		
5	Global Database Check (Sanctions, PEP lists, regulatory enforcement)	Per Candidate	500		
6	Comprehensive Combo Package (Items 1 + 2 + 3 + 4 combined)	Per Candidate	1,000		

Note: Financial Evaluation shall be made after adding rate of each item and weightage shall be awarded based on total of all the items. However, the rate shall be finalized considering lowest rate amongst all the bidders.

SECTION V: SERVICE LEVEL AGREEMENTS (SLA) & PENALTY CLAUSES

1. Mandatory Turnaround Time (TAT) Framework

- **Standard Verification Cases:** Comprehensive report delivery within **15 working days** from the date of profile transmission.
- **Disputed/University Verification Cases:** Maximum window of **30 working days** (subject to university delay proofs).

2. Liquidated Damages (LD) and Penalties

- **Delay in Submission:** For any report delayed past the stipulated TAT, a penalty of **0.5% of the unit cost of that verification per day of delay** will be deducted from the monthly invoice, capped at 20% per report.
 - **Accuracy Error / False Positive:** In the event of a wrong verification report due to gross negligence (e.g., verifying a fake degree as genuine), a penalty of **₹50,000 per erroneous report** will be levied, alongside immediate suspension of allocation.
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SECTION VI: ANNEXURE

Annexure A: Proforma for Non-Blacklisting Affidavit

(To be executed on Non-Judicial Stamp Paper of ₹100 and attested by a Notary Public)

To,

The Controller of Administration,

[Institute Name & Address]

I/We, M/s _____, hereby declare and solemnly affirm that our firm/company has never been blacklisted, debarred, or banned by any Central/State Government Department, PSU, or Scheduled Bank from participating in any procurement process due to corrupt, fraudulent, or non-performing practices as on the date of this bid submission.

Signature of Authorised Signatory: _____

Name & Designation: _____

Seal of the Company: _____

Annexure B: Technical Compliance Matrix

Bidders must confirm adherence to technical conditions:

We hereby confirm compliance with all technical requirements of the RFP without deviations:

- Data is hosted within local Indian cloud servers (MeitY empanelled datacenter) with zero international replication.
 - API integration capability is provided to stream verification results into the Institute's internal Human Resource Management System (HRMS).
 - Individual Non-Disclosure Agreements (NDAs) are executed for all field investigators handling candidate verification data.
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This industry-standard **Non-Disclosure Agreement (NDA) clause framework** is designed for public sector tenders and enterprise procurement. It enforces legal compliance with data privacy regulations (such as India's Digital Personal Data Protection Act, 2023) and eliminates data leaks during background screening.

NON-DISCLOSURE AGREEMENT (NDA) CLAUSE FRAMEWORK

1. Definition of Confidential Information

For the purpose of this Agreement, "**Confidential Information**" shall mean all non-public, sensitive, or proprietary information disclosed by the **Disclosing Party** (The Organization/Institute) to the **Receiving Party** (The Verification Agency), whether orally, visually, digitally, or in writing. This includes, but is not limited to:

- **Candidate PII:** Full names, dates of birth, biometric data, Aadhaar numbers, PAN details, passports, and fingerprints.
- **Professional Credentials:** Employment history, salary packages, appraisals, reference feedback, and academic transcripts.
- **System Data:** HRMS login credentials, API tokens, database schemas, and proprietary screening workflows.

2. Permitted Use and Restrictions

The Receiving Party shall strictly adhere to the following data handling protocols:

- **Purpose Limitation:** The Agency shall use the Confidential Information solely for executing the verification checks defined in the Scope of Work.
- **Zero Commercialization:** The Agency shall not sell, monetize, aggregate, profile, or use candidate data for any secondary commercial purposes.
- **Local Data Residency:** All received data, database backups, and processed reports must reside exclusively on servers physically located within India (MeitY-empanelled data centers). International replication or cloud-routing is strictly prohibited.

3. Personnel Access and Downstream NDAs

- **Need-to-Know Access:** Access to candidate data must be restricted to employees and field investigators directly involved in processing that specific file.
- **Sub-Contractor Restrictions:** The Agency shall not sub-contract field verification tasks to third-party vendors without explicit prior written approval from the Institute.
- **Employee NDAs:** The Agency must execute legally binding, individual confidentiality agreements with 100% of its workforce, including freelance field investigators, before granting them access to any data.

4. Technical Safeguards and Security Standards

The Agency must maintain robust technical and organizational barriers against data breaches:

- **Encryption Standards:** All Confidential Information must be encrypted using **AES-256 bit** encryption at rest, and **TLS 1.3** or higher protocol while in transit.

- **Security Certifications:** The Agency must maintain valid **ISO/IEC 27001:2022** and **SOC 2 Type II** certifications throughout the contract lifecycle.
- **Vulnerability Management:** The Agency must share an annual Cert-In empanelled third-party Vulnerability Assessment and Penetration Testing (VAPT) report for its verification portal.

5. Breach Notification and Incident Response

- **Immediate Reporting:** In the event of a suspected or confirmed data leak, unauthorized access, or security incident, the Agency must notify the Institute's Chief Information Security Officer (CISO) in writing within **six (6) hours** of discovery.
- **Mitigation Costs:** The Agency shall bear all financial costs related to forensic investigation, regulatory fines, and notifying affected candidates resulting from a breach on the Agency's network.

6. Data Retention, Return, and Destruction

- **Strict Purge Window:** The Agency shall securely delete and purge all copies of candidate PII, documents, and reports from its servers, active storage, and backup drives within **thirty (30) calendar days** of final report submission.
- **Certificate of Destruction:** Upon purging, the Agency's authorized signatory and IT Head must issue a formal **Certificate of Data Destruction** (as formatted below) to the Institute.

CERTIFICATE OF DATA DESTRUCTION

We, M/s [Verification Agency Name], hereby certify that all candidate databases, supporting documents, and verification reports provided under Tender Ref No: _____ have been permanently and irreversibly purged from our servers, cloud storage, and physical assets on this day of [Date]. Data destruction was executed using industry-recognized sanitization methods (e.g., NIST SP 800-88 Rev 1).

Authorized Signatory Name: _____ Designation: _____

IT & Security Head Name: _____ Signature: _____

7. Indemnification and Legal Remedies

- **Unlimited Liability:** Notwithstanding any liability caps mentioned elsewhere in the main contract, breaches of confidentiality or data privacy shall be subject to **unlimited financial liability**.
- **Indemnity:** The Agency agrees to indemnify, defend, and hold harmless the Institute against all regulatory penalties, lawsuits, legal fees, or third-party damages arising directly from a data leak caused by the Agency's negligence.
- **Injunctive Relief:** The Agency acknowledges that a data leak will cause irreparable harm to the Institute's reputation, entitling the Institute to seek an immediate court injunction to halt operations, in addition to claiming monetary damages.