OFFICE OF THE DIRECTOR,
DIRECTORATE OF FORENSICS SERVICES,
HIMACHAL PRADESH, SHIMLA HILLS, JUNGA, INDIA, 171218
Tel/Fax: 0177-2752521/27, email: sfsl-hp@nic.in

No. DFS (CCPWC)/2022- 2243 Dated: 25/04/2022

Director, Directorate of Forensics Services, Himachal Pradesh invites tenders in closed/sealed covers with wax/cello tape/ company seal under two bid systems from the reputed Company/Firm/Agency for outsourcing of **Two Junior Cyber Forensic Consultants** for the financial year 2022-2023 for the Project: Cyber Crime Prevention against Women and Children (CCPWC), MHA, Govt. of India

Sr.No.	Post	Nos.	EMD (In Rs.)
1.	Junior Cyber Forensic Consultants	02 No.	50,000/-

Tender Document with complete terms & conditions, educational qualifications & experience etc. can be downloaded from DFS website http://www.himachal.gov.in/home/forensics and be deposited with tender fee along with the bid. Alternatively, the same can be obtained from this office against a request letter along with the non refundable & non-transferable tender fee of Rs. 500/- by Demand Draft in favour of Director, Directorate of Forensics Services, Shimla Hills, Junga. Last date of receipt of complete tender(s) is **May 10, 2022** upto 11:30 am (IST). The date of opening of technical bid(s) is **May 10, 2022** at 12.30 pm (IST) onwards in the presence of tenderers' who wish to be present.

(Director)

SCHEDULE-A

WHILE FILLING UP OF THIS SCHEDULE THE TENDERERS ARE REQUESTED TO GO THROUGH THE COLUMNS OF THE TENDER FORM CONDITIONS DETAILED THEREIN AND THE TERMS AND CONDITIONS OF THE NIT.

Tender Notice No. DFS (CCPWC)/2022 - 2243 Dated: 25/04/2022

Date and time of receipt of technical/financial. Bids. **10.05.2022 upto 11.30 A.M.**

Date and Time of opening of technical bids. **10.05.2022 at 12.30 P.M.** (In the Office of the Director, Directorate of Forensics Services, HP, Junga.

Earnest Money. As under:-

Sr.No.	Post	Nos.	EMD (In Rs.)
1.	Junior Cyber Forensic Consultants	02 No.	50,000/-

Sr. No.	Name of Post	Educational Qualifications & Experience.
1.	Junior Cyber Forensic Consultants	Page 20-21

HOME DEPARTMENT

DIRECTORATE OF FORENSICS SERVICES, HIMACHAL PRADESH, SHIMLA HILLS, JUNGA.

TENDER DOCUMENT FOR OUTSOURCING OF JUNIOR CYBER FORENSIC CONSULTANT

(TERMS & CONDITIONS INCLUDING INSTRUCTION TO BIDDERS AND CONDITIONS OF CONTRACT)

GENERAL: Quotations in closed cover under two bid systems are invited on behalf of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga, from the reputed Company/Firm/Agency. **The offer/quotation must be strictly as per required specifications and the tender terms & conditions.**
ELIGIBILITY CRETERIA: ***The Bidders should comply fully with the Technical Specifications in the tender document.***

In order to address the increasing challenges faced by the Law Enforcement Agencies (LEA) in handling the growing spate of cyber crimes in the country, the Government of India Ministry of Home Affairs under Police Modernization Division - has sanctioned the establishment of **Centre for Cybercrime Forensic Laboratory cum training Centre under CCPWC (Cyber Crime Prevention for Women and Children) Scheme** devoted to offer Digital Forensic support and also to act as a Research and Training Centre on Digital Forensics for women Police officers, Police officers and judicial officers.

The Ministry of Home Affairs, CIS Division, New Delhi has released grant-in-aid to Himachal Pradesh under the project Cyber Crime Prevention for Women and Children (CCPWC) for the purpose of outsourcing manpower for the financial year 2022-23 for hiring Cyber Forensic Consultant.

The centres are located in the Forensics headquarters, Shimla Hills, Junga & at Regional forensic Science Laboratory, Northern range, Dharamshala and are providing technical support and training for the police forces.

Directorate of Forensics Services, Himachal Pradesh, seeks to hire Two Junior Cyber Forensic Consultants for the financial year 2022-2023.

The period of Cyber Forensic Consultant will be for outsourced period upto 31st March, 2023 which can be extended further on the same terms and conditions or as per the MHA Guidelines with the mutual consent of both the parties for working in the CCPWC Forensics Labs.

The contracted examiner will work full-time in the lab under the supervision of the Director, Directorate of Forensics Services, Himachal Pradesh.

In view of this, tenders are invited from interested Company/Firm/Agency for Two posts of Junior Cyber Forensic consultants for a period upto 31st March, 2023 on outsourcing basis which can be extended on mutual term and conditions as per tender document.

Instructions to Bidders

1.1 Bids are invited, for and on behalf of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga from established, reputed and experienced companies/firms/agencies for Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga as per the enclosed Technical Specifications. **(Annexure-A).**

1.2 Bidders are requested to study the tender document and terms & conditions carefully. Submission of tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.

1.3 The scope of work shall include providing of Junior Cyber Forensic Consultants on outsource basis.

1.4 The bidders will not form a part of the cartel and put in supporting quotations for some other company. This will debar the company for participating in other tenders floated or to be floated in by the hirer. The authorities can compare the prices of other Bidders L2, L3 etc. also with the prices quoted in other tenders for same products and in case of discrepancy suitable action will be initiated.

1.5 No Gratification Clause: The bidders will give an undertaking that they will not try to gratify any person or use any other unfair means involved in the hiring of outsource services. This will also debar the company for participating in other tenders floated or to be floated in by the hirer and suitable action will be initiated against such defaulters.

1.6 Non Blacklisting Certificate: All the bidders will give an undertaking on non judicial Stamp paper duly attested / self attested that neither they nor their principals or the manufacturers have been blacklisted by any State/Central Government Departments/other organizations.

1.7 The bidders shall also be required to submit the copies of PAN and income tax returns for the last three year along with the copy of TIN/ copy of registration of their firms with appropriate authority.

1.8 All the correspondences shall be addressed to the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

1.9 The Bid Documents are not transferable and the cost of the documents is notrefundable under any circumstances.

1.10 Information regarding providing of skilled manpower/cyber consultants in Government & Premier institutions in India may be forwarded with all the details for verification.

1.11 Bidder must have EPF and ESI registration with competent authority.

2. Bid Security/Earnest Money

Bid Security/EMD amount should be enclosed along with the Technical Bid for an amount mentioned in Schedule-A in the shape of FDR/D.D. duly pledged in the name of "Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga", failing which the tenders will be out rightly rejected. Bid Security/EMD, if already deposited against other tenders, shall not be adjusted against this tender.

The "Bid Security/Earnest Money", in case of successful Bidders, shall be retained by the Hirer, up-to a maximum period of One year from the date of opening of the Bids or till the finalization of the tender, whichever is later. The Bid security shall be refunded to the unsuccessful tenderers on their written request. No interest will be payable by the Hirer on the Bid Security/EMD.

The Bid Security/Earnest Money shall be forfeited;

a) If a Bidder withdraws his bid during the period of bid validity specified by the Bidder in the Bid; or

b) In the case of the finally selected Bidder, if the Bidder fails;

   i) to sign the Contract in accordance with Clause 13; or

   ii) if, at any stage, any of the information/declaration is found false.

Bid security/Earnest Money in respect of the finally selected Bidder(s) will be discharged upon the Bidder(s) executing the Contract, and furnishing the Performance Guarantee, pursuant to Clause-5.8.

3. Bidder's Qualification

The "Bidder" as used in the tender document shall mean one who has signed the Bid Form.

a) Bidder must be a firm/agency/company that should be registered with appropriate authorities and attested copy of registration may be attached

b) Bidder must have GST registration certificate issued by competent authority.
c) Bidder must have EPF and ESI registration with competent authority.
d) Bidder must have PAN/ TAN/ GIR Card
e) Bidder should have at least one year (in part or full) in central Govt./ State Govt. /PSU/ Nationalized BANKS/Corporate in OUTSOURCING.
f) Bidder should have previous year income tax return certificate
g) "No near relative" of the bidder firm / company be working/ employed in Directorate of Forensics Services.

4. Procurement and Submission of Tender Document

The non-transferable Tender Document will be sold at counter on payment of tender fee of Rs. 500/- (Rupees Five Hundred only non refundable) through cash or MO/TMO or demand draft payable at Shimla drawn in favour of the "Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

The non-transferable tender document can be obtained from the Office of Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga any working day 10.00 AM to 05.00 PM or can be download from DFS website **http://www.himachal.gov.in/home/forensics**.

The sealed bids will be accepted upto 10.05.2022 till 11.30 a.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga

The Technical Bids will be opened on 10.05.2022 at 12.30 p.m. in the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga. The bidders or their authorized representatives may present, if they so desire.

After evaluation of the Technical Bids and the interview of potential candidates, the short listed bidders will be intimated accordingly.

The Financial bids of the short listed bidders will be opened in the Office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga in the presence of prospective bidders/their authorized representatives, if any. (The date of opening of financial bids will be communicated to the technically successful bidders separately).

Note: - The forwarding letter as at **Annexure B** and other relevant documents as per check list duly signed should invariably be returned alongwith the quotation furnished, failing which the tender shall be rejected.

5. Bid Requirements

The Directorate invites two part Bids from eligible suppliers/bidders. The two part bid shall consist of Part-I Technical Bid and Part-II Financial Bid. Technical and Financial Bids for Junior Cyber Forensic Consultants at Annexure-A should be submitted in two separate sealed envelopes super scribed "Technical Bid" and "Financial Bid" respectively. The technical bid would be opened first. The Financial bid would be opened only in the case of those bidders who qualify and meet requisite parameters for technical evaluation.
Further the

a) Technical Bid shall comprise the following and to be submitted alongwith following documents-

i) Forwarding letter (Annexure-B)

iii) Bidders particulars (Annexure-C)

iv) Bid Form (Annexure -E)

v) Earnest Money Deposit

vii) Bidder's profile (Annexure-F)

viii) Any other certificates/undertaking as per check list

b) Financial Bid in one cover. **(Annexure-D).**

Bidders are required to submit all relevant documents as per check list.

Both the Technical Bid cover and Financial Bid cover prepared as above are to be kept in a single sealed cover super-scribed with Tender Number.

The cover thus prepared should also indicate clearly the name and address of the Bidder.

Each copy of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.

The sealed cover as mentioned at Clause 5.3 above shall be deposited with the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga Distt. Shimla-171218.

The finally selected Bidder(s) will be required to furnish Security amount for Contract Performance equal to 10% of the Contract Price, on award of Contract as per the prescribed Performa, in the shape of Bank Guarantee from any scheduled Indian Bank or FDR duly pledged in favour of the Director,

Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga which shall be valid till warranty period. Failure to furnish security for the performance of contract, in time, would also entail forfeiture of EMD.

Bids not accompanied by EMD and Bids from representatives without letter of Authority from the manufacturers will be summarily rejected.

Telex/Fax bids, bids received through e-mail and incomplete bids will be summarily rejected.

Bidders should enclose, alongwith the Technical Bid of their offers, the full details including proposed qualifications and experiences. All documentation is required to be in English.

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the bid.

All pages of the Bid being submitted must be signed

All information in the offer must be in English. Information in any other language must be accompanied by its authenticated translation in English. Failure to comply with this may render the offer liable to be rejected. In the event of any discrepancy between the offer in a language other than English and its English translation, the English translation will prevail.

The bidder must submit the list of outsourced cyber consultants of similar nature and also submit the copy of latest supply order alongwith satisfactory performance report.

6. Period of Validity of Bids

Bids shall remain valid for at least one year from the date of bid opening (price bid) prescribed by the Hirer unless otherwise prescribed in other terms and conditions of this tender document. The Hirer may reject a bid valid for a shorter period. However, the period of bid can be extended for further period on same term and conditions.

7. Hirer's Right to accept any Bid and to reject any or all bids

The Hirer reserves the right to accept any bid and to annul the tender process and reject all bids at any time, without assigning any reason, prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Hirer's action.

8. Opening of Bids by Hirer

The bids will be opened in the presence of Bidders/representatives who choose to attend on the scheduled date and time as mentioned. The Bidders/ representatives who are present shall sign a register evidencing their attendance. The Bidder's representatives shall furnish letter of authority from their principal to attend the bid opening. Financial bids of only those Bidders, whose bids are found technically suitable/qualified (after the presentation, interview etc., if any) will be opened. The decision of the sub-committee on technical suitability shall be final and shall not be open for discussion.

The bidders who do not qualify the technical evaluation shall be informed separately and their EMD and unopened financial bid shall be returned after award of the contract.

9. Scrutiny of Bids

The Directorate will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The institute may waive any minor infirmity, nonconformity or irregularity in a bid that does not constitute a material deviation and that does not prejudice or affect the relative ranking of any Bidder as a result of the technical and financial evaluation.

Prior to the detailed evaluation, the institute will determine whether each Bid is acceptable qualitatively, is generally complete and is substantially responsive to the Bid Documents. For the purposes of this determination, a substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bid Documents without material deviations, objections, conditional ties or reservations. A material deviation, objection, conditionality or reservation is one (i) that affects in any substantial way the scope, quality of performance of the Contract; (ii) that limits in any substantial way and /or is inconsistent with the Bid Documents or the college's rights or the successful Bidder's obligations under the Contract; or (iii) whose rectification would unfairly affect the competitive position of other Bidder's who are presenting substantially responsive Bids.

Arithmetical errors, if any, will be rectified on the following basis: If there is a discrepancy between the unit price and the total unit price as declared in the Price Schedule the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the supplier does not accept the correction of the errors, its bid will be rejected.

10. Price Bid

The prices may be quoted in **INR** only. The bidders are required to quote the following prices:

a) Service charges on monthly basis including all taxes& charges (in percentage).

The bidder shall indicate the prices on prescribed PRICE BID PROFORMA at **Annexure-D** of the tender document. The Proforma should be duly signed & sealed by their authorized signatory/ies. Financial Bids not given in Proforma will be rejected out rightly.

The prices of consultancy charges quoted by the Bidder and accepted by Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga shall hold good till the completion of the project and no additional claims will be admissible on account of any price variation or fluctuation in market rates.

Payments made consequent to any notified change in GST and other statutory levies (both increase and decrease) shall be to the Hirer's account. For such claims of variation, the Bidder shall produce the Government notification as documentary evidence. Price variation due to any other cause shall be on Bidder's account.

GST, any other levy/surcharge in any shape or by whatever nomenclature may be included in the quoted amount unless it is specially mentioned separately.

11. Hirer's Right to Vary Quantities at the time of Award

The Hirer reserves the right to vary the quantities and/or services.

12. Negotiation/Award of Contract

Prior to the expiry of the period of bid validity, the Hirer will notify the finally selected Bidder(s) in writing by registered letter or by cable or telex or fax, to be confirmed in writing by registered letter or by Hand in person, that its bid has been accepted. If need for extension of the bid validity period arises, it should be extended by mutual agreement. Before the award of contract, the Directorate may hold negotiations with the bidder, whose bid has been determined to be substantially responsive to the bid documents and whose offers are lowest one. The aim is to reach agreement on all points and sign a contract.

13. Signing of Contract

At the same time as the Hirer notifies the finally selected Bidder(s) that its bid has been accepted, the finally selected Bidder(s) shall collect the supply order,

agreement/ Contract proforma from the office of the Director, Directorate of Forensics Services, Himachal Pradesh, Shimla Hills, Junga.

Without prejudice to any legal remedy, failure of the finally selected Bidder(s) to comply with the requirement of Clause 2.3 (a) or Clause 2.3 (b) shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the Hirer may make the award to the next lowest evaluated Bidder or call for fresh bids.

14. Payment:

Payment in respect of consultancy charges will be released as under:-

- 100% after the satisfactory completion of each one month in the Lab/department and receiving of certificate to that effect from the concerned division/Lab on first week of the month.

15. Other Terms and Conditions of Tendering Firms

Printed terms and conditions to the Bidder will not be considered as forming part of their Bids. In case terms and conditions of the contract applicable to this invitation of tender are not acceptable to any Bidder, he should clearly specify deviation in his Bid.

16. Arbitration

Disputes, if any, shall be subjected to the sole arbitration of ACS/Principal Secretary/Secretary (Home) to the Government of Himachal Pradesh, whose decision shall be final and binding on the parties.

17. Jurisdiction

The courts at Shimla will have the jurisdiction for trial of any matter, dispute or reference between the parties arising out of the contract. It is specifically provided that no court outside and other than Courts at Shimla shall have jurisdiction in the matter.

18. Force Majeure

Any failure of omission or commission to carry out the provisions of the contract by the supplier shall not give rise to any claim by either of the party to contract, if such failure of omission or commission arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake, hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, lockouts and strikes, riots, embargo or from any political or other reasons beyond the supplier's own control including war (Whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within

two weeks from the date of occurrence of such an event which could be attributed to Force Majuere conditions.

19. Termination for default

The hirer may without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the contract in whole or in part.

i) If the supplier fails to provide the consultant within the time period(s) specified in the contract, OR

ii) If the supplier fails to perform any other obligation(s) under the contract.

20. Termination for Insolvency

The hirer may at any time terminate the contract by giving written notice to the supplier, without compensation to the suppliers, if the supplier becomes bankrupts or otherwise insolvent (which shall be a breach of the contract on the part of the supplier), provided such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the hirer.

21. Termination for Convenience

The hirer may by written notice sent to the supplier terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Hirer's convenience.

22. Up time guarantee:

The firm should provide uptime guarantee of 95%.

NOTE :- BIDDER must go through these terms and conditions very carefully and put his signature alongwith stamp in token of acceptance of these terms and conditions. It shall also be noted that any further change in the tender documents shall be intimated/published only through website of this institute.

Director,
Directorate of Forensics Services,
Himachal Pradesh, Shimla Hills, Junga

CHECK List duly filled in to be attached with the Technical Bid

S.N.	Particulars	
1.	Undertaking for No gratification as per clause 1.5	Yes/No
2.	Non-blacklisting certificate as per Clause 1.6	Yes/No
3.	Whether a list of institution/organizations where your firm has supplied skilled manpower/cyber consultants recently, is attached alongwith satisfactory performance certificate from those institution/ organizations.	Yes/No
4.	Whether the prices has been quoted on the prescribed proforma.	Yes/No
5.	Whether all the undertakings as required in the tender document are enclosed	Yes/No
6.	Whether EMD as asked has been attached.	Yes/No
7.	Whether Tender Document duly signed by the authorized signatory attached.	Yes/No
8.	PAN and copies of Income Tax Returns for the last three years.	Yes/No
9.	Copies of TIN issued/certificate of registration.	Yes/No
8.	Any other certificate/undertaking as prescribed in the tender	Yes/No

Authorized Signatory:

Name of the firm/bidder:

PRICE BID PROFORMA

ANNEXURE-D

Sr. No.	Service Charge	Price Quoted
1.	Service charges per person per Month basis (in Percentage)	

Authorized Signatory:

Name of the firm/bidder:

To be enclosed with Technical Bid

ANNEXURE-C

BIDDER PARTICULARS

Bidder Serial Number Allotted on Tender Document: _____

1. Name of the Bidder :

2. Address of the Bidder :

3. Name of the Manufacturer (s) :

4. Address(es) of the Manufacturer :

5. Name and address of the person :

To whom all references shall be Made regarding this tender inquiry.

Telephone :

Telex :

Fax :

e-mail address :

Witness :

Signature	Signature
Name	Name
Address	Designation
	Company
Date	Date
	Company Seal

To be enclosed with Technical Bid

ANNEXURE-E

BID FORM

Dated:

To,

Sir,

Having examined the Bidding Documents of Tender No._____ undersigned offer to supply_____and we undertake, if our bid is accepted, to complete provide the consultant specified in the contract within_____weeks calculated from the date of receipt of your Notification of Award and to complete all the formalities

Signature and Seal

(In the capacity of)
Only Authorized to sign bid for and on behalf of.....……

To be enclosed with Technical Bid

ANNEXURE-F

BIDDER PARTICULARS

FORMAT FOR FURNISHING INFORMATION BY THE BIDDER FOR THE SUPPLY OF TENDERED ITEMS ETC. TENDER TO BE OPENED ON 17.09.2018 AT 02.00 PM IN THE DIRECTORATE OF FORENSICS SERVICES, HIMACHAL PRADESH, SHIMLA HILLS, JUNGA, DISTT. SHIMLA.		
PART-1		
GENERAL		
1.	Name of the Bidder	
	Postal address	
	Country	
	State	
	City	
	Pin Code	
a	Telephone No. with STD Code	
b	Mobile No.	
c	E-mail Id(Primary)	
d	Alternative Email Id	
e	Fax No. with STD Code	
f	Website	
g	GST NO.	
h	PAN	
i	TIN No.	
j	License No.	
k	Supplier Status	
l	Turnover Last Financial Year (in Lakhs)	
m	Type of Supplier (i) Manufacturer (ii) Direct Importer	
n	Account No. for e-banking	
o	Name of the bank in which on-line Bank Account is operating	
p	Bank Address	
q	IFSC Code No	
r	MICR No.	
2.	**Particulars of the Branch Office or Depot or Dump or C & F Agent or Authorized distributor of the tenderer who will raise the bill(s) and where supply orders are to be sent and Correspondence to be undertaken with regard to supplies (Please tick (□) mark the agency and give name & full postal address hereunder:-**	

1.	Name of the Agency(Branch office/Depot/Dump/C&F Agent/Authorized Distributor	
	Postal address	
	Country	
	State	
	City	
	Pin Code	
a	Telephone No. with STD Code	
b	Mobile No.	
c	E-mail Id(Primary)	
d	Alternative Email Id	
e	Fax No. with STD Code	
f	Website	
g	GST NO.	
h	PAN	
i	TIN No.	
j	License No.	
k	Account No. for e-banking	
l	Name of the bank in which on-line Bank Account is operating	
m	Bank Address	
n	IFSC Code No	
o	MICR No.	
3a	Cost Of tender Document	**a.** Amount INR
		b. In figure Rs
		c. FDR No. _____dated _____
		d. Name of issuing bank _____
3b	Earnest Money deposit	**a.** Station _____
		b. In figure Rs
		c. FDR No. _____dated _____
		d Name of issuing bank_____
		e. Station _____
PART-II		

Declaration
I/We _____ Prop./Partner/Director etc. (Please specify) of M/S _____ hereby declare that the information given in this Form is true to the best of my knowledge &belief.

Signature of the Principal Officer of the Company/firm with seal/stamp

Name:

Designation:

Aadhar No.

Annexure –A

Qualification/positition/Job profile/terms of employment are given below.

Sr. No.	Post and No.	Age Limit	Minimum Educational qualification and job description
1	Two Junior Cyber Forensic Consultants	**18-45 Years**	**Essential:** 1. 2nd class Master degree in Forensic Science with specialization in Cyber Forensics/ BE or B.Tech. in Computer Science/ Information Technology/ MCA/MSc. in Computer Science from a recognized University. 2. Two years work experience with Government/Corporate in the area of cyber forensics/ Digital investigations. The two years experience is relaxable for outstanding candidates. 3. The preference will be given to the candidates who have already worked in
			Desirable: Applicants should have a strong knowledge of computer systems. Applicants should have experience in digital forensics or similar experience in the Information Technology / Digital Forensics field. Preference will be given to familiarity with Encase and FTK software applications (Certifications a plus), as well as other software tools used to recover evidence from digital media. Applicants must have strong organizational, writing, and communication skills. Applicants may be required to work on sensitive and confidential materials, including cases involving the sexual exploitation of women & children. Should have work experience in reputed organisation involved in IT/Cyber forensic lab experience. Working with/or a police organisations especially in domain of crimes, criminals, intelligence, will be added advantage. Due weightage will be given to

			domain knowledge of criminal Justice system, police organization, cyber forensic lab experience etc.
			The outsourced Cyber forensic consultant will work full-time in the lab under the supervision of the Director Forensics and will be responsible for the following. 1. The identification, preservation and analysis of digital evidence 2. Acquire electronic data from computer systems, mobile devices, and servers in a forensically sound manner 3. Analyze and interpret digital evidence such as e-mail, accounting data, various database extracts, and other information stored on electronic devices to develop information necessary to meet the objectives of the engagement. 4. Examine digital evidence in support of criminal investigations 5. Assist with the imaging of hard drives and all related media. 6. Assist with the archiving of evidence for long term storage. 7. Assist with the preparation of reports related to examinations. 8. Research technical information as well as writing and editing technical documentation and reports. 9. Accept and return computer evidence for submitting agencies 10. Ensure that submitting agencies requests for service and investigative needs are met in reasonable amount of time. 11. Research legal issues and case law as it relates to digital forensics.

			12. Create and deliver presentations internally and to outside groups related to the search and seizure of digital evidence and other technical topics. 13. Perform computer hardware, software, network, and Internet related research to troubleshoot and maintain computer forensics laboratory equipment and network. 14. Perform all related duties as required in the cyber field. 15. Desirable exposure to technologies and programming. 16. He should be able to analyse data and write programs/scripts to extract data/analyse logs, system logs. Should be thoroughly conversant with networking protocols and internet protocols and wireless technologies.

General Terms and condition:

1. Outsourcing for the above post will be only on outsourcing basis. The department will not be liable to convert it into regular posts.
2. Initially the appointment will be upto 31st March, 2023 and thereafter the appropriate authority/committee will consider further extension only on the basis of satisfactory performance and further extension from GOI..
3. In case of non-extension after one year, contract will be considered as terminated.
4. In case any person wants to resign, he/she can leave after giving one months's notice to the controlling officer or he/she will have to forfeit one month's remuneration. The person cannot claim any pensionary benefit.
5. Controlling officer at his discretion may terminate the contract after giving one month notice or salary in lieu without assigning any reason for termination.
6. Demonstrated understanding of evidence preservation and chain of custody rules. Proficiency with the Windows Operating System, PC hardware and networking, and network security hardware and software. Proficiency in UNIX/Linux is a plus.
7. Ability to understand and apply the laws, rules, regulations, policies and procedures governing the State Police.
8. The leave applicable to the persons posted will be as per the H.P. Govt. leave rules for the temporary staffs.
9. Attendance details of staff posted will be given to the successful bidder/ contractor by the Director Forensics on or before 2nd of every month. After considering the leave and absence of the staff, the contractor should disburse the salary to all the concerned staff and will submit the bill to the Director Forensics for their payment.
10. The Director Forensics on receiving the bill, will do the needful for payment to the contractor at the earliest.
11. During the contract period of the bidder if any of the above criteria's are not full filled, the Director Forensics reserves full power to cancel the tender.
12. After cancellation of the tender, the staff posted by the contractor will be terminated immediately by the Director Forensics.
13. In such circumstances as mentioned above the pending salary or any dues for the staff who working at respective labs shall be settled by the contractor and Director Forensics shall not have any responsibility.
14. During the contract period if the bidder wants to withdraw from his contract three months of notice should be given to the Director, Forensics Services, Himachal Pradesh or a period which is acceptable to the Director Forensics to arrange next contractor which ever is the earliest. If the contractor forfeits this clause the caution deposit collected will not be given back.
15. After awarding the tender with in two weeks of time from the date of award, bidder shall arrange the staff at two cyber training centres in Himachal Pradesh as stipulated.

Scope of Services: Applicants should have:

1. Ability to exercise discretion in handling confidential information.
2. Ability to follow oral and written instructions;
3. Ability to gather information by examining records and documents;
4. Ability to effectively communicate using oral and written expression;
5. Ability to file material in accordance with standard filing procedures;
6. Ability to establish and maintain harmonious working relationships with others.
7. Ability to manage multiple tasks and competing priorities in a fast-paced, interactive, environment.
8. Ability to conduct training, Seminar & workshop on Cyber Forensic and Security.
9. Ability to create cyber awareness among citizens.
10. Ability to prepare strategy and plan for prevention of cyber crimes.