Tender No.: NCCF/HO/IT/2026-27/ **Dated: 31.08.2026**

National Cooperative Consumers' Federation of India Limited

(NCCF of India Ltd)
NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016
Website: www.nccfindia.com | Tel.: 011-41006852

TENDER FOR APPOINTMENT OF A CERT-IN EMPANELLED AUDIT AGENCY FOR THE ANNUAL UIDAI SUB-AUA/SUB-KUA COMPLIANCE AUDIT

1. Invitation of Bids

National Cooperative Consumers' Federation of India Ltd. (NCCF) invites sealed bids from eligible, CERT-In empanelled information security audit agencies for empanelment and appointment to conduct the annual UIDAI Sub-AUA/Sub-KUA compliance audit of NCCF.

NCCF obtained its Sub-AUA/Sub-KUA authorisation/licence in the previous year (2025). In terms of applicable UIDAI requirements, the operations and systems of entities participating in the Aadhaar authentication ecosystem are required to undergo an information security/compliance audit on an annual basis. NCCF accordingly intends to appoint a competent audit agency to conduct the audit for the current financial year.

Important Dates

Particular	Date / Time
Date of publication/uploading of Tender	31.08.2026
Last date and time for submission of bids	15.09.2026 at 06:00 PM
Opening of Technical Bids	17.09.2026 at 10:30 AM
Opening of Financial Bids	17.09.2026 at 04:00 PM

Bidders shall submit the Technical Bid and Financial Bid in separate sealed envelopes, placed in one outer sealed cover superscribed “Bid for UIDAI Sub-AUA/Sub-KUA Annual Compliance Audit”, addressed to: The General Manager, NCCF of India Ltd., NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016. For clarification, bidders may contact the IT In-charge at it@nccfindia.com.

This tender document has been prepared solely to assist prospective bidders in preparing their proposals and does not constitute an offer, contract, or contractual obligation on NCCF. NCCF reserves the right to accept, reject, modify, suspend, or cancel this Tender, wholly or partly, at any stage without assigning any reason. Any amendment/corrigendum shall be published on the NCCF website, and bidders are advised to monitor it regularly. Mere submission of a bid does not entitle a bidder to selection or award. All costs incurred in preparing and submitting the bid shall be borne by the bidder.

2. About NCCF and Background of Requirement

NCCF was established on 16 October 1965 as the apex body of consumer cooperatives in the country and is registered under the Multi-State Cooperative Societies Act, 2002, as amended. NCCF operates through its Head Office and branch network across India, and is also engaged as a Central Nodal Agency in the procurement of agricultural commodities from farmers under Government schemes.

In connection with Aadhaar-enabled authentication/e-KYC requirements in its operations, NCCF has obtained Sub-AUA/Sub-KUA authorisation and is required to maintain ongoing compliance with the applicable UIDAI security and audit framework. NCCF is required to have its relevant operations and systems audited by a qualified information systems auditor on an annual basis and to maintain the audit report and compliance evidence for submission/production to UIDAI or the concerned AUA/KUA, as applicable. Accordingly, NCCF proposes to appoint a CERT-In empanelled audit agency to conduct the annual UIDAI Sub-AUA/Sub-KUA compliance audit for the current financial year.

3. Scope of Work and Deliverables

The selected agency shall independently assess NCCF's compliance with applicable UIDAI standards, regulations, circulars, security controls, technical specifications and audit checklists relevant to a Sub-AUA/Sub-KUA, and shall in particular:

- Conduct the annual information security/compliance audit of NCCF's Sub-AUA/Sub-KUA environment for the current financial year.

- Review NCCF's Aadhaar authentication/e-KYC architecture, application flow, network flow, interfaces with the AUA/KUA/ASA ecosystem, and related operational processes.
- Assess compliance with the Aadhaar Act, applicable rules and regulations, UIDAI circulars/guidelines, Aadhaar Data Security requirements, authentication/e-KYC specifications, and the latest applicable UIDAI compliance checklist for Sub-AUA/Sub-KUA entities.
- Review notice and consent mechanisms, purpose limitation, authentication request/response handling, logging, monitoring and retention practices.
- Verify that Aadhaar authentication data, biometric/OTP data and other restricted data elements are handled, transmitted, stored or deleted strictly in accordance with applicable UIDAI requirements.
- Review encryption, key management, access control, privileged access, user lifecycle management, password/MFA controls and segregation of duties.
- Review Registered Device/RD Service controls, biometric/face authentication arrangements and endpoint/device security, wherever applicable.
- Review application security, API security, secure coding controls, change management, vulnerability management, patch management and security testing records.
- Review firewall, network security, secure connectivity, server hardening, database security, endpoint protection, backup, disaster recovery and business continuity controls relevant to the Aadhaar ecosystem.
- Review security incident management, breach/escalation procedures, log monitoring, audit trails and incident reporting arrangements, and third-party/vendor controls relating to Aadhaar authentication/e-KYC services.
- Conduct interviews, document review, configuration/evidence verification and sample-based testing at NCCF Head Office and other locations/systems, as required.
- Prepare a detailed gap/non-conformity report with risk classification, UIDAI control reference, evidence reviewed, recommendation, responsibility and target closure date; verify corrective actions and conduct closure/re-validation review.
- Submit the final annual UIDAI Sub-AUA/Sub-KUA audit report, executive summary and compliance checklist duly signed by the authorised auditor, and provide clarifications/support in relation to the audit report if sought by UIDAI, the concerned AUA/KUA or any competent authority during the assignment period.

Deliverables

S. No.	Deliverable	Indicative Output
1	Inception Report	Detailed methodology, audit plan, information/evidence request list and timeline
2	UIDAI Audit	Completed audit assessment against the latest applicable Sub-AUA/Sub-KUA requirements
3	UIDAI Gap Report	Control-wise observations, risk rating, evidence, recommendations and closure plan
4	UIDAI Closure Review	Validation of corrective actions and status of observations
5	Final UIDAI Audit Report	Signed final annual audit report, executive summary and applicable compliance checklist

4. Mode of Tender and Selection Process

The bidding shall be conducted in a two-envelope process consisting of a Technical Bid and a Financial Bid, submitted simultaneously in separate sealed envelopes within one outer sealed cover.

Technical Bids shall first be opened and evaluated for eligibility, CERT-In empanelment, relevant UIDAI audit experience, team capability, and methodology. Only bidders who qualify technically shall be eligible for opening of their Financial Bid.

Financial Bids of technically qualified bidders alone shall be opened. Award of work shall be made to the technically qualified bidder quoting the lowest price (L1) for the assignment, in accordance with NCCF's approved procurement/evaluation methodology. NCCF reserves the right to negotiate with L1 or to reject all bids without assigning any reason.

5. Eligibility Criteria

Participation in this tender shall be open to CERT-In empanelled information security audit agencies fulfilling the following minimum eligibility requirements:

1. The bidder must be currently empanelled with CERT-In for information security auditing and shall submit valid proof of empanelment along with its bid.
2. The bidder should have at least 5 years of experience in cyber security/information security audit services.
3. The bidder must have demonstrable experience in UIDAI AUA/KUA/Sub-AUA/Sub-KUA/ASA information security or compliance audits, supported by work orders/completion certificates. Preference shall be given to assignments executed for Government Departments, PSUs, autonomous bodies or cooperatives.
4. The proposed audit team must comprise suitably qualified and experienced information security professionals; relevant certifications/qualifications shall be disclosed in the Technical Proposal.
5. The bidder shall submit a tabular summary of relevant assignments (client, scope, year) with documentary proof, subject to confidentiality restrictions.
6. The bidder must possess a valid GST Registration, PAN, Incorporation/Partnership Deed, and all other applicable statutory registrations.

Common Conditions

- Must not be blacklisted, debarred or suspended by any Central/State Government Department, PSU, UIDAI, CERT-In or other Government authority; an undertaking shall be submitted in the prescribed format (Annexure VI).
- Must disclose any actual or potential conflict of interest.
- Must submit a declaration under Section 206AB of the Income Tax Act, 1961, where applicable.
- Must submit all relevant and material documents in support of eligibility.
- Must comply with all statutory, security and reporting requirements prescribed in this tender.

6. Earnest Money Deposit (EMD)

Each bidder shall deposit an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) through NEFT/RTGS, valid for the bid validity period, in favour of NCCF at the following account:

- Account Name: MD NCCF
- Bank: State Bank of India (SBI)
- Account No.: 34827894847
- IFSC: SBIN0007407
- Branch: Asian Games Village Branch (07407)

EMD of unsuccessful bidders shall be refunded, without interest, within 15 working days of selection of the successful bidder. The EMD of the successful bidder shall be adjusted towards the Security Deposit. Tender without EMD shall be summarily rejected.

EMD shall be exempted only where the bidder is legally entitled to such exemption under applicable Government policy/rules and submits valid documentary proof along with the bid; NCCF reserves the right to verify such exemption.

The EMD shall be liable for forfeiture if the bidder withdraws or modifies its bid during the validity period, submits materially false information, or, after selection, fails to execute the required contract or furnish the Security Deposit without valid justification.

7. Security Deposit

The successful bidder shall furnish a Security Deposit equivalent to 2% of the total contract value within 7 working days from the issue of the Work Order/Letter of Acceptance. The EMD may be adjusted against the Security Deposit.

The Security Deposit shall be refunded only after successful completion of the audit assignment, including closure/re-validation review, and submission of the signed Final Audit Report to the satisfaction of NCCF.

The Security Deposit shall be liable to forfeiture, wholly or partly, in the event of breach of contract, failure to perform, abandonment of the assignment, serious confidentiality breach, unauthorised disclosure of NCCF information, fraud, misrepresentation, conflict of interest, wilful misconduct, repeated delay, or termination attributable to the default of the selected agency, without prejudice to NCCF's right to recover any additional loss, damage, cost or expense legally recoverable from the selected agency.

8. Timelines and Work Plan

The selected agency shall commence the assignment within 7 days from the date of issue of the Work Order, or as directed by NCCF in writing, and shall complete the annual UIDAI audit within the timeline stipulated by NCCF, keeping in view the applicable UIDAI annual compliance requirement.

Delay attributable to the selected agency may attract Liquidated Damages/penalty in accordance with Section 8A below and the tender conditions. Note: the schedule below is indicative; NCCF may revise timelines as per requirement, and the selected agency shall be bound to complete the assignment within the stipulated or mutually agreed timelines.

8A. Methodology and Work Plan

The bidder shall submit, along with its Technical Bid, a detailed methodology and work plan (Annexure II) covering the audit approach, phases, sampling methodology, locations/systems to be covered, proposed team, evidence requirements, reporting mechanism, remediation validation, and a realistic activity-wise completion timeline. The methodology shall ensure independence, confidentiality, integrity of evidence and minimal disruption to NCCF operations.

9. Review, Verification and Acceptance of Deliverables

Each deliverable shall be reviewed and accepted only after joint certification by NCCF's IT In-charge/designated official and the selected agency's authorised representative. A deliverable shall be deemed accepted only upon such written acceptance by NCCF; without such acceptance, the deliverable shall not be treated as completed for payment or timeline purposes.

If NCCF identifies deficiencies, gaps, or non-conformities in any deliverable (including the Gap Report or Final Audit Report), the selected agency shall rectify and resubmit the deliverable within 7 days of intimation, at no additional cost to NCCF. In case of any dispute regarding the adequacy of a deliverable, NCCF's designated IT/Audit committee's decision shall be final.

NCCF reserves the right to depute its officials to be present during audit interviews, evidence verification, and closure review at the selected agency's or NCCF's premises, and the selected agency shall have no objection to the same.

9A. Selection and Award of Work

Selection shall be made on the basis of the Technical Bid meeting all eligibility criteria and the Financial Bid quoting the lowest price (L1) among technically qualified bidders, as set out in Section 4. NCCF's decision on selection and allocation of the assignment shall be final and binding.

10. Payment Terms

Payments shall be released on a milestone basis, subject to acceptance of the respective deliverable in accordance with Section 9, as follows:

S. No.	Milestone	% of Contract Value
1	On acceptance of UIDAI Audit / Gap Report	20%
2	On acceptance of Closure Review	10%
3	On submission of signed Final UIDAI Audit Report and compliance checklist	70%

Payment shall be released within 30 working days of submission of proper invoice along with the accepted deliverable and supporting documents, duly sealed, stamped and signed by the authorised signatory of the selected agency.

GST Input Tax Credit must be available to NCCF in its GSTR-2B. If GST credit does not reflect due to the selected agency's fault, the corresponding payment shall be withheld until the credit is available. 10% of each milestone payment may be withheld as retention, to be released along with the final payment upon acceptance of the Final Audit Report.

11. Period of contract

The initial term of the contract shall be for a period of one (1) year from the date of award and may be extended for another year subject to satisfactory performance of the bidder/service provider.

NCCF reserves the right to extend the contract for such further period(s) as it may deem fit, on the same terms and conditions (or as mutually agreed), by seeking the prior written consent of the bidder. The bidder shall not be entitled to any extension of the contract as a matter of right.

12.Penalties, Risk & Cost, and Blacklisting

The selected agency shall adhere strictly to the terms and conditions of this tender and complete the assignment within the stipulated timelines. Non-performance shall be penalised with strict action, including financial penalty, risk & cost engagement of an alternate agency, forfeiture of Security Deposit, or blacklisting/debarring from participation in NCCF's future tenders.

If the selected agency fails to perform the Services, abandons the assignment, materially delays the Services, or fails to rectify deficiencies within the prescribed period, NCCF may, after giving notice, arrange for the whole or any part of the balance Services to be performed through another agency or by any other means, at the risk and cost of the selected agency. NCCF may recover from the selected agency the additional expenditure incurred over and above the contract price, together with other legally recoverable losses and costs, from the agency's pending payments/Security Deposit, or through legal proceedings if the recoveries exceed pending dues.

If the selected agency fails to complete the assignment within the prescribed period, the Security Deposit shall be forfeited, and the agency may be debarred/blacklisted for a minimum period of two (2) years from participating in NCCF tenders. Such debarment/blacklisting shall also be reported to CERT-In/UIDAI, as applicable.

13. Force Majeure

Neither party shall be liable for failure or delay in performance caused by an event beyond its reasonable control, including natural disasters, war, civil disturbance, epidemic, government restrictions, widespread telecommunications failure or other comparable events, provided that the affected party gives written notice within seven days of becoming aware of the event and takes reasonable steps to mitigate its effects.

Force Majeure shall not excuse payment obligations for Services already satisfactorily performed and accepted. If the Force Majeure event continues for more than 30 consecutive days, NCCF may terminate the Work Order without liability for future performance, subject to payment for accepted Services actually performed. Non-availability of resources/manpower on the part of the selected agency shall not be accepted as a Force Majeure condition.

14. Arbitration and Jurisdiction

1. If any dispute(s), controversy, difference(s) or claim(s) of any kind or nature whatsoever arises between the parties hereto out of or in connection with the construction, interpretation, effect and implication of any provision of this tender or any contract entered into pursuant to this tender and/ or the performance of any obligations whatsoever under this Tender, including the rights or liabilities of the parties, or any claim or demand of any party or any question regarding its existence, validity or termination arising out of or in connection with this Tender/contract ("Dispute"), the Parties shall use all reasonable endeavors to resolve the matter amicably. A notice notifying such dispute ("Dispute Notice") shall be issued by either Party containing the description of the claim/ dispute/ difference and the grounds for the same. Both the parties promptly, mutually and in good faith, shall endeavor and make all efforts to amicably settle the dispute within 30 days of the receipt of the Dispute Notice by the other party.

2. If the Parties fail to reach an amicable resolution of the dispute within a period of thirty (30) days from the Date of receipt of the Dispute Notice either Party to the Dispute may thereafter within 30 days, issue a notice invoking arbitration ("Arbitration Notice"), to the other party in writing. The Dispute shall be resolved by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996, or any statutory amendment/ modification thereof. The dispute shall be referred to a tribunal consisting of a sole arbitrator to be mutually appointed by both parties. The contract entered upon pursuant to this tender shall be governed by the Laws of India currently in force. The arbitration proceedings shall be held in accordance with the provisions of Arbitration and Conciliation Act, 1996 and the rules made thereunder. The arbitration proceedings shall be held in the English language, and the venue and seat of the arbitration shall be at New Delhi. Subject to the arbitration mechanism, the courts at New Delhi shall have the exclusive jurisdiction over any disputes relating to the subject matter of this tender.

3. The arbitrators shall have the power to grant any legal or equitable remedy or relief available under Law, including injunctive relief (whether interim and/or final) and specific performance and any measures ordered by the arbitrators may be specifically enforced by any court of competent jurisdiction.

4. Any award of the arbitral tribunal, as the case may be, pursuant to this arbitration clause shall be in writing and shall be final, conclusive, and binding upon the Parties, and the Parties shall be entitled (but not obliged) to enter judgment thereon in any one or more of the highest courts having jurisdiction.

5. During the course of any arbitration under this clause except for the matters under dispute, the Parties shall continue to exercise their remaining respective rights and fulfil their remaining respective obligations under this Contract entered pursuant to this tender.

6. Nothing contained in this Clause shall prevent the NCCF from seeking interim injunctive relief against the Bidders or any other parties connected and past due amounts in the courts having necessary jurisdiction over the other Party.

15. Integrity Pact

The selected bidder shall sign an Integrity Pact (Annexure IV) with NCCF to ensure fair business practices, transparency, and avoidance of collusion or corrupt practices in the bidding and execution process.

16. No Subletting / Subcontracting Clause

The selected agency shall not assign, transfer, subcontract or otherwise delegate the whole or any material part of the Services to any third party without the prior written approval of NCCF. Any attempt to do so shall result in immediate termination of the contract, forfeiture of EMD/Security Deposit, and blacklisting of the agency.

Approval of any subcontractor shall not relieve the selected agency of any responsibility or liability under the contract, and the selected agency shall remain fully responsible for all acts and omissions of its personnel, agents and approved subcontractors.

17. Confidentiality and Data Security

The selected agency shall maintain strict confidentiality of all NCCF systems, applications, infrastructure, configuration, log and audit information accessed during the assignment. No audit evidence or NCCF data shall be copied, retained, transferred or disclosed except to the extent expressly authorised in writing by NCCF and required for the assignment. The selected agency and its personnel shall execute confidentiality/non-disclosure undertakings as required by NCCF, and any suspected security incident or unauthorised disclosure shall be immediately reported to NCCF. The selected agency shall, in particular:

- Use NCCF information solely for performance of the Services and apply the principle of least privilege, ensuring access only to authorised personnel;
- Maintain access logs where technically feasible, and not use personal email accounts or personal cloud storage for NCCF data;
- Not disclose audit findings to any third party, and not publish NCCF's name, logo, audit results or project details without prior written approval;
- Not use NCCF information for training artificial intelligence or machine-learning models;
- Notify NCCF immediately, and in any event without undue delay, upon discovery of any actual or suspected security incident, and cooperate fully in investigation, containment and remediation.

18. Data Return / Deletion

Upon completion or termination of the assignment, the selected agency shall return or securely delete all NCCF data and copies thereof, except to the extent retention is legally required. Any legally retained data shall remain subject to the confidentiality obligations of the contract.

19. Cyber-Incident Liability

Any cyber-security incident, unauthorised access, loss, disclosure, alteration or compromise of NCCF information caused by or attributable to the selected agency, its personnel or subcontractors shall be immediately notified in writing to NCCF. The selected agency shall, at its own cost, cooperate in investigation, containment, forensic analysis, evidence preservation, remediation and legally required notifications.

20. Intellectual Property Rights

All reports, findings, templates, risk registers, action plans, customised policies, procedures, documentation and other deliverables specifically created for NCCF under the contract shall, upon payment for the relevant accepted deliverable, belong to NCCF, subject to the selected agency retaining ownership of its pre-existing intellectual property, generic tools, methodologies and know-how.

The selected agency grants NCCF a perpetual, royalty-free, non-exclusive right to use, reproduce, modify and internally distribute any pre-existing materials incorporated into the deliverables to the extent necessary for NCCF's operations and compliance purposes.

21. Termination

NCCF may terminate the Work Order, wholly or partly, by written notice if the selected agency fails to commence Services within the prescribed period; repeatedly delays or fails to achieve milestones; submits materially false or misleading information; commits breach of contract and fails to cure within the prescribed period; breaches confidentiality/data-security obligations; engages in fraud, corruption, collusion or unethical conduct; becomes insolvent or subject to winding-up; suffers a conflict of interest affecting independence; is blacklisted/debarred by a competent authority; or subcontracts/assigns the Services without NCCF's prior written approval.

NCCF may also terminate the Work Order for convenience, for administrative, operational, policy or other reasons, by giving 30 days' written notice, in which case NCCF shall pay only for Services satisfactorily performed and accepted up to the effective date of termination, and the selected agency shall not be entitled to loss of profit, loss of opportunity, anticipated revenue or other consequential compensation.

Upon termination, the selected agency shall immediately stop using NCCF information; return all documents, data and records; securely delete or destroy copies as directed by NCCF; hand over all work-in-progress and completed deliverables; provide reasonable transition assistance; refund any advance relating to unperformed Services; and preserve evidence and records as required by NCCF or law.

General Terms & Conditions

- The bidder shall carefully study the scope, eligibility and technical requirements of this tender. In case of any doubt regarding the meaning of any term or clause, the bidder shall seek clarification from NCCF before submitting the bid.
- No bidder who is not registered under GST shall be eligible to participate. The GST number must be quoted and a valid GST certificate enclosed along with the registration certificate. The bidder shall also comply with all other statutory requirements such as TDS, Income Tax, PF and ESI, as applicable.
- Bidders must ensure that each page of the tender document is duly signed and stamped by the authorised signatory, in token of acceptance of all terms and conditions, and the signed tender document must be submitted with the Technical Bid.
- NCCF reserves the right to accept, reject, or modify any or all bids, wholly or partly, without assigning any reason. The issuance of this tender does not commit NCCF to award a contract, and NCCF does not guarantee any minimum volume or value of work under the Tender or Work Order.
- NCCF may seek additional information/documents from any bidder within a specified period, and may modify the scope to address changes in UIDAI/CERT-In/ISO 27001 compliance requirements, by written amendment approved by the competent authority of NCCF.
- NCCF reserves the right to depute its officials or authorised representatives for review at the selected agency's or NCCF's premises, and the selected agency shall have no objection to the same.
- Non-performance, delayed submission, or submission of substandard/deficient deliverables shall invite strict action, including imposition of financial penalty, forfeiture of Security Deposit, and blacklisting/debarring from NCCF's future tenders for a minimum period of two years.
- In case of any change, the concerned bidder is responsible for checking the NCCF website for any corrigendum. NCCF reserves the right to cancel or modify the tender at any stage without assigning any reason.
- In case of any ambiguity or dispute in interpretation of any clause of this tender document, NCCF's interpretation shall be final and binding on all bidders.
- The selected agency shall ensure independence and objectivity throughout the assignment and shall disclose any circumstance that may impair audit objectivity.
- No failure or delay by NCCF in exercising any right, power or remedy under this tender shall operate as a waiver; any waiver shall be valid only if made expressly in writing by an authorised officer of NCCF.
- If any provision of the Tender, Work Order or Agreement is held invalid or unenforceable, such provision shall, to the extent necessary, be severed or modified, and the remaining provisions shall continue in full force and effect.
- Except for liability arising from fraud, wilful misconduct, gross negligence, breach of confidentiality, data breach, unauthorised disclosure or infringement of intellectual property rights (which shall remain

uncapped to the extent permitted by law), the aggregate liability of the selected agency under the contract shall be limited to an amount equivalent to the total contract value.

- The quoted rates shall remain firm and fixed during the contract period and any approved extension, unless otherwise specifically agreed in writing by NCCF. No escalation shall be payable on account of increase in salaries, travel costs, inflation, or any other reason.
- The appointment shall be for the period specified in the Work Order. NCCF may extend the assignment or assign related compliance activities during the contract period, in writing, based on performance and requirement.
- The bidder shall not have any relationship, financial interest, employment relationship, consultancy arrangement or other interest that may reasonably be expected to impair its independence or objectivity, and shall disclose any relationship with NCCF's employees, officers, consultants, vendors or other participants connected with the Tender. Any undisclosed conflict discovered subsequently may result in rejection, termination, forfeiture of Security Deposit and other appropriate action.
- The bidder shall not engage in collusive bidding, price-fixing, bid rotation, market allocation or any arrangement intended to restrict competition. If NCCF determines that a bid has been submitted pursuant to collusion or an anti-competitive arrangement, NCCF may reject the bid, forfeit the EMD and take appropriate action in accordance with applicable law.

Fraud, Misrepresentation & Corruption

It is required that firms submitting bids and the agency selected through this process observe the highest standards of ethics during the selection process and during performance and execution of the Work Order. For this purpose:

- “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of NCCF or its personnel in Work Order execution.
- “Fraudulent practice” means a misrepresentation of facts to influence a selection process or the execution of a Work Order, and includes collusive practice among Firms designed to establish bid prices at artificially high or non-competitive levels, depriving NCCF of the benefits of free and open competition.
- “Unfair trade practice” means supply of services different from what is ordered, or unauthorised change in the Scope of Work.
- “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the selection process or execution of the Work Order.
- If at any stage during evaluation or execution of the contract it is found that the bidder has submitted forged documents, false certificates, incorrect information, or misrepresented facts, NCCF shall summarily reject the bid, forfeit the EMD/Security Deposit in full, blacklist/debar the bidder for a minimum period of two (2) years, and reserve the right to initiate civil and/or criminal proceedings as deemed fit.

Liquidated Damages (LD) for Delay

Timely completion of the assignment is the essence of this contract. In the event of delay in submission of any deliverable, including the Final UIDAI Audit Report, beyond the stipulated timeline (Section 8) or the bidder's committed timeline (Section 8A), NCCF shall be entitled to recover Liquidated Damages (LD) at the rate of 1% of the contract value per week or part thereof, subject to a maximum of 10% of the contract value.

The recovery of LD shall be without prejudice to other remedies available to NCCF, including risk & cost engagement of an alternate agency, forfeiture of Security Deposit, and blacklisting.

Indemnity

The selected agency shall indemnify, defend and hold harmless NCCF, its officers, employees and authorised representatives from and against all claims, losses, damages, liabilities, penalties, costs and expenses, including reasonable legal expenses, arising out of or relating to: breach of confidentiality; unauthorised access, use, disclosure, transfer or loss of NCCF data; negligence, wilful misconduct or fraud; infringement of intellectual property rights; violation of applicable law; claims by personnel, employees, subcontractors or third parties engaged by the selected agency; inaccurate, materially defective or negligent professional services; breach of data-security obligations; or any act or omission of the selected agency, its employees, agents or subcontractors. This indemnity shall survive expiry or termination of the contract.

Annexures

- Annexure I – Eligibility Self-Declaration Checklist
- Annexure II – Technical Proposal Format
- Annexure III – Financial Bid Format
- Annexure IV – Integrity Pact
- Annexure V – Cover Letter / Declaration
- Annexure VI – Undertaking Regarding Conflict of Interest / Blacklisting / Non-Debarment

Annexure – I: Eligibility Self-Declaration Checklist

(To be printed on the bidder's letterhead and signed by the authorised signatory)

S. No.	Eligibility Criteria	Response (Yes/No)	Supporting Document (Yes/No)
1	Valid CERT-In empanelment		
2	Minimum 5 years' information/cyber security audit experience		
3	Relevant UIDAI AUA/KUA/Sub-AUA/Sub-KUA/ASA audit experience		
4	Details of proposed qualified audit team		
5	Relevant assignment summary and documentary proof		
6	Conflict of interest and non-blacklisting undertaking		
7	Valid GST Registration, PAN and statutory registrations		
8	EMD details		

Declaration: We certify that all information furnished above is true and correct, and we agree to abide by all tender terms & conditions of NCCF.

Seal & Signature of Authorised Signatory

Date: ____/____/2026

Annexure – II: Technical Proposal Format

(To be printed on the bidder's letterhead)

S. No.	Particulars	Response
1	Name and registered address of the firm	
2	CERT-In empanelment number and validity	
3	Date of establishment	
4	Head Office and branch locations	
5	Total staff strength	
6	Proposed audit team and qualifications/certifications	
7	UIDAI audit assignments completed/ongoing	
8	Detailed methodology and work plan (Section 8A)	
9	Proposed activity-wise timeline	
10	Conflict of interest/non-blacklisting undertaking	
11	EMD UTR No. & Date	

Seal & Signature of Authorised Signatory

Date: ____/____/2026

Annexure – III: Financial Bid Format

(To be printed on the bidder's letterhead and submitted in a separate sealed envelope)

To The General Manager NCCF of India Ltd. NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016

Sub: Financial Bid for UIDAI Sub-AUA/Sub-KUA Annual Compliance Audit

Dear Sir/Madam, I/We hereby submit our Financial Bid for the above assignment:

S. No.	Component	Amount (INR)
1	UIDAI Sub-AUA/Sub-KUA Annual Compliance Audit	
2	UIDAI gap closure validation/re-audit, if required	
3	Other approved expenses, if any	
4	GST/Applicable Taxes	
5	Total Amount including taxes	

I/We confirm that the quoted rates cover the scope and deliverables stated in the tender, except items specifically excluded and disclosed in the remarks, and shall remain firm as per Section 4.

Seal & Signature of Authorised Signatory

Date: ____/____/2026

Annexure – IV: Integrity Pact

(To be signed by the Bidder and NCCF at the time of agreement)

Between NCCF (hereinafter referred to as the "Principal") and M/s __________________________ (hereinafter referred to as the "Bidder/Agency").

Both parties agree to uphold the highest standards of transparency, fairness, and ethics in procurement:

7. The Principal commits that no employee will demand or accept any undue advantage from the Bidder.
8. The Bidder commits not to offer, directly or indirectly, any bribe, commission, or advantage.
9. The Bidder declares that it has not entered into any cartel or anti-competitive agreement with other bidders.
10. Any violation of this pact shall lead to cancellation of the contract, forfeiture of EMD/Security Deposit, and blacklisting.
11. Disputes under this pact shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996.

Signed on this ______ day of __________ 2026 at ______________.

For NCCF: _____________________________

For Bidder: _____________________________

(Seal & Signature of Authorised Signatory)

Annexure – V: Cover Letter / Declaration

To The General Manager NCCF of India Ltd. NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016

Sub: Proposal for UIDAI Sub-AUA/Sub-KUA Annual Compliance Audit

Dear Sir/Madam, We, M/s ________________________________, having our office at ________________________________ and CERT-In Empanelment No. ______________, hereby express our willingness to undertake the UIDAI Sub-AUA/Sub-KUA annual compliance audit assignment for NCCF.

- All information and statements made in our proposal are true and correct to the best of our knowledge.
- We understand that any material misrepresentation may lead to disqualification or termination of the assignment.
- We understand that NCCF is not bound to accept any proposal and may exercise its rights under the tender conditions.
- The undersigned is duly authorised to submit and negotiate the proposal on behalf of the firm.
- We shall maintain confidentiality and independence throughout the assignment and promptly disclose any conflict of interest.

Thank you,

Seal & Signature of Authorised Signatory

Date: ____/____/2026

Annexure – VI: Undertaking Regarding Conflict of Interest / Blacklisting / Non-Debarment

(To be furnished on appropriate stamp paper, if required by NCCF)

To The General Manager NCCF of India Ltd. NCUI Complex, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016

I/We hereby confirm and declare that M/s ________________________________ is not blacklisted, de-registered or debarred by any Central/State Government Department, Public Sector Undertaking, UIDAI, CERT-In or other Government authority as on the date of submission of this bid.

I/We further declare that our firm shall abide by the applicable Code of Integrity, maintain audit independence, and have disclosed all actual or potential conflicts of interest in relation to the proposed assignment.

I/We undertake to immediately notify NCCF of any future event of non-compliance, blacklisting/debarment, conflict of interest or other material change affecting our eligibility.

Seal & Signature of Authorised Signatory

Date: ____/____/2026