Bid Corrigendum

GEM/2024/B/5219769-C4

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

Buyer Added Bid Specific Additional Terms and Conditions

1. OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

3. Bidders can also submit the EMD with Account Payee Demand Draft in favour of
The Director IITM Pune
payable at
At Pune
.
Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

4. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C (Name of the Buyer). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

5. Bidders can also submit the EMD with Banker's Cheque in favour of
The Director IITM Pune
payable at
Pune
.
Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

6. Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name
The Director IITM Pune
Account No.
11099449733
IFSC Code
SBIN0000454
Bank Name
State Bank of India
Branch address
P B No. 6, Collector Office Compound, Pune- 411 001
.
Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

7. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of
The Director IITM Pune

payable at
At Pune
. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

8. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of
The Director IITM Pune
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

9. Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in
Beneficiary name
The Director IITM Pune
Account No.
11099449733
IFSC Code
SBIN0000454
Bank Name
State Bank of India
Branch address
P B No. 6, Collector Office Compound, Pune- 411 001
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

10. Buyer uploaded ATC document Click here to view the file.

Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for attached categories, trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.

13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

This Bid is also governed by the General Terms and Conditions

भारतीय उष्ण देशीय मौसम विज्ञान संस्थान, पुणे
पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान
Indian Institute of Tropical Meteorology, Pune
An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India

Date: - 02/08/2024

Subject: - Pre-Bid meeting of the Technical Evaluation Committee (TEC) constituted by the Director for suitable vendor selection for preparing and implementing the website of the IITM Institute in Trilingual (English, Hindi, and Marathi)

The Technical Evaluation Committee has been constituted vide Office Order No. Comm./2024/173 dated 09 May 2024 for suitable vendor selection for preparing and implementing the website of the IITM Institute in Trilingual (English, Hindi, and Marathi)

The first meeting of the Committee was held on 11/05/2024, 11:00 AM in online mode through MS Teams to finalize the scope of work of IITM Website.

The following members attended the meeting:

At the outset, the Chairman welcomed the members. The Member-Convener briefed about the GeM bid and the queries raised by the various vendors.

The following vendors are present online and offline:

Sr. No.	Name of the Organization	Representative Name
1	Solarman Engineering Project (P) Ltd.	Soumya Sourav Dash
2	Levithan Technologies Pvt. Ltd.	Gaurav Dutt Joshi
3	Remote Stacx Solutions Private Limited	Vikash Singh Pawar
4	White Code Technology Solution Pvt. Ltd (in-person)	Swarali Kulkarni
5	Edreamz Technologies Pvt Ltd, Pune (India)	Neha Gurjar
6	Sharajman Technologies Pvt. Ltd	Vishal Sharma
7	Peymagen Informatics and Automation Pvt Ltd	Soundaraya Kumar
8	pCube Software Solution	Mr.Hada Anish
9	Sassy Infotech Pvt. Ltd.	Sales Dept
10	Mobicloud Technologies Pvt. Ltd	Suraj Deshmukh

11	Deepmindz	Prakhar Gethe
12	SRV Media	Anupam Kumar
13	Successive Technologies	Abdullah khan
14	WEBSTEP Technologies Private Limited	Dilshad Ali
15	Ernst & Young LLP	Akash Agrawal
16	Technowin IT Infra Pvt. Ltd., Mumbai.	Mahesh Narvekar
17	Result Series AI PVT. LTD	Rashmi
18	Process Nine	Abhijit Ingole
19	Ingen Technologies	Arpan Bux

The committee discussed with the various vendors through online mode and understood the queries raised by them. After detailed deliberations, the Committee recommends the responses to the queries and recorded in the attached Annexure-1.

The meeting ended with a vote of thanks to the Chair.

Annexture - I			
SRV MEDIA			
Sr. No.	Clause Detail	Questions	Answers
1	Under last point of clause no 7. Budget: "Security Audit: Vendor will be responsible for carrying out the Security Audit as per the NIC/ GOI guidelines through affiliated empaneled) third party. However, the payment of the security audit will be made directly by IITM to the third party outside purview of GeM."	Which kind of security audit is required? Whether Cert-In audit or/and STQC audit is required for this?	Both the Cert-In and STQC audit is required
2	IITM will provide the infrastructure / Web Server to host the website	What kind of infrastructure will be provided by IITM?	Yes, Linux base webserver will be provided (LAMP)
3	Take regular backups of data and application [Sufficient arrangements should be made to take proper and regular backups of database, application and other related objects/components, for retrieval on undesirable circumstances. It is preferable to maintain a set of last 5 backups. It is advised to store backups on hard-drive/tape-disks/SAN- storage.	Are these specific types of storage (e.g., hard-drives, tape-disks, SAN) are preferred or required, even if we are using cloud storage?	Yes, IITM will take a back up regularaly, the vendor has to provide the UI for the back up facility.

4	Implement proper Audit/Action Trails in applications	1. What actions do you want to track? (e.g., CRUD operations, login attempts, configuration changes) 2. What specific details do you need to capture for each action? (e.g., user ID, timestamp, data changes, IP address)	Do not negotiate on NIC Guidelines
5	Store uploaded files in database, rather than storing them in file- system		Do not negotiate on NIC Guidelines
6	Disable Trace/PUT/DELETE and other non-required methods in application/web-server.	What are the primary security concerns related to HTTP methods?	Do not negotiate on NIC Guidelines
7	Assure that Email addresses, where ever used, are in form of an image.	Which technique should be used: Email obfuscation or email images?	Do not negotiate on NIC Guidelines
8	Visitors count [Total in Homepage and per page view in inner pages]	Do you want to track unique visitors and page views for both the homepage and all inner pages?	Yes / Unique as well as total count

Sr. No.	Section	Clause	Question	Answers
		WEBSTEP TECHNOLOGIES		
1	Events	Registration and information for attendees	Kinldy confirm is there will be a separate screen for attendees doing registration for the events and there reg. details shall be published under events section ?	Yes Required
2	Contact Us	Directions to the institute's location with maps and parking information	Kindly elaborate how would you like to show the parking info. on your google map ?	Map will be provided
3	Content Management	Academic Cell module	It was analyzed that only links were clubbed under this module. Do we need to re-design the same module by integrating all the links ?	Yes, Required
4	Scientist profile	Incorporation of Orchid ID and citation report	Do Instiute will provide the (PID ID) for individuals and citiation report for publishing ?	Yes
5	Additional features	Multilingual Support: Option to manage content in multiple languages (English, Hindi and Marathi)	Kindly confirm Contents i.e, Marathi and hindi shall be provided by the Institute only ?	Yes
6	general	GIGW Complaince	Kindly confirm whether the whole website shall comply to GIGW (Guidelines for Indian Government Websites) guidelines ?	Yes Required, This one is necessary to get the STQC Certificate

7	general	Migration of Data	kinldy provide any lump sum quantum of data that needs to be migrated to new website.	Old database to be normalised and Migrated
8	QCBS	Number of qualified professionals with PHP/ Laravel / MySQL/ Bootstrap (5 or above) or Vue.js and other relevant certification. The professionals must be permanent employees on the rolls of the organization for the last six months	Kindly clarify do we need to provide only declaration for the manpower we have .	As per the document is published

	SUCCESSIVE TECHNOLOGIES		
Sr. No.	**Content of tender document requiring clarification**	**Questions**	**Answers**
1	Library Portal: o Add, update delete library resources and library information	Do we need to integrate with an existing portal, or should we create a new portal specifically for library management? If so, please provide the details for the process flow.	This Portal need to be redesigned to showcase various Library resource categories. We need to manage Library information using Admin panel.
2	Academic Cell module ● Current research highlights module with archive ● Rajbhasha Patal	We assume the client will provide all the APIs to integrate any existing module. Please confirm.	We are not providing any API, We are not going to link any existing module to new website, All modules will be new as per the scope of work
3	Analytics and Reporting: ● Traffic Analysis: Integrate with Google Analytics or other tools to monitor site traffic and user behavior.	We need to clarify whether the cost of any paid licenses or tools will be covered by the client or the bidder.	Cost of any paid licenses or tools will be borne by bidder
4	● Email Verification, Email and SMS notification	Who will be responsible for covering the cost of the bulk SMS and email package, including DLT registration? If it is the bidder's responsibility, please confirm the number of SMS and emails that need to be sent on a daily or monthly basis.	Email verification and SMS will required in conference and Career portal only.
5	Revisions: The IITM is entitled to revisions at no additional cost.	Could you please provide details about the revisions, including the type of revisions that will be involved?	Major changes and Minor changes may required during the development phases only

6	General Query	Please confirm if data migration will be required. If so, please specify the size of the data in GBs and the current database technology stack.	Website Application 10 GB (Including the attachement), Database 2 GB, and Videos and Gallery - approx. 200 GB
7	General Query	Who will be responsible for covering the cost of the domain name?	Institute will take care of domain name
8	Note: The website will be 100% dynamic (No static page is allowed).	Please provide an idea of the total number of dynamic pages which need to be developed for the website.	A webpage can be created through admin panel, In existing website, there are 50 pages (approx.) to be developed and dynamic pages 250 (approx) which will be added through Admin Panel.
9	Multilingual Support: Option to manage content in multiple languages (English, Hindi and Marathi)	We need to confirm whether we can use Google Translator for multilingual content or if a separate functionality is required within the CMS to upload Hindi, English and Marathi content separately.	A separate functionality is required within the CMS to upload Hindi, English and Marathi content separately as well as Google translator option should be integrated.
10	1. The development timeline will be divided into stages, including design, development, content creation, testing, security audit, and launch.	Please provide a detailed timeline to ensure alignment with the IITM's expectations for each stage.	Total timeline is 06 Months, It is up to bidder how many resources to put to complete the task

11	The IITM must provide all text, images, and other materials necessary for the website. The developer is not responsible for any copyright infringements arising from the client-provided content.	We assume that content authoring and uploading will be the responsibility of IITM, Please confirm.	Existing Data migration need to be taken care by the bidder. Yes, New Content will be uploaded by IITM
12	Licensed Tools | Specialized License tools - OEM certificate of validity for contract period. The bidder must ensure that the necessary certifications are renewed, Wherever necessary, for the entire contract period. (10 marks) & Tools Employed- Open sourced tools - Details of tools (5 marks)	We hereby request you to kindly elaborate what type of tools are required to fulfill this scoring criteria ? For example: Adobe, Figma, Jmeter etc.	As per the Scope of Work

Sr. No.	Questions	Answers
	RESULT SERIES AI PVT. LTD	
1	From scope of work doc and from page number 8, the following line that says, "They should be physically present in IITM as and when required in any stage of development activities.?" is it required that the person should visit office when you require the team to be present if the given task or work can do the necessary work online ??	As per the requirement at any stage of development bidder has to be present at IITM any stage of development activities. Please refer clause no..... available on Page No.....
2	What is OEM certificate of validity for contract period. ? is it important ?	No clause is mentioned in the GeM bid
3	What is QCBS Weightage (Technical:Financial):70:30 from, page number 4 (tender doc)	The 70% weightage for technical score and 30% weightage for financial scrore. Please refer Page No. 4 of the GeM bid for more details.
4	Presentation Venue: Will the venue details be shared through email ???	Yes, The presentation venue is IITM, Pune and data and time will be will be communicated in due course.

DEEPMINDZ		
Sr. No.	**Questions**	**Answers**
1	Do you need a sample deisgn for homepage as part of Presentation?	It is up to bidder, if you come up with design, it is fine

PEYMAGEN INFORMATICS AND AUTOMATION PVT LTD		
Sr. No.	**Questions**	**Answers**
1	Please clarify: is an MSME (Micro) is exempted from EMD amount. The relevant clause says this.	
2	EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under the MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.	It is a standard clause from GeM portal and is in line with General Financial Rules 2017.
3	If a startup is exempted from experience, does it mean exemption from: "Past Experience of Similar Services required", because for a start up, this clause is almost same as non exemption from past experience criteria.	The evaluation method specified in the GeM bid document is Quality and Cost Based Selection (QCBS). As a registered startup, a bidder is exempt from providing past experience documentation, and their bid will be deemed responsive for the administrative qualification criteria. However, for the technical evaluation, the marks related to experience criteria will be considered as per the QCBS marking mentioned in the GeM bid.

			ERNST & YOUNG LLP		
Sr. No.	Clause Number	Clause Description	Page No	Questions	Answers
1	Clause 7. Budget	Security Audit: Vendor will be responsible for carrying out the Security Audit as per the NIC/ GOI guidelines through affiliated (empaneled) third party. However, the payment of the security audit will be made directly by IITM to the third party outside purview of GeM.	6	We request you to kindly clarify who will be responsilble for onboarding/price negotiations of the third party security audit vendor (Bidder or IITM)?	IITM, Pune
2	Point 5 under Terms & Conditions	The project will be completed within six months from the start date, provided all necessary content and feedback are supplied by the institute in a timely manner.	8	1. We request you to Include a clause for timeline extension if there is a delay in receiving content or feedback from the institute. 2. We understand that project timeline is 6 month and support is required for 6 months. Please clarify	1. It will be decide mitually, if there is delay in passing the feedback from IITM. 2. Yes, project need to be complete in 6 Months and after deployment the 6 months service support is required

3	Point 6 under Terms & Conditions	The IITM is entitled to revisions at no additional cost.	8	Clarification required on the number of revisions allowed. We request you to cap the number of revisions to make it a fair proposal for the bidder.	Revisions are required at the stage of desigining, also at any stage of development minor changes may come
4	Point 7 under Terms & Conditions	The IITM must provide all text, images, and other materials necessary for the website. The developer is not responsible for any copyright infringements arising from the client-provided content.	8	It is requested to clarify whether video/image editting is part of bidder scope?	No, It is not bidder part
5	Point 9 under Terms & Conditions	Both parties agree to keep all project-related information confidential and not to disclose it to any third parties without prior written consent.	8	Clause currently appears to be perpetual. We propose limiting the confidentiality obligation for a period of 03 years from the date of termination of this agreement. This adjustment will align with industry standards and ensure a balanced approach to information security.	No change. It is as per GeM bid.

BIDDER MUST NOT DISCLOSE BID PRICE IN TECHNICAL DOCUMENT. IF DISCLOSED, BID WILL BE REJECTED/DISQUALIFIED

ATC:-

A. Bidder has to upload the required documents as per Terms & conditions and additional documents as mentioned below.

- ➢ Non-Blacklisted Certificated (on company letterhead)
- ➢ Scope of work must be uploaded (signed & stamped) without bid prices
- ➢ Escalation Matrix for service support with contact numbers
- ➢ Documentary proof of India Based office required for emergency breakdown/default service.

- ➢ Kindly Submit Annexure A, K, L & III

Bidder Information Form

(a)   *[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]*

Date   : *[insert date (as day, month and year) of Bid Submission]*

Tender No   .:*[insert number from Invitation for bids]*

01.	Bidder's Legal Name *[insert Bidder's legal name]*
02.	In case of JV, legal name of each party: *[insert legal name of each party in JV]*
03.	Bidder's actual or intended Country of Registration: *[insert actual or intended Country of Registration]*
04.	Bidder's Year of Registration: *[insert Bidder's year of registration]*
05.	Bidder's Legal Address in Country of Registration: *[insert Bidder's legal address in country of registration]*
06.	Bidder's Authorized Representative Information Name: *[insert Authorized Representative's name]* Address: *[insert Authorized Representative's Address]* Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]* Email Address: *[insert Authorized Representative's email address]*
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder   _____

Name   _____

Business Address   _____

Eligibility Certificate

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory

Name:_____

Designation:

_____

Non-Black listing Self Certificate

This is to certify that M/s. _____has not been blacklisted by any Central / State Government Department / organization in last 3 years.

Authorised Signatory

Name:_____

Designation:

_____

ANNEXURE-III

Checklist for *Secure Code Programming* in Applications

S.No.	Action Item(s)	Is implemented?
1	Implement CAPTCHA on all entry-forms in PUBLIC pages. Implement CAPTCHA or account-lockout feature on the login form. [Alpha-numeric CAPTCHA with minimum 6 characters]	☐ YES ☐ NO ☐ Not Applicable
2	Implement proper validations on all input parameters in client and server side (both). [White-listing of characters is preferred over Black-listing]	☐ YES ☐ NO ☐ Not Applicable
3	Use parameterized queries or Stored-procedures to query output from databases, instead of inline SQL queries [Prevention of SQL Injection]	☐ YES ☐ NO ☐ Not Applicable
4	Implement proper Audit/Action Trails in applications	☐ YES ☐ NO ☐ Not Applicable
5	Use different Pre and Post authentication session-values/Authentication-cookies	☐ YES ☐ NO ☐ Not Applicable
6	Implement proper Access matrix (Access Control List-ACL) to prevent un-authorized access to resources/pages/forms in website [Prevention of Privilege escalation and restrict in of access to authorized/authenticated content]	☐ YES ☐ NO ☐ Not Applicable
7	Do not reference components (such as javascripts,stylesheets etc.) directly third-party sites. [They may be downloaded and self-referenced in website]	☐ YES ☐ NO ☐ Not Applicable
8	Use third-Party components from trusted source only. [Components with known vulnerabilities are not recommended.]	☐ YES ☐ NO ☐ Not Applicable
9	Store critical data such as PAN number,Mobile Number,Aadhar Card number etc. in encrypted form in the database. [Hashing of sensitive information is preferred over encryption, unless required to be decrypted]	☐ YES ☐ NO ☐ Not Applicable
10	Prevent critical information from public access by any mean [Critical information like credit card number, account number, aadhar number etc. should be restricted to authorized persons only. If such information is stored in static files such as excel,pdf etc., sufficient measures should be taken so that is it not accessible to unauthorized persons or in public.]	☐ YES ☐ NO ☐ Not Applicable
11	Hash the password before it is relayed over network, or is stored in database. [During login, password should be salt-hashed using SHA-256/512. However, it should be stored as plain hash (SHA-256/512) in database. On every login attempt, new salt should be used, and it should be generated from server-side only]	☐ YES ☐ NO ☐ Not Applicable
12	Implement Change Password and Forgot password module in applications [not required in applications, using LDAP for authentication]	☐ YES ☐ NO ☐ Not Applicable
13	Comply with Password Policy, wherever passwords are being used.	☐ YES ☐ NO ☐ Not Applicable
14	Use Post methods to pass parameters as values from one-page/website to another. [GET methods should be avoided]	☐ YES ☐ NO ☐ Not Applicable
15	Implement proper error-handling. [System/application errors should not be displayed to viewer]	☐ YES ☐ NO ☐ Not Applicable
16	Implement token-based system that changes on every web-request in application, to prevent CSRF. [CSRF Guard or Anti-forgery tokens can be implemented in non-critical applications. Websites using payment-gateways etc. are categorized in critical websites.]	☐ YES ☐ NO ☐ Not Applicable

17	Do not implement File upload in public modules	☐ YES ☐ NO ☐ Not Applicable
18	Store uploaded files in database, rather than storing them in file-system [Files, stored in database cannot be executed directly, hence this is more secure than storing them in file system.]	☐ YES ☐ NO ☐ Not Applicable
19	Generate unique, un-predictable and non-sequential receipt numbers/acknowledgement numbers/application numbers/roll numbers/ File-names etc. It is preferable that strong algorithm be used to generate such numbers.	☐ YES ☐ NO ☐ Not Applicable
20	Implement proper Session Timeout [Logged-In user should be logged-out after a specific period(say 20 minutes) of inactivity]	☐ YES ☐ NO ☐ Not Applicable
21	Assure admin/Super-Admin URL's is/are accessible from restricted IP's only [For this, segregate public URL from Admin/Super-Admin module. Public modules and Admin/Super-Admin modules should be deployed on separate URL's. Admin/Super-Admin URL's should be accessible from restricted IP's only. It is preferable to allow access for Admin/Super-Admin modules through VPN]	☐ YES ☐ NO ☐ Not Applicable
Other Action Item(s)		
1	Assure third-Party links/page(partial/full) open in different tab, with a disclaimer.	☐ YES ☐ NO ☐ Not Applicable
2	Disable Trace/PUT/DELETE and other non-required methods in application/web-server.	☐ YES ☐ NO ☐ Not Applicable
3	Assure that Email addresses, where ever used, are in form of an image. [Alternatively, replace "@" with [at] and "." with [dot] in email addresses]	☐ YES ☐ NO ☐ Not Applicable
4	Disable directory listing	☐ YES ☐ NO ☐ Not Applicable
5	Set "Auto Complete" off for textboxes in forms	☐ YES ☐ NO ☐ Not Applicable
6	Prevent pages from being stored in history/cache. [Each time that the user tries to fetch a page, it should request server to serve with a fresh copy of the page]	☐ YES ☐ NO ☐ Not Applicable
7	Implement Logout buttons in all authenticated pages	☐ YES ☐ NO ☐ Not Applicable
Implementation Guidelines		
1	Restrict each application for minimum access (only required access) [Allow access of application for restricted network access. Websites, those are to be used in local-network, should not be accessible from any other network. For exceptional cases, VPN may be used. Websites, those are required to be accessed from within the country, should be restricted for access on Indian ISP's **ONLY**.]	☐ YES ☐ NO ☐ Not Applicable
2	Use the latest and non-vulnerable versions of Application Server (IIS/Apache etc.), Jqueryetc.	☐ YES ☐ NO ☐ Not Applicable
3	Enable audit-trails and system logs on server [e.g. :Web-Access logs, Application Logs, Security Logs etc.	

4	Take regular backups of data and application [Sufficient arrangements should be made to take proper and regular backups of database, application and other related objects/components, for retrieval on undesirable circumstances. It is preferable to maintain a set of last 5 backups. It is advised to store backups on hard-drive/tape-disks/SAN-storage. Networked servers/machines should be avoided for this activity]	☐ YES ☐ NO ☐ Not Applicable

For detailed checklist for developers and secure coding guidelines, visit:
https://security.nic.in/appsec_new.aspx?pid=114&id=118&index=2