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भारत सरकार  
केन्द्रीय सतर्कता आयोग  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION

सतर्कता भवन, जी.पी.ओ. कॉम्प्लेक्स,  
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दिनांक / Date 26<sup>th</sup> April, 2010.....

Circular No 18/04/2010

**Subject: - Implementation of e-tendering solutions – check list.**

Guidelines were prescribed in this office OM of even number, dated 17.09.2009, on the above-cited subject, advising organisations to take due care to see that effective security provisions are made in the system to prevent any misuse. It has been observed during security audit carried by CTEO that e-procurement solutions being used by some of the organisations lack security considerations as envisaged in the Commission's guidelines dated 17.09.2009. Some of the shortcomings / deficiencies are of repetitive nature.

A check list to achieve security considerations in e-Procurement solutions is enclosed for information. Organisations concerned may follow the same while implementing e-tendering solutions to address the security related concerns.

*V. Ramachandran*

(V. Ramachandran)  
Chief Technical Examiner

To

All CVOs of Ministries/Departments/PSUs/Banks/Insurance Companies/  
Autonomous Organisations/Societies/UTs.

**CHECK POINTS TO ACHIEVE SECURITY CONSIDERATIONS**  
**IN E-PROCUREMENT SOLUTIONS**

| S.N. | SECURITY CONSIDERATIONS  | Please Tick |    |
|------|--|-------------|----|
|      |  | Yes         | No |
| 1.   | Whether the application is secure from making any temporary distortion in the electronic posting of tender notice, just to mislead certain vendors?  | Yes         | No |
| 2.   | If yes at 2 above, then whether any automatic systems alert is provided in the form of daily exception report in the application in this regard?   | Yes         | No |
| 3.   | Whether application ensures that the tender documents issued to / downloaded by bidders are complete in shape as per the approved tender documents including all its corrigendum?  | Yes         | No |
| 4.   | Is there any check available in the application to detect & alert about the missing pages to the tenderer, if any?   | Yes         | No |
| 5.   | Whether application ensures that all the corrigendum issued by the Competent Authority are being fully communicated in proper fashion to all bidders including those who had already purchased / downloaded the bid documents well ahead of the due date & before uploading the corrigendum? | Yes         | No |
| 6.   | Whether system is safe from sending discriminatory communication to different bidders about the same e-tendering process?  | Yes         | No |
| 7.   | Whether e-procurement solution has also been customised to process all type of tenders viz Limited / Open / Global Tenders?  | Yes         | No |
| 8.   | Whether online Public Tender opening events feature are available in the application?  | Yes         | No |
| 9.   | Whether facilities for evaluation / loading of bids, strictly in terms of criteria laid down in bid documents are available in the application?  | Yes         | No |
| 10.  | Whether sufficient safeguards have been provided in the application to deal with failed attempt blocking?  | Yes         | No |
| 11.  | Whether application is safe from submission of fake bids?  | Yes         | No |
| 12.  | Whether encryptions of bids are done at clients end?   | Yes         | No |
| 13.  | Whether safety against tampering and stealing information of submitted bid, during storage before its opening, is ensured?   | Yes         | No |
| 14.  | Whether application is safe from siphoning off and decrypting the clandestine copy of a bid encrypted with Public key of tender opening officer?   | Yes         | No |
| 15.  | Whether application is safe from mutilation / sabotage or otherwise rendering the encrypted bid in the e-tender box during storage, to make it unreadable / invalid in any form, before opening of the bids?   | Yes         | No |

|     |   |     |    |
|-----|---|-----|----|
| 16. | Whether introduction of special characters / executable files etc by users are restricted in the application?   | Yes | No |
| 17. | Whether validity check of DSC is being done at server end?  | Yes | No |
| 18. | Whether system supports the feature that even though if a published tender is being deleted from the application, system does not allow permanent deletion of the published tender from the Database?                   | Yes | No |
| 19. | Whether sufficient security features are provided in the application for authentication procedure of the system administrator like ID, password, digital signature, biometric etc?                                      | Yes | No |
| 20. | Whether audit trails are being captured in the application on media not prone to tampering, such as optical write once?   | Yes | No |
| 21. | Whether log shipping feature is available, where a separate dedicated server receives the logs from the application over a web service in real time?  | Yes | No |
| 22. | Whether integrity and non-tampering is ensured in maintaining the server clock synchronisation & time stamping?   | Yes | No |
| 23. | Whether application generates any exception report / system alerts etc to indicate the resetting of the clock, in case the application for time stamping is killed at the server level and time is manipulated?         | Yes | No |
| 24. | Whether application ensures that the quotes from various bidders with their name are not being displayed to any one including to the Organisation during carrying out of the e-reverse auctioning process?              | Yes | No |
| 25. | Whether application is fit for usage complying with the requirements of tender processing viz Authenticity of tenderer, non-repudiation and secrecy of information till the actual opening of tenders.                  | Yes | No |
| 26. | Whether any comprehensive third party audit [as per statutory requirement and also as per the requirements of e-tender processing (compliance to IT Act 2000)] was got conducted before first putting it to public use? | Yes | No |
| 27. | Whether application complies with the Commission's Guidelines dated 17.09.2009 on Security considerations for e-procurement Systems.  | Yes | No |