

Reference No. CPF/RFP/2025-26/03, Dtd.22.08.2025

**Request for Proposal
for Implementation of CyberPeace Yatra under the
CyberPeace First Responder (CPFR) Program**



CyberPeace Foundation
230/B, Road No.2, Ashok Path, Ashok Nagar,
Ranchi-834002 (Jharkhand)

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Tender Notice

1. CyberPeace Foundation (CPF) invites proposals for "Engagement of Service Provider for Implementation of CyberPeace Yatra under the CyberPeace First Responder (CPFR) Program".
2. The content of this Request for Proposal (RFP) enlists the requirements of the CPF. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the CPF wishes to specify at this stage.
3. The Bid may be submitted at the following address on or before 30th August, 2025 by 13:00 Hrs. via e-mail/courier:

CyberPeace Foundation (CPF)
230/B, Road No.2, Ashok Path, Ashok Nagar,
Ranchi-834002 (Jharkhand)
E-Mail : secretariat@cyberpeace.net

Tender Summary

Details	
RFP Date	22/08/2025
Bid Submission End Date/Time	30/08/2025, Up to 13:00 Hrs.
Bid Opening Date/Time	01/09/2025, At 15:00 Hrs.
Item Category	Custom RFP for Services - Engagement of Service Provider for "Implementation of CyberPeace Yatra under the CyberPeace First Responder (CPFR) Program".
Contract Period	As per our requirement
Time allowed for Technical Clarifications during technical evaluation	01 Day
Evaluation Method	Total value wise evaluation
Financial document Indicating Price Breakup Required	Yes
Validity of the Proposal	90 days

1. INTRODUCTION

CyberPeace Foundation

CyberPeace Foundation is a leading non-profit organization committed to ensuring a safe and peaceful cyberspace. We are actively involved in spreading awareness and providing training on various aspects of cybersecurity, including the dangers of misinformation.

CyberPeace Foundation endeavors to make the internet a more secure, stable, trustworthy and inclusive place for all netizens across the globe.

As a non-partisan collective, we unite expertise, experiences, capacity and intent across a broad spectrum of institutions, disciplines and cultures in order to combat the common threat of cybercrime.

And we do this by regularly collaborating with a plethora of stakeholders such as citizens, government organizations, law enforcement agencies, private companies, non-governmental organizations, universities, cybersecurity experts, bug bounty hunters and more.

Four Pillars of CPF

- ✓ Cyber Policy, Advocacy and Diplomacy
- ✓ Innovation and Research
- ✓ Collaboration and Connection
- ✓ Inclusion and Outreach

The mandate of CPF is to lead nationwide awareness towards cyber security in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens.

2. PROJECT OBJECTIVES

- CPF, a leading civil society organization working for cyber safety, security, and digital empowerment, invites proposals from qualified service providers to plan and execute a nationwide campaign titled CyberPeace Yatra under the CyberPeace First Responder (CPFR) Program.
- The initiative aims to promote cyber hygiene, safety, and digital responsibility through awareness activities, training sessions, and outreach programs. The campaign will undertake a 90-day journey across 30 cities in India, engaging women, youth, and community leaders to build a resilient network of cyber-aware citizens.

The campaign seeks to:

- Educate participants on safe digital practices and cyber hygiene.
- Promote digital responsibility among women, youth, and community leaders.
- Build awareness against cyber threats such as phishing, online fraud, cyberbullying, and identity theft.
- Empower communities to become first responders in cyber safety.

3. SCOPE OF WORK/DELIVERABLES

The selected Service Provider will be responsible for:

1. **Campaign Leadership:** Lead the nationwide execution of the CyberPeace Yatra in coordination with CPF and participating local chapters.
2. **Logistics & Mobilization:** Arrange and manage logistics, venues, permissions, and local mobilization across 30 cities.
3. **Event Scheduling:** Provide a finalized list of cities, along with event dates and schedules.
4. **Coordination with Speakers:** Collect and coordinate speaker details for each city (Note: speakers will be arranged by the hosting chapters and will participate at their own cost).
5. **Campaign Structure:** Design and submit a detailed structure for the 90-day campaign, including outreach strategies, timelines, and engagement activities.
6. **Reporting:** Provide regular progress reports, documentation, and final impact report to CPF.

4. ROLES AND RESPONSIBILITIES

Service Provider

- Lead execution of the campaign across 30 cities.
- Mobilize participants in coordination with local partners.
- Provide logistical support for venues, audio-visual setup, and promotional materials.
- Ensure smooth conduct of events in line with agreed schedules.

CPF

- Provide programmatic and technical support under the CPFR program.
- Create and share content, training modules, and outreach material.
- Ensure compliance with data protection laws in collection and use of participant data.
- Provide financial support per event plus applicable taxes for 30+ offline events.

5. BUDGET

The budget shall be submitted detailing all aspect as per scope of work and deliverables.

6. PROPOSAL REQUIREMENTS

Submit progress reports whenever asked for.

7. DURATION & COVERAGE

- **Duration:** 90 days from the mutually agreed launch date.
- **Coverage:** 30 cities across India.
- **Target Audience:** Women, youth, and community members.
- **Speakers:** Arranged by local chapters, at their own cost.

8. PRE-QUALIFICATION CRITERIA

S.No	Requirement	Documents
1	The applicant firm shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act, 1956 or any other previous companies act, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008, Consortium having a maximum of two members* registered under Companies Act, 2013 or companies Act, 1956 or a Society registered under the Societies Registration Act, 1860	<ul style="list-style-type: none">• Certificate of Registration / Incorporation under the respective Acts in India and the respective Memorandum of Association/Partnership Deed• PAN Card• GST Registration Certificate

9. METHOD OF SELECTION

The bids shall be evaluated on Quality and Cost Based Selection (QCBS).

Sub-contracting may be allowed only upon prior written intimation to CPF at the Bidding stage itself, the responsibility for management and liability shall rest with the selected service provider.

10. EVALUATION OF BID

Proposals will be evaluated based on the following criteria:

Relevant Experience:

Relevant experience in "Public Relation Services" for Government/ PSUs/ Private Sector/Brands (PO Copies) from previous clients.

Total Wise L1: L1 will be declared on Total Quoted Price with Taxes.

11. GENERAL TERMS AND CONDITIONS

Contract Duration : The contract shall be valid for a period of three **(03) months** from the date of award of the contract and may be extended further, subject to satisfactory performance of the agency on the same terms and conditions and the requirements of CPF.

Exclusivity of the selected resources: The selected resources shall be deployed exclusively on the project awarded through this contract and shall not be deployed on any other project till the end of the contract or a written approval of the CPF SPOC, whichever is earlier.

Payment Milestones:

Payment shall be done on monthly basis after submission of invoice by the service provider, in accordance with the scope of work and deliverables specified above, and exclusive of applicable taxes.

Amendments to RFP: At any time prior to the last date for receipt of applications, CPF may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time to take the proposed amendments into account while preparing their proposals, CPF may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. Any such amendment shall be communicated to the service providers.

Conflict of Interest: CPF requires that service provider provides professional, objective, and impartial analysis and data, and at all times hold the CPF's interest's paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.

Ownership Rights: Ownership of all new artifacts (data, reports, presentations and other publications) generated during the course of the assignment or otherwise with respect to the assignment, will rest with CPF and it will have the right to resell/implement the same with any other organization.

Ethics : CPF requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, CPF defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

“Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution.

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.

“Collusive practices” means a scheme or arrangement between two or more bidders with or without the knowledge of CPF, designed to establish prices at artificial, non-competitive levels.

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract. CPF will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and CPF will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract.

Termination of Contract

Termination for Default

CPF reserves the right to terminate/short close the contract, without prejudice to any other remedy for breach of contract, by giving one month notice if the agency fails to perform any obligation(s) under the contract and if agency, does not cure their failure within a period of 7 days(or such longer period as CPF may authorize in writing) after receipt of the default notice from CPF.

Termination for Insolvency

CPF may at any time terminate the contract by giving written notice without compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to CPF.

Termination for Convenience

CPF may by written notice sent to agency, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by agency till the date upon which such termination becomes effective.

Intellectual Property Rights:

CPF will own all the intellectual property resulting out of services being performed under this contract.

All the rights relating to the Trade Marks and Copy Rights in respect of work generated by the selected service provider(s) on behalf of CPF and paid for by CPF shall vest with CPF. Provided that CPF would reimburse the Service Provider for any sums of money paid for the assignment / licensing of the copyright by way of fees, charges, or otherwise as provided by the guidelines, regulations, rules, or policies of any professional body or association, with prior approval from CPF. In order to perform the services, the service provider must obtain at its sole account, the necessary assignments, permits and authorizations from the title holder of the corresponding patents, models, trademarks, names or other protected rights and shall keep CPF harmless and indemnify CPF from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/ or on account of infringements of said patents,

models, trademarks names or other protected rights. All documents, report, information, data etc. collected and prepared by the service provider in connection with the scope of work submitted to CPF will be property of CPF. The service provider shall not be entitled, either directly or indirectly, to make use of the documents and reports given by CPF for carrying out of any services with any third parties. The service provider shall not, without the prior written consent of CPF be entitled to publish studies or descriptive articles, with or without illustrations or data, in respect of or in connection with the performance of services. The Service Provider shall not use or publish its logo or brand name/name in any of the data/ documents/ report/ information/ content/materials in connection with the scope of work. The pre-existing intellectual property of the service provider used in deliverables shall remain vested with the service provider. Anything developed during the course of the project shall be owned by CPF.

Companies' Personnel: The service provider shall employ and provide at its own cost such qualified and experienced Service Provider as are required to carry out the Services. Their salaries, claims, insurance, damages, compensation, travel etc. will be the liability of the service provider(s) and CPF will in no way be responsible for any such claims/ damages.

Rejection of Application: The application is liable to be rejected if:

Not in prescribed forms and/or not containing all required details;
Received after the expiry of due date and time;
Missing of any supporting document(s)with the Proposal.

Disclaimer:

CPF shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

CPF reserves the right

- i. To reject any/all applications without assigning any reasons thereof;
- ii. To terminate the RFP process at any time, without assigning any reasons thereof;
- iii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of CPF without assigning any reasons thereof;
- iv. To include any other item in the Scope of work at any time after consultation with applicants or otherwise.
- v. To select multiple organizations for the project for allocation of work if it meets the essential criteria for qualification.

Written Undertaking: CPF may at any time require the service provider and its employees/advisors/professionals/Contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to CPF and relating to the use and non-disclosure of the confidential information relating to CPF or any Government Department or relating to any Ministry and or such other information that CPF suggests to be confidential. Upon receiving a request aforesaid the service provider must promptly arrange for all such undertakings to be given to CPF.

Knowledge Transfer: Subject to any qualification or provision to the contrary in the statement of work, the service provider must provide the following assistance to the CPF on termination or expiration of this Contract: transferring or providing access to the CPF to all information stored by whatever means held by the service provider or under the control of the service provider in connection with this Contract; and making Specified Personnel / employees and Agency Personnel available for discussions with the CPF as may be required. The time, length and subject of these discussions will be at the sole discretion of the CPF, provided that any matter discussed is not considered to reveal any commercial-in-confidence information of the service providing firm.

Force Majeure: Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include

- i. Any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
- ii. Any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

Indemnity: The service provider undertakes to indemnify CPF from and any losses that CPF may incur due to any deficiency in services rendered by the service provider or any instance of corruption or improper payment.

Subletting of Work: Sub-letting of work will be permitted based on the clear intimation to CPF and the approval of the CPF SPOC. However, final liability shall rest with the selected service provider.

Maintenance of Confidentiality: The service provider must not divulge any confidential information and assure that reasonable steps are undertaken to provide for the safe custody of any and all confidential information in its possession, and to prevent unauthorized access thereto or use thereof; any deviation to this clause must be immediately reported to CyberPeace Foundation.

The selected service provider will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with CPF.

Removal of Data: The service provider must ensure that its employees/professionals' subcontractors and/ personnel do not:

- i. Remove any data or allow any data concerned with this contract to be removed from the places as notified / directed by CPF; or

- ii. Take any Data or allow any data to be taken outside of India, without CPF's prior written consent.

Taxes & Duties: The service provider shall be liable to pay all direct and indirect taxes, duties, fees and other impositions levied under the laws of India.

Validity of Proposals: The proposals shall remain valid for a period of 90 days from the last date of submission. In exceptional circumstances, CPF may solicit the bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. A bidder consenting to such request will not be required nor permitted to modify its Proposal.

12. SUBMISSION OF PROPOSAL

Pre-qualification documents alongwith Form A.

Details of relevant past experience.

Applicant firms are expected to take into account the requirements and conditions outlined in the RFP document. The quoted price by the bidder should be inclusive of all taxes including expenditure incurred on travel, accommodation and other contingency expenditure (if any). The same should be clearly mentioned inclusive of taxes.

All proposals must be submitted by e-mail to secretariat@Cyberpeace.net no later than 30th August, 2025 or send the document through courier at 230/B, Road No.2, Ashok Path, Ashok Nagar, Ranchi-834002 (Jharkhand).

The successful Service Provider shall be paid as per payment milestone as mentioned above for the Scope of Work and deliverables. The successful Service Provider will raise the invoice inclusive of all applicable taxes to CPF as per payment milestones and as per scope of work and deliverables.

NB: Late submissions will not be considered.

Submission Guidelines:

Bids/Proposals not conforming to the prescribed format and not containing all the relevant documents/information would be summarily rejected.

Interested parties may submit the Proposal to Secretariat, CyberPeace Foundation, Ranchi, Jharkhand latest by 30th August 2025, 13:00 Hrs. (By E-Mail/courier)

For any queries:

Email-id:secretariat@cyberpeace.net

 

Jai Kumar
Secretary
CyberPeace Foundation
Date: 22.08.2025

Form A: Application Letter

(To be submitted on the Letterhead of the responding firm)

{Place}

{Date}

To,

Subject: Submission of proposal in response to the RFP for “Engagement of Service Provider for Implementation of CyberPeace Yatra under the CyberPeace First Responder (CPFR) Program”.

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated _____ for Engagement of Service Provider for Implementation of CyberPeace Yatra under the CyberPeace First Responder (CPFR) Program”.
2. We undertake, if our proposal is accepted, we will assign a team dedicated to this project.
3. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
4. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and CPF or its appointed representatives.
5. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this proposal response as per CPF requirement from the date fixed for proposal opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this proposal response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and CPF.
6. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
7. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the CPF as to any material fact. We agree that CPF is not bound to accept the lowest or any Proposal response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the Proposal response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/ firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025(Signature)(In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:
(Name and Address of Company) Seal/Stamp