

GM/ /2018-2019

Date :

To,
M/s.....
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Sub : Sealed Tender for appointment of System Auditor for the year 2018-2019.

Dear Sir,

The Municipal Co-op. Bank invites sealed tender from eligible, reputed companies/firms for **Information System Audit of Core Banking, , Data Centre, Networking Infrastructure and Other Integrated Systems as per the scope of Audit and** terms and conditions of this tender.

The tender document may be obtained from the Bank or can be downloaded from Official website of the Bank www.municipalbankmumbai.com

Introduction :

The Municipal Co-op. Bank Ltd., Mumbai is on Core Banking Solution and its 22 branches & Head Office i.e. 23 offices in Mumbai are connected to Core Banking. As per Guidelines of Reserve Bank of India for Information System Audit, Bank proposes to conduct Annual Information System Audit as per the scope of Audit defined by the Bank.

Objective :

Bank's Objective is to access the IT systems today's status and Information System Auditor are expected to check :

- Bank's information systems and data are secure, integrated and accurate throughout processing.
- Bank's information assets / resources (hardware / software) are secured against unauthorized access / usage / damage / changes
- Bank's networks are protected
- Bank's computer operations are carried out in a controlled environment.
- Effectiveness of controls exercised by out-sourced vendors for Facility Management Services Vendor

Scope of Audit :

The Scope of Audit is attached as Annexure 1.

Eligibility Criteria :

- 1) System Audit Firm should be a Registered company/firm under the Indian Companies Act 1956 and Should be in existence for at least five years as on 31.03.2018 and should have three years' experience in Information System Audit of Banks.
- 2) a) System Audit Firm conducting the system audit should have minimum of 2 resources which are Certified Information System Auditor (CISA) from ISACA, USA or be a holder of a Diploma in Information System Audit (DISA) qualification of the Institute of Chartered Accountants of India (ICAI) & their registration/certificate with ISACA should be current.
b) Core Audit Team assigned for Information Security Audit of the Bank should have atleast 2 qualified professionals with qualifications such as CISA / CISSP / CCNA / CCNE / ISO 27001/ BS7799 Lead Auditor.
- 3) System Audit Firm should have conducted System Audit of at least 5 Banks in the last 2 financial year of which at least 2 should be Public Sector or Scheduled Co-op. Bank.
- 4) System Auditor should have conducted penetration testing and vulnerability testing in the Banks and should have sufficiently trained technical resources to conduct the test.
- 5) System Audit firm should have experience in Application functionality, security and controls for review of Core Banking Solution.
- 6) The System Auditor should not be disqualified by Nationalised Bank/Co-op. Bank/Foreign Bank/Pvt. Bank or any other Bank.
- 7) Annual Turnover of the Firm should be more than Rs.12,00,000/- for each last 3 financial year.

Confidentiality :

- 1) For the purpose of this System audit, Confidential Information shall mean (i) information of all kinds, whether oral, written or otherwise recorded including, without limitation, any analyses, compilations, forecasts, data, studies or other documents, regarding the past, current or future affairs, business, plans or operations of a Bank to which the system Auditor will have access, (ii) any customer details or the classified information or such information on customers of the Bank.
- 2) System Auditor employees/representatives should keep such information confidential conforming to Bank's secrecy obligation.
- 3) The obligations shall continue even after the termination/ expiry of this system audit work. Confidentiality obligations of the System Auditor in respect of any customer data/ details of the Bank shall be absolute, unconditional and without any time limit, irrespective of the expiry/ termination of the system audit.

Other Terms and Conditions :

- 1) Audit fee should be inclusive of all taxes and out of pocket expenses for conducting the System audit.
- 2) Preference will be given to Mumbai based firms.
- 3) Bank does not bind itself to accept the lowest or any tender also reserve the right to reject any tender without giving any reason.
- 4) Bank reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 5) The court of Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this system audit work.

Proposal Submission :

Two Bid System Tender

Tender (Technical & Financial) must be submitted, giving full particulars as required, in two separate sealed envelopes. Both the envelopes should be securely sealed and stamped.

The envelopes must be super-scribed with the following information:

1. Type of Proposals (Technical or Financial)
2. Name and address of Vendor

ENVELOPE -1 (Technical Proposal):

The sealed Technical Proposal Envelope will contain Technical Proposal as per the format given.

The Technical Proposal should be complete in all respects and contain all information asked for, except prices. The Technical Proposal should cover all items asked for. It should not contain any price information. The Technical Proposal should be complete to indicate that all the services asked for are quoted.

ENVELOPE-II (Financial Proposal):

The sealed Financial Proposal Envelope will contain Financial Proposal as per the format given.

The Financial Proposal should give all relevant price information and should not contradict the Technical Proposal in any manner.

These two envelopes containing the Technical and Financial Proposals should be placed into an outer envelope and sealed. This outer envelope should be clearly marked TENDER FOR APPOINTMENT OF SYSTEM AUDITOR FOR THE YEAR 2018-2019 and be deposited in the tender box kept for this purpose at Bank's Head Office, MUNICIPAL BANK BHAVAN, 245, P. D'MELLO ROAD, FORT, MUMBAI – 400 001 upto 3.00 p.m. On or before 04.05.2018.

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

Financial Proposal of only those firms who meet given eligibility criteria and qualify technically will be opened. System Audit work will be awarded to System Audit Firm as per tender term.

GENERAL MANAGER (I/C)

FORMAT FOR SUBMISSION OF TECHNICAL PROPOSAL

**TENDER FOR SYSTEM AUDIT OF THE BANK
FOR THE PERIOD 01.04.2018 TO 31.03.2019**

Sr No.	Particulars	Remarks
1	Name of the Company/Firm	
2	Constitution	
3	Date of Incorporation	
4	Full address for communication	
5	Telephone & Fax No.	
6	Name & Address of the Directors/Partners	
7	Contact Person (s) with Telephone/Mobile No.	
8	E-mail Address	
9	No. of CISA/DISA qualified persons conducting the System Audit	
10	No. of years the Company/Firm has been conducting the System Audit/Information System Audit	
11	Whether the company/firm have experience in Application functionality, security and controls for review of Core Banking Solution	Yes / No
12	Whether company/firm conducted penetration testing and vulnerability testing in the Banks and whether company/firm have sufficiently trained technical resources to conduct the test	Yes / No
13	Whether the company/firm or its directors/partners disqualified by Nationalised Bank/Co-op Bank/Foreign Bank/Pvt. Bank or any other Bank	Yes / No

14	<p>Whether company/firm satisfy (a) and (b) as under :</p> <p>a) System Audit Firm conducting the system audit should have minimum of 2 resources which are Certified Information System Auditor (CISA) from ISACA, USA or be a holder of a Diploma in Information System Audit (DISA) qualification of the Institute of Chartered Accountants of India (ICAI) & their registration / certificate with ISACA should be current.</p> <p>b) Core Audit Team assigned for Information Security Audit of the Bank should have atleast 2 qualified professionals with qualifications such as CISA/CISSP/CCNA/CCNE/ISO27001/BS 7799 Lead Auditor</p>	Yes / No
15	Whether Annual Turnover of the Company/Firm is more than Rs.12,00,000/- for each last 3 financial year	Yes / No
16	Whether the company/firm conducted System Audit of at least 5 Banks in the last 2 financial year of which at least 2 should be Public Sector or Schedule Co-op. Bank.	Yes / No

Supporting documents

1	Company Profile including information regarding number of partners or directors alongwith Name ,Address and profile of the Directors/Partners , staff strength
2	Brief financial particulars (Annual Turnover, Net Profit and Revenue earned from System Audit etc)of the Company/Firm for the last 3 years along with financial statements
3	Project Plan and Mile stone and the time frame for completion of different activities of the audit
4	Experience in Audit of similar areas
5	Audit Methodology and Standards to be used for system Audit
6	List of deliverables
7	Role and responsibility of Bank and Audit Firm
8	Any other related information which System Auditor want to furnish

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSAL

FINANCIAL PROPOSAL : -

Financial Proposal should contain Audit Fee in Indian rupees. Bank will not provide any reimbursement for travelling, lodging, Boarding, Local conveyance or any other related expenses.

Serial NO.	Name of the Task	Audit Fee Rs.	Taxes Rs.	Total Audit Fee Rs.	Time in number of Weeks.
1	System Audit as per the Scope of work and deliverables				

Payment terms in financial bid

- a) Rates should be quoted in both figures & words. In case of ambiguity between rates in figures and words, lower of the two/ beneficial to BANK, shall be considered.
- b) The quoted prices should be "Firm and Final", all inclusive of applicable taxes & duties. Applicable taxes & duties taken in calculations also to be shown separately.