

IFCI VENTURE CAPITAL FUNDS LIMITED, NEW DELHI



**REQUEST FOR PROPOSAL (RFP) FOR
APPOINTMENT OF IS AUDITOR FOR: IMPLEMENTATION OF RBI MASTER DIRECTION -
INFORMATION TECHNOLOGY FRAMEWORK FOR THE NBFC SECTOR & ISO
27001:2013 CONTROLS FOR ADHERING TO RBI GUIDELINES.**

**IFCI VENTURE CAPITAL FUNDS LIMITED
16TH FLOOR, IFCI TOWER,
61, NEHRU PLACE, NEW DELHI-110019**

**PHONE:
011-41732527 / 41732504**

**EMAIL:
Internal.audit@ifciventure.com**

RFP DOCUMENT

1. Introduction:

1.1. Statement of Purpose:

IFCI Venture Capital Funds Limited (IFCI Venture) solicits sealed proposals from IS auditor providing the following services:

Designing and Implementation of RBI Master Direction- Information Technology Framework for the NBFC sector (Annexure-1) & ISO-27001:2013 Controls for adhering to RBI Guidelines.

1.2. Objective of RFP:

Through this RFP, IFCI Venture intends to shortlist an IS Auditor, who shall provide the above services as per the IFCI Venture's requirements. The key objectives of Request for Proposal (RFP) are:

i. Scope Definition:

To outline IFCI Venture's requirements for Designing and Implementation of RBI Master Direction-Information Technology Framework for the NBFC sector (Annexure-I) & ISO-27001:2013 Controls for adhering to RBI Guidelines.

ii. Proposal Requests:

To invite detailed proposals from IS Auditor to provide services as per the scope defined in this RFP and adhering to stipulated terms and conditions.

iii. IS Auditor Selection:

To shortlist IS Auditor for techno-commercial evaluation and award the contract for service as per the scope to the selected IS Auditor, keeping into consideration evaluation parameters defined in this RFP.

Responses should be submitted in accordance with the guidelines of this RFP and any addendum issued thereafter.

1.3. Important Dates:

All timings in this document follow Indian Standard Time (IST)

SNO.	Milestone	Deadline
1	Pre-bid clarifications (IFCI Venture will provide appropriate responses to clarifications / questions received through email.)	15 th March, 2019

2	IS Auditor to submit sealed detailed techno-commercial proposals as per terms and conditions of this RFP.	22 th March, 2019 3.00 p.m.
3	Tender opening at the office of IFCI Venture	22 th March 2019, 3.30 p.m.

Please note that, in accordance with the general conditions of RFP, IFCI Venture may amend these dates or the RFP process at its sole discretion.

1.4. Submission of Bids:

The prospective bidders, shall submit their bids in the format at Annexure II in properly sealed envelope bearing the title "**Bid Application for IS Auditor**". The Envelope shall also be labeled "STRICTLY CONFIDENTIAL: TO BE OPENED ONLY BY THE ADDRESSEE OR AUTHORISED PERSONS OF THE ADDRESSEE".

1.5. Clarifications:

Clarifications to this RFP may be sought via email before 5 p.m. on 15th March 2019. Responses to clarifications will be sent via email within 2 working days from the date of receipt of mail.

1.6. Cost of Bidding:

The bidder shall bear all the costs associated with the preparation and submissions of bid and IFCI Venture will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

1.7. The Company's Right to Accept or Reject Bid or all Bids:

- a. IFCI Venture reserves the right to accept or reject any bid or annul the bidding process and reject all bids at any time prior to award of contract without obligation of assigning any reason, or incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground for IFCI Venture's action.
- b. If any false information/document is provided/submitted and it comes to the knowledge of IFCI Venture, IFCI Venture reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder /proprietor.

1.8. Contact Details for clarification:

<p>Ms. Bhavana Rao Deputy General Manager Email: bhavana.rao@ifciventure.com Landline Number:011 – 41732504</p>
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<p>Mr. Nitesh Srivastava Email: nitesh.srivastava@ifcventure.com Landline Number: 011 – 41732527</p>
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2. **Scope of Services:**

These ONE TIME services are expected to be provided by the IS Auditor for Designing and Implementation of RBI Master Direction-Information Technology Framework for the NBFC sector (Annexure I) & ISO-27001:2013 Controls for adhering to RBI Guidelines.

a. Information System Audit:

- i. Verify existence of an Information Asset Register.
- ii. An Asset-Based risk assessment on the basis of list of Information Assets maintained in IA register that may include hard copies of information, electronic files, removable media, mobile devices and intangibles, such as intellectual property and where it resides like hardware, software application, sites, networks, personnel etc.
- iii. Identification of risks that can affect the confidentiality, integrity and availability of Information Assets.
- iv. Impact and likelihood values based on organization's risk criteria.
- v. To find out the gaps in current implemented Infrastructure policy and operation process.
- vi. To segregate controls which has to be applied to address the risk.
- vii. To recommend the following:
 - a. The controls needed to address the risks.
 - b. The controls already existing in the system and the new controls required to be implemented.

b. GAP Assessment with Policy documentation: The IS Auditor has to identify gaps and design & implement the following policies/procedures in lines with RBI Master Direction- Information Technology Framework for the NBFC sector (Annexure-I) & ISO-27001:2013 Controls for adhering to RBI Guidelines:

- i. Information Technology Governance Framework.
- ii. Information Technology Policy.
- iii. Change Management Procedure.
- iv. Incident Management Procedure.
- v. Access Management Procedure.
- vi. Information Technology Operation Manual.
- vii. Information System Audit Framework.
- viii. Business Continuity Policy.
- ix. Business Impact Analysis.
- x. Recovery Strategy and Contingency plan.
- xi. Information Technology Outsourcing policy.
- xii. Monitoring Formats

c. Process implementation, if any: Suggestions on implementation of best practices & processes associated with IFCI venture's infrastructures.

d. Information Technology Security Assessment:

- i. Vulnerability Assessment (VA) against network and security infrastructure components.
- ii. Report Generation.

e. Final Information Technology Audit of IT Infrastructure:

Part A	<ol style="list-style-type: none"> i. Significant findings during the IS Audit to be reported and corrective actions for closure to be approved/recommended. ii. IS Audit on IFCI Venture's premises on the basis of RBI Guidelines and ISO 27001:2013 iii. Audit Report Submission iv. Presenting the findings to Audit Committee of Directors (ACD)/Board of Directors of IFCI Venture, as required.
Part B	<ol style="list-style-type: none"> i. Analysis of Corrective Actions. ii. Follow up Audit ,if Any iii. Presenting before ACD/Board of Directors, as required, the corrective actions taken on the audit findings.

3. IFCI Venture's Responsibilities: IFCI Venture shall:

- Provide information regarding infrastructure details, if required.
- Provide detailed information regarding drafted policies, documentation and procedures already deployed in current infrastructure.
- Provide authority to interact with IFCI Venture's relevant officials, if required.
- Provide Nodes, Network Device, Public IP & Internal Server information for IT Security Assessment (VA).
- Provide detailed internal IP range with subnet masks and other required information (if any) for IT Security Assessment (VA)
- Maintain and distribute a contact listing of names and contact numbers (Telephone / Mobile) of appropriate IFCI Venture's personnel who need to be contacted for problem determination assistance.
- Provide space and other IT infrastructure to Auditors.
- Authorize Auditors to bring their respective laptops in office premises, if required.

4. Selection Process i.e. Qualification Criteria:-

IS Auditor' proposal would be evaluated, among others, on the following key parameters:

- i. L1 (Lowest Price Bid) will be appoint as an Auditor.
- ii. Gross average turnover of minimum Rs. 10.00 lakhs in last 3 years.
- iii. Past experience in handling IS audit assignments in Financial Institutions/ Banks / Govt. NBFCs- minimum 2 in last 3 years.
- iv. Qualification of IS Auditor – minimum 1 CISA/DISA.

5. Payment Terms : Payment of the of bid amount (inclusive of all other expenses including but not limited to out of pocket expenses) shall be made by IFCI Venture on the following milestones:

- i. 90% payment on completion of work as mentioned in point 2(a), 2(b), 2(c), 2(d) and 2(e) Part A mentioned above;

- ii. 10% payment on completion of work as mentioned in point 2(e) Part B mentioned above.

The payments shall be made on receipt of the invoice with all supporting documents.

- 6. **Place of Audit:** The work has to be conducted at the registered office of IFCI Venture at 16th Floor, IFCI Tower, 61 Nehru Place, New Delhi – 110019
- 7. **Dispute & Grievances Resolution:** If any dispute and grievance arise it will be handle by IFCI Venture Management committee and their decision is accepted to everyone without any further legal proceedings etc.

Annexure-I



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
WWW.RBI.ORG.IN

RBI/DNBS/2016-17/53

Master Direction DNBS.PPD.No.04/66.15.001/2016-17

June 08, 2017

Master Direction - Information Technology Framework for the NBFC Sector

In exercise of the powers conferred in terms of clause (b) of sub-section (1) of 45-L of the Reserve Bank of India Act, 1934 (Act 2 of 1934), the Reserve Bank of India being satisfied for the purpose of enabling it to regulate the credit system of the country to its advantage it is necessary so to do, hereby issues Master Directions - Information Technology Framework for the NBFC Sector, 2017 hereinafter specified.

Sd/-
(Dr. Sathyan David)
Chief General Manager

Enclosure: Information Technology Framework for NBFC Sector- Directions

(On letter head)

FORMAT FOR BID

To,
 Ms. Bhavana Rao
 Dy. General Manager
 IFCI Venture Capital Funds Limited
 16th Floor, IFCI Tower, 61 Nehru Place
 New Delhi – 110019

1. Part A- General Information:-

Sl. No.	Particulars	Reply
1.	Name of the Company /Firm <ul style="list-style-type: none"> • Whether Partnership/ Proprietorship/ Individual • Name of the Lead Partner/ Proprietor/ Individual/ Incharge • Name(s) of the Contact person(s) and the Contact details 	
2.	Year of Commencement of Company/ Firm. (Attach Documentary evidence)	
3.	Details of Headquarter Address Telephone Nos. Fax No. Email Website	
4.	Post Qualification Experience of Lead Partner/ Proprietor/ Individual including Service/ Practice under whose supervision the IS Audit of IFCI Venture will be conducted. <ul style="list-style-type: none"> • Total Post Qualification Experience • Experience in Practice (Attach Documentary evidence)	
5.	PAN No. (Attach Documentary evidence)	
6.	GST No. (Attach Documentary evidence)	

2. Part B- Company/Firm Information :-

Sl. No.	Particulars	Reply
1.	Gross average annual turnover of the Company/ Firm in last three financial years based on ITR/Balance Sheet. (Attach Documentary evidence)	
2.	Number of IS audit assignments handled in case of Financial Institutions/ Banks / Govt. NBFCs (Attach Documentary evidence)	
3.	Details of CISA/DISA Qualified partners/employees (Names and Qualification to be given for each Qualified partner/employee) (Attach Documentary evidence)	

3. Part C- Financial Bid:-

Sl. No.	Particulars	Reply
1.	Financial Bid amount (Rs.)	

4. Part D- Any other Information:-

Sl. No.	Particulars	Reply
1.	Any other relevant information. (Attach Documentary evidence)	

Declaration

1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We do not have any conflict of interest with IFCI Venture.
3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
4. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

Signature:-----

Name & Designation of the Authorized Signatory:-----

Stamp of the Company/ Firm:-----

Date:

Place: