

Sealed quotations are invited from interested Information System Auditors for carrying out an IS audit in our organisation. The relevant information are furnished below:-

1. Our Organisation and the extent of Systems Usage

- a) We are a deposit taking NBFC having head office at Kolkata and nine satellite offices in some of the district headquarter centres in West Bengal
- b) Our computer usage –
 - Total number of users is 49 at present
 - Three LAN based customised software are in use for handling various areas of our activity
 - Emails of all users have been created in our corporate domain with the Organisation's approved rules. The mail server is outsourced.
 - Standard windows desktops are used as LAN terminals and the same desktops are used for stand-alone use of MS-Office suite.
 - Automated centralised back-up of the individual users' local hard disks (i.e., desktop hard disks)
 - A DC/DR arrangement for the main application is in place with automated DC->DR data replication
- c) We have a set of comprehensive ISMS (Information Security Management System) Policies approved by the Board and it is incumbent on all employees to abide by these policies.

2. Eligibility of Bidder

- a) Must be in a position to ensure that the audit is conducted by CISA qualified auditors only
- b) Must have conducted at least one IS audit of a reputed organisation (PSU or listed company) in the BFSI sector during last financial year

3. Scope of Audit

Assessing how effectively the Organisation's security policies have been implemented. The gaps if any, should be clearly identified

Interested and eligible audit firms / organisations may please submit their financial offers in a sealed cover addressed to the CFO & Chief Information Security Officer, West Bengal Infrastructure Development Finance Corporation Ltd., "Mangalam" Building, Block-A, 1st Floor, 24 Hamanta Basu Sarani, Kolkata-700001 within 5:30 p.m., on 31/08/2017.

The following points also may please be noted:-

- The quoted fees should be indicated without taxes. Taxes will be paid by us additionally at actuals.
- Along with the financial quotation the bidders should enclose a brief write-up on their firm / organisation attaching copies of the documentary evidences for satisfying the requirements under para 2(a) and 2(c) above.
- The following writing should appear on the front of the sealed envelope, so that the envelope is not opened by inadvertence - "CARE: Quotation for IS Audit. Please do not open."

CARE: Last date of submission of quotation in sealed cover- 31/08/2017, 5.30 P.M.

Chief Financial Officer

