

Tender No. IFCI Venture/Internal Audit/2022-23

Date: October 14, 2022



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

IFCI VENTURE CAPITAL FUNDS LTD.

(A Subsidiary of IFCI Limited, Government of India Undertaking)

CIN: U65993DL1988GOI030284

Regd. Office: IFCI Tower, 61, Nehru Place, New Delhi-110019

Tel: Direct (+91) (11) 4173 2501 /79

Website: www.ifciventure.com

Email: internal.audit@ifciventure.com

DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IFCI Venture, is provided to the Vendor on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP is neither an agreement nor an offer and is only an invitation by IFCI Venture to the interested parties for submission of bids. The purpose of this RFP is to provide the Vendor with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP and wherever necessary, may obtain independent advice. IFCI Venture makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability or completeness of this RFP. IFCI Venture may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

RFP DOCUMENT

1. Introduction:

IFCI Venture Capital Funds Ltd. (IFCI Venture) is a RBI registered, non-deposit taking systematically important NBFC (NBFC-ND-SI) and it is a subsidiary of IFCI Ltd (a Government of India undertaking). It is also an Asset Management Company (AMC) and is presently managing SEBI Registered Alternative Investment Funds (AIF) funds.

IFCI Venture is the country's pioneer institution nurturing the startups and growth-oriented businesses in India since 1975 with a view to widen the entrepreneurial base of India by providing start-up capital for setting up businesses. It has financed more than 600 projects across varied sectors and supported commercialization of many technologies.

2. Invitation for Tender Offers:

IFCI Venture invites bids for this Request for Proposal document (RFP) which expression shall include all attachments and annexures hereto as well as all amendments, addendums, modifications and alteration hereto to bidders, to enable them to participate in the competitive bidding for "Appointment of Auditor For Conducting Information System Audit". The selected bidder has to provide, manage and maintain all necessary infrastructure components and services that would be necessary as per the requirements of this RFP. The selected bidder has to ensure that the desired objectives of IFCI Venture are fulfilled.

3. Broad Requirements:

The purpose of this RFP is to select a CERT-IN empaneled Auditors preferably based in the National Capital Region of India to conduct IT security audits, including vulnerability assessment and penetration testing of the networked IT infrastructure of IFCI Venture. It majorly contains DC and DR site, Network security architecture, Local Area network, web application portal remote access to IFCI's network and other related services as per the Scope of work specified in this document. The selected bidder/ auditor shall engage with IFCI Venture in identifying the gaps and assist, guide, develop and render expert advice to ensure that its information assets are adequately protected on a continuous basis from a variety of threats such as error, fraud, cyber-attacks, embezzlement, sabotage, terror, extortion, espionage, privacy violation, service interruption and natural disaster etc.

Further, the selected auditor must ensure IFCI Venture's compliance with the IT framework guidelines laid by RBI Master Direction on IT Framework in the NBFC Sector.

4. Key Events & Dates

Tender Notice No	Tender No. IFCI Venture/Internal Audit/2022-23
Tender Name	Appointment of Auditor for Conducting Information System (IS) Audit
Date of Issue	14/10/2022 10:00 AM
Last date for seeking clarifications if any	18/10/2022 05:00 PM
Last date and time of submission of bids (Technical & Commercial)	28/10/2022
Date and time of opening of Technical Bids	31/10/2022, 03:00 PM
Date and time of opening of Commercial Bids	04/11/2022, 11:00 AM
Address for Communication and Pre bid meeting	AGM (Internal Audit/IS Audit) IFCI Venture Capital Funds Ltd., 16 th Floor, IFCI Tower, 61, Nehru Place, New Delhi - 110019
Name of the contact person for any clarification	Mr. Jagdish Garwal (DGM) 011-41732521 Ms. Milly Nandi (AGM) 011-41732529 Ms. Jyoti Gupta (Manager) 011-41732501
E-mail Address	Internal.audit@ifciventure.com

5. Instructions to Bidders:

- i. The General Conditions of Contract form part of the Tender specifications. All pages of the Tender documents shall be duly signed and stamped along with the relevant documents.
- ii. Tenderers are advised to study all the tender documents carefully.
- iii. Any submission in Tender shall be deemed to have been done after careful study and examination of the tender documents and with the full understanding of the implications thereof.
- iv. Should the Tenderers have any doubt about the meaning of any portion of the Tender Specification or find discrepancies or omissions in the scope of work or the tender documents issued are incomplete or shall require clarification on any of the technical aspect, the scope of work etc, bidders shall at once, contact the authority inviting the tender well in time (so as not to affect last date of submission) for clarification before the submission of the Tender.
- v. The specifications and terms and conditions shall be deemed to have been accepted by the Tenderers in his offer.
- vi. The Bidder will treat as confidential data and information about the IFCI Venture obtained in the execution of this tender including any business, technical or financial information, in strict confidence and will not reveal such information to any other party.

- vii. Non-compliance with any of the requirements and instructions of the tender enquiry may result in the rejection of the tender.

6. Eligibility Criteria:

S. No.	Clause	Documents required
1.	The bidder should be registered company/ partnership firm, registered as per Companies Act 2013 (erstwhile companies Act 1956), Indian Partnership Act, operational in India since last 5 years.	The Certificate of Incorporation issued by Registrar of companies / Regd. Partnership Deed are required to be submitted.
2.	The firm to be preferably based within National Capital Region of India	Proof of registered office address
3.	The firm must be registered with appropriate authorities for all applicable statutory duties/taxes.	Valid documentary proof of: GST registration number Income Tax registration/PAN number
4.	The bidder should be empaneled with CERT-IN for the period 2022-23	Certificate of Empanelment with CERT-IN
5.	The bidder should have at least 4 Auditors who are CISA/CISSP qualified and should be continuously part of the team that will conduct the audit at IFCI Venture	All relevant certificates/documents supporting basis laid out in pre-qualification criteria
6.	The bidder should not be providing IT related services to IFCI Venture during last 3 years.	Bidder to provide a self-declaration on the company letter head.
7.	The bidder should have rendered satisfactory IS Audit services to at least two Public Sector Insurance Company/ Public Sector Bank/ Central or Statement Government Undertaking/ Autonomous Institute/ Corporate Establishment;	Copies of at least 2 such LOI/PO/Work Order received from the client, bills raised and payment proof thereof must be provided.
8.	Integrity Pact	To be provided along with submission of Application

Note: Documentary evidence for compliance to each of the eligibility criteria must be enclosed along with the bid together with reference.

7. Scope of services for the proposed IS Audit:

The below 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 & ISO-27001:2013 controls for adhering to RBI Guidelines.

Information System Audit:

- a) Verify existence of an Information Asset (IA) Register.
- b) An Asset-Based risk assessment based on Information Assets maintained as per 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.
- c) Identification of risks that can affect the confidentiality, integrity and availability of Information Assets.
- d) Impact and likelihood values based on organization's risk criteria.
- e) To find out the gaps in current implemented Infrastructure policy and operation process.
- f) To segregate controls which must be applied to address the risk.
- g) To recommend the following:
 - i. The controls needed to address the risks.
 - ii. The controls already existing in the system and the new controls required to be implemented.

GAP Assessment with Policy documentation:

The IS Auditor must identify gaps and suggest modification/changes in 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:

- a) Information Technology Governance Framework.
- b) Information Technology Policy.
- c) Change Management Procedure.
- d) Incident Management Procedure.
- e) Access Management Procedure.
- f) Information Technology Operation Manual.
- g) Information System Audit Framework.
- h) Business Impact Analysis.
- i) Recovery Strategy and Contingency plan.
- j) Information Technology Outsourcing policy.
- k) Monitoring Formats

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

Information Technology Security Assessment:

- a) Vulnerability Assessment (VA) against network and security infrastructure components.
- b) Report Generation.

Final information technology audit of IT Infrastructure:

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

The Risk Assessment of IT Infrastructure of IFCI Venture Capital Funds Ltd.

- a) Carry out the work regarding Security Assessment of IT Infrastructure of IFCI Venture to ensure that it is free from the vulnerabilities and comply with the guidelines.
- b) Identify the security vulnerabilities & perform security assessment IT Infrastructure of IFCI Venture as per the CERT-in guidelines, NIST guidelines, OWASP top 10 – 2013 and OWASP top 10 – 2010 vulnerabilities.

Sl.	Name of IT Component	Activities to be performed
1	Laptop, Desktop, Printers	Vulnerability Assessment
2	Servers, Network Devices	Vulnerability Assessment & Penetration Testing

- c) Final Risk Assessment audit of IT Infrastructure:

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

IFCI Venture’s Responsibilities for conducting the audit:

- a) Provide information regarding infrastructure details, if required.
- b) Provide detailed information regarding drafted policies, documentation and procedures already deployed in current infrastructure.
- c) Provide authority to interact with IFCI Venture’s relevant officials, if required.
- d) Provide Nodes, Network Device, Public IP & Internal Server information for IT Security Assessment (VA).
- e) Provide detailed internal IP range with subnet masks and other required information (if any) for IT Security Assessment (VA)
- f) 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.
- g) Provide space and other IT infrastructure to Auditors.
- h) Authorize Auditors to bring their respective laptops in office premises, if required.

Adherence to RBI Master Direction on IT Framework in the NBFC Sector

On June 08, 2017, RBI came up with Master Direction — Information Technology Framework for the NBFC Sector ("Directions") vide it notification no. Master Direction DNBS.PPD.No.04/66.15.001/2016-17 dated June 08, 2017, to enhance the safety, security, efficiency in processes leading to benefit NBFCs.

The focus of the IT framework is on IT Governance, IT Policy, Information & Cyber Security, IT Operations, IS Audit, Business Continuity Planning and IT Services Outsourcing.

Auditor to ensure, whether the company has complied with the IT framework guideline as mentioned in the Master Directions.

8. Deliverables:

A written report with an executive summary, a description of the assessment

activities and methodologies used penetration test results, observations and findings with risk rankings, recommendations for risk mitigation, and strategies for improving security

The following reports are an indicative that should be covered for the area-wise auditing-

- IS Audit (Technical & Process) Report of all the areas covering the objectives, efficiency and effectiveness
 - Presentation to the Top Management of the findings of the Reports
 - Risk Matrix Analysis Report Recommendations for Risk Mitigation
 - Gap analysis and recommendation for mitigation
- The check list with guidelines for the subsequent audit (hard & soft copies)

The report findings should cover all the areas separately mentioned in the scope.

Gap based report highlighting the gaps vis-à-vis RBI Master Direction Information
Technology Framework for the NBFC Sector (June 08, 2017)

9. Submission of Bids:

The prospective bidders shall submit their technical and financial bids **in the format at Annexure I & Annexure II** in properly sealed **envelope bearing** the title **"Expression of Interest (EOI) for Appointment of Auditor for Information System Audit of IFCI Venture Capital Funds Ltd."**. The Envelope shall also be labeled **"STRICTLY CONFIDENTIAL: TO BE OPENED ONLY BY THE ADDRESSEE OR AUTHORISED PERSONS OF THE ADDRESSEE"**.

Technical Bid (Eligibility Criteria)

Technical bid response must comply with the annexures provided and all the compliances stated in the clause Eligibility Criteria.

IFCI Venture reserves the right to waive any of the Technical Specification during technical evaluation, if in the IFCI Venture's Opinion it is found to be minor/deviation or acceptable deviation.

Commercial/ Financial Bid

The fee (commercial/ financial bid) for undertaking the audit is required to be quoted in figures and in words. The fee must be inclusive of all taxes. The bidder is required to check the prices/amount carefully before submission of the financial bid.

In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, IFCI Venture at its discretion, may extend the deadline for the submission of bids. Further, IFCI Venture reserves the right to scrap the RFP or drop the tendering process at any stage without assigning any reason.

Note:

- If the tender document does not include all the information required or is incomplete, the proposal is liable to be rejected.
- The evaluation of the bid will only be based on the documents submitted by the bidder.
- The bids shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.
- In the first stage, only TECHNICAL BID will be opened and evaluated for the bidders qualifying the eligibility criteria. Those bidders who satisfy the technical requirements as determined by IFCI Venture, shall qualify for the COMMERCIAL/ FINANCIAL BID evaluation.
- The Tender evaluation committee constituted for the said purpose, shall conduct bid evaluation. The objective of evaluation methodology is to facilitate the selection of desired solution at optimal cost. The purpose of it is only to provide the Bidder an idea of the evaluation process that IFCI Venture may adopt.
- IFCI Venture reserves the right to modify the evaluation process at any time during the Tender process (before submission of technical and commercial responses by the prospective bidder), without assigning any reason, whatsoever, and without any requirement of intimating the Bidders of any such change.
- IFCI Venture's decision in respect of evaluation methodology and short listing of bidders will be final and no claims, whatsoever in this respect, shall be entertained.
- The clarification shall be given in this respect, but no change in the price shall be sought, offered or permitted.

Evaluation of Technical Bids

IFCI Venture will open all bids in the presence of Bidder's' representatives who choose to attend, at the time, on the date (as specified), and at the place specified in the Tender. The Bidders' representatives, who are present, shall sign a register/attendance sheet evidencing their attendance.

IFCI Venture reserves the right to open the bids at the stipulated/notified time & date, even if vendor/s express their inability to attend the opening of bids.

The bidder representative should bring an authority letter on the company letter head to attend / represent the bidder in the meetings, else the person shall not be allowed to attend the meetings.

IFCI Venture will evaluate and compare the bids which have been determined to be substantially responsive. In case of a tie: - The bidder having higher turnover in past three financial years i.e., FY 20, 21 and 22 shall be awarded the contract.

Price Evaluation Criteria

Bidders should quote their rates/prices in Indian Rupees only which shall be inclusive

of all applicable taxes, duties, levies, insurance, transportation etc., as per Price bid format included of this tender document.

Commercial Evaluation of the technically eligible bids shall thereafter be done on L-1 basis. Bids shall be evaluated based on the total evaluated value as per the quoted rates for the services mentioned in Scope of Work.

In case of tie, contract may be awarded to bidder qualifying the above stated norm.

Standard Terms & Conditions - Clarification of Tender Document

The prospective Bidders requiring any clarification of the Tender Document may notify IFCI Venture in writing or by e-mail as specified in RFP.

Amendment of Tender Document

At any time prior to the last date for receipt of bids, IFCI Venture may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders may modify the Tender Document by an amendment. The amendment will be notified in writing/ published on the IFCI Venture's website. In order to afford prospective Bidders reasonable time in which to take amendments into account in preparing their bids, the Purchaser may, at its discretion, extend the last date for the receipt of Bids.

Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP document or submission of a proposal not substantially responsive to the RFP document in every respect will be at the Bidder's own risk and may result in rejection of its Proposal.

Proposal Cost

IFCI Venture is not liable for any costs incurred by bidders in preparing responses to this Request for Proposal or for any work performed prior to official appointment by IFCI.

Any other Information

In addition to the information desired in the terms and conditions as well as in the technical bid, the Bidder may provide any other information/description like performance Figures specified/indicated along with supporting documents/calculations.

Validity of the Bid

The Bid shall be valid for a maximum period of 90 days from the last date of OPENING OF Financial bids submission as indicated. Bidder should submit an undertaking in this regard.

In exceptions circumstances IFCI may solicit the Bidders consent to an extension of the period of validity. The request and response thereto shall be made in writing. The Bid security provided shall also be extended.

Rejection of Bid

Bids may be rejected on occurrence of any one of the following events/ conditions.

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidders bid.
- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.
- Any evidence of cartelization.
- Bids received by IFCI Venture after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

Technical Rejection Criteria

- Technical Bid containing commercial details.
- Revelation of Prices in any form or by any reason before opening the Commercial bid.
- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect,
- Bidders not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder's not complying with the Technical and General Terms and conditions as stated in the RFP Documents.
- Bidder's not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work and Service Level Agreements of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

Commercial Rejection Criteria

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

Confidentiality of the Document

This Tender Document is confidential and IFCI Venture shall ensure that anything contained in this Tender Document shall not be disclosed in any manner, whatsoever,

The Bidder will treat all data & information about IFCI Venture, obtained in the execution of its responsibilities as confidential & will not reveal such information to

any other party without prior written approval of IFCI Venture. If the Bidder leaks any such information to any third party (Web/Mail), IFCI Venture holds the right to take such action as may be necessary.

Right to Accept or Reject the Tenders

The right to accept the bid in full or in part/parts will rest with IFCI Venture. However, IFCI Venture does not bind itself to accept the lowest bid and reserve itself the authority to reject (during any stage of the Tender Process) any or all the bids received without assigning any reason whatsoever.

Tenders, in which any of the particulars and prescribed information are missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled, shall be considered non-responsive and are liable to be rejected at the discretion of IFCI Venture.

IFCI Venture may waive any minor informality or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Price Basis

Prices quoted by the Bidder shall be considered as firm and fixed prices during the entire execution of the contract and not subject to variation on any account.

Clarification of bids

During evaluation of Bids, IFCI Venture at its discretion, may ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing (e-Mail), and no change in the substance of the Bid shall be sought, offered or permitted.

Assignment

The Bidder shall not assign, in whole or in part, its obligation to perform under this contract, except with IFCI Venture's prior written consent. The Bidder shall notify IFCI Venture in writing of all sub-contracts awarded under the contract, if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the Bidder from any liability or obligation under the contract.

Annulment Of Award

Failure of the successful bidder to comply with the requirement as mentioned in scope of work shall constitute sufficient ground for the annulment of the award, in which event IFCI Venture may make the award to any other bidder at the discretion of the IFCI or call for new bids.

Award of Contract

Before the expiry of the period of validity of the proposal, IFCI Venture shall notify the L1 Bidder in writing by registered letter/ e-mail or by fax, that its bid has been

accepted.

The Bidder shall acknowledge in writing receipt of the notification of award and shall send his acceptance to enter into agreement within three (3) days of receiving the notification.

If L1 Vendor fails to execute the order, IFCI Venture will be free to award the contract to L2 Vendor provided L2 matches L1's price and if L2 does not agree, it will be awarded to L3 subject to L3 matching L1s price and in that order.

If a bidder who is a proprietor expires after the submission of his tender or after the acceptance of his tender, IFCI Venture may at their discretion, cancel such tender. If a partner of a firm expires after the submission of tender or after the acceptance of the tender, IFCI Venture may then cancel such tender at their discretion, unless the firm retains its character.

Commencement of Work

The successful bidder shall commence the work within 5 working days from date of awarding the contract or as per the schedule provided by IFCI Venture and shall proceed with the same with due expedition without delay.

If the bidder fails to start the work within stipulated time as per LOI/PO/Work Order or as intimated by IFCI Venture, at its sole discretion will have the right to cancel the contract. All the work shall be carried out under the direction and to the satisfaction of IFCI Venture.

Delivery Schedule:

The entire audit may be completed within 1 month from the date of letter of appointment.

Submission of Response:

Two hard copies of the final responses to RFP should be delivered to the contact officer in a sealed envelope. Unless specifically stated in the RFP response, it will be assumed by IFCI Venture that a respondent has fully understood and is in agreement with the requirements and information contained in this RFP.

Dispute & Grievances Resolution:

If any dispute and grievance arise it will be handled by IFCI Venture (any committee specified for the purpose) and their decision is accepted to everyone without any further legal proceedings etc.

Contact Details for clarification:

Mr. Jagdish Garwal
Dy. General Manager
Email: j.garwal@ifcilttd.com
Landline Number : 011-4132521

Ms. Milly Nandi
Asst. General Manager
Email: milly.nandi@ifciventure.com
Landline Number:011 – 41732579

Ms. Jyoti Gupta
Email: jyoti.gupta@ifciventure.com
Landline Number: 011 – 41732501

(On the Letter head of the bidder/firm)

**EXPRESSION OF INTEREST
(Format for Technical Bid)**

To,

The Managing Director
 IFCI Venture Capital Funds Limited
 IFCI Tower, 61 Nehru Place
New Delhi – 110019

Re: Appointment of Information System (IS) Auditor on contract basis for a period of 3 financial years starting from FY 2022-23, 2023-24 and 2024-25 vide Tender No. IFCI Venture/IT/2022-23 dated 10th October 2022

1. Part A- General Information:-

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

Sl. No.	Particulars	Reply
1.	The firm shall have turnover of Rs. 25 Lakh or more in each of the last three financial years (Attach	

	Documentary evidence)	
2.	The firm shall have experience of conducting IS audit of such similar Govt. Corporations/ Public Sector Bank(s) / NBFC-ND-SI (Attach Documentary evidence)	
3.	The bidder should have at least 4 Auditors who are CISA/CISSP qualified and should be continuously part of the team that will conduct the audit at IFCI Venture - Provide details of Qualified partners / employees (Names and Qualification to be given for each Qualified partner / employee) (Attach Documentary evidence)	
4.	The bidder should be empaneled with CERT-IN for the period 2022-23 - Certificate of Empanelment with CERT-IN	

3. Part C- 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 Bidder/ Firm:-----

Date:

Place:

Annexure-II

(On the Letter head of the bidder/firm)

**EXPRESSION OF INTEREST
(Format for Financial Bid)**

To,

The Managing Director
IFCI Venture Capital Funds Limited
IFCI Tower, 61 Nehru Place
New Delhi – 110019

Dear Sir,

Re: Appointment of Information System (IS) Auditor on contract basis for a period of 3 financial years starting from FY 2022-23, 2023-24 and 2024-25 vide Tender No. IFCI Venture/Internal audit/2022-23 dated 14th October 2022

I/We _____ an Information System Audit Firm is / are pleased to submit our Financial Bid for acting as IS Auditor for 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 on contract basis for a period of 3 financial years starting from FY 2022-23, 2023-24 and 2024 as mentioned in the Tender document dated uploaded on the website of IFCI Venture Capital Funds Ltd.

Our lump sum fee for the same is below in the table:

Financial Year	Financial Bid (Rs.) (in figure and words)
FY 2022-23	
FY 2023-24	
FY 2024-25	

Date:
Place:

Signature of authorized signatory
Name:
Designation:
Seal:



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