



BANGIYA GRAMIN VIKASH BANK, HEAD OFFICE
BERHAMPORE, WEST BENGAL

IT Department

Bangiya Gramin Vikash Bank, Head Office, Berhampore, Dist – Murshidabad, WB- 742101, a premier RRB operating in 12 districts of West Bengal invites application from the intending Audit firms for empanelment of two (2) Information Security Auditors for 40 branches of the bank for the Financial Year 2023-2024.

The application should accompany duly filled up Bio-Data form along with copies of necessary certificates, which should reach Bank's Head Office on or before **06-11-2023** through e-mail/post.

Email IDs for correspondence:- i) cmsystems@bgvb.co.in ii) cminsp@bgvb.co.in, iii) gminsp@bgvb.co.in.
iv) ciso@bgvb.co.in

Terms and conditions

Selection Criteria:

The audit firms will be selected for empanelment under the following selection criteria.

a) Empanelment of Audit Firms shall be made by Bank

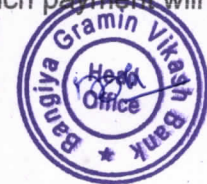
b) Empanelment shall be subject to following Criteria;

- i. The Firm shall not be a proprietorship Firm.
- ii. The Firm shall have experience of the Information Security Audit of minimum 3 (Three) other Banks.
- iii. IS Audit is to be conducted by auditors which have at least CISA (ISACA) certification.
- iv. Must be CERT-IN Empanelled.
- v. NABARD Empanelment Preferred.

c) The Information Security Audit assignment shall be for a period of 2 (Two) years. However, initial appointment letter shall be given for a period of one year only. On review at the end of the year, if the performance is satisfactory, the assignment shall be renewed for another one year. If the performance is found grossly unsatisfactory, their Audit assignment may be withdrawn at any point of time. However, after a period 2(Two) years, the Firm shall have minimum 1(One) year cooling period.

b) Others :

- i) It is mandatory to submit the Information Security Audit Reports within 7 days of the following month. No report will be accepted beyond 2 months of audit month.
- ii) Delayed submission of report for two consecutive quarters to HO may lead to delisting from the panel.
- iii) Information Security Audit reports should be submitted with proper seal and signature of the Branch Head / Authorized Officer of the concerned branches.
- iv) It is mandatory to submit Information Security Auditor's Attendance Certificate issued by the Branch Head along with bill as per format Annexed bellow, without which payment will not be made.



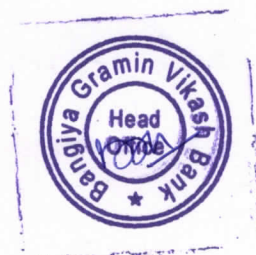
- v) Remuneration: The Remuneration for this assignment for each service outlet is payable upto Rs 8000/- (excluding the applicable GST). Information Security Audit for 40 Service Outlets (including Branches / Regional Offices / Head Office / PMO and ADC Service Branch) will be conducted for the Financial Year 2023-24. The number of Service Outlets will be equally divided into two selected IS Auditors. Kindly note that no other expenses like Halting Allowance, Traveling Allowance, Local Conveyance or other pocket expenses including cost of stationary will be paid by the bank. Interested IS Auditor must mention their remuneration per branch in the bio data form which should not be above Rs 8000 /-

SCOPE OF WORK The role of the IS auditors is to see that the organization's assets are protected and suitable internal controls are in place to protect its information and information resources. IS audit is responsible for providing an organization with independent and objective views on the level of security that should be applied to the Information Systems. Computer Security on the other hand is responsible for implementing security in the computerized environment. The IS auditor will learn to co-exist with the Computer Security function and work together for the benefit of the whole organization ensuring that professional standards are always maintained. The Scope of work mainly relates to conducting of Information System Audit of different Information systems/applications/ Databases / Operating Systems / Security devices, appliances and Solutions / Network Equipment/ Information Technology (IT) Process like sharing information through web services, host to host etc. in use by the Bank including those systems used by other agencies for providing services in respect of activities which are outsourced. Further the Auditor has to evaluate and comment on compliance by Bank as per RBI Circular on, Information Policy/ Procedures/Processes of the Bank, ISO 27001:2013 standards, other RBI guidelines and Industry best practices etc.

- i. The Guidelines & Advisories issued by RBI, Govt. of India, NPCI, UIDAI, Cert-In, SEBI, NCIIPC, IRDAI, NABARD etc.
- ii. Bangiya Gramin Vikash Bank Information System Audit Policy, IT Security Policies & Procedures.
- iii. IT Act, 2000 as amended from time to time.

IS Audit of each of the systems shall broadly cover the following aspects:

1. Physical and Environmental controls
2. Logical access Controls
3. Operating System/database review including Vulnerability Assessment
4. Application Review
5. Business process Review
6. Vulnerability Assessment
7. Penetration Testing
8. Network and Security Review including VA and Penetration test
9. Backup procedure Review
10. Business Continuity/Disaster Recovery plans/practices
11. Review of Outsourced Activities (SOPs review)
12. Virus protection and Patch management.
13. Capacity utilization of servers and applications
14. Review of Basic Minimum Configuration applicable for each system as per best practice i.e. Baseline Secure Configuration review.
15. Application Security Life Cycle (ASLC) review.
16. Database Configuration Audit.
17. Secure Code Practice Review
18. IT General Controls Review.
19. General Process Controls Review. 20. Checking of data privacy & data classification standards / policies



Information Security Auditor's Attendance Certificate

Name of the Branch /Office: -

For the Month:-

SL No	Date	Name of the Information Security Auditors Who attended the Branch	Arrival Time	Departure Time	Remarks

Date: -

Signature of Branch Head
With Seal



c. Bio Data form:

1.	Name of the firm	:	
2.	Date of establishment	:	
3	Registration No. of firm with CERT-IN	:	
4	Constitution of the firm (Individual/Partnership)	:	
5	Date of Reconstitution of the firm	:	
6	Addresses of the firm Regd. Office Head Office	: : :	
7	Postal Address	:	
8	No. of full-time Partners with qualification	:	
9	Staff strength No. of Information Security and Cyber Security Auditors Other Paid Assistants	:	
10	Contact Details i) Landline (s) ii) Mobile no iii) Fax No. iv) E-mail ID	: : : :	
11	GST Registration No.	:	
12	Unique Code of Bank Audit	:	
13	Details of Branch / Office with address	:	
14	Experience in Bank Information Security audit	:	
15	Experience in Govt. / Public Sector Audit	:	
16	Whether the firm has ever been de- empanelled by the Bank or any other Bank for Information Security Audit or for any other assignment. If yes, details of such events with reasons thereof.	:	
17	Any other relevant information, the firm tends to give	:	
18.	Remuneration per branch in Rs.		

Note: -

The bank reserves the right to accept or reject any application for empanelment of Information Security Auditor without assigning any reason thereof.

The selection of audit firms will be made for empanelment of Information Security auditors only. Allotment of branches for Information Security Audit will be made by the bank at its own discretion and the bank is not under obligation to provide audit work to every firm.

Sd/-

General Manager

