



**Request for Proposal (RFP)**

**ALLAHABAD BANK HEAD OFFICE IS AUDIT CELL, 2<sup>nd</sup> FLOOR,  
14, INDIA EXCHANGE PLACE, KOLKATA, WEST BENGAL, PIN-700001.**

**Email ID:-HO.ISAUDIT@ALLAHABADBANK.IN**

**TENDER REF No :ALB/HOISAUDIT/2019-20/00068**

**Date:- 27.06.2019**

**ALLHABAD BANK**, a leading Public Sector Bank having its Head Office at **Kolkata**, seeks to engage a CERT-IN empanelled Information Systems Audit Firm, having the necessary capability, expertise and experience, to conduct Information Systems Audit of its CBS & allied Applications , on selected parameters, as per the scope defined. In the above context, sealed Techno-Commercial Bid from eligible bidders for the said IS Audit assignment is solicited.

**SCOPE OF AUDIT**

<b>APPLICATION TO BE AUDITED</b>	B@NCS24 CBS APPLICATION ,INTERNET BANKING, MOBILE BANKING, UPI & ATM
<b>AREAS (FUNCTIONALITIES) TO BE AUDITED</b>	<p><b>One time Audit covering :-</b></p> <ol style="list-style-type: none"> <li>1. New products &amp; services implemented after 01/04/2015 (Audit of all change requests)</li> <li>2. NPA parameter implementation &amp; changes</li> <li>3. Periodical Interest rate parameter up-dation on loans &amp; deposits</li> <li>4. Periodical changes/up-dation of commission, fees and charges</li> <li>5. Reconciliation process of transactions in Digital Banking Operations (Internet Banking, Mobile Banking, UPI) &amp; Centralized ATM Cash Reconciliation process with sample checking of two or three ATMs.</li> <li>6. Sample checking of accounts with respect to NPA parameters, rate of Interest, commission &amp; charges</li> </ol>
<b>GUIDELINES FOR AUDIT</b>	<ol style="list-style-type: none"> <li>1. Audit firm shall check gaps in the process followed for new product / service, identify the information security risk associated with the approach</li> <li>2. Assess correctness of NPA parameters identified, its application, following guidelines,</li> <li>3. Correctness of rule application for interest calculation, reconciliation, duration calculation for loans and deposits,</li> <li>4. Audit shall be performed on sample data taken from financial year 2018-19, 2019-20 &amp; for new products from 1<sup>st</sup> of April 2015.</li> <li>5. Audit shall be completed within 15 days time frame with fulfillment of verification of compliance gaps.</li> </ol>



<b>LOCATION OF AUDIT</b>	ALLAHABAD BANK, CBS PROJECT OFFICE , NAVI MUMBAI
<b>DURATION OF AUDIT</b>	Audit to be completed within 15 days from the date of Issue of PO
<b>DELIVERABLES</b>	<ol style="list-style-type: none"> <li>1. Draft Report to be submitted within 15 days on completion of the Audit followed by a thorough discussion with the Auditee Setup.</li> <li>2. On acceptance of the above final report to be submitted within 7 days.</li> </ol>
<b>PAYMENT TERMS</b>	<p><b><u>Payment Schedule:</u></b></p> <p>Payment will be made on completion of following milestones</p> <ol style="list-style-type: none"> <li>1. 80 % payment after conduct of IS Audit &amp; submission of Final Report &amp; acceptance by Bank.</li> <li>2. 20% payment after conduct of verification of compliance gaps and issue of compliance certificate thereof.</li> </ol> <p><b>** TDS would be deducted at source for any payment made by the Bank as per the prevailing Rules of Government of India.</b></p>

**The Techno-Commercial Bid in sealed cover to be submitted in this format :-**

**A) PROFILE OF THE BIDDER :-**

DESCRIPTION	DETAILS
Registered name of the Bidder	
Registered address of the Bidder	
GST Registration No. of the Bidder	
Address for correspondence of the Bidder	Address: STD- Phone: e-mail Id: FAX No:
Contact name of the official who can commit on the contractual terms and the name of an alternate official who may be contacted in the absence of the former	<p><b><u>Primary Contact:</u></b></p> Name: Designation: STD- Phone No:



	<p>Mobile Phone :</p> <p>e-mail ID :</p> <p><b><u>Alternate Contact:</u></b></p> <p>Name :</p> <p>Designation:</p> <p>STD- Phone No:</p> <p>Mobile Phone :</p> <p>e-mail ID :</p>
<p>Contact addresses if different from above</p>	
<p>Official Website</p>	<p>Web Site URL :</p>
<p>Bidder is engaged in Information Systems Audits since (month &amp; year) &amp; total experience (in years/months) in IS Audit services</p>	
<p>Whether Information Systems Audit is a core function of the bidder?</p>	
<p>Bidder should have experience /expertise of conducting such Audit in at least one PSU Bank/Private Bank in the last three years.</p> <p>(Please attach necessary Proof)</p>	<p>Details of the assignments where the bidder has performed similar Audit in a Bank during the past Three Years</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p>Empanelment with CERT-In as an IS Audit Organization– current status</p>	<p>Empanelment valid from :-</p> <p>Empanelment valid up to :-</p>



(enclose empanelment certificate )	Whether applied for fresh empanelment:- Please provide date and reference no along with the proof.
The Bidder should be a Profitable Organization for the last 2 Financial years (Provide relevant documents like P/L statement, CA certificate as Proof)	Net Profit of the Organization for last 2 years (Rupees In Lacs ) 2017-2018 : 2018-2019
Bidder confirms that it has currently not been blacklisted by any Govt. Department /PSU/ PSE or Banks or the bidder/firm is otherwise not involved in any such incident with any concern whatsoever, where the job undertaken / performed and conduct has been questioned by any authority, which may lead to legal action.	

## B) COMMERCIAL TERMS :

### Commercial Bid for Allahabad Bank :-

(in INR)

Sl. No	Particulars	Amount excluding GST per instance (A)	GST as per the current rate applicable per instance (B)	Total Amount (C)=(A)+(B)
1.	Cost of One Instance of IS Audit as per the Scope defined (Inclusive of all fees & expenses)			
<b>TOTAL COST OF AUDIT INCLUDING GST – (Rupees</b>				<b>)</b>

### Note:-

- The Commercial Bid should contain the Total Project cost, on a fixed cost Basis. Allahabad Bank will neither provide nor reimburse any expenditure towards any type of Accommodation, Travel Ticket, Airfares, Train fares, Halting expenses, Transport, Lodging, Boarding etc.
- The Commercial prices as quoted above would be valid for a period of 90 days from the date of placing the order.
- The prices quoted above should be inclusive of all taxes & Duties as applicable
- Providing commercial proposal other than this format may lead to rejection of the bid.

**General Guidelines :-**

- The Techno commercial bid in sealed cover, as per the above format, should be super scribed “**HO IS AUDIT CELL- QUOTATION FOR IS AUDIT - Do not open before 15.07.2019-16:30hrs**” and reach “**THE CHIEF MANAGER-IT, ALLAHABAD BANK . HEAD OFFICE IS AUDIT CELL, 2<sup>nd</sup> FLOOR,14 INDIA EXCHANGE PLACE, KOLKATA -700001, WEST BENGAL**” along with requisite paper/documents.
- Last date for submission of sealed Bid is **15.07.2019 16:00PM.**
- Validity of rates in the Bid will be for 90 days from the date of opening of tender and may be extended further as per Bank’s requirement.
- The date of tender opening is **15.07.2019 16:30 PM.**
- The quotation should be accompanied by a copy of the current Cert-In Empanelment Certificate & all other relevant details as required above, failing which the bid is liable to be rejected.
- Bidder with the Lowest Bid, having the required expertise & experience of conducting such Audit & satisfying all the above criteria will be shortlisted as L1 and eligible for order.
- Bank reserves the right to reject any or all the Bids and stop the process at any point of time without assigning any reason whatsoever.
- GST Registration No. should be clearly mentioned in the Bid.
- For any query Bidder may contact HO IS Audit Cell on 033- 2231-6704 .