RFP FOR INFORMATION SYSTEM AUDIT

1. **Eligibility Criteria for IS Audit Firms:**

1.1. The firm should have an experience of conducting I S audits for a period of t h r e e year (3 Yrs). **(submit at least one work orders for each year)**

1.2. Should have a team of at least two Professionals who have experience of IS audit **(Submit CVs)**

1.3. The firm should have a office in Bhopal during the past three years. **Documentary evidence regarding the same such as (Rent /Lease Agreement, Electricity Bill, Telephone Bills etc. should be provided)**

1.4. Should have at a track record of at least two work orders for conducting successful IS audit in PSU/ Govt. Sector

2. **SCOPE OF IS AUDIT:**

MPCON Ltd wishes to carry out Information System Audit of the entire Organization including its Branches at Indore & Raipur. The scope of work for the same is as under

a) The effectiveness of planning and oversight of IT activities.

b) Evaluating adequacy of operating processes and internal controls.

c) The adequacy of enterprise-wide compliance efforts, related to IS, IT and Cyber Security policies and internal control procedures for ensuring data security and Secured Operations

d) Identifying areas with deficient internal controls, recommend corrective action to address deficiencies and follow-up, to ensure that the management effectively implements the required actions.

e) Whether the IS risks are appropriately identified and managed and whether the controls and risk management processes are adequate and implemented

f) Whether the objectives of confidentiality, integrity and availability of data are maintained

g) Review and evaluation of automated information processing systems, related non-automated processes and the interfaces among them.

h) Audit of all processes/systems using IT in any form and such audit either alone or as a part of other audits will always examine the level of compliance with the MPCON Ltd's Policies as applicable

i) Business continuity Audit Methodology the IS audit work will include manual procedures, computer assisted procedures and fully automated procedures, depending on the chosen audit approach.

j) The audit will identify IT policies and make the Company fully compliant with the IT standards as required by Law and applicable to Govt. Companies.

The Audit firm shall be required to undertake to perform all such tasks, render requisite services and make available such resources as may be required for the successful completion of the entire audit assignment at no additional cost to the MPCON Ltd.

3. Financial Quotations of only Eligible Firms would be Opened. Selection would be based on Least Cost Method. (L1)

4. The company retains the right to terminate or amend the bidding process/conditions at any given time.
5. A Performance Guarantee of 10% of the Project Value should be deposited within 7 days of the work order.
6. The IS audit should be completed within 3 months from the date of issue of work order.
7. Documents regarding eligibility criteria should be in a separate envelop. Financial Quotation should be submitted in a Separate Envelope. Both the Envelopes should be given together in a Bigger Envelop. The Outermost envelope should mention "PROPOSAL FOR INFORMATION SYSTEM AUDIT "on the top
8. Applications /Quotations should be received latest **by 10/12/2024** in **Hard Copy only** andsubmitted to

    MPCON Limited
    Ground Floor, Rajiv Gandhi Bhawan,
     35, Shyamla Hills
    Bhopal-462022
9. Application received after due date would be summarily rejected