

# **REQUEST FOR PROPOSAL (RFP) for Empanelment of CERT-In Empanelled Auditors for Conducting of Migration Audit and IS/IT Audit of the Jogindra Central Cooperative Bank Limited Solan (HP).**

## **1. Background**

Jogindra Central Cooperative Bank Ltd., Solan (hereinafter referred to as “the Bank”) is one of the oldest District Central Cooperative Banks (DCCBs) in the State of Himachal Pradesh, having been established in the year 1924. The Bank is licensed under the provisions of the Banking Regulation Act, 1949 and operates across the entire District Solan. It serves a wide customer base through its network of 35 branches and 2 Extension Counters (ECs) strategically located across the district intends to empanel CERT-In empanelled auditors/Auditing organizations for conducting Migration Audit and Information Systems (IS) / IT Audit.

## **2. Objectives:**

- Ensure integrity and completeness of data migrated to CBS.
- Evaluate IT systems, controls, and governance framework.
- Ensure compliance with RBI/NABARD/CERT-In guidelines.

## **3. Scope of Work:**

### **3.1 Migration Audit:**

The Migration Audit shall include but not be limited to the following:

- Verify accuracy, completeness, & integrity of data migrated from Finacle 7 to Finacle 10
- Ensure no data loss, duplication, or corruption
- Validate compliance with RBI/NABARD guidelines
- Review migration plan and strategy
- Verify User Acceptance Testing (UAT):
  - Test cases and results
  - Issue logs and resolution
- Validate data mapping and migration logic
- Review approvals and sign-offs
- Trial Balance matching (pre vs post migration)
- General Ledger (GL) balances verification
- Profit & Loss and Balance Sheet validation
- Verification of interest accruals
- Review of suspense and sundry accounts
- CIF(CUST-IDs) data integrity (KYC details, PAN, Aadhaar, etc.)
- Account balances and status (Active/Dormant/Frozen)
- Verification of customer master data
- Principal outstanding and interest migrations
- EMI schedules and repayment details
- NPA classification and asset classification

- Security and collateral details
- Term deposit details and balances
- Interest rates and maturity values
- Auto-renewal instructions
- Standing instructions
- ECS/NACH mandates
- Stop payment instructions
- Locker records
- DD/PO records
- Bills for collection
- Identification of missing/duplicate data
- Review of migration exception reports
- Verification of corrective actions
- Final reconciliation of all data
- Verification of CBS modules functioning
- Product configuration validation
- Testing of sample transactions
- Interest and charges application validation
- User ID and role-based access verification
- Password and access controls
- Maker-checker implementation
- Audit trail and logs verification
- Integration with ATM, NEFT/RTGS/IMPS
- Mobile banking
- Third-party integrations
- Data consistency across systems
- Verification of regulatory reports
- Validation of MIS reports
- Matching reports between old and new system
- Verification of pre and post migration backups
- Data restoration testing
- Review of rollback mechanism
- Data migration validation and system implementation controls
- Auditor shall certify that:
  - Migration is complete and accurate
  - No material discrepancies exist
  - System is stable for operations

### **3.2 IS /IT Audit (As per NABARD Guidelines)**

The IS Audit shall be Risk-Based and shall include but not be limited to the following

- IT Governance and strategy alignment
- Information Security Governance
- Risk assessment (threat, vulnerability, impact)
- Backup and restoration controls

- Business Continuity Planning (BCP) and Disaster Recovery (DR)
- Branch-level IS audit including:
  - User access controls
  - Maker-checker mechanism
  - Segregation of duties
  - Audit trails and logs
- Compliance with RBI/NABARD/IT Act guidelines

#### **4. Eligibility Criteria**

- CERT-In empanelled (mandatory)
- Minimum 3 years audit experience in banking sector.
- Qualified professionals (CISA/DISA)
- Not blacklisted.

#### **5. Deliverables:**

- Detailed audit reports
- Executive summary
- Risk classification
- Compliance checklist

#### **6. Timelines**

- Completion within 90 days from allotment.

#### **7. Evaluation Methodology**

- Technical: 60%
- Financial: 40%
- QCBS( Quality-cum-Cost Based Selection) method

##### **7.1 Technical Evaluation (100 Marks)**

##### **7.2 Minimum Qualification**

Only bidders scoring minimum 60 marks in technical evaluation will qualify.

##### **7.3 Financial Bid Opening**

- Only technically qualified bidders' financial bids will be opened.
- Identify Lowest Bid (L1)

## **7.4 Financial Score Calculation**

- Formula:  
Financial Score= (Lowest Bid/Bidder's Bid) ×100  
Final Score= (Technical Score×0.6) + (Financial Score×0.4)

## **7.5 Final Selection Rule:**

The selection of bidder (s) shall be based on the Quality-cum-Cost Based Selection (QCBS) methodology, and the bidder securing the highest combined score (based on prescribed weight age of Technical and Financial evaluation) shall ordinarily be considered for award of work.

However, notwithstanding the above, after evaluation of the financial bids, the Bank reserves the right, at its sole discretion, to:

- Award the audit assignments individually (Migration Audit and IS/IT Audit ) to different bidders, based on the lowest evaluated cost (L1) for each assignment, subject to meeting the required technical qualification; or
- Award both two assignments collectively (in to) to a single bidder based on the lowest composite cost (L1) for the total package, subject to the bidder meeting the prescribed technical criteria.

The decision of the Bank in this regard shall be final, binding, and not subject to challenge, and no representation or claim shall be entertained from any bidder on this account.

## **8. Instructions to Bidders:**

- Submit Technical and Financial bids separately
- Include all supporting documents
- No subcontracting allowed

## **9. Technical Bid Format**

### **A. Company Profile**

- Name
- Registration details: Certificate of incorporation/PAN/GST
- CERT-In empanelment proof

### **B. Experience**

- List of similar assignments
- Client references

### C. Team Details

- Qualification of team members

### D. Methodology

- Audit approach
- Tools to be used

### 10. Detailed Technical Evaluation Criteria/Matrix

Sr No	Criteria	Max Marks
1	Experience of audit in Banking sector > 10 years – 40 7-10 yrs – 30 5-7 yrs – 20 3-5 yrs – 10	40
2	Qualification of Team Certifications (CISA, DISA, etc.)	10
3	Past assignments (IS/IT Audit) ≥10 – 30 5-9 – 20 2-4 – 15 <2 – 10	30
4	Adequate team, dedicated resources Qualified Team strength & availability More than 20 – 20 10-20 – 10 Less than 10 – 5	20
	<b>Total</b>	<b>100</b>

- Bidders must secure minimum 60 marks in technical evaluation.
- Valid CERT-In empanelment is compulsory, failing which the bid shall be rejected.
- The Bank reserves the right to verify submitted documents and reject the bid in case of misrepresentation.
- Bids with incomplete or insufficient supporting documents may be rejected without further correspondence

## 11. Financial Bid Format

Sr. No.	Audit Type	Amount (INR)
1	Migration Audit	
2	IS/IT Audit	
	Total	

## 12. Payment:

No advance payment shall be made. Payment shall be released only after successful completion of the audit, submission of final reports, and issuance of Closure/Revalidation Report upon verification of compliance, to the satisfaction of the Bank.

In case of delay in completion of the audit assignment and submission of reports beyond the stipulated timeline, the following penalty shall be applicable:

- A penalty of 5% of the total audit fee shall be deducted for every delay of 15 days or part thereof.
- Continued or excessive delay may lead to:
  - De-empanelment of the auditor, and
  - Cancellation of the assignment at the discretion of the Bank

## 13. Legal & Regulatory Clauses

### 13.1 Confidentiality:

The selected bidder shall maintain strict confidentiality of all data, information, systems, and documents accessed during the course of audit. No information shall be disclosed without prior written consent of the Bank.

### 13.2 Indemnity:

The bidder shall indemnify and keep indemnified the Bank against any loss, damage, or liability arising out of negligence, breach of confidentiality, or failure to comply with regulatory requirements.

### 13.3 Jurisdiction:

All disputes shall be subject to the jurisdiction of courts located in Solan, Himachal Pradesh.

### 13.4 Compliance with Laws

The bidder shall comply with all applicable laws, RBI/NABARD guidelines, and CERT-In directions.

### **13.5 Right to Amend / Cancel RFP**

The Bank reserves the right to cancel, withdraw, amend, modify, or re-issue this Request for Proposal (RFP), in whole or in part, at any stage, without assigning any reason whatsoever.

The Bank shall not be liable for any cost or expense incurred by the bidders in connection with the preparation or submission of their bids.

Any amendments / modifications to the RFP shall be communicated through appropriate means and shall be binding on all bidders.

## **Bid Submission Covering Letter Format**

(To be submitted on bidder letterhead)

To, The Managing Director  
Jogindra Central Cooperative Bank Ltd.  
Solan, Himachal Pradesh

Subject: Submission of Proposal for Empanelment of CERT-In Auditors for conducting IS/IT audit and migration audit of the bank.

Sir/Madam,

We hereby submit our proposal in response to the RFP for empanelment of auditors for Migration Audit and IS/IT Audit.

We confirm that:

- We meet all eligibility criteria
- We have not been blacklisted
- We agree to all terms and conditions of the RFP

Yours faithfully,

Authorized Signatory

## Compliance Checklist (To be submitted by Bidder)

Sr. No.	Particulars	Compliance (Yes/No)
1	CERT-In empanelment	
2	Minimum experience criteria	
3	CISA/DISA certified professionals	
4	Qualified team members	
5	Past audit experience	
6	Acceptance of timelines	
7	Acceptance of penalty clause	
8	No blacklisting declaration	

**Last Date of Submission of RFP: 30-05-2026**