

**Subject: Request for quotation for conducting Information Systems Audit**

Date: 09<sup>th</sup> Feb 2016

ECGC Ltd is a Government of India Enterprise under the administrative control of the Department of Commerce, Ministry of Commerce and Industry. It is a specialized export credit insurance company with corporate head office at Express Towers, 10th floor, Nariman Point, Mumbai 400 021. It also has 5 Regional Offices in metro cities and 58 branches located all over India. All the regional & branch offices have been connected to the head office through a MPLS – VPN. ECGC's 'Information Technology (IT)' division and the centralized Data Centre are also located in the corporate head office.

All the business operations are carried out online real-time using the IT systems developed and being maintained with the help of an outsourced agency. ECGC's Information Systems have been audited till 31-3-2015 and the reports have formed part of the Annual Reports published by the corporation.

For the year 2015 - 16, it is proposed to appoint 'Information Systems Auditor'. The qualifying marks for the selection will be based on the following parameters:

- The company should have conducted 10 or more audits of Government departments and / Public Sector Undertakings during last 12 months;
- The company should have 10 or more qualified technical personnel available in the firm;
- Audit firm should be an Indian firm;
- Preference will be given to the audit firm who has experience in Insurance sector IS Audit.

If your name is listed in Cert-IN portal as Empanelled Information Security Auditing Organization and if you fulfill the above criteria, you are requested to submit your quotation against this '**Request for Quotation (RFQ)**' for conducting Information System Audit of ECGC.

The terms & conditions and general information of this assignment are as under:

- The Information System Audit will be conducted only at IT Division, HO.

- Scope of the audit will include application software management and IT infrastructure Management including IT Security, Databases and Network.
- Audit will be conducted by qualified personnel based in Mumbai/Navi Mumbai. Hence travel / boarding expenses will not be reimbursed.
- A formal confidentiality & non-disclosure agreement will have to be signed by the audit personnel before starting the work.
- It is proposed to complete the IS Audit in 15<sup>th</sup> April 2016 so that the 'Action Taken Report' on the IS Audit observations can be prepared & submitted to the Statutory Auditors in time. Hence after ECGC places the order, the audit process will have to be initiated immediately.

If interested, you may kindly submit your quotation stating your lump sum professional fees with applicable taxes for conducting Information System Audit of ECGC. The quotation should be in sealed envelope with '**Quotation for Information Systems Audit**' super scribed on the same. The quotation in sealed envelope should reach the following address before 5.30 PM on 24-02-2016. Offers received after this date & time shall not be considered. The quotation in sealed envelope may be sent to the following address:

Shri Jayaprakash Menon,  
Deputy General Manager - IT,  
ECGC Ltd, Express Towers,  
10th floor, Nariman Point, Mumbai ,  
Pin - 400 021  
Tel : 022 – 6659 0585,  
Mobile: 8589089998  
Email: [jayprakash.menon@ecgc.in](mailto:jayprakash.menon@ecgc.in)

For any queries, please contact at [manindra.kumar@ecgc.in](mailto:manindra.kumar@ecgc.in) or [alok.kumar@ecgc.in](mailto:alok.kumar@ecgc.in) .