

# HOOGHLY DISTRICT CENTRAL CO-OPERATIVE BANK LTD.

GSTN : 19AACFH9855Q1ZE



Netaji Subhas Road : P.O. Chinsurah  
Dist. Hooghly : Pin - 712 101  
Phone : (033) 2680 2949 / 9131 / 2408  
/ 6573 / 9303 (FAX)  
E-mail : [hooghlydccb@hooghlydccb.com](mailto:hooghlydccb@hooghlydccb.com)

Memo No. 3746 / 2024-25

Dated 18.02.2025

## Notice Inviting E- Tender

**E-Tender (BOTH TECHNICAL AND COMMERCIAL)** as detailed below, for **conducting Comprehensive Information Systems & Information Technology Audit**, from different eligible chartered firms are invited for this Bank. **Interested firms** must be submit the quotations through E-Tender in requisite format **only in the Bank Website 'TENDER MANAGEMENT' : <https://hdccbtenders.com/View/UserLogin.aspx>** by **06/03/2025** positively. The Bank reserves the right to itself to cancel any or all the E-Tenders without assigning any reasons thereto. The Bank does not bind itself to accept the lowest rate :-

SI No	Particulars	Total Amount of Audit Fees (IN INR) WITH GST, Taxes	Work Location
01.	CONDUCTING INFORMATION SYSTEMS (IS), INFORMATION TECHNOLOGY (IT) AUDIT AND COMPREHENSIVE AUDIT (INCLUDING VA/PT & VICS framework) OF OTHER INTEGRATED APPLICATIONS FOR THE YEAR 2024-25 BY CHARTERED FIRM HAVING CISA CERTIFIED PARTNER AND ALSO CERTIFIED AMONGST ANY TWO OF CISSP / CCNA / CISM / OSCP as per ANNEXURE I.		21 Branches and Head Office of the Bank

The Scope of work is broadly as under:

Sr No	Business Area		Major Aspects to be covered
1	Information System	Management Control	To ensure proper controls are in place in the area of System development, data management, security management, operations management and quality assurance management. Industry Best Practices are observed wherever possible.
2	Information System	Information Security	Security features including user management. Evaluation of controls prescribed by Bank's Information Security Policy and Business Continuity Policy.
3	Information System	Application controls	<ul style="list-style-type: none"> <li>- Evaluation of system documentation and user manuals and interface with menus, submenus and reports</li> <li>- Evaluation of safeguarding of assets, data integrity, efficiency and effectiveness of the system</li> <li>- Special emphasis on Sufficiency / accuracy of all types of reports, Backups and recovery procedures, Audit trails, Version control, patch management, rollover, Setting of various parameters, Generation of exception reports and their coverage</li> <li>- Evaluation of existence and effectiveness of the controls, input, communications, processing, database</li> </ul>
4	Information System	System Generated Transactions	Evaluate the Correctness, Completeness, Confidentiality Integrity & Availability of System Generated Entries, GL etc.
5	Information System	SLA	Compliance with Service Level Agreement (SLA) for Core Banking System. To ensure Monitoring of Service Level Agreements being done by the vendors and the Bank

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6	Information System	Bulk Transaction Posting Utilities	Correctness, Completeness, Confidentiality, Integrity, Availability of transactions posted through bulk transaction posting utilities e.g., Trickle Feed Utility etc.
7	Information System	Change Management	<input type="checkbox"/> Evaluation of the Procedures adopted by the bank for the Business Process Re-engineering and controls thereof with a special emphasis on the processes reengineered since 01/04/2014 Gap Analysis for the Processes Reengineered <input type="checkbox"/> Evaluation of Change management process
8	Information System	Interfaces- Internal & External	Review process and controls over interface of BANCS@24 CBS application, including validation of interface files and handling of rejections, with the other applications
9	Information System	Core Banking System Control Reports generation	Identify module wise modifications required to achieve the above.
10	Information System	Disaster recovery Plan	<input type="checkbox"/> Ascertain Disaster Recovery Plan, its adequacy, components, awareness, related provisions in software, testing, training needs, recovery alternative and suggest changes/ modifications, if any. <input type="checkbox"/> Evaluation and review of Recovery Time Objective (RTO), RPO (Recovery Point Objective)
11	Information System	Review of hardware and software to suggest measures, if any, for better control	<input type="checkbox"/> Maintenance, monitoring, effective and efficient usage of resources Access to Operating System (OS), Version control, OS security and compliance with essential and desired functionality for Transaction Processing and its support in areas of RDBMS. <input type="checkbox"/> Terms and conditions specified in Annual Maintenance Contracts of Hardware and Software to safeguard Bank's interest <input type="checkbox"/> Evaluation of Minimum Base Line Security documents and their implementation. <input type="checkbox"/> Evaluation of exceptions and their conformity to business requirements.
12	Information System	Audit of other areas	Procedures/ guidelines w.r.t practice as regards generation/ maintenance of records, access control and methods adopted for checking and verification of accounting procedure and control. Any other area/ aspect relevant to the assignment with mutual understanding
13	Information System	Manual Interventions	In addition, the auditor will be required to verify <ol style="list-style-type: none"> <li>1. The risk that is posed by the manual interventions that are allowed in all the applications. This will be examined for the need to keep this and restrict it or the need to eliminate it. This decision will be conveyed by the auditor based on the critical nature of the manual control and availability of the system control to manage.</li> <li>2. Possibility of any wrong figures/ misrepresentation or misstatement in financial statement due to system generated</li> </ol>



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The selected bidder will be required to provide the services of professionals for auditing information systems audit and other applications. Name of few applications is given below:

S. No	Business Application
1	Core Banking Solution
2	e-banking Solution
3	Treasury
4	Alert System
5	Anti-Money Laundering (AML)
6	GST Module- Income Expenditure
7	ADF/ADEPT/CIMS/SLBC/MIS reports
8	NPA Module
9	CTS-Inward/Outward
10	ALM / FTP
11	Door Step Banking- FI
12	C-KYC
13	PFMS
14	NACH
15	Switch Services for AGS- EFT, UPI, IMPS, PoS
16	Loan Origination System (LOS)
17	Early Warning System (EWS)
18	NEFT/ RTGS with SFMS (STP) 24x7
19	e-Mail System
20	Bank's Website
21	Security Operations Centre (SOC)
22	FI Application
23	Payment Gateway-Bill Desk
24	Salary Module
25	HO Module - Asset & Inventory
26	Mail Server operations
27	Attendance Systems – operations (MATRIX – COSEC)
28	Other software – operations (Mail Server, JAAGO Data Services)
29	IT Asset Management

### Terms and conditions:

1. The Financial Bids only for the eligible firms will be considered after scrutiny of Technical Bids comprising the last THREE (03) years Audit Reports, Income Tax Returns, GEM Registration and GST Certificate. Vendors failing to submit any of the documents as per TECHNICAL bids will be treated as cancelled. Non-Disclosure Agreement to be signed between the selected Firm and the Bank.

### 2. Delivery of Product

The above job must be completed in respect of all, such as visiting, auditing, submission of reports etc. within 20 (TWENTY) Business Working Days to the locations as noted above from the date of placement of work order. Final Audit Report must be submitted within 30/04/2025. Vehicle will be arranged by the Bank for visiting the branches for the purpose of Audit, accompanied by the officers from the CBS & System Cell, H.O., only within the area of operation i.e. movement restricted within Hooghly District only.

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3. **Terms of payment:**

100% after completion of work of audit as mentioned above and as certified by our System Manager and Branch Managers of this Bank. The payment will be made from Head Office of this Bank. NO ADVANCE WILL BE ALLOWED.

4. **Bank Guarantee:**

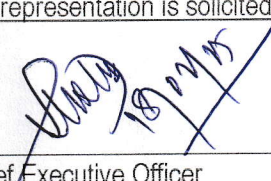
The SUCCESSFUL bidder will be required to submit Non Interest bearing Security deposit in the form of Bank Guarantee, favoring Hooghly District Central Cooperative Bank equal to the 5% of purchase order value. Security Deposit should be valid for the entire contract period of 12 months.

5. Validity: Quoted rate should be valid for 30(THIRTY) days from the date of opening of quotation.

The Bank reserves the right to accept and / or reject any or all the quotations without assigning any reason thereto and the Bank's decision shall be binding and final.

Quotations will be opened on 07/03/2025 at 11.30 A.M tentatively. Vendor's representation is solicited.

Enclosure : Annexure I

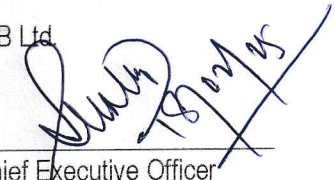
  
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Chief Executive Officer  
Hooghly District Central Cooperative Bank Ltd.

Memo No. 3746 / 1 (38) / 2024 - 25

Dated: 18.02.2025

Copy forwarded for information and taking necessary action to

1. The Special Officer, Hooghly District Central Cooperative Bank Ltd.
2. The Deputy General Manager I, H.O. Hooghly DCCB Ltd.
3. The Deputy General Manager II (Accounts)(In Charge), H.O. Hooghly DCCB Ltd.
4. The Grade I Officer (All), H.O. Hooghly DCCB Ltd.
5. The Grade II Officer (All), H.O. Hooghly DCCB Ltd.
6. The Branch Manager / The Accountant (All Branch), Hooghly DCCB Ltd.
7. The System Manger, H.O. Hooghly DCCB Ltd.
8. Loans Section / Accounts Section / System & CBS Cell, H.O. Hooghly DCCB Ltd.

  
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Chief Executive Officer  
Hooghly District Central Cooperative Bank Ltd.