

JHALAWAR KENDRIYA SAHKARI BANK LTD.

HEAD OFFICE, SAHKAR BHAWAN, JHALAWAR,
NH – 52, JHALRAPATAN - 326023

Tender Notice for Proposal of Information System (IS) Audit



NIT NO. - 006/2025-26

Opening Date of submission of Tender :- **17.07.2025**

Closing Date of Submission of Tender :- **28.07.2025**

Tender will be opened on **29.07.2025** on **01.00 PM** at Bank's Head office,
Jhalawar



NOTICE INVITING TENDER

Name and Address of procuring entity	Jhalawar Kendriya Sahkari Bank Ltd. Head Office, Sahakar Bhawan, NH – 52, Jhalrapatan - 326023
Name and address of Procurement Officer	Managing Director Jhalawar Kendriya Sahkari Bank Ltd. Head Office, Sahakar Bhawan, NH – 52, Jhalrapatan - 326023
Subject matter of procurement	Tender Notice for Proposal of Information System (IS) Audit
Bid procedure	Single Stage Two Part Open Competitive Bidding: Technical Bid & Financial Bid for Proposal of Information System (IS) Audit
Bid evaluation criteria (Selection method)	Technically Qualified bidder shall be selected on Overall Lowest Cost Based Selection (LCBS) i.e. L1 bidder.
Bid Fee	Rs. 500/- in Cash or as Demand Draft in favor of Managing Director Jhalawar Kendriya Sahkari Bank Ltd., Jhalawar payable at Jhalawar
Website for downloading Bid Document, Corrigendum's Addendums etc.	https://www.ccbjhalawar.com/ https://sppp.rajasthan.gov.in/
Estimated Procurement Cost	Rs. 0.60 Lakhs (With GST)
Bid Security	Bid Security - Rs.1000/- /-DD/PO/NEFT/RTGS in favor of Managing Director Jhalawar Kendriya Sahkari Bank Ltd., Jhalawar payable at Jhalawar The RTGS/NEFT account details of the bank is as under Account Name:- Jhalawar Kendriya Sahkari Bank Ltd. Account No.:-043505000224 Branch:-Near Prem Cinema, Godam ki Talai, Jhalawar IFSC Code:-ICIC0000435 BANK NAME:- ICICI BANK Scanned copy of the demand draft or RTGS/NEFT UTR receipt has to be submitted along with the technical bld.

Managing Director
(Jhalawar DCCB)



PROJECT PROFILE & BACKGROUND INFORMATION

Jhalawar Kendriya Sahkari Bank Ltd. is a District Central Co-operative Bank incorporated & governed by provisions of Rajasthan Co-Operative Societies Act 1953 and carrying on the business of banking under the Banking Regulation Act, 1949 vide Banking licence No. RPCD.(JPR).Co-op.09 in force in India. Bank is having its registered Head Office at NH-52, Sahkar Bhawan, Jhalrapatan City - 326023.

JKSB, here In after referred to as "Bank" having presence in jhalawar district of the state of Rajasthan and has a sizeable customer base of more than 1.4 Lakh valuable customers. The Bank is operating through its 15 branches. All Branches are working on the Core Banking Solution.

The Jhalawar Kendriya Sahkari Bank Ltd – A Leading Cooperative Bank of the Rajasthan, invites sealed tenders on two-bid system from **Information System (IS) Audit vendors:**

Two sealed separate envelop for Technical and Financial bid should be put in one envelop with Technical Bid super subscribing " Technical Bid for **Proposal of Information System (IS) Audit** " and Financial Bid super subscribing "Financial BID for **Proposal of Information System (IS) Audit** " shall be submitted at the given address before **05.00 PM** on **28.07.2025** with covering envelope addressed to: Jhalawar Kendriya Sahkari Bank Ltd., Head office, Sahakar Bhawan, NH – 52, Jhalrapatan – 326023

- * The tenderers are requested to carefully study whole tender document with all the terms and conditions and scope of work mentioned in the tender document before quoting their rates.
- * Firm officials can remain present in the office at the time of opening of BID document.
- * The BID must be strictly in accordance with the terms and conditions with specifications as laidout in the tender.



QUALIFICATION/ELIGIBILITY CRITERIA

- The RFP seeks to engage an Information System Auditor/ Information System Audit Firm which has capability and experience to conduct comprehensive IS Audit Of Critical IT Infrastructure of JKSB and make recommendations as per the scope of work and broad guidelines for IS Audit released by the NABARD vide circular no33/DoS-01/2015 dated 25 February 2015 (Copy enclosed) and updated from time to time.
 - A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932 OR Firms registered under Limited Liability Partnership Act OR Partnership Firm/LLP of CA/Cost accountant registered in India
 - Information System Auditor/ Information System Audit Firm should have Qualifications such as CISA (offered by ISACA) , USA (offered by ICAI), DISA (offered by ICAI) OR CISSP (offered by ISC2)
 - Information System Auditor/ Information System Audit Firm should have proven track record of conduction IS Audit as per NABARD guidelines in banks during last two or more years.
 - Information System Auditor/ Information System Audit Firm should not have been blacklisted by any financial Institution/ government departments/ other institutions.
- Further the name of Information System Auditor/ Information System Audit Firm should not have been in the defaulters/ barred/ caution list published at websites of the RBI, IBA, ECGC, SEBIT, CICs etc. Information System Auditor/ Information System Audit Firm should furnish self-attested affidavit on stamp paper in this regard.

TERMS AND CONDITIONS:-

1. Payment: 100% payment after completion of IS Audit and submission of IS Audit report.
2. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be referred to the Registrar, Co-operative Societies, Rajasthan, Jaipur for arbitration under section 58 of the Rajasthan co- operative Societies Act, 2001.
3. All disputes are subject to Jaipur jurisdiction only.

4. SCOPE OF WORK, DELIVERABLES AND TIMELINES

1. Scope of Work & Deliverables

- a. Discussion with the bank officials about the previous IS audit Report observations, action taken, implementation etc.
- b. Conducting IS audit for current year and preparation of the report as per "Broad guidelines for Information System (IS) Audit" issued by NABARD vide circular no. 33/DoS- 01/2015 dated 25 February 2015 & subsequent circulars and IS Audit Policy of Bank dated 02.03.2016
- c. Verifying the action taken report on the previous audit report and observations
- d. Verifying the new projects and Preparation of the report and discussion with the bank team.
- e. Discussion with the management on important points.
- f. Submission of IS Audit report with major observations, recommendations & certification of the IS Audit as per "Broad guidelines for Information System (IS) Audit" issued by NABARD vide circular no. 33/DoS- 01/2015 dated 25 February 2015 & subsequent circulars and IS Audit Policy of Bank dated 02.03.2016

2. duration of Audit the must be completed in a 3 week's time.
3. Payment terms

S.No.	Milestone	Payment
1.	Submission of IS Audit report with major observation, recommendation & CISA certification of the IS Audit	100% payment after the submission of the report



ANNEXURE-I TECHNICAL BID (to be filled by the bidder)

S.No.	Items	Details	Documentary Evidence required
1.	A company registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932 OR Firms registered under Limited Liability Partnership Act OR Partnership Firm/LLP of CA/Cost accountant registered in India		Certificate
2.	Name of Information Sysytem Auditor/Information System Audit Firm		IS Auditor certification/Copy of Certificate of Incorporation along with copy of latest audited balance sheet or other documents
3.	Qualifications CISA (offered by ISACA) , USA (offered by ICAI), DISA (offered by ICAI) OR CISSP (offered by ISC2)		Copy of certification
4.	Complete postal address		Identity & address proof
5.	Office telephone number/Fax		
6.	Mobile Number		
7.	Email address		
8.	Constitution		
9.	Date of Establishment		
10.	PAN of the firm/institute/auditor		
11.	GST		
12.	Location of office		
13.	Name, designation, contact details of person authorized to deal with bank		
14.	Details of information system audits done in last years		Copy of PO or any other documents
15.	Information system auditor/information system audit firm should not have been blacklisted by any financial institution/government/ departments/ other institutions		Self attested affidavit on stamp paper.



ANNEXURE-II FINANCIAL BID (to be filled by the bidder)

S.No.	Perticulars	Cost (in Rs.) (Inclusive of GST)
1.	Submission of Audit report with major observations, recommendations & CISA certification of the IS Audit	

I/We confirm that the information furnished above is true and we have not been de-planed/black listed by any organization in the past and we fulfill all the conditions of eligibility for information System Audit of Jhalawar Kendriya Sahkari Bank Ltd.

The authenticated proof in support of each of the items listed in qualifications/eligibility criteria is also enclosed.

I/We confirm that we accept and will abide by all the terms and conditions of the RFP. The copy of the RFP duly signed and stamped on each page is enclosed.

Place:

Date:

Signature: (Authorized Signatory)

Designation & Address



ANNEXURE-III:- CERTIFICATE OF CONFORMITY/NO DEVIATION

(to be filled by the bidder)

To,
Jhalawar Kendriya Sahkari Bank Ltd.

CERTIFICATE

This is to certify that, the specifications which I/We have mentioned in the technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum technical specifications of the bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the bidding document and by signing this certificate, we hereby submit our token of unconditional acceptance to all the terms & conditions of the bidding document without any deviations and assumptions.

I/We also certify that the price I/we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the bidding Document.

Thanking you,

Name of the Bidder: -

Authorized Signatory:-

Seal of the Organization:-

Date:

Place:



ANNEXURE-IV:- Declaration by Bidder regarding qualification
(to be filled by the bidder)

To,

(Procuring entity), _____

In relation to my/our Bid submitted to _____

_____ for procurement of _____ in response to their Notice Inviting Bids No. _____ Dated _____ I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officer not have, been convicted of any criminal offence related to my/our professional conduct or the making for false statements of misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by JKSB, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Date:
bidder

Signature of

Place:

Name:

Designation:

Address:



Annexure-V:- Compliance with the Code of Integrity and No Conflict of Interest:

Any person participating in the procurement process shall –

- a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- c) not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- f) not obstruct any investigation or audit of a procurement process;
- g) disclose conflict of interest, if any; and
- h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest :

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid, or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods. Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.



Annexure – VI:-Additional Conditions of Contract

1- Correction of Arithmetical Errors :

Provided that the bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:-

- I. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the procuring entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- II. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- III. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.
- IV. If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

2- Procuring Entity's Right to Vary Quantities :

- i. At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Documents may be increased or decreased, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- ii. If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- iii. Additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 50% and 50% of Quantity of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.



ANNEXURE-VII:- DECLARATION BY BIDDER

(to sign by selected bidder)

I/We declare that I am/we are OEM/ Authorized Dealer/Vendor for which I We have quoted. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any, to the extent accepted may be cancelled.

Name of the Bidder:-

Authorized Signatory:-

Seal of the Organization:-

Date:

Place:



**ANNEXURE-VIII:-DECLARATION FOR NOT BEING BLACKLISTED BY
ANY GOVT./SEMI GOVT. Organization**

(to be filled by the bidder)

I has
not been blacklisted by any Central Govt./Semi-Govt/PSU/Bank at any time in past five
years.

Thanking you,
Bidder

Signature of the

Date

Place

Name :

Designation:

Address:



ANNEXURE- IX:- Proforma of Declaration

(Declaration to be given on Letter Head by the Bidder)

To
The Managing Director,
The Jhalawar Central Co-operative Bank Ltd.
NH-52, Sahkar Bhawan,
Jhalrapatan.

Dear Sir,

1. I / We hereby submit the quotation in your prescribed proforma and understand that if any information is found to be false at any later stage, contract made between ourselves and JCC Bank, will be treated as invalid.
2. I/We agree that the decision of The JCC Bank Ltd ins election of vendors will be final and binding on me / us.
3. All the information furnished in the attached forms are correct to the best of my/our knowledge.
4. Bank shall have the authority to verify all the information provided by us.
5. All supporting documents shall be provided by us in authenticity of the information furnished.

(Signatures with firm's Stamp/Seal of Co.)

Date:

Name: _____

Designation: _____



CHECKLIST-Mandatory Documents for Submission

S. No.	Document type	Document format	Attached (Yes/No)	Page No.
1	Bid Security	Bid Security Rs. 18000/-		
2	PAN Card	PAN Card Copy		
3	GST Registration Certificate	GST Rotation Certificate		
4	Work Order Copy/ Experience certificates /satisfactory performance certificate	satisfactory performance certificate of similar work with minimum 3 Government Department/Public Sector Undertaking/Barks		
5	TECHNICAL BID	Annexure - I		
6	FINANCIAL BID	Annexure - II		
7	Certificate of Conformity /No Deviation	Annexure - III		
8	Declaration by Bidder regarding qualification	Annexure - IV		
9	Compliance with the Code of Integrity and No Conflict of Interest	Annexure - V		
10	Additional Conditions of Contract	Annexure - VI		
11	DECLARATION BY BIDDER	Annexure - VII		
12	DECLARATION FOR NOT BEING BLACKLISTED BY ANY GOVT. I SEMI GOVT. Organization	Annexure - VIII		
13	Proforma of Declaration	Annexure - IX		
14	All Pages of Tender document sealed and signed ?			

