



नेपाल डिजिटल पेमेन्ट्स कं. लि.

## Invitation for Proposal

(First Date of Publication: 18 April 2023)

Nepal Digital Payments Company Ltd invites proposal from eligible entity for “IS Audit Conduction.”

### Eligibility Criteria

Eligibility criteria for Information System Audit:

- The vendor must be an entity registered under the Nepalese Law and must submit PAN & VAT along with Registration Certificate.
- The vendor must have/submit tax clearance certificate of immediate previous fiscal year.
- The vendor must have 3 years’ experience in conduction of Information Systems Audit in PSPs/PSOs/Bank and Financial Institutions and should provide list of such auditee with current status of such audit conducted.
- The vendor must be Authorized/Licensed Auditor of the Information Systems and must provide auditing certificate.
- The vendor must have a team of experts and adequate resources for conduction of Information Systems Audit. The vendor shall furnish details of their team;
- The vendor not meeting the minimum eligibility criteria shall be disqualified for submitting proposals.
- Any bidding entity will be liable to disqualification if it has:
  - a.Made misleading or false representation or deliberately suppressed information in the forms, statements and enclosures submitted in its “Technical Proposal”
  - b.Not submitted all relevant documents as specified and
  - c.Record of poor performances. NDPC may collect information and apply its own judgment in this regard.

NDPC reserves the rights on accepting or rejecting the proposals at its discretion and such decision will be the final one. Eligible Entities shall submit their Technical Proposal and Financial proposal in the following email address within 10 working days from the date of notice.

Email Id: [procurement@ndpc.com.np](mailto:procurement@ndpc.com.np)

Contact Person (For calls only): Prabha Oli, 9851312798

## SCOPE OF WORK

The vendor/bidder's scope of work will include the following:

- Evaluate the systems and processes in place that secure company data which includes:
  - a. User Authentication and system logs
  - b. Assessment of Risk Exposures due to internal and external factors
  - c. Assessment of vulnerabilities of MFS system and its security
  - d. Database and Transaction Security
  - e. Network and Hardware Security
  - f. DRP and its implementation
  - g. Controls and system security measures to prevent unauthorized access
  - h. Attempted unauthorized access of MFS
  - i. Assessment of other possible risk to MFS
  - j. Asset & Inventory Management
  - k. DC Security
  - l. Operating Systems, Servers, Systems and Networking Equipment
  - m. DBMS and Data Security/Database Controls
  - n. Active Directory and Email
  - o. Backup & Recovery Process and Testing
  - p. HR Management
  - q. Physical and Environmental Security
  - r. Information Classification and Logical Access Control
  - s. Computer Virus and Malware Protection
  - t. Audit trails and System Access Management
  - u. Exception Handling
  - v. Patch Management
  - w. Backup and Archival
  - x. Outsourcing Risk related to Information System
  - y. Customer Data Privacy, Confidentiality and Grievance Management
  - z. Incident Response and Management
  - aa. Information Classification and Access Management
  - bb. Acquisition and Implementation of Packaged Software
- Determine risks to a company's information assets, and help identify methods to minimize those risks via Vulnerability Assessment/Penetration Testing.
- Ensure information management processes are in compliance with IT Policy, Procedures, Standard Practices, IT Governance, Risk Assessment & other Regulatory requirements.

- Gap Assessment for complying with NRB Guidelines and ISO 27001.
- Determine inefficiencies in IT systems and associated management.
- Bidders are required to focus on IT Short and Long Term Plans along with the User Awareness and Trainings.
- Bidders have to submit the detailed inspection report after the audit of the systems and/or networks as mentioned in the bid document.
- Make appropriate recommendations required to strengthen Information Security along with tentative costs and classifying them based on the risk potentials as high, medium or low.
- The vendors/bidders have to focus on following areas:
  - a. Sharing of Initial Data Requirement (IDR)
  - b. Audit Kick-off Meeting
  - c. Receipt & Review of IDR on MFS system
  - d. Discussion Session with MFS Team
  - e. Submission of Draft Report
  - f. Receipt of Responses
  - g. Final Report Release