

Subject: Expression of Interest- Internal IT Audit for the company

SBI Trustee invites proposals from seasoned vendors with a minimum of 15 years of experience and a track record of conducting 20 or more audits of similar scope. We are specifically seeking qualified vendors with certified expertise across all domains of information technology to undertake an internal IT audit. The primary objectives of this audit are to optimize efficiency, enhance security measures, ensure adherence to risk and compliance standards, and align our IT infrastructure with industry best practices through a thorough cost-benefit analysis.

Introduction:

SBICAP Trustee Company Limited (STCL) is a wholly-owned subsidiary of SBI Capital Markets Limited (SBICAP) which in turn is a wholly-owned subsidiary of State Bank of India (SBI). STCL's core business activity is providing trusteeship services to various banks/ financial institution (s) and Issuer Companies which includes creation of security for the benefit of Lender(s) / Debenture holder(s). All the original physical security document(s) along with title deed(s) submitted by the Company are stored at various location(s) across the Country.

Background:

Our current IT infrastructure spans multiple segments, including on-premises, co-location, Platform as a Service (PaaS), Software as a Service (SaaS), Data Centers (DC), Disaster Recovery (DR), and Business Continuity Planning (BCP) setups. In addition to supporting business applications, various solutions tailored for each department, such as security solutions, Admin, HR, and IT solutions, have also been implemented. This comprehensive approach ensures that our IT framework not only addresses business application needs but also incorporates specialized solutions to meet the specific requirements of diverse departments, all in compliance with regulatory standards.

Scope of Work:

- Review entire **Hardware and software components** and suggest the best alternative cost-effective solution by following security standards, Policies, and regulations.
- Review **Network connectivity and bandwidth utilization** based on the nature of the application and users along with that suggest best alternative cost-effective solution by following security standards, Policies, and regulations.
- Review **Business Continuity Plan & Disaster Recovery Setup** end-to-end process and suggest the best alternative cost-effective solution by following security standards, Policies, and regulations.
- **Comprehensive review of implemented applications/solutions** and suggest an alternative cost-effective solution.
- Approach documents for the new development of **business application (ERP)** requirements.
- Solution/ Application wise **backend technology overview** and suggest the best alternative cost-effective solution by following security standards, Policies, and regulations.
- Based on the existing setup and strength, suggest the mechanism of the **management or maintenance** part of all applications and solutions.
- Provide us the **alternative solution name** that is currently used for various activities like Cybersecurity awareness, Endpoint security, Risk Mitigation solutions, SOC Solutions, Helpdesk tools, mailing solutions etc... which are cost-effective solutions by following security standards, Policies, and regulations.
- While **suggesting a new solution** that has to be matched with minimum existing capability and standard of the solution and most welcome if any valuable new features or benefits to be added in the new suggested solution for the company.
- Suggest the **bare minimum IT standard/solution** that needs to be followed for the company by following the cybersecurity standards, Regulatory requirements, policies, and procedures as suggested authority.
- After the audit of the entire IT structure of the company, auditor has to provide implemented solution-wise **alternative solutions** with pricing details without compromising the existing security features and parameters.
- Review of IT Infrastructure and its costs vis-à-vis Company's requirements and complying with State Bank's IS Policy.
- Review single-point solutions in place of multiple hardware and software to run invoice generation, vendor payment, and MIS for financial and non-financial transactions.

SBICAP Trustee Company Ltd.

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UDYAM REGISTRATION NUMBER (SMALL ENTERPRISE Under MSME Act, 2006) - UDYAM-MH-19-0111411

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A Group Company of SBI

Audit Methodology:

- An audit will be on site only and data access of the entire project will be available with limited access in soft format.
- A comprehensive report should be submitted with above mentioned Scope.

Vendor Requirements:

- A proven track record in conducting comprehensive IT audits.
- Previous experience working with companies of similar size and complexity.
- Certifications related to specific technologies or frameworks relevant to the IT environment.
- Understanding of specific industries and their regulatory requirements.
- Familiarity with best practices and standards applicable to all sectors.
- Proficiency in using relevant tools and technologies for IT audits.
- Specific expertise in areas like network security, cybersecurity, infrastructure, Applications, disaster recovery, etc...
- Positive references from previous clients who have undergone similar IT audits.
- Details about the qualifications and experience of the team members who will be involved in the audit required.

Timeline:

The overall activity needs to be completed within 3 weeks from the day of the purchase order given.

Proposal Submission:

Vendors should submit their proposal with approach documents via email to head.it@sbcaptrustee.com with the subject line:- **Proposal for Internal IT Audit_ " Company Name"** before **15-Mar-24**.

Terms and Conditions:

- The successful bidder has to sign the NDA (Non-disclosure agreement) at the time of the agreement process between STCL & awarded vendor.
- The proposal shall remain valid for 180 days from the date of submission date. A proposal valid for a shorter period is liable to be rejected by the Company as non-responsive.
- Subcontracting is not allowed.
- The company reserves the right to award contracts to any vendor without prejudice. Furthermore, in the event of a dispute arising from unsatisfactory services or a deviation from the terms of the contract/regulation, the company retains the authority to terminate the awarded contract with written notice of 15 days . It is explicitly stipulated that in the event of termination, the company may not be liable to pay any fees except for the services rendered till the date of termination.

Questions and Clarifications:

- Any inquiries and requests for clarification must be submitted to the company within three working days from the date of this letter. The company aims to respond within two working days, and adherence to this timeline is expected without any deviations.
- Vendors should submit their inquiries via email to head.it@sbcaptrustee.com with the subject line:- **Query for Internal IT Audit_ " Company Name"**.

We invite your company to submit a proposal in accordance with the provided Scope of Work. Please ensure compliance with all requirements outlined in this document.

Thank you for your interest in partnering with us for this important initiative.

Sincerely,



Chief Information Officer