

Inviting

EXPRESSION OF INTEREST (EoI)

For

Forensic Audit of Samajik Suraksha Yojana (SSY) Portal of the

Labour Commissionerate

Government of West Bengal invites response from Eligible Firms

Last date for submission of EoI:

30th September, 2019 at 3:00 pm

Disclaimer

The information contained in this EOI document or information provided subsequently to vendor(s) or applicants whether verbally or in documentary form by or on behalf of Labour Department, is provided to the vendor(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

This EOI document is not an agreement and is not an offer or invitation by Authority to any parties other than the applicants who are qualified to submit the bids ('vendors'). The purpose of this EOI is to provide the vendor(s) with information to assist the formulation of their proposals. This EOI does not claim to contain all the information each vendor may require. Each vendor should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI and where necessary obtain independent advice. Authority makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI. Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.

Schedules and Contact Information

Name of the organization	Labour Department, Government of West Bengal
Date of issue	9 th September, 2019
Last date for submission of queries seeking clarification	16 th September, 2019
Date of Pre-bid meeting	23 rd September, 2019 at 3:00 pm
Last Date and Time for submission of proposals in response to this Request for EOI	30 th September, 2019 at 3:00 pm
Date and Time of Opening of Proposals	17 th October, 2019 at 4:00 pm
Venue for pre-bid meeting/Opening of proposals	Labour Department, Government of W Bengal, Conference Hall, 12 th Floor, New Secretariat Building, 1 K. S Roy Road
Contact person	Shri IKHLAQUE ISLAM, Special Secretary, Labour Department
Email ID	<i>jslab2016@gmail.com</i>

Note:

Any Corrigenda / Extension of dates / Clarifications / Responses to bidders' queries in respect of this EOI shall only be posted on our website <https://wblabour.gov.in/> and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated in this connection.

1. BACKGROUND

Prior to launch of the Samajik Suraksha Yojana (SSY), five different Social Security Schemes for unorganized labour were operational with differing process of registration, benefits, scale of benefits and mode of payment complicating both the uptake by the beneficiaries and implementation. These schemes were integrated and converged in common single comprehensive scheme named SAMAJIK SURAKSHA YOJANA 2017, adopting the principle of maintaining uniform scale of benefit to all workers which was the highest in any of the existing Schemes. The Yojana is effective from April 1, 2017.

The SSY was first of its kind scheme in the country moving towards providing a comprehensive package of social security benefits like provident fund, health cover, death and disability cover etc. universally to the unorganized workers of the State.

The rules and guidelines for implementation were also simultaneously issued with number of simplifications with both sanction and disbursement decentralized to subdivision level which was hitherto centralized at Kolkata. A special benefit, first of its kind in the State was introduced in the Scheme for completion of Under Graduate education or equivalent skill development for girl child with admissibility only on remaining unmarried serving the twin goals of higher education and delay in age of marriage.

Again, as a new feature disability insurance was introduced for the first time for full disability and partial disability.

The medical benefits have been enhanced from Rs.10,000 per year to Rs.20,000 per year and medical benefits for surgery at Rs.60,000 per year made uniform for all unorganized workers.

SSY PORTAL: CONVERGENCE OF DATABASES RELATED TO ALL SOCIAL SECURITY SCHEMES

As a first initiative in the country, different databases of workers were compared, merged & de-duplicated to create a single database with a single Social Security Identification Number or SSIN to each beneficiary. Efforts were made to make registration, collection, claim and disbursement totally online.

The standardized social welfare benefits that are given now are as follows:

Individual Benefits for Building & Construction Workers	(Amount in Rupees)
A. Health & Family Welfare Benefits per annum:	
(a) Medical Benefit	
(i) For medicine & physical test of ailments covered under WBHS'08 requiring hospitalisation or outdoor treatment	upto Rs. 20,000
(ii) Surgery	upto Rs. 60,000
(iii) Treatment due to accident	upto Rs. 10,000

(iv) Temporary Disability for more than 5 days due to accident	Rs. 1000/- for first 5 days & additional Rs. 100/- per day.
(b) Death	
(i) Natural	50,000
(ii) Accidental	2,00,000
(c) Disability	
(i) Loss of both eyes or both hands or feet	2,00,000
(ii) loss of sight of one eye and loss of use of one hand or foot	1,00,000
B. Education	
(i) Reading in Class XI	4,000
(ii) Reading in Class XII	5,000
(iii) Reading in BA/BSc/Bcom	6,000
(iv) Reading in MA/MSc/Mcom	10,000
(v) Medical/ Engineering	30,000
(vi) Training under ITIs	6,000
(vii) Reading at Polytechnics	10,000
(viii) For completion of UG education or equivalent Skill Development Studies for upto two unmarried daughters	25,000
C. Pension	
i. Normal Pension	Minimum Rs. 750/- per month
ii. Family Pension	Minimum Rs. 375/- per month
iii. Disability Pension	Minimum Rs. 750/- per month
D. Provident Fund	
Contributory @ Rs. 25/- per month with a matching grant of Rs. 30/- by State Government along with the interest (interest of GPF)	Corpus returnable due to death, discontinuance or attainment of 60 years age.

Benefits for Transport Workers & Unorganised Workers	(Amount in Rupees)
A. Health & Family Welfare Benefits per annum:	
(a) Medical Benefit	
(i) For medicine & physical test of ailments covered under WBHS'08 requiring hospitalisation or outdoor treatment	upto Rs. 20,000
(ii) Surgery	upto Rs. 60,000
(iii) Treatment due to accident	upto Rs. 10,000
(b) Death	
(i) Natural	50,000
(ii) Accidental	2,00,000
(c) Disability	
(i) Loss of both eyes or both hands or feet	2,00,000
(ii) loss of sight of one eye and loss of use of one hand or foot	1,00,000
B. Education	
(i) Reading in Class XI	4,000

(ii) Reading in Class XII	5,000
(iii) Reading in BA/BSc/Bcom	6,000
(iv) Reading in MA/MSc/Mcom	10,000
(v) Medical/ Engineering	30,000
(vi) Training under ITIs	6,000
(vii) Reading at Polytechnics	10,000
(viii) For completion of UG education or equivalent Skill Development Studies for upto two unmarried daughters	25,000
C. Provident Fund	
Contributory @ Rs. 25/- per month with a matching grant of Rs. 30/- by State Government along with the interest (interest of GPF)	Corpus returnable due to death, discontinuance or attainment of 60 years age.

2. OBJECTIVES:

The objective of this project is to conduct Forensic audit of SSY portal and Systems at for the following scenarios:

- i) Cycles of audit for existing modules to evaluate the compliance of the systems for Security, IT processes and Configuration standards.
- ii) Audit of all the transactions, application and DB logs in the Systems and the data exchanged with other integrated application (if any).
- iii) Validation of business rules built into the applications against business requirements and regulatory requirements.
- iv) Review of IT General Controls
- v) Adherence to IT processes and protocols
- vi) Fund and transaction monitoring

The proposed audit exercise shall be conducted since inception of the portal. The Forensic analysis for all the application, database and transactional logs will be carried out. An appropriate audit agency is to be selected for achieving the above-mentioned objectives.

The Labour Department invites response to EoI from eligible IT Audit firms for **Forensic Audit of SSY portal of the Labour Commissionerate**, under the Labour Department, Government of West Bengal.

The vendors are requested to submit the response to EoI, all the required documents, and copy of the EoI document for having noted the contents and testifying conformance to the terms and conditions set out therein. All the pages should have company seal and signature.

The response to EoI is required to be in a sealed cover superscribed as '**Proposal for Forensic Audit of SSY portal of the Labour Commissionerate**' as per the formats prescribed and submitted on or before the last date of submission indicated here in below. If the bid is sent through post / courier, the vendor should ensure that the cover is received at our office in time.

The Authority at its discretion may issue the RFP to the short-listed vendors from EoI responses or go in for an open RFP at the time of procurement. Authority's decision in this regard will be final.

3. SCOPE OF WORK FOR THE AGENCY

The Labour Department wishes to select IT Audit firm (“Service Provider”, “Selected Agency”, “Vendor”, and “Bidder”) to perform Forensic Audit for the systems deployed for the Samajik Suraksha Yojana portal of the Labour Commissionerate, West Bengal.

Cycles of audit for systems will be conducted. The details of the same is stated below.

The Service Provider shall be responsible for the following:

- (a) Forensic investigation of all the systems in the SSY Portal
- (b) System Security Review
- (c) Identify the Incidents occurred and analyze the application for potential incidents/
- (d) Vulnerabilities/threats/anomalies
- (e) Evidence collection and analysis
- (f) Fund and Transaction monitoring

Details in this regard would be available in the RFP.

4. ELIGIBILITY CRITERIA

- a) The bidder should be a company registered under Indian Companies Act, 1956 or a partnership firm registered under Indian Partnership Act, 1932 or a Proprietorship firm or LLP.
- b) The bidder should have a minimum average annual turnover of Rs.20 Crores in India over the last three consecutive financial years (2016-17, 2017-18 & 2018-19), from Forensic/ security/ systems/ Process/ Financial Audit Services.
- c) The bidder should have a positive net-worth as of 31/03/2019.
- d) Registered for GST and Income Tax in India
- e) The Bidder should possess valid registration certificate under E.S.I.C, Act 1948 and valid registration certificate under E.P.F Act 1952
- f) The Bidder should have:
 - i. Completed one project or currently executing one project with total order value of INR 2 Cr in last 5 years as on submission of bid date.

OR

Completed two projects or currently executing two projects each with total order value of INR 1.2 Cr

in last 5 years as on submission of bid date.

OR

Completed three projects or currently executing three projects each with total order value of INR 80 Lakhs in last 5 years as on submission of bid date.

- ii. Completed or currently executing projects should be Security/Process/ Financial /forensic audit projects and at least one project should be a forensic audit project of ERP/Financial IT Systems.
- g) The bidder should not have been blacklisted by Central Government or any State Government organization / department/any Municipal Corporation in India at the time of submission of the Bid
- h) The Bidder should have or shall be ready to set up a project office in Kolkata Metropolitan Area
- i) The Bidder must have at least 30 employees (posted in India) with more than 3 years of experience in Information Security/ Process/ Financial forensic audits as on date of submission of its response, out of which:
 - i. 10 should have passed examination for qualifications such as ISO 27001 Lead Auditors or ISO 27001 Lead Implementers / CEH / CISSP from an accredited certifying agency.
 - ii. 10 should be CCFP / CFE / CISA or equivalent qualified
 - iii. 10 Should have experience in auditing IT applications

Any queries in this connection may be sent to :

Shri **IKHLAQUE ISLAM**, WBCS (Ex), Special Secretary, Labour Department, 12th Floor, New Secretariat Building, 1 K. S Roy Road, Kolkata, 700001 EMAIL: jslab2016@gmail.com

Labour Department, Government of W Bengal may call for presentation on proposal from the selected bidders and date for the presentation will be intimated at least 3 days in advance. Labour Department, Government of W Bengal at its discretion may change the Scope of Project.

Interested bidders may submit their proposals to:

Shri IKHLAQUE ISLAM, WBCS (Exe),

Special Secretary, Labour Department,

12th Floor, New Secretariat Building, 1 K. S Roy Road, Kolkata, 700001

5. DOCUMENTS TO BE SUBMITTED:

EoI documents to be submitted as per Annexure –I

6. GENERAL TERMS AND CONDITIONS:

Following terms are used in the document interchangeably to mean: Bidder/Respondent – signify those who submit response to the EOI. Proposal/Bid – signify the documents submitted in response to this EOI.

Timely Submission: Bidders are solely responsible for timely delivery of the EOI proposals to the location as mentioned above, set forth herein prior to the stated Proposals Submission due date and are solely responsible for delays in receipt, including but not limited to third party carriers. Proposals not received on or before the last date and time of submission will not be considered.

Opening of Proposal: Proposals will be opened in front of vendor's representatives (if present).

Authority reserves the right at any time to postpone or cancel a scheduled bid opening. The bids will be opened at the address mentioned above.

Use & Release of Vendor Submissions: Authority is not liable for any cost incurred by the Vendor in the preparation and production of any Proposal, the preparation or execution of any benchmark demonstrations, simulation or laboratory service or for any work performed prior to the execution of a formal contract. All materials submitted will become the property of Authority and may be returned at its sole discretion. The content of each Vendor's Proposal will be held in strict confidence during the evaluation process, and details of any Proposals will not be discussed outside the evaluation process.

7. Labour Department, Government of West Bengal reserves its right to evaluate/shortlist/accept/reject/eliminate any vendor at any stage without assigning any reasons and it is at the sole discretion of the Authority to provide any reason thereof to the vendor.

8. **Validity Period of Proposals:** The proposals submitted will be valid for a period of one year from the date of submission. **Labour Department, Government of West Bengal** reserves the right to shorten or extend the validity period.

9. **Award of Work:** Proposal submission does not guarantee any commitment by **Labour Department, Government of West Bengal** to award work.

Note:

Any Addenda / Corrigenda / Extension of dates / Clarifications / Responses to bidders' queries in respect of this EOI shall only be posted on our website <https://wblabour.gov.in/> and no separate notification shall be issued in the press. Bidders are therefore requested to regularly visit our website to keep them updated in this connection.

APPLICANT'S EXPRESSION OF INTEREST

Date

**The Special Secretary,
Labour Department, 12th Floor, New Secretariat Building,
1 K. S Roy Road, Kolkata, 700001**

**Sub: Submission of Expression of Interest for Forensic Audit of Samajik Suraksha Yojana (SSY)
Portal of the Labour Commissionerate, Government of West Bengal**

Dear Sir,

In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed task.

I hereby submit my proposal as per Annexure 1.

I understand you are not bound to accept any proposal you receive.

Yours Sincerely,

Signature:

Name of Actuary/Actuarial - Investment Firm

Address:

Note: This is to be furnished on the letter head of the organization.

ANNEXURE -1

No	Description	Data Sought
1	Name of the Applicant Valuer/Firm.	<i>Full name</i>
2	Address with telephone No	<i>Provide the complete addresses and Attach the copy of latest landline telephone bill</i>
3	Date and Registration No of Valuer/member of the Valuer Actuarial Society of India or any equivalent Institute outside India.	<i>Attach copy of Registration</i>
4	Details of the Actuary intended to be assigned the task by the applicant firm/company a) Name b) Registration with Institute of Actuaries of India c) Experience	<i>Attach a copy of Registration and a copy of client list with the fund value individually & aggregated (with contact details)</i>
5	Information on the post actuarial qualification professional work experience of at least 5 years with total work experience of 10 years.	<i>Self-declaration to be submitted.</i>
6	Whether the Valuer/any member of the Valuers team have been blacklisted /debarred/disqualified by any regulator/ statutory body or Government entity or any international/national agency for corrupt or fraudulent practices.	<i>Affidavit to be submitted</i>
7	Whether the Valuer/any member of the valuers team have been held guilty of professional or any other misconduct under the Actuaries Act, 2006 or any rules there under or in any other such proceedings of the Institute of Actuaries of India or by any equivalent Institute outside India or by any court of law.	<i>Affidavit to be submitted</i>

ANNEXURE -2

Declaration

We hereby confirm that we are interested in competing for the proposal of conducting Actuarial Evaluation of SSY.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Seal
