Annex I

Eligibility Criteria for Selection of IS/Cloud Auditors

(1) The Consulting/Audit firm must be registered in their respective country. A Copy of Registration Certificate of the company/firm must be submitted.

(2) The Consulting/Audit firm must have VAT/PAN Registration (for national auditing firm only). Copies of such registration certificates must be submitted.

(3) The Consulting/Audit firm shall submit Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission of the past fiscal year (for National auditing firm only).

(4) The Consulting/Audit firm shall have Average Annual Revenue of at least 3 million rupees (NRs) in case of Nepalese company and at least 5 million USD in case of International Company when averaged for last three (3) fiscal years. The financial audit reports of last three (3) fiscal years of the firm must be submitted.

(5) The Consulting/Audit firm must have positive net worth.

(6) The Consulting firm/Audit firm shall have a minimum of three (3) years of its establishment as ICT Company and a minimum of two (2) years of experience in the field of Cyber Security Practices/Information Security /Security Audit. The evidences/certificates of the same must be submitted.

(7) The Consulting firm/Audit firm shall have completed at least three (3) Assignments/Projects in the field of cyber security/Information Security /Security Audit in last two (2) years. The completion certificates of the assignments/projects from the concerned clients must be submitted.

(8) The Consulting firm/Audit firm shall have at least three (3) full time/regular experts or professionals with at least any one of the following separate certifications to get short-listed as IS Auditor. Each of the three (3) experts/professionals must have different certifications as listed below. The Auditor's certification (ISO 27001/CISA/GSNA) is mandatory for at least one expert. The certifications of the professionals/experts must be submitted.

S.N.	Experts/ Professionals	Name of Certifications	Requirement
1	Information Security Audit Expert	CISA, CISSP, CISM, ISO 27001, COBIT, ITIL, GSNA, CIA	At least one certification.
2	Network/System Security Expert	Security Certifications (Juniper, Huawei, Cisco, Red Hat)	At least one certification.
3	Web/Mobile Security Expert	CEH, OSCP, CEMP, CMDSP, CWASP	At least one certification.

(9) The Consulting/Audit firms must have at least three (3) full time/regular experts or professionals with at least any one of following separate certifications to get short-listed as Cloud Auditor. Each of the three experts/professionals must have different certifications. The Auditor's certification (ISO 27001/CISA/GSNA) is mandatory for at least one expert. The same professional for IS Auditor shall also be eligible for Cloud Auditor if he/she meets

the certifications required stated as below. The certifications of the professionals/experts must be submitted.

S.N.	Experts	Name of Certifications	Requirements
1	Cloud Security Audit Expert	CCAK, CCSS, CCSK, CCSP, CISA, CISSP, ISO 27001	At least one certification.
2	Network/System Security Expert	Security Certifications (AWS, Azure, Google)	At least one certification.
3	Web/Database Security Expert	CEH, OSCP, CEMP, CMDSP, CWASP, CDAP	At least one certification.

(1) In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the Government of Nepal or respective Government of the country, any other new or existing firm/institution/company owned partially or fully by such Natural person or Owner or Board of director of blacklisted firm/institution/company shall not be eligible.

(2) In Case, a corruption case is being filed to Court against the Natural Person or Board of Director of the firm/institution /company or any partner of JV, such Natural Person or Board of Director of the firm/institution /company or any partner of JV such firm's or JV proposal shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.

Abbreviations	
Short form	**Full Form**
AWS	Amazon Web Service
CCAK	Certificate of Cloud Auditing Knowledge
CCSK	Certificate of Cloud Security Knowledge
CCSP	Certified Cloud Security Professional
CCSS	Certified Cloud Security Specialist
CDAP	Certified Database Audit Professional
CEH	Certified Ethical Hacker
CEMP	Certified Expert Mobile Security Professional
CIA	Certified Internal Auditor
CISA	Certified Information System Auditor
CISM	Certified information Security Manager
CISSP	Certified Information systems Security Professional
CMDSP	Certified Mobile Device Security Professional
COBIT	Control Objectives for Information and Related Technology
CWASP	Certified web Application Security Professional
ISO 27001	International standard Organization 27001
ITIL	Information Technology Infrastructure Library
GSNA	GIAC System and Network Auditor
OSCP	Offensive Security Certified Professional

ANNEX- 2

1. Letter of Application

(Letter head paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: ....

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by NTA as Consultant for Information System Auditor/ Cloud Auditor.

2. Attached to this letter are photocopies of original documents defining:

   a) the Applicant's legal status;

   b) the principal place of business;

3. NTA and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. NTA and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.[1]

5. All further communication concerning this Application should be addressed to the following person,

   [Person]

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1 Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.

[Company]

[Address]

[Phone, Fax, Email]

6. We declare that, we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

7. The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed :

Name   :

For and on behalf of (name of Applicant or partner of a joint venture):

2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:

2. Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO)*

3. Date of Registration / Commencement of Business *(Please specify):*

4. Country of Registration:

5. Registered Office/Place of Business:

6. Telephone No; Fax No; E-Mail Address

7. Name of Authorized Contact Person / Designation/ Address/Telephone:

8. Name of Authorized Local Agent /Address/Telephone:

9. Consultant's Organization:

10. Total number of staffs:

11. Number of regular/full time professional staffs:

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)

3. Experience

3(A). General Work Experience

(Details of assignments undertaken. Each Auditing Firm or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

3(B). Specific Experience

Details of cyber security/information security/security assignments undertaken in the last three years
(In case of joint venture of two or more firms to be filled separately for each constituent member)

Note: The certificates of the completion of the assignments/projects from the concerned clients must be submitted.

Assignment name:	Approx. value of the contract (in current NRs; US$ or Euro)[2]:
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:	

Firm's Name: _____

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2   Consultant should state value in the currency as mentioned in the contract

4. Capacity

Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	**Amount Currency**

- **Average Annual Turnover/Revenue of Last 3 Fiscal Years =** | |

(Note: Supporting documents/Financial Audit Reports must be submitted to verify the Average Revenue/Turnover.)

5. Key ICT security professionals *(Include details of Key Experts only)*

(In case of joint venture of two or more firms to be filled separately for each constituent member)

(A) For IS Auditor:

S.N.	Name	Position	Highest Academic Qualification	Work Experience (in year)	Specific Work Experience (in year)	Cyber Security Related Certifications
1	….	Information Security Audit Expert				
2	….	Network/System Security Expert				
3	….	Web/Mobile Security Expert				

(Please insert more rows as necessary)

(B) For Cloud Auditor:

S.N.	Name	Position	Highest Academic Qualification	Work Experience (in year)	Specific Work Experience (in year)	Cyber Security Related Certifications
1	…	Cloud Security Audit Expert				
2	…	Network/System Security Expert				
3	…	Web/Database Security Expert				