



NUK 9 Information Security Auditors LLP

Proposal

**ISO/IEC 27701:2019 PIMS Training, Gap
Assessment and Pre-Assessment**

Client

Bhutan Insurance Limited
Thimphu, Bhutan



Information System
Audit Services (ISAs)

Information Security
Risk Assessment Services (ISRAs)



Information Systems Infiltration
Assessment Services (ISIAs)



Information Security Implementation,
Assessment & Certification Services (ISIACs)



Information Security
Coaching Services (ISCs)





Date: 03 Jul, 2022

To,

Ratu Tshering

Bhutan Insurance Limited

Thimphu, Bhutan

NUK 9 Auditors is pleased to offer and deliver the service to your - needs and requirement.

Herewith we offer our Proposal which details the Scope of Work, Deliveries, Approach, Terms, and Conditions, etc.

We hope this proposal caters to your exigencies and completely fulfils the requirements.

Proposal

Proposal Title	ISO/IEC 27701:2019 PIMS Training, Gap Assessment and Pre-Assessment		
Proposal No. P220703034	Proposal Date 03 Jul, 2022	Contract Term NUK 9 Auditors and Certification Body: 3 Years	Proposal Validity 10 Jul, 2022



Coverage, Phase & Activities

Coverage	<ul style="list-style-type: none">• PIMS Training and Awareness Workshop• PIMS GAP Assessment• PIMS Pre-Assessment or Readiness Assessment• PIMS Certification
Phases & Activities	<p>P1: PIMS Training (IST)</p> <ul style="list-style-type: none">• PIMS Implementer Training• PIMS Auditor Training <p>P2: PIMS GAP Assessment (IGA)</p> <ul style="list-style-type: none">• Conducting Current State Assessment (the Gap Assessment)• Issuing the Current State Assessment Report (CSA)• Discussion and Prioritizing the PIMS GAP Findings <p>P3: PIMS Framework and Documentation (FAD)</p> <ul style="list-style-type: none">• Information Security Policies, Procedures, Guidelines, Templates and Records• Data Controller Responsibilities and Controls• Data Processor Responsibilities and Controls• Data Privacy Impact Assessment• Privacy Risk Assessment and Risk Treatment• PIMS Statement of Applicability



	<p>P4: PIMS Framework Implementation, Assistance (FIA)</p> <ul style="list-style-type: none">• Information Security and Data Privacy Controls implementation assistance• Data Controller Controls implementation assistance• Data Processor Controls implementation assistance• Data Privacy Impact Assessment• PIMS Effectiveness Measurement and Performance Review• Conducting MRM Meeting No. 1 <p>P5: Certification Readiness Assessment (CRA)</p> <ul style="list-style-type: none">• Internal Assessment Review• Corrective Action Plan Review• Management Review Meeting (MRM) <p>P6: Certification Audit (CA) - By Certification Body</p> <ul style="list-style-type: none">• Year 1: PIMS Stage I Audit• Year 1: PIMS Stage II Audit• Year 2: Surveillance Audit No. 1• Year 3: Surveillance Audit No. 2
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Scope Limitation

In-Scope	<ol style="list-style-type: none">1. Client: Bhutan Insurance Limited2. Location in scope: HO 1 No. & DR Site 1 No.3. Processes: All ISMS Functions are within the scope of PIMS4. Total No. of People: Approx. 50 to 75 Nos.5. Standard: ISO/IEC 27701:2019 PIMS
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Out-Scope	<ol style="list-style-type: none">1. Mitigation steps that requires security controls, code development, technology implementation, and such other similar activities are not part of the current project engagement2. Procurement, Subscription, Configuration, Implementation and Maintenance of the Technology (Hardware / Software / Tools) will not be part of the current engagement3. Implementation of corrections and corrective actions would be done by the client4. Departments/Processes Standard Operating Procedures preparation will be the responsibility of the client5. Licenses required for the assessment will be under the NUK 9 Auditor's title and will be co-shared for scanning and assessment services execution6. Vulnerability Assessment (VA), Penetration Testing (PT), Application Source Code Review (ASCR) , Mobile Application Security Testing (MAST) and Cloud Infrastructure Security Testing (CIST) is not of the current scope and may be opted separately7. Assistance for the Corrective Actions and Closures are not of the project8. Deviation in the stated scope, the proposal may be revised
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Project Duration

Project Duration	<ul style="list-style-type: none">• P1: PIMS Training (IST): 7 to 10 Days• P2: PIMS GAP Assessment (IGA): 5 to 7 Days• P3: PIMS Framework and Documentation (FAD): 12 to 15 Days• P4: PIMS Framework Implementation Assistance (FIA): 20 to 35 Days• P5: Certification Readiness Assessment (CRA): 7 to 10 Days• P6: Certification Audit (CA) - By Certification Body: Per Year 15 to 25 Days
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Deliverables

Deliverables	<p>P1: PIMS Training (IST)</p> <ol style="list-style-type: none">1. PIMS Implementer Certificate2. PIMS Auditors Certificate <p>P2: PIMS GAP Assessment (IGA)</p> <ol style="list-style-type: none">3. Current State Assessment Report <p>P3: PIMS Framework and Documentation (FAD)</p> <ol style="list-style-type: none">4. Information Security Policies, Procedures, Guidelines, Templates and Records5. Data Controller Responsibilities and Controls Matrix6. Data Processor Responsibilities and Controls Matrix7. Data Privacy Impact Assessment Procedures8. Privacy Risk Assessment and Risk Treatment Policy and Procedures9. PIMS Statement of Applicability Register <p>P4: PIMS Framework Implementation, Assistance (FIA)</p> <ol style="list-style-type: none">10. Data Privacy Impact Assessment Record11. PIMS Effectiveness and Performance Measurement Metric Register12. MRM Meeting No. 1 MOM <p>P5: Certification Readiness Assessment (CRA)</p> <ol style="list-style-type: none">13. Internal Assessment Review Report14. Corrective Action Plan Review Report15. MRM Meeting No. 2 MOM <p>P6: Certification Audit (CA) - By Certification Body</p> <ol style="list-style-type: none">16. Year 1: PIMS Stage I Audit Report17. Year 1: PIMS Stage II Audit Report18. Year 2: Surveillance Audit No. 1 Report19. Year 3: Surveillance Audit No. 2 Report
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Project execution

Execution	Remote Office - NUK 9 Auditors Office, Mumbai, Maharashtra-India or as permitted Onsite office of the client
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Logistic arrangement

Travel & Logistics	Travel arrangements for onsite related activities if required shall be arranged by the client
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Professional Fees

Particulars	Rate in INR	Qty.	Amount in INR
ISO/IEC 27701:2019 PIMS Training, Readiness and Assessment Cycle No. 1: ISO/IEC 27701:2019 PIMS Implementation (First Year) <ul style="list-style-type: none">Implementation of ISO/IEC 27701:2019 PIMS for the ISMS ScopeStage 1 and Stage 2 audit of ISO/IEC 27701:2019 PIMS for the ISMS Scope	7,35,000.00	1	7,35,0000
Cycle No. 2: ISO/IEC 27701:2019 PIMS Maintenance (Second Year) <ul style="list-style-type: none">Maintenance activities of ISO/IEC 27701:2019 PIMS for the ISMS ScopeSurveillance audit of ISO/IEC 27701:2019 PIMS for the ISMS Scope Year 2	5,35,000.00	1	5,35,000.00
Cycle No. 3: ISO/IEC 27701:2019 PIMS Maintenance (Second Year) <ul style="list-style-type: none">Maintenance activities of ISO/IEC 27701:2019 PIMS for the ISMS ScopeSurveillance audit of ISO/IEC 27701:2019 PIMS for the ISMS Scope Year 2 <ol style="list-style-type: none">Client: Bhutan Insurance LimitedLocation in scope: HO 1 No. & DR Site 1 No.Processes: All ISMS Functions are within the scope of PIMSTotal No. of People: Approx. 50 to 75 Nos.Standard: ISO/IEC 27701:2019 PIMS	5,35,000.00	1	5,35,000.00
Total			18,05,000.00



Payment Milestone

1. 30% Advance along with the appointment letter, Purchase or Work Order

Year 1

2. 50% upon completion of activity P1, P2, P3 and P4
3. 20% upon completion of activity P5 and P6
4. 100% advance Year 1 Certification Body Audit Fees
5. **Year 2 & Year 3:** As per invoicing done on quarterly basis

Note

- Certification Fees to be paid 100% in advance on yearly basis
- Fees quoted includes:
- Training, Readiness and Implementation of PIMS
- Certification Fees for 3 Years

Our payment terms

- Advance invoices to be cleared within 7 working days from the date of invoice
- Invoice raised to be settled within 30 days Strictly.
- Invoices issued may be cleared on/or before due date
- Invoices cleared after due date may attract a penalty of @ 1% per week basis

Notes:

- Taxes: As applicable. The commercials provided are exclusive of all applicable taxes



Standard Proposal Terms

1. Purchase Order or similar document relating to the appointment of the NUK 9 Auditors will be issued in the name of "NUK 9 Information Security Auditors LLP", (commonly referred as NUK 9 Auditors) describing the scope of work, client name, and contacts, mode of execution, tenure/period, activities in detail, other terms and conditions, etc. In turn upon receipt of the appointment letter/purchase order and accordingly, NUK 9 Auditors will submit the **Service Work Order (SWO)** to start the project engagement.
2. Contract/Work once awarded by the client cannot be recalled/cancelled until its maturity. In case the client requires to be cancelled/terminate the contract, a minimum **50%** of the awarded contract value would be needed to reimburse/pay to NUK 9 Auditors in full-n-final settlement excluding all applicable taxes.
3. In cases where NUK 9 Auditors cancels/terminates the contract, NUK 9 Auditors will raise **invoice proportionately** till the cancellation/termination period of work completed only, excluding all applicable taxes.
4. Corrective Actions for the closure of any findings/gaps will be the responsibility of the client. NUK 9 Auditors will have no responsibility for the implementation of recommendations and gap closures. NUK 9 Auditors will strategize and assist in the implementation of the reported GAPS
5. A central coordinator may be appointed that would be the prime contact person between NUK 9 Auditors and Client
6. The sitting arrangement would be made for the Auditors, Permission to make use of Connect Laptops to the Network to be obtained and Internet Access to the Auditors would be provided
7. NUK 9 Auditors will require **15 days** after the date of the Purchase Order / Appointment Letter to initiate the work, as a preliminary arrangement for the project.
8. The professional fee is based on technical details/information provided to NUK 9 Auditors. Fees are subject to change if the variance in the technical / coverage details is noticed and would be charged proportionately.
9. Arrangements for Travelling, Lodging, Boarding, Visa, Food, and Misc. Expenses will be done by the engaging party/client for activities conducted out-of-Mumbai Jurisdiction-India.
10. Invoices to be settled within **30 days**. STRICTLY
11. Interest **@1% per week** will be charged on the Overdue Invoice Amount.

For NUK 9 Information Security Auditors LLP

SD/-

Deepesh Chitroda | Founder Director

Place: Mumbai

Date: 03 Jul, 2022

**NUK 9 Information
Security Auditors LLP**
(NUK 9 Auditors)

India' Top 10 GRC and Cybersecurity Service Provider Companies

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