



नेपाल पुनर्बीमा कम्पनी लिमिटेड

(नेपाल सरकारको स्वामित्वमा स्थापित)

Nepal Reinsurance Co.Ltd. (Nepal Re.)

(An undertaking of Nepal Government)

नेपाल बीमा प्रमाणपत्र संस्था

धापाथली, काठमाडौं, नेपाल

फोन नं. ०१-५५७०४०१, ५५७०४०२

ईमेल: nepalre@ntc.net.np

वेबसाइट: www.nepalre.com.np

## Expression of Interest (EOI)

Name of Project : Design, Supply and Deployment of Reinsurance Management System (RMS)

Date: 28 June, 2023

(EOI Number: NRIC/ICB/EOI/2079/80-02)

1. Nepal Reinsurance Company Limited has allocated budget towards the **Design, Supply and Deployment of Reinsurance Management System (RMS)** and intends to apply a portion of this budget to eligible payments under the contract for which this **Expression of Interest (EOI)** is invited for **International Consulting Service**.
2. Nepal Reinsurance Company Limited now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design, Supply and Deployment of Reinsurance Management System**.
3. Interested eligible consultants may obtain further information and detailed EOI document free of cost at Nepal Re website ([www.nepalre.com.np](http://www.nepalre.com.np)), Public Procurement Monitoring Office – PPMO website ([www.bolpatra.gov.np](http://www.bolpatra.gov.np)) and/or on site at Nepal Re office at the following address.  
Nepal Reinsurance Company Limited (Nepal Re)  
3<sup>rd</sup> Floor, LS Building  
Thapathali, Kathmandu Nepal  
during the office hours on or before 12 July, 2023.
4. Consultants may associate with other consultants to enhance their qualifications.
5. EOI shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before 13 July, 2023 12:00 PM.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification [40%], Experience [50%] and Capacity [10%]** of consulting firm and key personnel. Based on evaluation of EOI, only the shortlisted firms will be invited to submit technical and financial proposal through a Request For Proposal (RFP).
8. Minimum score to pass the EOI is **70**.

Contact Person : Ritesh Pudasaini

9841957325 , [ritesh.pudasaini@nepalre.com.np](mailto:ritesh.pudasaini@nepalre.com.np)

# **Expression of Interest (EOI)**

**Title of Consulting Service:  
Design, Supply and Deployment of Reinsurance  
Management System**

**Method of Consulting Service: International**

**Project Name : Design, Supply and Deployment of Reinsurance  
Management System**

**EOI Notice Number : NRIC/ICB/EOI/2079/80-02**

**Office Name : Nepal Reinsurance Company Limited**

**Office Address : LS Building, Thapathali, Kathmandu**

**Issued on: 28 June, 2023**



**Standard EOI Document**

**Abbreviations**

EA	-	Executive Agency
e-GP	-	Electronic Government Procurement
EOI	-	Expression of Interest
GON	-	Government of Nepal
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax
QCBS	-	Quality Cost Based Selection
RMS	-	Reinsurance Management System



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**Standard EOI Document**

**A. Request for Expression of Interest**

*[Nepal Reinsurance Company Limited]*

Date: 28 June, 2023

Name of Project: **Design, Supply and Deployment of International Standard Reinsurance Management System**  
**(EOI Number : NRIC/ICB/EOI/2079/80-02)**

1. Nepal Reinsurance Company Limited (NRIC) has allocated budget towards Procurement and Implementation of International Standard Reinsurance Management System and intends to apply a portion of this budget to eligible payments under the Contract for which this Expression of Interest is invited for **International Consulting Service**.
2. Nepal Reinsurance Company Limited now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the following consulting services: **Design, Supply and Deployment of Reinsurance Management System**.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address:  
Nepal Reinsurance Company Limited  
LS Building, Thapathali, Kathmandu  
Bagmati Province, Nepal  
  
during office hours on or before **12 July, 2023** or visit e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) or visit the client's website [www.nepalre.com.np](http://www.nepalre.com.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered online through e-GP system [www.bolpatra.gov.np/egp](http://www.bolpatra.gov.np/egp) on or before **13 July 2023 12:00 PM**.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification [40%], Experience [50%] and Capacity [10%]** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **70**.



## **B. Instructions for submission of Expression of Interest**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms and the maximum number of partners in JV shall be limited to three.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company; description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible consulting firm, company or organization.
4. The assignment has been scheduled for a maximum period of **12 months**. Expected date of commencement of the assignment is **September, 2023**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain the following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of the company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (Form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted by electronically only using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the "**Request for Expression of Interest.**" In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



## C. Objective of Consultancy Services or Brief TOR

### 1. Background

Nepal Reinsurance Company Limited (Nepal Re) is an autonomous first Reinsurance Company in Nepal. Nepal Re, the successor of Insurance Pool that was setup in 2003 with the aim to cover damages caused by the terrorism, was incorporated on 7<sup>th</sup> November 2014, under the Companies Act, 2006 of Nepal in accordance to the decision of Council of Ministers of Nepal dated 7<sup>th</sup> August 2014 to convert the Insurance Pool, Nepal into Nepal Reinsurance Company Limited. It was formally established in the PPP Model with equity participation of Government of Nepal.

In this age of information and technology, the importance of information system cannot be overrated. However, the present information system in Nepal Reinsurance Company Limited (Nepal Re) is still at an early stage of development. The existing system of manual jobs is limited, not reliable and has data duplication problem. Lack of proper Reinsurance Management System is acting as a major bottleneck in efficient service delivery and improved governance of the business.

Hence, Nepal Reinsurance Company Limited envisages procurement and implementation of a Reinsurance Management System (RMS) with integrated accounting module having international standard systems.

### 2. Objective

The main objective of this assignment is to design, supply and deploy a complete Reinsurance Management System to enable the business process requirements of Nepal Re. The key objectives are discussed below.

- a. To implement Reinsurance Management System at Nepal Re in a robust, reliable and scalable approach to support enhanced functionalities of Nepal Re business to meet the requirements outlined in this TOR.
- b. Improve and increase the efficiency and effectiveness of overall Reinsurance Business of Nepal Re.
- c. Increase the accuracy and reliability of information generated by different units/departments of Nepal Re.
- d. To ensure the developed system is effectively implemented by Nepal Re by providing operational support, maintenance services and effective training to different user groups.
- e. To build capacity of various user groups involved in using, administering and maintaining the system.

### 3. Scope of the Services

The scope of the Reinsurance Management System is enlisted below.

#### Non Life Reinsurance Management

1. Master Data (Cedants, Brokers, Co–Reinsurers, Retrocessionaires)
2. Management of Inward Proportional Treaty Business (Local and International)
3. Management of Inward Non-Proportional Treaty Business (Local and International)
4. Management of Outward Proportional Treaty Business (Local and International)
5. Management of Outward Non-Proportional Treaty Business (Local and International)
6. Management of Inward Facultative Businesses (Local and International)
7. Management of Outward Facultative Businesses (Local and International)



## **Standard EOI Document**

8. Claims Management for Treaty and Facultative (Local and International)
9. Reporting Requirements
10. General Reinsurance: Other Requirements

### **Life Reinsurance Management**

1. Master Data (Cedants, Brokers, Co–Reinsurers, Retrocessionaires)
2. Managing Individual Life Proportional Treaties (Local and International)
3. Managing Group Life Proportional Treaties (Local and International)
4. Managing Non–Proportional Life Treaties (Local and International)
5. Managing Life Facultative Business (Local and International)
6. Management of Retrocession for Life Treaty and Facultative Businesses (Local and International)
7. Claims Management for Treaty and Facultative Life Business (Local and International)
8. Medical Underwriting (Individual and Group Life Schemes)
9. Reporting Requirements for Individual, Group Life Treaty and Facultative Businesses (Local and International)
10. Life Reinsurance: Other Requirements
11. Reporting Requirements

### **Reinsurance Accounting**

1. Reinsurance Accounting (General and Life)
2. Reporting Requirements for Reinsurance Accounting (General and Life)

The detail scope of the work is provided in **Appendix I**. The consultant shall fill the Bidder's response with appropriate compliance key.

#### **4. Software Development Framework**

The consultant should implement a web based (Three-tier Service Oriented Architecture) Reinsurance Management System with enterprise level database management system as a back end that can handle the core business process of Nepal Re.

#### **5. Software Security Assurance**

Consultant should be responsible to perform security assurance testing for the modules of software to ensure that the software is designed to operate at a level of security that is robust against the potential harm that could result from the loss, inaccuracy, alteration, unavailability or misuse of the data and resources that it uses, controls and protects. The consultant should ensure Confidentiality, Integrity, Availability and Non-Repudiation for all the software modules. Consultant should implement security measures in Reinsurance Management System to prevent SQL injection, non-validated input, broken access control, broken authentication and session management, cross-site scripting, buffer overflows, injection flaws, improper error handling, insecure storage, denial of service, insecure configuration management. Consultant should provide the evidence of security assurance report.

#### **6. Future Upgradation Framework**

Consultant should be responsible to implement software in such a way that if any new business logic is introduced in future by Nepal Re, the software should be able to incorporate the business logic change as a pluggable upgradable module. The RMS should be scalable and dynamic. The proposed system should have integration capabilities with third party systems through Application Programming Interface (API). The proposed system shall have features of emerging technologies such as Artificial Intelligence (AI) and Machine Learning (ML) to enable data analytics and better reporting.





**7. Knowledge/Technology Transfer**

Consultant should provide adequate technical and functional training for the employees of Nepal Re on using the supplied RMS.

**8. User Manual and Technical Manuals**

Consultant should prepare a user manual for each functional module. The manual shall clearly specify daily operating procedure for all ICT functions consisting start-up, close down, restart and recovery, minor system maintenance, handling of errors and other relevant guidelines on the application system. The consultant should prepare a Technical Manual for entire admin settings of system.

**9. Data Migration**

Consultant shall be responsible for migrating data from each existing software to the newly implemented RMS. Scope of data migration shall be full transaction.

**10. Reporting**

Reporting system of RMS shall be capable of generating different customized reports based on requirements of Nepal Re. Reporting templates shall be provided during the implementation period.

**11. System Architecture**

Consultant shall propose detail system architecture for the implementation of RMS. Detail system architecture shall consist of server, network, and cyber security infrastructure. System architecture should be fault tolerant, scalable and secured. Proposed RMS system should be hardware agnostic system.

**12. Change Control and Configuration Management**

Consultant shall use a systematic approach to manage all the changes made to product or system. This should be done with proper change management plan to ensure that no unnecessary changes are made and all changes are documented.

**13. Consultant's Personnel**

Consultant shall deploy a team of following personnel for the Service:

**13.1. Project Manager/Team Leader (1)**

Project Manager shall have at least Master's degree in any stream with at least 10 years of experience in the role of project manager/team leader in software domain.

**13.2. System Architect (1)**

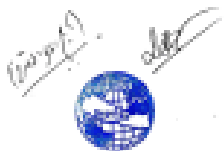
System Architect shall have at least Bachelor's degree in IT related field with at least 7 years of experience in the domain of system architecture in enterprise level software development.

**13.3. Business Analyst (1)**

Business Analyst shall have at least Bachelor's degree in IT related field with at least 5 years of experience as a Business Analyst in enterprise level reinsurance software development.

**13.4. Software Developers (5)**

Software Developers shall have at least Bachelor's degree in IT related field with at



## **Standard EOI Document**

least 3 years of experience as a Web Developer in enterprise level software development.

### **13.5. Database Engineers (2)**

Database Engineers shall have at least Bachelor's degree in IT related field with at least 3 years of experience as a Database Engineer in enterprise level software development.

### **13.6. Front End Developers (2)**

Front End Developer shall have at least Bachelor's degree in IT related field with at least 5 years of experience as a Front End Developer in enterprise level software development.

### **13.7. Quality Assurance Analysts (2)**

Quality Assurance Analysts shall have at least Bachelor's degree in IT related field with at least 5 years of experience as a Quality Assurer/Quality Controller (QA/QC) in enterprise level software development.

### **13.8. Documentation Expert (1)**

Documentation Expert shall have at least Bachelor's degree in any field with at least 2 years of experience as a Documentation Expert in software domain.

### **13.9. System and Network Administrator (1)**

System/Network Administrator shall have at least Bachelor's degree in IT related field with at least 5 years of experience as a System and Network Administrator.

### **13.10. Information Security Expert (1)**

Information Security Expert shall have at least Bachelor's degree in IT related field with at least 5 years of experience as an Information Security Expert.

### **13.11. Capacity Building and Training Expert (1)**

The Capacity Building and Training Expert shall have at least Bachelor's degree in any stream with at least 5 years of experience as a Software Trainer in Reinsurance Software Domain along with experience in providing training to international users.

### **13.12. Administrative Staff (1)**

Administrative Staff shall have at least Intermediate Level or equivalent with at least 1 years of experience in administrative field.

## **14. Availability of Study Documents and Data**

Nepal Re will make available the following documents for preliminary review and study:

- Existing application/database snapshots
- Existing report formats
- Acts, Rules & Regulations of Government of Nepal
- Acts, Rules & Regulations of Nepal Re

## **15. Logistic Support**

Nepal Re shall provide one room space within Nepal Re premises to the consultant to perform day to day work effectively.

## **16. Duration of the Service**

The Consultant shall complete the design, supply and deployment of RMS within the time period of 12 (Twelve) months from the date of signing of contract. The consultant should provide complete activity plan of the project.



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**16.1 Time Schedule:**

<b>Item No</b>	<b>Brief Description</b>	<b>Deliverables</b>	<b>Service Delivery Schedule (in months from the date of signing of contract)</b>
1.	Inception Study	Inception Report	Within 1 month
2.	Requirement Analysis and System Architecture of RMS	<ul style="list-style-type: none"> <li>▪ System Requirement Specification Document</li> <li>▪ System Architecture Documents</li> </ul>	Within 2 months
3.	Customization, Data Migration, Testing and Implementation of RMS	<ul style="list-style-type: none"> <li>▪ User Acceptance Test (UAT) Report</li> <li>▪ Customized Reinsurance Management System</li> </ul>	Within 7 months
4.	Functional and Technical Training	<ul style="list-style-type: none"> <li>▪ Functional Training Manual</li> <li>▪ Technical Training Manual</li> </ul>	Within 8 months
5.	Go LIVE and Post LIVE Support	<ul style="list-style-type: none"> <li>▪ LIVE System</li> <li>▪ Post Live Support Report</li> </ul>	Within 11 months
6.	Post LIVE Support Final Report	Project Completion Report	Within 12 Months



## D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration ( <b>for National consulting firm only</b> )	
Tax Clearance/Tax Return Submission/Letter of Time Extension for Tax Return Submission for F.Y. 078/79 ( <b>for National consulting firm only</b> )	
In case of a natural person or firm/institution/company which is already declared blacklisted and ineligible by the GoN, 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 consultant.	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b>ii) EOI Evaluation Criteria</b>	<b>Insert Minimum Requirement if Applicable</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification</b>		
<b>Qualification of Key Experts</b>		
i) Project Manager/Team Leader	At least Master's degree in any stream.	
ii) System Architect	At least Bachelor's degree in IT related field.	
iii) Business Analyst	At least Bachelor's degree in IT related field.	
iv) Software Developer	At least Bachelor's degree in IT related field.	
v) Database Engineer	At least Bachelor's degree in IT related field.	
vi) Front End Developer	At least Bachelor's degree in IT related field.	
vii) Quality Assurance Analyst	At least Bachelor's degree in IT related field.	
viii) Documentation Expert	At least Bachelor's degree in any field.	
ix) System and Network Administrator	At least Bachelor's degree in IT related field.	
x) Information Security Expert	At least Bachelor's degree in	



**Standard EOI Document**

	<i>IT related field.</i>	
<i>xi) Capacity Building and Training Expert</i>	<i>At least Bachelor's degree in any stream.</i>	
<b>Experience of Key Experts</b>		
<i>i) Project Manager/Team Leader</i>	<i>At least 10 years of experience in the role of project manager/team leader in software domain.</i>	
<i>ii) System Architect</i>	<i>At least 7 years of experience in the domain of system architecture in enterprise level software development.</i>	
<i>iii) Business Analyst</i>	<i>At least 5 years of experience as a Business Analyst in enterprise level reinsurance software development.</i>	40%
<i>iv) Software Developer</i>	<i>At least 3 years of experience as a Web Developer in enterprise level software development.</i>	
<i>v) Database Engineer</i>	<i>At least 3 years of experience as a Database Engineer in enterprise level software development.</i>	
<i>vi) Front End Developer</i>	<i>At least 5 years of experience as a Front End Developer in enterprise level software development.</i>	
<i>vii) Quality Assurance Analyst</i>	<i>At least 5 years of experience as a Quality Assurer/Quality Controller (QA/QC) in enterprise level software development.</i>	
<i>viii) Documentation Expert</i>	<i>At least 2 years of experience as a Documentation Expert in software domain.</i>	
<i>ix) System and Network Administrator</i>	<i>At least 5 years of experience as a System and Network Administrator.</i>	
<i>x) Information Security Expert</i>	<i>At least 5 years of experience as an Information Security Expert.</i>	
<i>xi) Capacity Building and Training Expert</i>	<i>At least 5 years of experience as a Software Trainer in Reinsurance Software Domain along with experience in providing training to international users.</i>	
<b>B. Experience</b>		
<i>General experience of consulting firm</i>	<i>At Least 5 Enterprise Level Software Development</i>	

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	<i>within Last 7 Years</i>	50%
<i>Specific experience of consulting firm within last 7 years.</i>	<i>At Least 5 RMS Deployment within Last 7 Years</i>	
<i>Similar Geographical experience of consulting firm</i>	<i>At Least RMS Deployment in Asia Pacific Region</i>	
<b>C. Capacity</b>		
<i>Financial Capacity<sup>1</sup></i>	<i>At Least Average Annual Turnover More than or Equals to NPR 3,50,00,000</i>	10%

Note: 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 EOI shall be excluded from the evaluation, if public entity receives instruction from Government of Nepal.




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<sup>1</sup> Average turnover required shall not exceed 150% of cost estimate

**E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



**Standard EOI Document**

**1. Letter of Application**

*(Letterhead 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 the Client: **Nepal Reinsurance Company Limited**

Full Address of the Client: **3<sup>rd</sup> Floor, LS Building, Thapathali, Kathmandu, Nepal**

Telephone No.: **+977-015970401, +977-015970402**

Email Address: [nepalre@ntc.net.np](mailto:nepalre@ntc.net.np)

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 **Nepal Reinsurance Company Limited** as Consultant for **Design, Supply and Deployment of Reinsurance Management System**.
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **Nepal Reinsurance Company Limited** 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. **Nepal Reinsurance Company Limited** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>2</sup>
5. All further communication concerning this Application should be addressed to the following person,

*Ritesh Pudasaini*  
*Nepal Reinsurance Company Limited*  
*3<sup>rd</sup> Floor, LS Building, Thapathali, Kathmandu, Nepal*  
*Phone: +977-9841957325*  
*Email: ritesh.pudasaini@nepalre.com.np*
6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.

<sup>2</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



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- 7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- 8. 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):**

The image shows two handwritten signatures in black ink, one above the other, positioned above a blue circular stamp. The stamp contains some illegible text and a globe-like graphic.

**Standard EOI Document**

**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 staff:
11. Number of regular professional staff:

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



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3. Experience

3(A). General Work Experience

*(Details of assignments undertaken. Each consultant 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.						



**Standard EOI Document**

**3(B). Specific Experience**

**Details of similar assignments undertaken in the previous seven years**

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) <sup>3</sup> :
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:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

<sup>3</sup> Consultant should state value in the currency as mentioned in the contract



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**3(C). Geographic Experience**

**Experience of working in similar geographic region or country**

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

<b>No</b>	<b>Name of the Project</b>	<b>Location (Country/ Region)</b>	<b>Execution Year and Duration</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			



**Standard EOI Document**

**4. Capacity**

**4(A). Financial Capacity**

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

<b>Annual Turnover</b>	
<b>Year</b>	<b>Amount Currency</b>

- **Average Annual Turnover of Best of 3 Fiscal Year Of Last 7 Fiscal Years**

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*(Note: Supporting documents for Average Turnover should be submitted for the above.)*



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4(B). Infrastructure/equipment related to the proposed assignment<sup>4</sup>

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		
4.		
5.		



<sup>4</sup> Delete this table if infrastructure/equipment for the proposed assignment is not required.

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**5. Key Experts** *(Include details of Key Experts only)*

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

<b>SN</b>	<b>Name</b>	<b>Position</b>	<b>Highest Qualification</b>	<b>Work Experience (in year)</b>	<b>Specific Work Experience (in year)</b>	<b>Nationality</b>
1						
2						
3						
4						
5						

(Please insert more rows as necessary)





# Appendix I

## Functional Requirements

The detailed functional requirements are discussed below. Vendor should fill compliance requirements with the following keys.

**A – Compliance Requirement Met**

**B – Compliance Requirement Partially Met**

**C – Compliance Requirement Not Met**

### *Non-life reinsurance requirements*

The vendor should supply following Non-life reinsurance requirements.

Requirement Number	Requirement Description	Bidders Response (A, B or C)	Remarks
1.	<b>Master Data</b>		
1.1.	At a minimum, the ability to capture and maintain the following master data for general reinsurance: 1. Cedant 2. Broker 3. Co-Reinsurer 4. Retrocessionaire 5. Class of Business 6. Sub-Class of Business 7. Underwriting Item Code 8. Treaty Name 9. Treaty Type 10. Treaty Status 11. Transaction Code 12. Type of Risk		



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	13. Business Region 14. Country 15. Currency 16. Bank and Corresponding Account Detail 17. Payment Mode		
<b>2.</b>	<b>Management of Inward Proportional Treaty Business (Local and International)</b>		
<b>2.1.</b>	Ability to capture proportional treaty with cedant/broker, with the following minimum mandatory fields being captured: 1. Automatic generation of a unique code, for identifying a proportional treaty, e.g., Treaty Code. 2. Treaty Name 3. Treaty Description 4. Treaty Type 5. Treaty Status 6. Class of Business 7. Cedant Name 8. Cedant Reference Number 9. Broker Name 10. Broker Reference Number 11. Country/Region 12. Currency 13. Offered Date 14. Effective Date of the Treaty 15. Expiry Date of the Treaty 16. Sum Insured 17. Share Participation, including Quota Share and Surplus (e.g., Written, Compulsory and Optional) 18. Premium Tax 19. Aggregate Limit 20. Estimated Maximum Loss 21. Cash Call Limit		



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	22. Applicable Premium Rate 23. Commission Rate (including Overriding Commission) 24. Brokerage 25. Profit Commission Rate (e.g., based on Underwriting Year or To Be Carried Forward) 26. Treaty Limit 27. Treaty Retention 28. Original Gross and Net Premium Income 29. Frequency of Statement 30. Loss Reserve 31. Premium Reserve Retained 32. Premium Reserve Released 33. Loss Reserve Retained 34. Loss Reserve Released 35. Interest on Reserves Retained 36. Management Expenses 37. Portfolio Premium Withdrawal and Entry 38. Portfolio Loss Withdrawal and Entry 39. Cancellation Period of the Treaty 40. Differentiation between New Business and Renewed Business		
<b>2.2.</b>	Ability to assign status to a treaty and track the status change of the proportional treaty along with who made the status change, for example whether it has been accepted, declined, under review, awaiting approval, etc., along with who has performed the status change and when.		
<b>2.3.</b>	Ability to renew the existing inward proportional treaty businesses with the cedant/broker.		
<b>2.4.</b>	Ability to perform cancellations of the proportional treaties, with the option of maintaining the historical, current and outstanding transactions.		
<b>2.5.</b>	Ability to book the proportional treaty business in the system that is to book the first premium and consequent premiums for the treaty business with the cedant/broker.		
<b>2.6.</b>	Ability to attach addenda to the inward proportional treaty businesses with the cedant/broker.		
<b>2.7.</b>	Ability to handle multiple limits quota share treaties and multi-layer surplus treaties.		
<b>2.8.</b>	Ability to manage the liabilities and retentions by risk and event for the proportional treaties.		



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2.9.	Ability to have multiple classes/sub-classes of business under one treaty for proportional treaty businesses.		
2.10.	<p>Ability to automatically calculate the following for inward proportional treaties, based on the parameters captured:</p> <ol style="list-style-type: none"> <li>1. Premium Reserves Retained/Released with the applicable Interest Rates</li> <li>2. Commissions</li> <li>3. Brokerage</li> <li>4. Applicable Taxes and Charges</li> <li>5. Calculate and apportion Quota Share and Surplus based on the Share Percentages indicated on the Treaty</li> <li>6. Liabilities and Deductibles</li> <li>7. Aggregate Limits</li> <li>8. Profit Commissions</li> </ol>		
2.11.	<p>Ability for the system to capture technical statements for a particular cedant/broker for the proportional treaty businesses. The minimum fields for the technical statement include the following:</p> <ol style="list-style-type: none"> <li>1. Treaty Code</li> <li>2. Cedant/Broker</li> <li>3. Underwriting/Financial Quarter</li> <li>4. Amount in Original Currency and corresponding translation in NRS (Nepali Rupees) based on the Exchange Rate.</li> <li>5. Premiums Due Date</li> <li>6. Premiums Paid/Payable</li> <li>7. Claims Paid/Payable</li> <li>8. Shares amount the participants</li> <li>9. Management Expenses</li> <li>10. Brokerage/Commissions</li> </ol>		
3.	<b>Management of Inward Non-Proportional Treaty Business (Local and International)</b>		
3.1.	<p>Ability to capture non-proportional treaties with cedant/broker, with the following minimum mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a non-proportional treaty, e.g., Treaty Code.</li> <li>2. Treaty Name</li> </ol>		



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	<ul style="list-style-type: none"> <li>3. Treaty Description</li> <li>4. Treaty Type</li> <li>5. Treaty Status</li> <li>6. Treaty Limits (e.g., Sum Insured)</li> <li>7. Treaty Deductible</li> <li>8. Class of Business</li> <li>9. Cedant Name</li> <li>10. Cedant Reference Number</li> <li>11. Broker Name</li> <li>12. Broker Reference Number</li> <li>13. Country</li> <li>14. Currency</li> <li>15. Offered date</li> <li>16. Effective Date of the Treaty</li> <li>17. Expiry Date of the Treaty</li> <li>18. Applicable Premium Rates</li> <li>19. Estimated Premium Income</li> <li>20. Minimum Deposit Premium</li> <li>21. Premium Tax</li> <li>22. Commission Rates</li> <li>23. Brokerage</li> <li>24. Shares Participation</li> <li>25. Aggregate Limits</li> <li>26. Number and Frequency of Reinstatement</li> <li>27. Notification of Claims</li> <li>28. Index Clause/Variation</li> <li>29. Cancellation Period of Treaty</li> </ul>		
<b>3.2.</b>	Ability to assign status to a treaty and track the status change of the non-proportional treaty, for example whether it has been accepted, declined, under review, awaiting approval, etc., along with who has performed the status change and when.		
<b>3.3.</b>	Ability to renew the existing inward non-proportional treaties with the cedant/broker.		
<b>3.4.</b>	Ability to perform cancellations of the non-proportional treaties, with the option of maintaining the historical, current and outstanding transactions.		
<b>3.5.</b>	Ability to book the non-proportional treaty business in the system, that is, to book the		



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	Minimum Deposit Premium and consequent premiums for the treaty business with the cedant/broker.		
<b>3.6.</b>	Ability to attach addenda to the inward non-proportional treaties with the cedant/broker.		
<b>3.7.</b>	Ability to have multiple classes/sub-classes of business under one non-proportional treaty.		
<b>3.8.</b>	Ability to capture a treaty with multi-layer covers, in one treaty for non -proportional treaties.		
<b>3.9.</b>	Ability to manage the liabilities and deductibles by risk and event for the non - proportional treaties.		
<b>3.10.</b>	Ability to reinstate non-proportional treaties.		
<b>3.11.</b>	Ability to automatically calculate the following for the inward non-proportional treaties, based on parameters captured: <ol style="list-style-type: none"> <li>1. Premiums including the Minimum Deposit Premium</li> <li>2. Brokerage Amount</li> <li>3. Liabilities and Deductibles</li> <li>4. Aggregate Limits</li> <li>5. Reinstatement Premiums</li> <li>6. Applicable Taxes</li> <li>7. Premium Adjustments</li> </ol>		
<b>3.12.</b>	Ability for the system to capture technical statements for a particular cedant/ broker for the non-proportional treaty businesses. The minimum fields for the technical statement include the following: <ol style="list-style-type: none"> <li>1. Treaty Code.</li> <li>2. Cedant/Broker</li> <li>3. Underwriting/Financial Quarter</li> <li>4. Amount in Original Currency and corresponding translation in NRS based on the Exchange Rate.</li> <li>5. Premiums Due Date</li> <li>6. Premiums Paid/Payable</li> <li>7. Claims Paid/Payable</li> <li>8. Shares amount the participants</li> <li>9. Management Expenses</li> <li>10. Brokerage/Commissions</li> </ol>		
<b>4.</b>	<b>Management of Outward Proportional Treaty Business (Local and International)</b>		
<b>4.1.</b>	Ability to capture proportional treaties with the retrocessionaires, with the following minimum		



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	<p>mandatory fields being captured:</p> <ol style="list-style-type: none"><li>1. Automatic generation of a unique code, for identifying a proportional treaty, e.g., Treaty Code.</li><li>2. Treaty Description</li><li>3. Treaty Type</li><li>4. Treaty Status</li><li>5. Class of Business</li><li>6. Broker Name (which also links to the Retrocessionaires under the Broker if applicable)</li><li>7. Broker Reference Number</li><li>8. Retrocessionaire Name</li><li>9. Retrocessionaire Reference Number</li><li>10. Offered Date</li><li>11. Effective Date of the Treaty</li><li>12. Expiry Date of the Treaty</li><li>13. Applicable Premium Rates</li><li>14. Country/Region</li><li>15. Currency</li><li>16. Commission Rates</li><li>17. Brokerage</li><li>18. Profit Commission (e.g., based on Underwriting Year or To Be Carried Forward)</li><li>19. Management Expenses</li><li>20. Treaty Limits</li><li>21. Treaty Retention</li><li>22. Original Gross and Net Premium Income</li><li>23. Frequency of Statements</li><li>24. Loss/Premium Reserve</li><li>25. Interest on Reserves</li><li>26. Portfolio Premium Withdrawal and Entry</li><li>27. Portfolio Loss Withdrawal and Entry</li><li>28. Shares Participation Percentage</li><li>29. Premium Tax</li><li>30. Aggregate Limits</li></ol>		
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	<ul style="list-style-type: none"> <li>31. Estimated Maximum Loss</li> <li>32. Cash Call Limit</li> <li>33. Cancellation of Treaty</li> </ul>		
4.2.	Ability to generate the outward proportional treaty business details captured in section 4.1 to a tabular format for the purpose of preparing treaty slips/contracts with the retrocessionaire.		
4.3.	Ability to renew the existing outward proportional treaty businesses with the retrocessionaire.		
4.4.	Ability to perform cancellations of the outward proportional treaties with the retrocessionaire, with the option of maintaining the historical, current and outstanding transactions.		
4.5.	Ability to attach addenda to the outward proportional treaties with the retrocessionaire.		
4.6.	Ability to have multiple classes/sub-classes of business under one outward proportional treaty.		
4.7.	Ability to capture an outward proportional treaty with multi-layer covers, in one treaty.		
4.8.	Ability to manage the liabilities and deductibles by risk and event for the outward proportional treaties.		
4.9.	<p>Ability to automatically calculate the following, based on parameters given:</p> <ul style="list-style-type: none"> <li>1. Apportionment of the liabilities and premiums among the brokers and the retrocessionaires.</li> <li>2. Minimum Deposit Premium and apportionment of the same among the brokers and the retrocessionaires.</li> <li>3. End of Year Premium Adjustments</li> </ul>		
<b>5.</b>	<b>Management of Outward Non-Proportional Treaty Business (Local and International)</b>		
5.1.	<p>Ability to capture outward non-proportional treaties with the retrocessionaires, with the following minimum mandatory fields being captured:</p> <ul style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a non-proportional treaty, e.g., Treaty Code.</li> <li>2. Treaty Description</li> <li>3. Treaty Type</li> <li>4. Treaty Status</li> <li>5. Treaty Limits</li> <li>6. Treaty Deductible</li> <li>7. Class of Business/Country</li> <li>8. Currency</li> </ul>		



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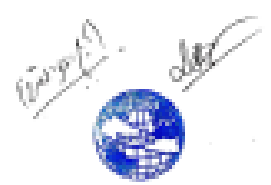
	<p>9. Broker Name (which also links to the Retrocessionaires under the Broker if applicable)</p> <p>10. Broker Reference Number</p> <p>11. Retrocessionaire Name</p> <p>12. Retrocessionaire Number</p> <p>13. Offered Date</p> <p>14. Effective Date of the Treaty</p> <p>15. Expiry Date of the Treaty</p> <p>16. Applicable Premium Rates</p> <p>17. Estimated Premium Income/Minimum Deposit Premium</p> <p>18. Premium Tax</p> <p>19. Number and Frequency of Reinstatement</p> <p>20. Commission Rates</p> <p>21. Brokerage</p> <p>22. Shares Participation Percentage</p> <p>23. Aggregate Limits</p> <p>24. Notification of Claims</p> <p>25. Index Clause/Variation</p> <p>26. Cancellation of Treaty</p>		
<b>5.2.</b>	Ability to generate the outward non-proportional treaty business details captured in section 5.1 to a tabular format for purposes of preparing treaty slips/contracts with the retrocessionaire.		
<b>5.3.</b>	Ability to renew the existing outward non-proportional treaty businesses with the retrocessionaire.		
<b>5.4.</b>	Ability to perform cancellations of the outward non-proportional treaties with the retrocessionaire, with the option of maintaining the historical, current and outstanding transactions.		
<b>5.5.</b>	Ability to reinstate outward non-proportional treaties.		
<b>5.6.</b>	Ability to attach addenda to the outward non-proportional treaties with the retrocessionaire.		
<b>5.7.</b>	Ability to have multiple classes/sub-classes of business under one outward non-proportional treaty.		
<b>5.8.</b>	Ability to capture an outward non-proportional treaty with multi-layer covers, in one treaty.		
<b>5.9.</b>	Ability to manage the liabilities and deductibles by risk and event for the outward non-proportional treaties.		

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<p align="center"><b>5.10.</b></p>	<p>Ability to automatically calculate the following, based on parameters given:</p> <ol style="list-style-type: none"> <li>1. Calculate premiums due to the different brokers and retrocessionaires and apportionment of the same.</li> <li>2. Calculate liabilities shared by the different brokers and retrocessionaires and apportionment of the same.</li> <li>3. Brokerage Amounts</li> <li>4. Overriding Commissions</li> <li>5. Profit Commissions and apportionment of the same</li> <li>6. Premium Reserves Retained and Released</li> <li>7. Interest on Reserves</li> <li>8. Management Expenses</li> <li>9. Taxes and other charges</li> </ol>		
<p align="center"><b>6.</b></p>	<p align="center"><b>Management of Inward Facultative Businesses (Local and International)</b></p>		
<p align="center"><b>6.1.</b></p>	<p>Ability to capture facultative business with cedant/broker, with the following minimum mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a facultative business, e.g., Facultative Business Code.</li> <li>2. Description of the Facultative Business</li> <li>3. Class of the Business</li> <li>4. Sub-class of the Business</li> <li>5. Offered Date</li> <li>6. Effective Date of the Business</li> <li>7. Expiry Date of the Business</li> <li>8. Renewal Date</li> <li>9. Cedant Name</li> <li>10. Cedant Reference Number</li> <li>11. Broker Name</li> <li>12. Broker Reference Number</li> <li>13. Name of Insured</li> <li>14. Occupation/Main Activities of the Insured</li> <li>15. Applicable Premium Rates and the Actual Premium</li> <li>16. Country of Origin</li> <li>17. Geographical Limits/where the risk is situated</li> </ol>		

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	<ul style="list-style-type: none"> <li>18. Currency</li> <li>19. Total Sums Insured</li> <li>20. Perils Covered</li> <li>21. Shares Participation</li> <li>22. Written Share</li> <li>23. Signed Share</li> <li>24. Claims Experience</li> <li>25. Maximum Possible Loss</li> <li>26. Retention of Cedant</li> <li>27. Excess</li> <li>28. Warranty Period</li> <li>29. Total Deductions (Commissions and Brokerage)</li> <li>30. Remarks</li> <li>31. Recommendation</li> </ul>		
<b>6.2.</b>	Ability to assign status to a facultative contract and track the status of the facultative contract, for example whether it has been accepted, declined, cancelled, under review, awaiting approval, etc., along with who has affected the status change and when.		
<b>6.3.</b>	Ability to perform facultative endorsements for example, performing any mid-term changes, e.g., increase or reduction to premiums, etc., for the facultative business with the cedant/broker.		
<b>6.4.</b>	Ability to perform facultative closings, that is, booking the first premium and consequent premiums for the facultative businesses with the cedant/broker.		
<b>6.5.</b>	Ability to renew existing inward facultative businesses with the cedant/broker.		
<b>6.6.</b>	Ability to manage the liabilities and deductibles by risk and event for the facultative businesses.		
<b>6.7.</b>	Ability to capture proportional and non-proportional facultative businesses.		
<b>6.8.</b>	Ability to calculate the following as listed below and any other calculation: <ul style="list-style-type: none"> <li>1. Premium Rates (e.g., pro-rata premium, annual premium, refund and renewal premium)</li> <li>2. Commissions</li> <li>3. Profit Commissions</li> <li>4. Brokerage</li> </ul>		



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<b>7.</b>	<b>Management of Outward Facultative Businesses (Local and International)</b>		
<b>7.1.</b>	<p>Ability to automatically capture the information entered to an inward facultative business contract to the corresponding outward facultative business contract with the retrocessionaire. The system should be able to automatically populate the following minimum mandatory fields from the corresponding inward facultative business contract:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a, facultative business, e.g., Facultative Business Code.</li> <li>2. Description of the Facultative Business</li> <li>3. Class of the Business</li> <li>4. Sub-class of the Business</li> <li>5. Offered Date</li> <li>6. Effective Date of the Business</li> <li>7. Expiry Date for the Business</li> <li>8. Renewal Date</li> <li>9. Cedant Name</li> <li>10. Cedant Reference Number</li> <li>11. Broker Name</li> <li>12. Broker Reference Number</li> <li>13. Name of Insured</li> <li>14. Occupation/Main Activities of the Insured</li> <li>15. Applicable Premium Rates and the Actual Premium</li> <li>16. Country of Origin</li> <li>17. Geographical Limits/where the risk is situated</li> <li>18. Currency</li> <li>19. Total Sums Insured</li> <li>20. Perils Covered</li> <li>21. Shares Participation Percentage</li> <li>22. Written Share</li> <li>23. Signed Share</li> <li>24. Claims Experience</li> <li>25. Maximum Possible Loss</li> </ol>		



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	26. Retention of Cedant 27. Excess 28. Warranty Period 29. Total Deductions (Commissions and Brokerage) 30. Remarks 31. Recommendation In addition, to be able to capture the following mandatory fields: 1. Retrocessionaire Name 2. Cedant/Reinsurer's Gross Retention 3. Overriding Commission		
<b>7.2.</b>	Ability to generate facultative business terms/details captured by the system, into a tabular format, so as to enable preparation of the contracts.		
<b>7.3.</b>	Ability to renew the existing outward facultative business with the retrocessionaire.		
<b>7.4.</b>	Ability to calculate the following: 1. Overriding commission based on the percentage 2. Net amount to be retroceded to the retrocessionaire based on the share participation percentage		
<b>8.</b>	<b>Claims Management for Treaty and Facultative (Local and International)</b>		
<b>8.1.</b>	Ability to register a claim on the system for treaty and facultative businesses, with the automatic generation of a unique claims registration number.		
<b>8.2.</b>	Ability to automatically register a claim request received via email from the cedant/broker for treaty and facultative businesses.		
<b>8.3.</b>	Ability to assign a claims status, for example, received, open, in progress, settled, etc.		
<b>8.4.</b>	Ability to link the claim request to the relevant treaty/facultative business code so as to avoid duplication of the claims request and to validate the premiums paid against the particular treaty/facultative contract, etc.		
<b>8.5.</b>	Ability to link a claim to the user handling the particular claim.		
<b>8.6.</b>	Ability to allocate gross loss reserves (that is, original claim estimate) for the treaty and facultative businesses on the system.		
<b>8.7.</b>	Ability to attach supporting documents/evidence of the claims request to the system, alternatively, the ability to reference to documents held in a Document Management System.		
<b>8.8.</b>	Ability to approve the attached supporting documents/evidence online, via sign-offs by the		

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	relevant individuals.		
<b>8.9.</b>	Ability to generate a Preliminary Loss Advice (PLA) which captures the estimated amount of claims payable to the cedant/broker for the treaty and facultative businesses.		
<b>8.10.</b>	Ability to generate a Settled Loss advice (SLA), which captures the actual amount of claims payable to the cedant/broker for the treaty and facultative businesses.		
<b>8.11.</b>	Ability to track claim status, reserve and payment history.		
<b>8.12.</b>	Ability to process and pay claims in different currencies through the system for treaty and facultative businesses.		
<b>8.13.</b>	Ability to automatically trigger retrocession when the threshold of the claim for a particular treaty/facultative contract is reached and apportion the amounts recoverable from the different retrocessionaires based on the share percentages stated on the treaty/facultative contracts.		
<b>8.14.</b>	In the instance, the claim is beyond the limit specified on the treaty/facultative contract, the ability within the system to flag and trigger further approvals.		
<b>8.15.</b>	Ability to generate the Preliminary Loss Advice (PLA) which captures the amount recoverable from the retrocessionaire for the treaty/facultative businesses.		
<b>8.16.</b>	Ability to generate a Settled Loss advice (SLA), which captures the actual amount recoverable from the retrocessionaire for the treaty/facultative businesses.		
<b>8.17.</b>	Ability to approve the Preliminary Loss Advice (PLA) and Settled Loss Advice (SLA) generated on the System.		
<b>8.18.</b>	Ability to link a particular claim registered with its corresponding Preliminary Loss Advices (PLAs) and Settled Loss Advices (SLAs).		
<b>8.19.</b>	Ability to capture the following dates for a particular claim: <ol style="list-style-type: none"> <li>1. Date on which the loss was reported.</li> <li>2. Date on which the claim was registered.</li> <li>3. Date on which the PLA was generated.</li> <li>4. Date on which the SLA was generated.</li> <li>5. Date on which the payment voucher was raised for actual payment of the claim.</li> </ol>		
<b>8.20.</b>	Ability to separately track cash call claims in the system and link them to their corresponding proportional treaty code.		
<b>8.21.</b>	Ability to automatically calculate reinstatement premiums for non-proportional treaties during end of the year, based on premium adjustments done on the underwriting module.		



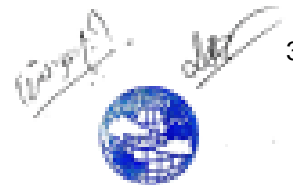
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8.22.	Ability to capture salvage and other recoverable amounts from third parties, other than the retrocessionaire, as applicable, for a particular claim.		
9.	<b>Reporting Requirements</b> <i>NOTE: The reporting capability should be made flexible as applicable to enable the users to customize the reports as per their specific requirements when retrieving information.</i>		
9.1.	Reports in relation to General Inward and Outward Treaty and Facultative Businesses		
9.1.1.	Ability to generate a statement of account for a particular inward/outward treaty/facultative business by the treaty/facultative code, which shows all the transactions, including, but not limited to, premiums received, claims paid, premiums retroceded, claims recovered, commissions/brokerage paid, etc., pertaining to the contract.		
9.1.2.	Ability to generate a report that shows the aging outstanding balances of premiums to be received from a particular cedant, under a particular treaty/ facultative contract, with the flexibility of allowing the user to choose the aging period.		
9.1.3.	Ability to generate a report that shows the aging outstanding balances of premiums to be paid/retroceded to the retrocessionaires, with the flexibility of allowing the user to choose the aging period.		
9.1.4.	Ability to generate a report that shows the Minimum Deposit Premium (MDP) Payable/Paid by the Cedant for a particular inward non-proportional treaty.		
9.1.5.	Ability to generate a report that shows the Minimum Deposit Premium (MDP) Payable/Paid to the Retrocessionaire for a particular outward non-proportional treaty.		
9.1.6.	Ability to generate a report that shows the Original Gross and Net Premium Income (OGNPI) for a particular treaty/facultative business during a given period.		
9.1.7.	Ability to generate a report that shows the treaty/facultative business signed during the current year as compared to the previous year, with differences in the shares participation as applicable.		
9.1.8.	Ability to list separately all the new and renewed inward and outward treaty/facultative businesses.		
9.1.9.	Ability to generate a report that lists the treaty and facultative businesses that require to be renewed during a particular quarter.		
9.1.10.	Ability to generate a report that lists the treaty and facultative businesses that have been renewed during a particular quarter.		
9.1.11.	Ability to generate a report that shows the reserves, which is the reserved amount for		



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	potential losses for treaty/facultative businesses.		
<b>9.1.12.</b>	Ability to generate a report that shows excess of losses reinsured to other reinsurers/retrocessionaires.		
<b>9.1.13.</b>	Ability to generate a report that shows the risks associated per class of business, sub-class of business, country versus premiums/claims.		
<b>9.1.14.</b>	Ability to generate a statement of account for a particular inward/outward treaty/facultative business by the treaty/facultative code, which shows all the transactions, including, but not limited to, premiums received, claims paid, premiums retroceded, claims recovered, commissions/brokerage paid, etc., pertaining to the contract in the format required by the different regulatory and statutory boards.		
<b>9.2.</b>	Reports in relation to Claims Management (Treaty and Facultative Businesses)		
<b>9.2.1.</b>	Ability to generate a report that shows the claims registered during a particular period/quarter under the treaty/facultative businesses, with indication of date the loss was reported.		
<b>9.2.2.</b>	Ability to generate a report that shows the claims being processed during a particular period/quarter under the treaty/facultative businesses, with indication of the user handling the claim.		
<b>9.2.3.</b>	Ability to generate a report that shows the claims pending payment to the cedant during a particular period/quarter under the treaty/facultative businesses.		
<b>9.2.4.</b>	Ability to generate a report that shows the claims settled during a particular period/quarter, under the treaty/facultative businesses.		
<b>9.2.5.</b>	Ability to generate a report that shows the aging outstanding balances of the claims payable to the cedant, with the flexibility of allowing the user to choose the aging period.		
<b>9.2.6.</b>	Ability to generate a report that shows the aging outstanding balances of the recoverable claims to be received from the retrocessionaire, with the flexibility of allowing the user to choose the aging period.		
<b>9.2.7.</b>	Ability to generate a report that shows the loss ratio per treaty, facultative contract.		
<b>9.2.8.</b>	Ability to report large losses which is beyond a defined threshold for a given treaty/facultative contract, class of business, sub-class of business, etc.		
<b>9.2.9.</b>	Ability to generate a report that shows the aggregate of the claims paid to an insured through different cedant/broker companies.		
<b>9.2.10.</b>	Ability to generate a report that shows the date on which a particular claim was reported, registered, paid, etc.		
<b>9.2.11.</b>	Ability to generate a report that shows the premiums that have been adjusted and hence,		





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	have been reinstated in the system.		
<b>9.2.12.</b>	Ability to generate a report that shows the claims with salvages and other recoverables from third parties other than the retrocessionaire, with indication of the amounts to be recovered.		
<b>9.2.13.</b>	Ability to generate a report that lists the cash call claims with indication of the amounts to be credited by the cedant.		
<b>9.2.14.</b>	Ability to generate loss report per cedant company.		
<b>9.2.15.</b>	Ability to generate loss report per portfolio.		
<b>9.2.16.</b>	Ability to generate loss report per product.		
<b>10.</b>	<b>General Reinsurance: Other Requirements</b>		
<b>10.1.</b>	Ability for the system to trigger notifications when the outstanding premium balances from the cedants, have reached a specific threshold (e.g., based on a specific amount and/or period set within the system), when a user logs into the system.		
<b>10.2.</b>	Ability for the system to incorporate workflow for the different processes as applicable, so as to ensure segregation of duties for the processes. For example, this includes, but not limited to, approval of claims request, approval of the actual payment of the claims, approval of change to critical treaty/facultative contract details, etc.		
<b>10.3.</b>	Ability to attach documents (scanned) to the System, example, treaty/facultative contracts, claims supporting documents/evidences, etc., alternatively the ability to reference documents from a Document Management System.		
<b>10.4.</b>	Ability for the General Reinsurance System to integrate with the General Ledger of the organization on a real-time or periodic basis.		
<b>10.5.</b>	Ability to generate all the reports, in different currencies, as chosen by the user.		
<b>10.6.</b>	Ability to generate treaty/facultative business information in a tabular format for facilitating contracts preparation for outward treaty/facultative businesses.		
<b>10.7.</b>	Ability to generate the performance statistics, that shows how a particular treaty/facultative business is performing based on the transactions performed against the business.		
<b>10.8.</b>	Ability to automatically send the debit notes/invoices via email to the cedant/brokers for facilitating payments of the premiums as per a schedule indicated on the system, e.g., quarterly basis, etc.		
<b>10.9.</b>	Ability to directly print reports/documents from the System.		
<b>10.10.</b>	Ability to generate a particular report in different file formats as per the user needs, example, Adobe, HTML, MS Excel, etc.		

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**Life reinsurance requirements**

The vendor should supply following Life Reinsurance requirements.

Requirement Number	Requirement Description	Bidders Response (A, B or C)	Remarks
1.	<b>Master Data</b>		
1.1.	At a minimum, the ability to capture and maintain the following master data for life reinsurance: <ol style="list-style-type: none"> <li>1. Cedant</li> <li>2. Broker</li> <li>3. Co-Reinsurers</li> <li>4. Retrocessionaires</li> <li>5. Currency Type</li> <li>6. Individual Life Product</li> <li>7. Benefit Riders for Individual Life Products</li> <li>8. Group Life Products</li> <li>9. Benefit Riders for Group Life Products</li> <li>10. Banks</li> <li>11. Payment Modes</li> <li>12. Profit Commission Rates</li> <li>13. Commission Rates</li> <li>14. Brokerage Rates</li> <li>15. Quota Share Percentages</li> <li>16. Surplus Percentages</li> <li>17. Facultative Percentages</li> <li>18. Amount at risk tables with corresponding premium rates for the different Individual Life Products, with Unique Code/Identifiers for each table.</li> <li>19. Amount at risk tables with corresponding premium rates for different individual life insured.</li> <li>20. Ability to track multiple coverages of the same individual insured.</li> </ol>		

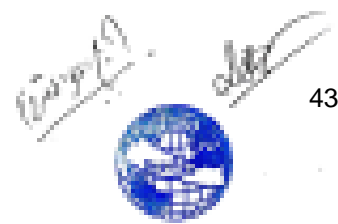


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<b>2.</b>	<b>Managing Individual Life Proportional Treaties (Local and International)</b>		
<b>2.1.</b>	<p>Ability to capture proportional individual life treaties with cedant/broker, with the following mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic Generation of a Unique Code, for identifying an individual life, proportional treaty, e.g., Treaty Code.</li> <li>2. Treaty Description</li> <li>3. Cedant Name</li> <li>4. Cedant code/Broker Name/Broker Code</li> <li>5. Effective Date of the Treaty</li> <li>6. Expiry Date of the Treaty</li> <li>7. Renewal Date</li> <li>8. Applicable Premium Rates</li> <li>9. Commission Rates for the Cedant</li> <li>10. Brokerage for the Brokers in the instance the business comes through a Broker</li> <li>11. Cedant Retention Amount</li> <li>12. Share Participation Percentage among the Participants</li> <li>13. Policy Number of the Individuals</li> <li>14. Policy Holder Names</li> <li>15. Quarter/Period Ended</li> <li>16. Sums Assured</li> <li>17. Product Code (for Main and Rider Benefits)</li> <li>18. Number of Lives Covered</li> <li>19. Cash Call Limit</li> </ol>		
<b>2.2.</b>	Ability to capture addenda to individual life proportional treaties with the cedant/broker.		
<b>2.3.</b>	Ability to track the different Addenda against the Original Treaty.		
<b>2.4.</b>	Ability to receive premiums from the cedant for individual life proportional treaties.		

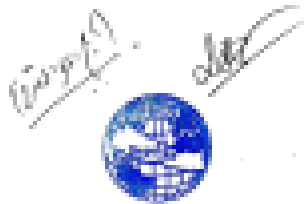
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<b>2.5.</b>	Ability for the system to automatically list all individual life policies, which are due for renewal during a specific period.		
<b>2.6.</b>	Ability to renew the existing individual life policies.		
<b>2.7.</b>	Ability to add new individual life policy holders to the existing individual life proportional treaties.		
<b>2.8.</b>	Ability to lapse an individual life policy under proportional treaties.		
<b>2.9.</b>	Ability to process refunds for an individual life policy holder under proportional individual life treaties.		
<b>2.10.</b>	Ability to capture the percentage of shares among the participants and automatically calculate and apportion the same as per the individual life proportional treaty terms.		
<b>2.11.</b>	Ability to capture the percentage of commissions for cedants when creating new individual life proportional treaty or during renewal of the same.		
<b>2.12.</b>	Ability to capture the percentage of brokerage for brokers when creating new individual life proportional treaty or during renewal of the same.		
<b>2.13.</b>	Ability to automatically calculate and post commissions for cedants based on the parameters captured under the individual life proportional treaties.		
<b>2.14.</b>	Ability to automatically calculate and post brokerage for brokers based on the parameters captured under the individual life proportional treaties.		
<b>2.15.</b>	Ability to separately track main benefits from the rider benefits for individual life policies, as applicable.		
<b>2.16.</b>	Ability for the system to track variation from the amount at risk tables with respect to age of individual life policy holder and term of the policy.		
<b>2.17.</b>	Ability to keep track of previous policies held by an individual life policy holder, so as to handle accumulations.		
<b>2.18.</b>	Ability to reinstate an individual life policy within a proportional treaty.		



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3.	Managing Group Life Proportional Treaties (Local and International)		
3.1.	<p>Ability to capture proportional group life treaties with cedant/broker, with the following mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a group life proportional treaty, e.g., Treaty Code.</li> <li>2. Treaty Description</li> <li>3. Cedant Name</li> <li>4. Cedant Code/Broker Name/Broker Code</li> <li>5. Effective Date of the Treaty</li> <li>6. Expiry Date of the Treaty</li> <li>7. Renewal Date</li> <li>8. Premium/Premium Rates</li> <li>9. Commission Rates for the Cedant</li> <li>10. Brokerage for the Brokers in the instance the business comes through a Broker</li> <li>11. Cedant Retention Amount</li> <li>12. Share Participation Percentage among the Participants</li> <li>13. Sums Assured</li> <li>14. Product Code (for Main and Rider Benefits)</li> <li>15. Quarter/Period Ended</li> <li>16. Scheme Name</li> <li>17. Number of Schemes</li> <li>18. Number of Lives Covered</li> <li>19. Cash Call Limit</li> </ol>		
3.2.	Ability to capture addenda to group life treaties with the cedant/broker.		
3.3.	Ability to track the different addenda against the original proportional group life treaty.		
3.4.	Ability to add new members to the existing proportional group life scheme.		



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3.5.	Ability to receive premiums from the cedant for group life proportional treaties.		
3.6.	Ability to process refunds for an individual life policy holder under the proportional group life scheme.		
3.7.	Ability to capture alterations to an individual life policy in case of any advised changes, for example, sums assured, age, term, etc., including, computation of the necessary premium adjustments.		
3.8.	Ability to capture the share percentages (e.g., surplus, quota share, facultative) among the participants for the proportional group life treaties.		
3.9.	Ability to automatically calculate and apportion the shares among the participants based on the share percentages captured on the group life treaty.		
3.10.	Ability to capture commission percentages for cedants under the proportional group life scheme.		
3.11.	Ability to automatically calculate the commission amounts for cedants based on the percentages captured, for the group life treaties.		
3.12.	Ability to capture brokerage percentages for the brokers under the proportional group life scheme.		
3.13.	Ability to automatically calculate the brokerage amounts for brokers based on the percentages captured, for the group life treaties.		
3.14.	Ability to capture and post profit commissions for cedants.		
3.15.	Ability to separately track main benefits from the rider benefits for group life policies, as applicable.		
<b>4.</b>	<b>Managing Non-Proportional Life Treaties (Local and International)</b>		
4.1.	<p>Ability to capture non-proportional life treaties with cedant/broker, with the following mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying the non-proportional life treaty, e.g., Treaty Code.</li> <li>2. Treaty Description</li> <li>3. Effective Date of the Treaty</li> </ol>		



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	<ul style="list-style-type: none"> <li>4. Expiry date of the Treaty</li> <li>5. Cedant Deductible</li> <li>6. Limit of Indemnity</li> <li>7. Applicable Premium Rates</li> <li>8. Minimum Deposit Premium (MDP)</li> <li>9. Number of Installments for MDP</li> <li>10. Reinstatement Premiums (percentage)</li> <li>11. Number of Lives Covered under the Treaty</li> <li>12. Estimated and Actual Values relating to cedants'/brokers' Net Retained Sums Assured</li> <li>13. Consolidated Cedant Retention Figure</li> </ul>		
4.2.	Ability to receive premiums from the cedant for life non-proportional treaties.		
4.3.	Ability to reinstate a non-proportional treaty, in the instance a loss occurs in excess of the estimated limit.		
4.4.	Ability to capture the share percentages among the participants for the non-proportional treaties.		
4.5.	Ability to automatically calculate and apportion the shares among the participants based on the percentages specified on the non-proportional treaties.		
4.6.	Ability to retrocede premiums of the non-proportional treaties to the retrocessionaires.		
4.7.	Ability to capture the commissions/brokerage due to the cedants/brokers respectively for the non-proportional treaties.		
4.8.	Ability to automatically calculate and apportion the commissions/brokerage due to the cedants/brokers respectively for the non-proportional treaties.		
5.	<b>Managing Life Facultative Business (Local and International)</b>		
5.1.	<p>Ability to capture facultative business with cedant/broker, with the following mandatory fields being captured:</p> <ul style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying a facultative business,</li> </ul>		

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	<p>e.g., Facultative Business Code.</p> <ol style="list-style-type: none"> <li>2. Description of the Facultative Business</li> <li>3. Effective Date of the Business</li> <li>4. Expiry Date for the Business</li> <li>5. Applicable Premium Rates and Premiums</li> <li>6. Cedant Deductible</li> <li>7. Limit of Indemnity</li> <li>8. Number of Lives Covered</li> <li>9. Sum Assured</li> <li>10. Sum Reinsured</li> </ol>		
5.2.	Ability to receive premiums from the cedant for life facultative businesses.		
5.3.	Ability to capture the share percentages among the participants for the facultative businesses.		
5.4.	Ability to automatically calculate and apportion the shares among the participants based on the percentages specified on the facultative business terms.		
5.5.	Ability to retrocede premiums for facultative business based on stated retrocession percentages, to show the amounts due to the retrocessionaire.		
5.6.	Ability to capture the commissions due to the cedants respectively for the facultative businesses.		
5.7.	Ability to automatically calculate and apportion the commissions due to the cedants for the facultative businesses.		
<b>6.</b>	<b>Management of Retrocession for Life Treaty and Facultative Businesses (Local and International)</b>		
6.1.	<p>Ability to capture life treaties with the retrocessionaire, with the following mandatory fields being captured:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique code, for identifying the life treaty, e.g., Treaty Code.</li> <li>2. Treaty Description</li> <li>3. Effective Date of the Treaty</li> </ol>		



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	<ol style="list-style-type: none"> <li>4. Expiry Date of the Treaty</li> <li>5. Reinsurer's Retention</li> <li>6. Sums Assured</li> <li>7. Premiums</li> <li>8. Share Participation of the Retrocessionaires</li> </ol>		
6.2.	Ability to capture addenda to Retrocessionaire Treaties.		
6.3.	Ability to track the different Addenda against the Original Treaty.		
6.4.	Ability to capture the Share Percentages among the Retrocessionaires for the Retro Treaties.		
6.5.	Ability to automatically calculate and apportion the shares among the retrocessionaires based on the percentages specified on the retro treaties.		
6.6.	Ability to retrocede individual and group life premiums (treaty and facultative business) to the retrocessionaire.		
<b>7.</b>	<b>Claims Management for Treaty and Facultative Life Business (Local and International)</b>		
7.1.	<p>Ability to register and process a claim under the relevant cedant for individual and group life treaties, with the minimum mandatory fields as listed below:</p> <ol style="list-style-type: none"> <li>1. Automatic generation of a unique Claims Registration Number.</li> <li>2. Claim Amount</li> <li>3. Date of Death/Claims</li> <li>4. Inception Date of the Scheme</li> <li>5. Renewal Date</li> <li>6. Cause of Death</li> </ol>		
7.2.	Ability for the system to check whether premiums for a particular individual life policy/individual life policy under a group life scheme, have been paid prior to processing a claim request.		
7.3.	Ability to process and approve the claim request in the instance of cash calls.		



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7.4.	Ability to complete payment of a cash call claim to the relevant cedant.		
7.5.	Ability for the system to automatically calculate and apportion the claims payable by the reinsurers and retrocessionaires based on the sum insured/claim amount and share percentages indicated on the proportional/non proportional treaties and facultative contract with the cedant and retro treaties with the retrocessionaire.		
7.6.	Ability to attach supporting hard copy documents for claims, for example, proof of claim/death certificate, discharge form, etc. Alternatively, the ability to reference the claims supporting documents held within a Document Management System.		
7.7.	Ability to support processing of the main benefit and rider benefits of a claim separately.		
7.8.	Ability for the system to automatically trigger a flag if an individual life policy/individual life policy under the group life scheme has liability exceeding the free cover limit of the scheme and to verify if the required medical underwriting was done.		
7.9.	Ability to track settled/outstanding claim requests under the individual/group life scheme.		
7.10.	In the instance, the claim is beyond the limit specified on the treaty/facultative contract, the ability within the system to flag and trigger approvals, prior to processing the payment of the claim.		
<b>8.</b>	<b>Medical Underwriting (Individual and Group Life Schemes)</b>		
8.1.	<p>Ability to capture medical underwriting details within the system, with the following minimum mandatory fields:</p> <ol style="list-style-type: none"> <li>1. Automated Unique Reference Number for the Medical Underwriting Record.</li> <li>2. Date of Receipt</li> <li>3. Name of the Individual requesting for the Medical Cover.</li> <li>4. Date of Birth</li> <li>5. Sum Assured</li> <li>6. Policy Type</li> <li>7. Name of the Cedant</li> <li>8. Underwriting Decision</li> <li>9. Date of Referral (in case of referral to the Retro)</li> </ol>		

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	<p>10. Decision from Retrocessionaire</p> <p>11. Date when the Cedant is Advised</p> <p>12. Name of the Underwriter</p> <p>13. Any remarks, including request for further documentation.</p>		
8.2.	Ability to attach medical reports and supporting documentation within the system, alternatively, the ability to reference the documents from a Document Management System.		
8.3.	Ability to link a medical case with the individual handling the case and to assign status to the cases, for example, pending, in progress and complete, etc.		
8.4.	Ability to separately track cases for which decision has been made, the cases that are pending due to requirement of additional documentation and the cases that have been referred to the retrocessionaires for second opinion.		
<b>9</b>	<p><b>Reporting Requirements for Individual, Group Life Treaty and Facultative Businesses (Local and International)</b></p> <p><i>NOTE: The reports should be customizable so as to meet the different needs of the users.</i></p>		
9.1.	Life Treaty and Facultative Business Reports		
9.1.1	Ability to generate statement of account for individual life businesses based on criteria such as period/quarter, cedant, broker, retrocessionaire etc.		
9.1.2	Ability to generate statement of account for group life businesses based on criteria such as period/quarter, cedant, broker, retrocessionaire etc.		
9.1.3	Ability to generate statement of account for facultative businesses based on criteria such as period/quarter, cedant, broker, retrocessionaire etc.		
9.1.4	Ability to generate statement of account for the individual, group life treaty and facultative businesses in the format required by the regulators and actuaries.		
9.1.5	Ability to generate a report showing all the proportional treaty businesses (individual and group life).		
9.1.6	Ability to generate a statement of account for the proportional life treaties during a specific period/quarter by cedant/broker/retrocessionaire, type of cover etc.		
9.1.7	Ability to generate a report showing all the non-proportional treaty businesses (individual and group life).		



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<b>9.1.8</b>	Ability to generate a statement of account for the non-proportional life treaties during a specific period/quarter by cedant/broker/retrocessionaire, type of cover, etc.		
<b>9.1.9</b>	Ability to generate a report showing all the facultative businesses (individual and group life).		
<b>9.1.10</b>	Ability to generate a statement of account for the facultative life business during a specific period/quarter by cedant/broker/retrocessionaire, type of cover, etc.		
<b>9.1.11</b>	Ability to generate Reassurance Certificate showing the amount at risk for each individual life, for the entire term of the policy. The report should be able to capture details such as Policy number, name, terms, plan, amount at risk, premiums, commission, etc.		
<b>9.1.12</b>	Ability to generate Reassurance Definite Certificates showing the reinsured amount for each member within a group life scheme (treaty and facultative businesses).		
<b>9.1.13</b>	Ability to generate a report showing the shares held by the different co-reassurers for individual and group life treaties held with the different cedants and the shares held by the different retrocessionaires for individual and group life treaties held with the different reinsurers.		
<b>9.1.14</b>	Ability to generate reports showing the claims processed and paid based on criteria such as period/quarter, treaty code, cedant/broker, type of cover (disability, death, critical illness, etc.) under Individual, Group Life Treaty and Facultative Businesses.		
<b>9.1.15</b>	Ability to generate reports showing the claims recoverable from the retrocessionaire based on the criteria such as period/quarter, retrocessionaire, etc., under the Individual, Group Life Treaty and Facultative Businesses.		
<b>9.1.16</b>	Ability to generate reports showing the pending claims based on the criteria such as period/quarter, cedant/ broker, etc., under the Individual, Group Life Treaty and Facultative Businesses.		
<b>9.1.17</b>	Ability to generate reports showing the premium refunds, applicable commissions/ brokerage clawback processed and paid for a period/ quarter, cedant/broker, etc., under the Individual, Group Life Treaty and Facultative Businesses.		
<b>9.1.18</b>	Ability to generate reports showing the recoverable retrocession premium and applicable commissions' refunds based on the criteria such as period/quarter, retrocessionaire, etc., under the Individual, Group Life Treaty and Facultative Businesses.		
<b>9.1.19</b>	Ability to generate reports showing the pending refunds including the commissions and brokerage, based on the criteria such as period/quarter, cedant/broker, etc., (Individual, Group Life and Facultative Businesses).		



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<p><b>9.1.20</b></p>	<p>Ability to generate data for producing actuarial valuation reports for individual and group life businesses with information that includes, but not limited to, name of the cedant, business per quarter, number of lives covered, number of schemes (group life), sum assured, premiums, commissions, claims, number of claims, alterations (including lapses, refunds, etc.) and the net premiums. NOTE: With the ability to separate new business from renewed business for the Individual Life data.</p>		
<p><b>9.1.21</b></p>	<p>Ability to generate data to produce compliance reports required by the insurance regulatory authority for individual and group life business with information that includes, but not limited to, name of the cedant, business per quarter, number of lives covered, number of schemes (group life), sum assured, premiums, commissions, claims, number of claims, alterations (including lapses, refunds, etc.) and the net premiums.  NOTE: With the ability to separate new business from renewed business for the Individual Life data.</p>		
<p><b>9.1.22</b></p>	<p>Ability to generate report that shows the main policy benefits for an individual/group life policy.</p>		
<p><b>9.1.23</b></p>	<p>Ability to generate report that shows the rider benefits for an individual/group life policy.</p>		
<p><b>9.1.24</b></p>	<p>Ability to generate a report that shows the renewed businesses for individual and group life showing the shares held, increase/decrease in the shares held in relation to previous year, etc.</p>		
<p><b>9.1.25</b></p>	<p>Ability to generate a report that shows the lapsed policies for individual life and withdrawals under group life.</p>		
<p><b>9.1.26</b></p>	<p>Ability to generate a report that shows the cancelled policies for Individual and Group Life.</p>		
<p><b>9.1.27</b></p>	<p>Ability to generate a report that shows the reinstated policies for Individual and Group Life.</p>		
<p><b>9.1.28</b></p>	<p>Ability for the system to profile the cause of the claim under the individual/group life, for purposes of statistics and actuarial reporting.</p>		
<p><b>9.1.29</b></p>	<p>Ability to generate loss report per cedant company.</p>		
<p><b>9.1.30</b></p>	<p>Ability to generate loss report per portfolio.</p>		

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<b>9.1.31</b>	Ability to generate loss report per product.		
<b>9.2.</b>	Medical Underwriting Reports		
<b>9.2.1</b>	Ability to generate a report that shows all the cases for which medical underwriting is required under individual and group life.		
<b>9.2.2</b>	Ability to generate a report that shows all the cases for which medical underwriting is in progress under individual and group life.		
<b>9.2.3</b>	Ability to generate a report that shows the cases for which medical underwriting has been completed under individual and group life.		
<b>9.2.4</b>	Ability to generate a report that shows the cases for which medical underwriting is pending for individual and group life.		
<b>9.2.5</b>	Ability to generate a report that shows the users handling specific medical underwriting cases.		
<b>10.</b>	<b>Life Reinsurance: Other Requirements</b>		
<b>10.1.</b>	Ability for the system to trigger notifications when the outstanding premium balances from the cedants, have reached a specific threshold (e.g., based on a specific amount and/or period set within the system), when a user logs into the system.		
<b>10.2.</b>	Ability for the system to incorporate workflow for the different processes as applicable, including, but not limited to, approval of claims request, approval of the actual payment of the claims, approval of change to critical policy details, etc.		
<b>10.3.</b>	Ability to create new individual / group life products.		
<b>10.4.</b>	Ability to import bulk data under the individual and group life treaty and facultative businesses into the system, for example, using Microsoft Excel. At a minimum the system should be able to import the following data: <ol style="list-style-type: none"> <li>1. Individual life policies.</li> <li>2. Individual riders.</li> <li>3. Group life policies.</li> <li>4. Group riders.</li> <li>5. Lapsed policies (individual or group life scheme)</li> </ol>		



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	6. Cancelled policies (individual or group life scheme) 7. Reinstated policies (individual or group life scheme) 8. Refunds under the group life scheme.		
10.5.	Ability to automatically verify data integrity and format during the data import as per the defined parameters within the system and to throw exceptions when erroneous data is detected.		
10.6.	Ability to view the data after the importation is complete, so as to facilitate the user to perform a manual check for correctness of the data being imported.		
10.7.	Ability to reverse the data import, in the instance the wrong data has been imported. The user should be able to reverse either a single record or the batch that was imported as a whole.		
10.8.	Ability to post the data after verification of completeness and integrity, so as to ensure that the data is now available in the system.		
10.9.	Ability to reverse posted data, after obtaining authorization via the system.		
10.10.	Ability for the system to automatically determine the apportioning of the imported data and post the same based on the individual and group life treaty/facultative business terms.		
10.11.	Ability to attach scanned hard copy documents to the System or alternatively, to reference documents from a Document Management System.		
10.12.	Ability for the system to integrate with the financial modules (General Ledger) of the Corporation.		
10.13.	Ability to add/edit data to an existing amount at risk table and/or premium rates table.		

**Reinsurance accounting**

The vendor should supply following Reinsurance accounting requirements.

Requirement Number	Requirement Description	Bidders Response (A, B or C)	Remarks
1.	Reinsurance Accounting (General and Life)		



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	<i>NOTE: This is where all transactions in the reinsurance system will converge for reporting. At a minimum the system should be able to produce a profit and loss statement for reinsurance business unit.</i>		
1.1.	Ability to define and control accounting periods.		
1.2.	Ability to define chart of accounts for reinsurance business. The chart of accounts should have segments to allow reporting at different levels.		
1.3.	Ability to raise draft and final credit/debit memos, with the option for reprinting the same, following appropriate authorization.		
1.4.	Ability to raise receipts for the premiums received from cedants, with automatic generation of a unique receipt number.		
1.5.	Ability to automatically allocate/post the receipts of the premiums received to the relevant cedant under the specific period/quarter.		
1.6.	Ability to raise receipts for the recoverable claims/commissions received from the retrocessionaires.		
1.7.	Ability to automatically allocate the receipts raised, to the relevant retrocessionaire for the particular period for which the claim payment is being made.		
1.8.	Ability to raise payment voucher for payment of claims to the Cedant.		
1.9.	Ability to raise payment voucher for payment of commissions/brokerage to the cedant/brokers.		
1.10.	Ability to automatically allocate the payment of claims/commissions/brokerage to the relevant cedant/broker for the specific period/quarter.		
1.11.	Ability to raise payment voucher for premium payments due to the retrocessionaires and automatically allocate/post the same under the specific period/quarter of payment.		
1.12.	Ability to automatically allocate the payment of the retroceded premiums to the relevant retrocessionaire for the specific period/quarter.		
1.13.	Ability to incorporate different approval levels processing payments based on the limits specified by the organization.		
1.14.	Ability to raise payment voucher for payment of the portfolio withdrawals (general) and refunds (life), to the cedant and automatically allocate the same to the specific period for which is it being paid.		
1.15.	Ability to record transactions based on accounting year and underwriting year.		
1.16.	Ability to post the reinsurance accounting transactions to the organization's General		



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	Ledger on a real – time/periodic basis.		
1.17.	Ability for the system to allow passing of adjustment journals.		
1.18.	Ability for the system to handle multiple currencies (e.g., NRS, USD, EUR, GBP).		
1.19.	Ability for the system to capture daily exchange rates for the different currencies for the purpose of translating to Nepal Rupees while automatically calculating the exchange gain/loss. The system should also be able to maintain a history of the exchange rates.		
<b>2.</b>	<b>Reporting Requirements for Reinsurance Accounting (General and Life)</b>		
2.1.	Ability to generate the aging outstanding premium balances to be received from the different cedants for the general and life businesses, with the flexibility for the user to choose the aging period.		
2.2.	Ability to generate the aging outstanding premium balances to be paid (retroceded) to the different retrocessionaires for the general and life businesses, with the flexibility for the user to choose the aging period.		
2.3.	Ability to generate the aging outstanding claims balances to be paid to the different cedants for the general and life businesses, with the flexibility for the user to choose the aging period.		
2.4.	Ability to generate the aging outstanding claims balances to be received from the different retrocessionaires and cedants (in the instance of cash calls or due to premium adjustments) for the general and life businesses, with the flexibility for the user to choose the aging period.		
2.5.	Ability to generate the list of receipts raised during a particular period, for the premiums/recoverable claims received from a particular cedant, broker/retrocessionaire under treaty/facultative businesses.		
2.6.	Ability to generate the list of payment vouchers raised during a particular period, for the claims paid/premiums retroceded to a particular cedant, broker/retrocessionaire under treaty/facultative businesses.		
2.7.	Ability to generate a report that shows the expected premium income vs. the minimum deposit premiums for the non–proportional treaty and facultative businesses.		
2.8.	Ability to generate reports that shows transactions based on the accounting year and underwriting year for treaty and facultative businesses.		
2.9.	Ability to generate the report showing the commissions/brokerage paid/payable to the		



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	cedants/brokers for inward treaty business.		
<b>2.10.</b>	Ability to generate the report showing the commissions/brokerage to be received from the retrocessionaire for outward treaty business.		
<b>2.11.</b>	Ability to generate a report on premium tax for a particular period. Additionally, one should also be able to generate this report in a particular format/template for the purposes of submission to the Commissioner of Insurance (an insurance regulatory body in Nepal)		

