



**NATIONAL INSURANCE COMPANY LIMITED**  
PO BOX: 376, KKM Building, Tripureshwor, Kathmandu, Nepal  
Ph- 0977-01-5360366, 5350710, 5366681 Fax – 5361289, 5366682  
Email: info@nicnepal.com.np; URL: [www.nicnepal.com.np](http://www.nicnepal.com.np)

## **REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF IS Auditor For FY 2080-81**

**Date: 15<sup>th</sup> Sep 2024**

### **1. Introduction**

National Insurance Company Limited, a General Insurance Company, invites proposals from qualified and experienced firms for conducting an **Information Systems Audit and Vulnerability Assessment and Penetration Testing (VAPT)** of its IT infrastructure and systems. The selected firm will be responsible for evaluating the security, reliability, and integrity of our IT environment.

### **2. Scope of Work**

#### ***A. Information Systems (IS) Audit***

The IS audit will involve evaluating:

- **IT Governance:** Assess IT policies, procedures, and controls for alignment with industry best practices and regulations.
- **IT Infrastructure:** Review servers, networks, databases, and applications to ensure appropriate security controls are in place.
- **Data Integrity and Privacy:** Ensure compliance with data protection regulations (GDPR, etc.) and assess controls around data security and confidentiality.
- **Business Continuity & Disaster Recovery:** Evaluate disaster recovery plans, business continuity management, and backup procedures.
- **Compliance Review:** Review compliance with relevant industry standards such as ISO 27001, PCI-DSS, etc.

#### ***B. Vulnerability Assessment & Penetration Testing (VAPT)***

The VAPT will include:

- **External Vulnerability Assessment:** Identify vulnerabilities on the company's external-facing systems and services.
- **Internal Vulnerability Assessment:** Review internal systems and networks for vulnerabilities that may be exploited by internal threats.
- **Penetration Testing:** Perform manual and automated testing of systems and applications to simulate real-world attacks and exploit identified vulnerabilities.
- **Reporting & Recommendations:** Provide detailed reports on vulnerabilities discovered, their potential impact, and remediation recommendations.



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### 3. Eligibility Criteria

Interested bidders must meet the following minimum criteria:

1. The bidder must be a registered company or LLP.
2. A minimum of 3 years of experience in conducting IS audits and VAPT for companies, preferably in the insurance or financial sector.
3. The bidder must have certified professionals with qualifications like **CISA, CEH, CISM, CISSP**, etc.
4. Proven track record of at least 3 similar engagements in the last 3 years.
5. Adequate manpower and resources to undertake the audit within the specified time frame.

### 4. Proposal Submission Guidelines

Proposals must include:

- **Company Profile:** Overview of the organization, history, and relevant experience.
- **Approach & Methodology:** Detailed plan for conducting the IS audit and VAPT, including tools, techniques, and timelines.
- **Team Composition:** Profiles and qualifications of the key personnel to be involved in the engagement.
- **Past Experience:** Case studies or references of similar assignments completed.
- **Commercials:** Detailed fee structure, including break-up of costs and terms of payment.

### 5. Timeline

The assignment is expected to be completed within 6-8 weeks from the date of award of the contract.

**Proposal Submission Deadline:** By 22<sup>nd</sup> September 2024

**Estimated Date of Contract Award:** 4<sup>th</sup> October 2024

### 6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (30%)
- Approach and methodology (30%)
- Team composition and expertise (20%)
- Commercials (20%)

### 7. Confidentiality & Compliance

All information provided during the audit must remain confidential. The selected firm is required to comply with all applicable data protection laws and regulatory requirements.



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### **8. Disclaimers**

National Insurance Company Limited reserves the right to reject any or all proposals, cancel or modify the RFP process, or negotiate further with any firm submitting a proposal.