

Price Schedule/Quotation

Scope of work

An insurance company has to provide the policy for at least the followings:

1. Staff Medical Insurance
2. Staff Accidental (Group Insurance)
3. Public Liability
4. Medical Negligence
5. Fixed Assets
6. Office Buildings
7. Stock
8. Comprehensive Vehicle Cover
9. Travel Medical Insurance
10. Cash/ Money insurance

Staff Medical and Accidental Insurance

SN	Staff Insurance	Estimated number	Benefit Limit	Rate in NRS	Total Amount
1.	Group Accidental Insurance	190 staff	550,608,320		
2.	Medical Insurance	190 staff	200,000 per staff		
3.	Public Liability	125 staff	75,000 per staff		
4.	International travel	5 trips			
5.	Medical Negligence	40 staff	1,000,000 per staff		

Building and asset

SN	Assets	Estimated number	Rate in NRS	Total Amount	Remarks
1.	Building	52,438,415.39			In various part of the country
2.	Average stock value	40,000,000			In various warehouses across the country
3.	Fixed Assets	9,484,659			
4.	Comprehensive Vehicle Cover	25 motorcycle in various cities			
5.	Cash/ Money insurance	1,350,000			Held in various offices across the country

The estimated number is subject to change.

Insurance related to Staff Medical and Accidental Insurance must include:

- Domiciliary & Hospitalization Medical Insurance minimum worth NRs. 200,000/- for individual staffs their spouse and children including parents. This must include all the medical condition such as high blood pressure, diabetes, thyroid.
- Group Personnel Accident (GPA) Insurance of minimum NRs. 700,000/- for individual staffs
- Insurance company should have provision to provide blanket insurance for GPA

Appendix 5

Insurance related to Assets

- Fire Insurance (Basic Fire, Earthquake, Flood, Riot & Strike Damage, Malicious Damage)
- Sabotage & Terrorism
- Burglary and Theft Insurance

Duties and Responsibilities of Insurance Company:

- Reimburse staff medical insurance claim within 20 working days for medical claims and accept claim upto 60 days.
- Be responsive and provide clear information and updates
- Provide timely information for renewal of policies
- Issue policy as per need of the organization on agreed rates
- Provide orientation on all policies acquired SPN on yearly basis.
- Provide other insurance package as per the requirement of the country.