**Price Schedule/Quotation**

**Scope of work**

An insurance company must provide the policy for all of the following:

1. Staff Medical Insurance
2. Staff Accidental (Group Insurance)
3. Public Liability/ Medical Negligence
4. Fixed Assets
5. Office Buildings
6. Stock
7. Comprehensive Vehicle Cover
8. Travel Medical Insurance
9. Employer’s Liability or Worker’s Compensation (Optional)

**Staff Medical and Accidental Insurance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Staff Insurance** | **Name of the product as per the insurance company if different from the mentioned** | **Estimated number\*** | **Benefit Limit** | **Rate in NRS / per person** | **Total Amount** including VAT and all applicable taxes |
| 1. | Group Accidental Insurance (Refer to note 1 below) |  | 190 to 200 staff | Rs.400,000,000/- |  |  |
| 2. | Staff (Medical Insurance) (Refer to note 2 below) |  | 190 to 200 staff | 200,000 per staff |  |  |
| 3. | Public Liability /Medical Negligence |  | 85 to 90 staff | 100,000 per staff |  |  |

*\* The estimated number is subject to change.*

**4. Building, assets and vehicles (refer to note 3 below)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Assets** | **Estimated Value/number** | **Rate in NRS** | **Total Amount** | **Remarks** |
| 1. | Office Buildings(in various parts of the country) | NPR 50,000,000 |  |  |  |
| 2. | Stock (Average value)(in various warehouses across the country) | NPR 50,000,000 |  |  |  |
| 3. | Fixed assets(in various parts of the country) | NPR. 20,000,000 |  |  |  |
| 4. | Comprehensive Vehicle Cover(See Appendix 1 below) | 29 motorcycles in various cities 1 bus |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5. | Travel Medical Insurance  (Yes or No) | Only mention if the policy is available or not, quotation for this category is not required. | Yes  No | **Remarks if any** |

* **Note 1.** Group Personnel Accident (GPA) Insurance of minimum NRs. 700,000/- for individual staffs. Insurance company should have provision to provide blanket insurance for GPA
* **Note 2.** Domiciliary & Hospitalization Medical Insurance minimum worth NRs. 200,000/- for individual staffs their spouse and children (2 children up to 18 years) including parents. This must include all the medical condition such as high blood pressure, diabetes, thyroid.

1. The Domiciliary above should include additional provision for minimum limit as below:
   * Thyroid, Diabetes, Blood Pressure, Ear treatment on new diagnosis up to Rs 20,000/- within the limit of domiciliary.
   * Eye Treatment other than spectacles up to Rs 10,000 within the limit of Domiciliary.
   * Dental treatment other than regular checkup/scaling/beautification will be covered on the policy up to Rs 20,000 within the limit of Domiciliary.
2. The hospitalization above should include additional provision for minimum limit as below:
   * Maternity Benefit of Rs 20,000 per staff & spouse per annum within the limit of Hospitalization.

* **Note 3. Insurance related to Assets**

-Fire Insurance (Fire, Earthquake, Flood, Riot & Strike Damage, Malicious Damage)

-Sabotage & Terrorism

-Burglary and Theft Insurance

**5. 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 a copy of all insurance policies for each product.

**Appendix 1 Vehicle details**

|  |  |  |
| --- | --- | --- |
| **Model** | **Vehicle Type** | **No of vehicles** |
| 2017 | Bus | 1 |
| 2021 | Motorcycle | 6 |
| 2007 | Motorcycle | 1 |
| 2013 | Motorcycle | 1 |
| 2008 | Motorcycle | 1 |
| 2017 | Motorcycle | 1 |
| 2009 | Motorcycle | 1 |
| 2013 | Scooter | 17 |
| 2008 | Scooter | 1 |
|  | **Total** | **30** |