

## INVITATION FOR SEALED QUOTATION

NIC ASIA Bank invites sealed quotations from the interested Insurance Companies for mentioned below Insurance Policies:

- Staff Term Life Insurance Policy
- Comprehensive Vehicle Insurance Policy

The sealed proposal should be in the format of **RFQ for Staff Term Life Insurance Policy and Comprehensive Vehicle Insurance Policy** which can be obtained from General Administration and Project Management Department of the Bank upon payment of non-refundable document fee by depositing NPR 5,000.00 (Nepalese Rupees Five Thousand Only) each for the mentioned RFQ in account number "00983655241001" of NIC ASIA Bank.

### Eligibility Criteria

- Insurance company should be registered under the Companies Act of Nepal with at least 2 years in operation.
- Insurance Company must have experience in related field (supporting documents to be attached)
- Insurance Company must have annual turnover of 10 Million in FY 2078/79

### Documentation Requirement

- Duly notarized Company Registration Certificate
- Duly notarized copy of PAN/VAT certificate
- Duly notarized MOA and AOA
- Duly notarized audited Financial Statements for the latest Financial Year 2078/79
- Duly notarized Tax Clearance certificate for the latest Financial Year 2078/79
- Duly notarized latest Share Register (Share Lagat)
- Duly notarized latest Director's Register (Sanchalak Lagat)
- Duly notarized valid License from Beema Samiti
- Duly notarized latest Company Update (Company Adhyawodhik)
- Reinsurer Details consisting reinsurer company name and location
- Appreciation letter/ Reference letter issued by Commercial Bank(s)/ renowned corporate houses to back the claim of experience.
- RFQ Document Fee deposit voucher
- All other documents as prescribed in RFQ document.

Sealed quotation with all the required documents mentioned above are to be submitted within close of business on 12<sup>th</sup> September 2023 in the prescribed format. Sealed RFQ should be addressed to General Administration & Projects Management Department and must be submitted in individual sealed envelope with different policy quotation. Sealed RFQ received after the deadline will not be accepted.