



**NIC ASIA Laghubitta Bittiya Sanstha Ltd.**

**एन आई सी एशिया लघुवित्त वित्तीय संस्था लि.**

**REQUEST FOR QUOTATION**

**FOR**

**Rural Credit Insurance**

**March, 2019**

**Head Office**

General Administration & Department

Bheri-4, Jajarkot

Tel No: 977-089-430366/68

Email: [info@nicasialaghubitta.com](mailto:info@nicasialaghubitta.com)

Website: [www.nicasialaghubitta.com](http://www.nicasialaghubitta.com)

*This RFQ document consists of 7 pages including this page.*

*[Application Letter, must be in Applicant's Letter Head]*

**Date:**

**Head General Administration Department,  
NIC ASIA Laghubitta Bittiya Sanstha Ltd.  
Head Office,  
Bheri-4, Jajarkot**

**Sub: Submission of RFQ Document**

Dear Sir/Madam,

This has reference to the Procurement Notice dated ..... published in ..... and your website [www.nicasialaghubitta.com](http://www.nicasialaghubitta.com) for Rural Credit Insurance for Micro Credit.

All the terms and conditions mentioned in the separate document(s) are fully acceptable to us.

Yours sincerely,

Name:

Position:

Name of the Firm/Company:

Signature:

Company Seal

Date:

Contact Telephone/Mobile No.:

## **Article – 1**

### **Scope of Insurance Company**

The scope of insurance company shall be the complete coverage of institution's micro borrower's life. However, the major area of the scope shall include but not limited to the following details:

- Accidental and natural death coverage of borrower's and spouse (Including Mourning expenses)
- Permanent disability coverage of borrower's and spouse.
- Claim process shall be done with ease (Shall be focused to rural areas)

## **Article - 2**

### **Terms and Conditions**

2.1 Following self-attested/duly signed documents should be presented in a sealed envelope in chronological order:

- (i) Company/Firm Registration Certificate.
- (ii) PAN/VAT certificate.
- (iii) Tax Paid receipt of FY 2074/75.
- (iv) Letter of Proposal Detail (as prescribed in article 3).
- (v) Stamped & Signed copy of this RFQ (6 pages).
- (vi) Application letter (as per format in page no. 2 of RFQ).
- (vii) Cash deposit voucher of RFQ document fee paid.
- (viii) Articles of Association.
- (ix) Memorandum of Association.
- (x) Proposal for Rural Credit Insurance.

**Note:** Non submission of the required documents and non-compliance of mandatory requirement as mentioned above may lead to the disqualification of the proposals.

2.2 RFQ document is to be submitted within ..... at institution's Head Office, Bheri-4, Jajarkot. RFQ document is to be submitted not later than next working day if the last date of submission happens to be public holiday

2.3 The insurance premium rate quoted for the management must be valid for 90 days from the closing date of the procurement notice.

2.4 Insurance premium rate and other services offered should be inclusive of all costs such as VAT, or any other charges.

2.5 Selected applicant shall be provided "Letter of Appointment".

2.6 The Institution reserves all the rights to accept or reject the proposals fully or partially at its sole discretion without assigning any reasons whatsoever.

2.7 All the terms & conditions mentioned above are fully acceptable and binding to me/us and i/we understood & confirm that this is an integral part of this proposal documents.

### Article - 3

#### Financial Proposal

***To be printed in the letterhead of the Applicant. The applicant shall fill in and submit this form with the Proposal***

**To: NIC ASIA Laghubitta Bittiya Sanstha Ltd,  
General Administration Department,  
Bheri-4, Jajarkot, Nepal.**

**Subject:** Letter of Proposal Details for Rural Credit Insurance

Having examined the RFQ documents we offer to act as the Rural Credit Insurance Service Provider of NIC ASIA Laghubitta Bittiya Sanstha Limited as on following details.

S.N.	Particulars	Details	Remarks
1.	Product Details		
2.	Premium Rate (In%)		
3.	Procedure of Policy Issue		
4.	Coverage Area		
5.	Claim Processes		
6.	Other..... (If any)		

This proposal and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any proposal you receive.

The price quoted for Rural Credit Insurance Premium is valid for 90 days from the closing date of procurement notice.

We agree to deliver the required services within the time frame agreed with the institution.

We hereby confirm that this proposal complies with the validity period as required by the RFQ documents.

Authorized Signature:

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Name and Title of Signatory:

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Address:

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Duly authorized to sign the proposal for and on behalf of:

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Date: \_\_\_\_\_

**Article 4:**

**DECLARATION FORM**

**Date:**

**Head General Administration Department,  
NIC ASIA Laghubittabittiya Sanstha Ltd.  
Head Office,  
Bheri-4, Jajarkot**

**Subject:** Declaration on non- involvement in money laundering/ terrorist financing activities

Dear Sir,

I/ We hereby declare that our firm/company fully complies with all the laws of land and not associated in money laundering and terrorist financing activities by any means.

**Authorized Signature** \_\_\_\_\_

**Name and Title of Signatory** \_\_\_\_\_