

Bidding Document

For Group Health & Life Insurance Tender

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Document Number

PLDDB/Proc./July-0136/2020



Punjab Livestock & Dairy Development Board

29-EII, Model Town Lahore

Ph: 042 – 35915346-47; URL: www.plddb.pk



Tender Notice **For Health & Life Insurance Cover of Employees**

Punjab Livestock & Dairy Development Board (PLDDB) is a non-profit Organization established under Section 42 of the Companies Ordinance, 1984. PLDDB invites the separately technical and financial sealed Bids from AA/AA+/AAA rated by PACRA/JCR-VIS Health & Life Insurance Companies having at least 05 years' experience in the relevant field for it's about 17 Head Office employees and their families. Insurance Cover is required for life and hospitalization/emergency services for a period of one year.

Tender	Description	Bid Security for Tender
Lot No. 01	Group Health Insurance	5% of the estimated cost (300,000/-)
Lot No. 02	Group Life Insurance	5% of the estimated cost (100,000/-)

- ▶ The detailed bidding documents can be purchased on submission of request on company letter head along with Rs. 500/- (non-refundable) from PLDDB office during working hours (09:00 am to 05:00 pm) immediately after the publication of tender notice and the same is mandatory to be obtained signed copy from Procurement Section of PLDDB Head Office.
- ▶ Bidding shall be conducted through Open Competitive Bidding Single Stage-Two Envelops procedure as per PPRA Rules.
- ▶ The above said Bid Security/Earnest Money in the form of "CDR i.e. Bank Draft, Pay Order etc." in favor of "Punjab Livestock & Dairy Development Board" is required to be submitted with the Technical Bid.
- ▶ The bids shall be submitted on or before 10:00 am on July 17, 2020 and that shall be opened on 10:30 am on the same day in the presence of all Bidders or their authorized representatives.
- ▶ PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Procurement Cell
Punjab Livestock & Dairy Development Board
29-EII, Model Town, Lahore
Phone No. 042-35915346-7, URL: www.plddb.pk



Terms & Conditions:

1. At least 05 years experienced company in the same field may participate in the Bid.
2. PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
3. Bidders are required to submit 5 % (refundable) of Financial Bid as earnest money along with Bid submission.
4. Provide the insurance coverage from the agreed period.
5. Rates quoted should be in Pak. Rs. inclusive of all applicable taxes.
6. Health services are based on 7 working days a week and 24 hours a day during the contract period.
7. Claim processing period will be maximum seven (7) working days.
8. Successful firm will be offered a contract of one year which will be extended annually, based on performance. Extension of contract will be on same cost and same terms & conditions if mutually agreed by both parties (bidder and PLDDB).
9. Tenders received after due date and time will not be entertained at any cost.
10. PLDDB reserves the right to verify any information provided by the bidder.

Short listing Criteria

All prospective bidders are hereby informed that following criteria will be considered for short listing the Bidders. Consequently, only short listed bidders will be considered for next stage.

Note: In order to qualify for the financial Bid, bidders will be required to obtain a minimum score 40 out of 60.

A. Bidder's Profile and Strengths	Total Marks = 40		
Criteria	Range	Max. Score	Score Obtained
Annual Revenue	1.5 Billion plus	20	
	Less	10	
Experience	10 years plus	20	
	05 years plus	10	
B. Benefits	Total Marks = 20		
Criteria	Range	Max. Score	Score Obtained
Number of panel hospitals in Lahore	30 plus hospitals	10	
	20 plus hospitals	05	
	Less	0	
Number of clients having one billion plus turn over	15-20	10	
	10-15	05	
Total Marks = 60			

Required Documents to be submitted as part of Bid submission

1. NTN/GST Registration certificate
2. Company Profile
3. List of Board of Directors
4. Last Year Audit Reports
5. Rating category evidence
6. List of Panel hospitals
7. List of complete current clients of health/life Insurance
8. Statement that the bidder has not been blacklisted by any of the public sector regulatory bodies or others
9. Any other information

Bids' Submission instructions:

Bidders are required to follow the following instructions:

1. Any offer not received as per Terms and Condition for the tender enquiry is liable to be ignored. No offer should be considered if,
 - i. Received without earnest money from unregistered firm or a firm not registered for the item / service mentioned in this tender.
 - ii. Received after the time and date fixed.
 - iii. The tender is unsigned.
 - iv. The offer is conditional.
 - v. The offer is from a firm blacklisted, suspended, or removed from the approved list.
 - vi. The offer is recovered from the telegram.
 - vii. Offer received from shorter validity than required in the tender enquiry and
 - viii. The offer is for store/service NOC confirming to specification indicated in the tender enquiry.
2. Offer will remain valid for 180 days from the date of opening the tender.
3. Successful bidder will provide services as per agreement.
4. The procuring Agency reserves the right to purchase full or part of the store /service or ignore/scrape/cancel the tender assigning any reasons (as per PPRA Rules 2014 clause No. 35).
5. (a) In the case the offer is withdrawn, amended or revised during the validity period of the order, the earnest money is liable to be forfeited and the procuring agency has the right to black list the firm/company on temporary or permanent basis as per PPRA rules.
 - (b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions of the tender, the contractor will bear all expenses. PLDDB will not bear any expense.
 - (c) The Procuring Agency reserves the right to cancel the contract/work order immediately and can also claim compensation for the loss caused by the bidder and forfeit the CDR of bidder.

GENERAL INSTRUCTIONS

- 1) Tender should be addressed to the Procurement Cell.
- 2) Tender should be quoted final rates both in word as well as in figures.
- 3) Bidders are required to submit 5% of financial bid as earnest money (refundable in case of non-successful bidding) in favor of PLDDB.
- 4) Any condition, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tender shall be entertained.
- 5) The tenders should indicate the tender's complete address or the place where store / service will be offered for inspection.
- 6) The tender shall enclose catalogue/leaflets/literature and other technical data, if any in respect of store/service offered by them.
- 7) The tender should specifically indicate their G.S.T. No. and Sales Tax No.
- 8) Any erasing / cutting / crossing etc appearing in the offer must be properly signed by the person signing in the tender. Moreover, all pages to the tender must also be properly signed. Offer with any over-writing shall in no circumstances be accepted.
- 9) In case of representative's participation in the bidding process, he/ she must have NOC by the senior management of his/her office.

Tender Submission Form

(Applicant's Internal Official Letter
Number.....)

To,

Punjab Livestock & Dairy Development Board,

29 EII, Model Town,

Lahore.

From,

SUBJECT: **Tender Submission for Health & Life Insurance**

Dear Sir,

It is submitted that our organizationis interested to participate in the Bidding process of Health & Life Insurance advertised by your Organization in the PPRA website and PLDDDB official website. It is further stated that our organization is fully competent and fulfill your requirements as per your Bidding Document.

Authorized person:

Signature:

Dated:

Authorities:

A- ON BEHALF OF PLDDB

Authorized Person:

Designation:

Seal:

B- ON BEHALF OF TENDER SUBMITOR

Authorized Person:

Designation:

Seal:

Bona-fide Statement by the Bidder

I hereby declare that the information and particulars furnished above by my office are true. I further declare that if any of the above particulars or information is found by the company to be inaccurate or false in any respect whatsoever, my Tender before or after the acceptance may be canceled and the whole process may be considered void ab-initio.

Authorized Signature

*Procurement section
Punjab Livestock & Dairy Development Board*

Closing Remarks by Bidders

I hereby declare that the Bidding Process was transparent and proceeded as per PPRA rules-2014; the process was conducted in the presence of all bidders or their representatives and was according to the clauses mentioned in the Bidding Documents issued by PLDDB. Further I secured the score as per the quoted technical and financial bids by my office.

Authorized Signature



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