

Bidding Document For

Health Insurance Cover Tender

Document Contains

A. Advertisement	02
B. Short listing Criteria	03
C. Required Documents	04
D. Terms & Conditions	05
E. Bid Submission Instructions	06
F. List of employees to be insured	08
G. Tender Submission Form	11
H. Authorities	12
I. Bona-fide Statement	13
J. Bidders' acknowledgement	14

Document Number

PLDDB/Pro/June-034/2017



Punjab Livestock & Dairy Development Board

29 E-II, 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. The PLDDB has been aimed to develop Livestock & Dairy sector of the Punjab while facilitating small & large farmers in production, processing & marketing with the latest infrastructure and modern farming technologies to improve their animals' genetics and milk/ meat production ratio.

PLDDB invites the separately technical and financial sealed Bids from A+ rated by PACRA/JCR-VIS Medical/ Health Insurance Companies having at least 05 years' experience in the relevant field for it's about 30 Head Office employees and their families. Insurance Cover is required for life and hospitalization/emergency services. Interested Firms may participate in the tender while providing following information:

- Full name of the firm, permanent address and number of major clients.
- Financial Bid against the said services.
- Information about infrastructure of the insurance company including offices, sub offices and branches details.
- Annual financial statement for the last 1 year.
- List of panel hospitals.
- Time period for settlement of medical claims.
- List of policy exclusions.

Interested parties may send sealed envelope containing separately sealed Technical & Financial Bids along-with 2% of estimated financial bid cost (estimated financial bid cost is Rs. 500,000) as Bid Security (refundable) at the under given address on or before 07 July, 2017 till 10:30 am. Tender will be opened at 11:00 am on the same day in the presence of all Bidders or their authorized representatives.

Tender Document is immediately available at PPRA MIS and PLDDB official website and the same is mandatory to be obtained a signed copy from Procurement Section of PLDDB Head Office 02 days before opening of the tender while paying PKR 1000 (non-refundable) to the Account Department of the company. PLDDB reserves the rights to accept or reject all the tenders prior to acceptance, as per PPRA rules 2014.



Senior Manger Finance & Admin
Punjab Livestock & Dairy Development Board
29-E-II, Model Town, Lahore
Ph. 042 –35915346-47, URL: www.plddb.pk



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. Copies of registration of the Company.
2. Company profile (with particular reference to project in the related business field)
3. List of Board of Directors
4. Bank statements for the last one year.
5. Audited financial statements of last year.
6. Statement that the bidder has not been blacklisted by any of the public sector regulatory bodies or others
7. Membership of Chamber of Commerce / Trade Associations (if any)
8. Rating category evidence
9. Panel hospitals list
10. Client list with financial strength evidence
11. Any other information

Terms & Conditions:

- A. Financial quotation should be inclusive all sort of taxes.
- B. At least 05 years experienced company in the same field may participate in the Bid.
- C. Tenders received after due date and time will not be entertained at any cost.
- D. PLDDB encourages the legal business in the country so only NTN & GST registered Firms may participate in the Bidding process.
- E. Bidders are required to submit 2 % (refundable) of Financial Bid as earnest money along with Bid submission.
- F. Financial invoices will be included all sort of taxes, PLDDB will not bear any kind of tax.
- G. Payment will be made after the completion of job.
- H. Successful Bidder is required to complete the task within 20 days.

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 ambiguous.
 - V. The offer is conditional.
 - VI. The offer is from a firm blacklisted, suspended, or removed from the approved list.
 - VII. The offer is recovered from the telegram.
 - VIII. Offer received from shorter validity than required in the tender enquiry and
 - IX. The offer is for store/ service NOC confirming to specification Indicated in the tender enquiry.
2. Offer will remain valid for 30 days from the date of opening the tender.
3. Successful bidder will provide services within 30 days of the 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.
(b) In the case of contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract at risk and expense.
6. The Procuring Agency reserves the right to claim compensation for the loss caused by in the delivery of store and provision of services, as per detail.

GENERAL INSTRUCTIONS

1. Tender should be addressed to the Senior Manager Finance & Admin, PLDDB.
2. Tender should be quoted final rates both in word as well as in figures.
3. Bidders are required to submit 2% 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.

PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD (EMPLOYEE'S DETAIL)				
Plan	Name	Relation	Age	Sr. No.
C	Mr. NADEEM IQBAL (EMPLOYEE)	EMPLOYEE	26	1
C	WIFE	WIFE	19	
C	Mr. Abdul Rehman (EMPLOYEE)	EMPLOYEE	37	2
C	WIFE	WIFE	39	
C	DAUGHTER	DAUGHTER	17	
C	Son	Son	13	
C	DAUGHTER	DAUGHTER	10	
C	DAUGHTER	DAUGHTER	8	
C	Son	Son	6	
C	Son	Son	5	
C	Mr. Aziz Masih (EMPLOYEE)	EMPLOYEE	47	3
C	WIFE	WIFE	46	
C	DAUGHTER	DAUGHTER	23	
C	DAUGHTER	DAUGHTER	22	
C	Son	Son	20	
C	Son	Son	20	
C	Mr. Arshad Abbas (EMPLOYEE)	EMPLOYEE	34	4
C	WIFE	WIFE	26	
C	Son	Son	2	
C	DAUGHTER	DAUGHTER	4	
C	DAUGHTER	DAUGHTER	1	
C	Muhammad Shahbaz (EMPLOYEE)	EMPLOYEE	23	5
C	WIFE	WIFE	20	
B	Ms. Afshan Ali (EMPLOYEE)	EMPLOYEE	36	6
B	Husband	Husband	39	
B	DAUGHTER	DAUGHTER	11	
B	DAUGHTER	DAUGHTER	8	
C	Mr. Mikail (EMPLOYEE)	EMPLOYEE	57	7
C	WIFE	WIFE	49	
C	DAUGHTER	DAUGHTER	26	
C	DAUGHTER	DAUGHTER	22	
C	DAUGHTER	DAUGHTER	23	
C	Son	Son	18	
C	Son	Son	10	
C	Son	Son	11	
C	Ms. Aroosa Khan (EMPLOYEE)	EMPLOYEE	25	8
B	MUHAMMAD FAROOQ (EMPLOYEE)	EMPLOYEE	41	9
B	WIFE	WIFE	36	
B	Son	Son	11	
B	Son	Son	8	

B	DAUGHTER	DAUGHTER	5	
A	Muhammad Nazir Satti (EMPLOYEE)	EMPLOYEE	27	10
C	Mr. Zahid Majeed (EMPLOYEE)	EMPLOYEE	30	11
C	WIFE	WIFE	25	
C	Son	Son	1	
C	MUHAMMAD IRFAN (EMPLOYEE)	EMPLOYEE	32	12
C	WIFE	WIFE	25	
B	Ch.Tassaddaq Ahmad (EMPLOYEE)	EMPLOYEE	42	13
B	WIFE	WIFE		
C	Muhammad Naeem Yasin (EMPLOYEE)	EMPLOYEE	28	14
C	Muhammad Kamran (EMPLOYEE)	EMPLOYEE	25	15
C	Syed Abdul Ghaffar (EMPLOYEE)	EMPLOYEE	36	16
C	WIFE	WIFE	29	
C	DAUGHTER	DAUGHTER	7	
C	Son	Son	6	
C	DAUGHTER	DAUGHTER	4	
C	Son	Son	1	
A	Mr. Syed Kamran Ali (EMPLOYEE)	EMPLOYEE	53	17
A	WIFE	WIFE	48	
A	Son	Son	16	
A	DAUGHTER	DAUGHTER	10	
A	Son	Son	5	
B	Mr. Binyamin Shoukat (EMPLOYEE)	EMPLOYEE	34	18
B	WIFE	WIFE	26	
B	Son	Son	5	
B	DAUGHTER	DAUGHTER	3	
B	Mr. Aftab Baig Mirza (EMPLOYEE)	EMPLOYEE	45	19
B	WIFE	WIFE	32	
B	DAUGHTER	DAUGHTER	19	
B	Son	Son	17	
B	Son	Son	14	

Total Number of Employees	19
Total Number of Spouses	15
Total Number of Children	37
Total Number of Insureds	71

Category	In Patient	Room Limit
A	300,000	7,000
B	200,000	5,500
C	150,000	4,000

Plan	Grade
A	M-II, E-I
B	EIII, E-II
C	O-II, O-I

Tender Submission Form

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

To,

Punjab Livestock & Dairy Development
Board, 29, E-II, Model Town,
Lahore.

From,

.....,

SUBJECT: Tender Submission for Health Insurance

Dear Sir,

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

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

.....



Sr. Manager Finance & Admin
Punjab Livestock & Dairy Development Board
29 E II, Model Town, Lahore
Ph. 042 –35915346-47, URL: www.plddb.pk

