

Bidding Document For
Health Insurance Cover Tender

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Punjab Livestock & Dairy Development Board

29 E-ii, Model Town Lahore

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



Tender Notice

For Health 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, outdoor 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 five years.
- 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 12th July, 2016 till 10:00 am. Tender will be opened at 11:00 am on the same day in the presence of all Bidders or their authorized representatives.

Specifications and other details are available in the Bidding Document which is mandatory to be filled and immediately available on PPRA & PLDDB official website and the same may also be obtained from Procurement Section of PLDDB Head Office. All bidders are required to submit tender document fee PKR 1000 (non-refundable) to the Account Department of the company before the submission of Tender. 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-2, 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 shortlisting 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 Memorandum of Association and Articles of Association
2. Company profile (with particular reference to project in the related business field)
3. List of Board of Directors
4. Proof of financial soundness (Bank statements for the last five years)
5. Audited financial statements of last five years
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 03 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.

Bidding document for Health Insurance Cover

PUNJAB LIVESTOCK & DAIRY DEVELOPMENT BOARD				
Plan	Name	Date Of Birth	NIC Number	Relation
C	NADEEM IQBAL	8/9/1990	35202-7243885-7	EMPLOYEE
C	Raja Muhammad Rafiq	19-10-1965	35202-8266299-3	EMPLOYEE
C	Shabana BiBi			WIFE
C	Kiran Rafiq			DAUGHTER
C	Muhammad Bilal Rafiq			Son
C	Muhammad Faisal Rafiq			Son
C	Muhammad Ahtisham Rafiq			Son
C	Abdul Rehman	5/5/1980	36102-1878121-9	EMPLOYEE
C	Zubaida Bibi	16-12-1978		WIFE
C	Humaira			DAUGHTER
C	Muhammad Ramzan			Son
C	Sehra			DAUGHTER
C	Tahira			DAUGHTER
C	Adnan			Son
C	Irfan			Son
C	Aziz Masih	1/1/1970	35201-1562093-5	EMPLOYEE
C	Salma		35201-8142875-0	WIFE
C	Mehrin			DAUGHTER
C	Norin			DAUGHTER
C	Saif			SON
C	Asad			SON
C	Arshad Abbas	24-01-1983	38404-7262951-7	EMPLOYEE
C	Atia Mumtaz			WIFE
C	Saim Ali Abbas			SON
C	Amin Malik			DAUGHTER
C	Anika Fatima			DAUGHTER
C	Muhammad Shahbaz	18-10-1994	35202-0682850-9	EMPLOYEE
C	Ms.Afshan Ali	30-11-1981	35202-7635883-0	EMPLOYEE
C	Muhammad Ali	5/7/1978	35202-2337202-3	Husband

Bidding document for Health Insurance Cover

C	Hadiba Ali	5/12/2006		SON
C	Muskan Ali	3/8/2009		SON
C	Mikail	5/5/1960	14202-1356459-5	EMPLOYEE
C	Akhtar Sultana			WIFE
C	Musarat Shaheen			DAUGHTER
C	Mehrina			DAUGHTER
C	Saira			DAUGHTER
C	Sabir Ullah			Son
C	Muhammad Ammad			Son
C	Muhammad Jawad			Son
C	Miss.Aroosa Khan	13-07-1992	35202-0515091-2	EMPLOYEE
B	MUHAMMAD FAROOQ	2/22/1976	35201-7182925-1	EMPLOYEE
B	SHAHEEN FAROOQ	2/11/1981		WIFE
B	M. HANZALA FAROOQ	1/26/2006		SON
B	M. HAMAD FAROOQ	2/6/2009		SON
B	ARISHA FATIMA	12/29/2011		DAUGHTER
B	Muhammad Nazir Satti	19/09/1990	35202-2166496-9	EMPLOYEE
B	Zill-e-Hasnain	20/04/1978	34301-8176842-7	EMPLOYEE
B	FOZIA HASNAIN			WIFE
B	NARJIS FATIMA			DAUGHTER
B	SABEEL FATIMA			DAUGHTER
C	Rehan Ahmed	18/03/1982	35202-6952882-5	EMPLOYEE
C	Mehwish Kazim	7/3/1988		WIFE
C	Zahid Majeed	3/1/1987	35401-2652005-8	EMPLOYEE
C	Iqra Iqbal	5/6/1992		WIFE
C	MUHAMMAD IRFAN	3/1/1985	33303-9242429-5	EMPLOYEE
A	NADEEM MUSHTAQ GAJANA	4/15/1981	35301-1937948-1	EMPLOYEE
A	Fozia Parveen	25/02/2014	35301-1880059-8	WIFE
A	Hajira Mushtaq	9/5/2015		DAUGHTER
B	Ch.Tassaddaq Ahmad	11/2/1974	35201-1389035-1	EMPLOYEE
B	Riffat Tassaddaq			WIFE

Total Number of Employees	17
Total Number of Spouses	10
Total Number of Children	31

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Total Number of Insureds	60
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			Maternity	Maternity		
	In Patient	Out Patient	Normal	Cesirian		Room Limit
A	300,000	20,000	25,000	50,000		5,000
B	200,000	15,000	20,000	40,000		4,000
C	150,000	10,000	15,000	30,000		3,000

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

Life Insurance Limits

Category		
A	M-II,E-I	500000
B	E-III,E-II	300000
C	O-II,O-I	200000

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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

Dear Sir,

It is submitted that our organizationis interested to participate in the Bidding process of 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.

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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Sr. Manager Finance & Admin
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