

## **Bidding Document For**

Health Insurance Cover Tender

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### **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](http://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](http://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.

<b>A. Bidder's Profile and Strengths</b>	<b>Total Marks = 40</b>		
<b>Criteria</b>	<b>Range</b>	<b>Max. Score</b>	<b>Score Obtained</b>
Annual Revenue	1.5 Billion plus	20	
	Less	10	
Experience	10 years plus	20	
	05 years plus	10	
<b>B. Benefits</b>	<b>Total Marks = 20</b>		
<b>Criteria</b>	<b>Range</b>	<b>Max. Score</b>	<b>Score Obtained</b>
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	
	<b>Total Marks = 60</b>		

## **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 considers 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.

<b>PUNJAB LIVESTOCK &amp; DAIRY DEVELOPMENT BOARD (EMPLOYEE'S DETAIL)</b>			
<b>Plan</b>	<b>Name</b>	<b>Relation</b>	<b>Sr. No.</b>
<b>C</b>	<b>Mr. NADEEM IQBAL</b>	<b>EMPLOYEE</b>	<b>1</b>
<b>C</b>	Ms. Bisma	WIFE	
<b>C</b>	<b>Mr. Abdul Rehman</b>	<b>EMPLOYEE</b>	<b>2</b>
<b>C</b>	Ms. Zubaida Bibi	WIFE	
<b>C</b>	Ms. Humaira	DAUGHTER	
<b>C</b>	Mr. Muhammad Ramzan	Son	
<b>C</b>	Ms. Sehra	DAUGHTER	
<b>C</b>	Ms. Tahira	DAUGHTER	
<b>C</b>	Mr. Adnan	Son	
<b>C</b>	Mr. Irfan	Son	
<b>C</b>	<b>Aziz Masih</b>	<b>EMPLOYEE</b>	<b>3</b>
<b>C</b>	Salma	WIFE	
<b>C</b>	Mehrin	DAUGHTER	
<b>C</b>	Norin	DAUGHTER	
<b>C</b>	Saif	SON	
<b>C</b>	Asad	SON	
<b>C</b>	<b>Arshad Abbas</b>	<b>EMPLOYEE</b>	<b>4</b>
<b>C</b>	Atia Mumtaz	WIFE	
<b>C</b>	Saim Ali Abbas	SON	
<b>C</b>	Amin Malik	DAUGHTER	
<b>C</b>	Anika Fatima	DAUGHTER	
<b>C</b>	<b>Muhammad Shahbaz</b>	<b>EMPLOYEE</b>	<b>5</b>
<b>C</b>	Ms. Aiman Arshad	WIFE	
<b>B</b>	<b>Ms. Afshan Ali</b>	<b>EMPLOYEE</b>	<b>6</b>
<b>B</b>	Muhammad Ali	Husband	
<b>B</b>	Hadiba Ali	DAUGHTER	
<b>B</b>	Muskan Ali	DAUGHTER	
<b>C</b>	<b>Mikail</b>	<b>EMPLOYEE</b>	<b>7</b>
<b>C</b>	Akhtar Sultana	WIFE	
<b>C</b>	Musarat Shaheen	DAUGHTER	
<b>C</b>	Mehrina	DAUGHTER	
<b>C</b>	Saira	DAUGHTER	
<b>C</b>	Sabir Ullah	Son	
<b>C</b>	Muhammad Ammad	Son	
<b>C</b>	Muhammad Jawad	Son	
<b>C</b>	<b>Miss. Aroosa Khan</b>	<b>EMPLOYEE</b>	<b>8</b>



<b>B</b>	<b>MUHAMMAD FAROOQ</b>	<b>EMPLOYEE</b>	<b>9</b>
<b>B</b>	SHAHEEN FAROOQ	WIFE	
<b>B</b>	M. HANZALA FAROOQ	SON	
<b>B</b>	M. HAMAD FAROOQ	SON	
<b>B</b>	ARISHA FATIMA	DAUGHTER	
<b>A</b>	<b>Muhammad Nazir Satti</b>	<b>EMPLOYEE</b>	<b>10</b>
<b>C</b>	<b>Zahid Majeed</b>	<b>EMPLOYEE</b>	<b>11</b>
<b>C</b>	Iqra Iqbal	WIFE	
<b>C</b>	Mohid Bin Zahid	Son	
<b>C</b>	<b>MUHAMMAD IRFAN</b>	<b>EMPLOYEE</b>	<b>12</b>
<b>C</b>	Ms. Irum Ayub	WIFE	
<b>B</b>	<b>Ch.Tassaddaq Ahmad</b>	<b>EMPLOYEE</b>	<b>13</b>
<b>B</b>	Riffat Tassaddaq	WIFE	
<b>C</b>	<b>Muhammad Naeem Yasin</b>	<b>EMPLOYEE</b>	<b>14</b>
<b>C</b>	<b>Muhammad Kamran</b>	<b>EMPLOYEE</b>	<b>15</b>
<b>C</b>	<b>Syed Abdul Ghaffar</b>	<b>EMPLOYEE</b>	<b>16</b>
<b>C</b>	Ms. Saba Sehar	WIFE	
<b>C</b>	Ms. Maria Ghaffar	DAUGHTER	
<b>C</b>	Muhammad Haroon Ghaffar	Son	
<b>C</b>	Ms. Javeria Ghaffar	DAUGHTER	
<b>C</b>	Muhammad Haris Ghaffar	Son	
<b>A</b>	<b>Mr. Syed Kamran Ali</b>	<b>EMPLOYEE</b>	<b>17</b>
<b>A</b>	Ms. Zarjabeen Arzoo	WIFE	
<b>A</b>	Mr. Syed Muneeb Ali	Son	
<b>A</b>	Ms. Syeda Ayza Kamran	DAUGHTER	
<b>A</b>	Mr. Awab Kamran	Son	
<b>B</b>	<b>Mr. Binyamin Shoukat</b>	<b>EMPLOYEE</b>	<b>18</b>
<b>B</b>	Ms. Amna Amin	WIFE	
<b>B</b>	Mr. Ahmad Binyamin	Son	
<b>B</b>	Ms. Fatima Binyamin	DAUGHTER	
<b>B</b>	<b>Mr. Aftab Baig Mirza</b>	<b>EMPLOYEE</b>	<b>19</b>
<b>B</b>	Ms. Ayesha Aftab	WIFE	
<b>B</b>	Ms. Rafia Aftab	DAUGHTER	
<b>B</b>	Mr. Haris Aftab	Son	
<b>B</b>	Mr. Shariq Aftab	Son	

<b>Total Number of Employees</b>	<b>19</b>
<b>Total Number of Spouses</b>	<b>15</b>
<b>Total Number of Children</b>	<b>37</b>
<b>Total Number of Insureds</b>	<b>71</b>

<b>Category</b>	<b>In Patient</b>
<b>A</b>	<b>300,000</b>
<b>B</b>	<b>200,000</b>
<b>C</b>	<b>150,000</b>

<b>Plan</b>	<b>Grade</b>
<b>A</b>	<b>M-II, EI</b>
<b>B</b>	<b>EIII, E-II</b>
<b>C</b>	<b>O-II, O-I</b>

*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 organization .....is 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**  
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