

TENDER DOCUMENTS

Annual Group Life Insurance of Employees

Board of Management Sundar Industrial Estate



Issued To M/s

For any clarifications:

HOD - HR

Phone # 042-35297291-3

TENDER ADVERTISEMENT**SUBJECT: ANNUAL GROUP LIFE INSURANCE OF EMPLOYEES**

- Sundar Industrial Estate intends to invite sealed bids for **Annual Group Life Health Insurance of Employees** against an estimated expenditure of **PKR 855,282/-** which may increase by 15% according to requirement if later arises. All prospective bidders who are registered with Securities & Exchange Commission of Pakistan (Insurance Division, Minimum AA rated by PACRA/JCR-VIS and Income Tax, Sales Tax Departments of Federal Government and Punjab Revenue Authority shall be eligible to apply. Punjab Procurement Act 2009 and Punjab Procurement Rules 2014 amended up to date shall be the operating law / rules.
- The bidding process shall be open bidding competition under **Single stage One envelope Procedures**.
- All the prospective bidder interest to participate in the bidding process either can acquire the bidding document directly from Board of Management Sundar Industrial Estate of PROCURING AGENCY on payment of Rs. 500/- (non-refundable) in the form of Bank Draft/Pay Order issued by any schedule Bank of Pakistan in favor of **Board of Management of Sundar Industrial Estate (BOMSIE)** during working hours (from 09:00 AM to 05:00 PM) Monday to Friday from the office of BOM-SIE. The document can also be downloaded from the website www.sie.com.pk or from www.ppra.punjab.gov.pk. In case the bid document is downloaded from aforementioned websites it will not be accepted unless it carries the required payment pay order or bank draft in original.
- All bids prepared in accordance with the requirement of bid document along with the bid security @ 2% (**Rs. 17,106/-**) in the form of CDR/Pay order/Bank draft issued by a schedule bank in Pakistan in favor of **Board of Management of Sundar Industrial Estate (BOMSIE)** valid for a period of 180 days beyond the bid validity in the form of bid validity on or before (**4th January, 2024**) (11:00 hrs) which shall be opened on the same date on or after (**4th January, 2024**) (11:50 hrs).
- In case of official holiday or any local holiday falling on last submission date the next working day will automatically be the last date of submission and opening of the bid.
- The bidder shall also be required to submit an undertaking on Rs. 100 stamp paper along with the bid document that it has neither been blacklisted by any Government owned institutions or he has not gone into court against any such order.
- The prospective bidders requiring any further information or clarification regarding the bidding document may contact the PROCURING AGENCY designated officer in writing or by visiting at the following address. Board of Management, Sundar Industrial Estate Gate no 02 Raiwind Road Lahore. **Contact no. 042-35297291-3** **Mobile no. 0317-9998143** **Email Info@sie.com.pk**.
- **NOTE:** Only those requests seeking information / clarification pertaining to the aforementioned procurement process / bidding documents which are received 7 Days prior to the deadline for the submission of the bid shall be responded.

HOD-HRBoard of Management
Sundar Industrial Estate

REQUEST FOR QUOTATION (RFQ)

Subject: REQUEST FOR QUOTATION (RFQ) FOR ANNUAL GROUP LIFE INSURANCE OF EMPLOYEES FOR THE FY 2023-24.

Board of Management Sundar Industrial Estate working under the umbrella of Punjab Industrial Estate Development & Management Company (PIEDMC). PIEDMC is a company set up under section 42 of the Companies Act 1984 (Now companies Act 2017), owned by the Government of the Punjab with Public Private Partnership, to facilitate and accelerate the industrial growth of Punjab, Pakistan.

Board of Management Sundar Industrial Estate intends to procure Annual Group Life Insurance employees for the FY 2023-24, according to specifications given below

TORs and Scope of Services

1. Board of Management Sundar Industrial Estate hereby invites quotations for Annual Group Life Insurance for its employees from AA rated and above Insurance Companies for the period of one year (Renewable with the mutual consent). List of employees with relevant details is available with the focal person to this effect. For any query Mr. Zaheer Abbas (Assistant Manager HR) Mobile No.0317-9998143 may be contacted during office hours (09:00 AM to 05:00 PM)
2. Rates of following are required
 - a. Death
 - b. Accidental Disability including Permanent Total and Permanent Partial Disability
 - c. Temporary Total Disability
 - d. Natural Disability
 - e. Terminal Illness
 - f. Additional Accidental Death
3. All 255 employees given in the list irrespective of age are to be covered.
4. In case of requirement of Medical Fitness of overage employee (s) i.e. above 65 years, all the medical expenses will be borne by the concerned insurance company.
5. All bids must be accompanied by Bid Security of Rs.17,106/- (Rupees Seventeen Thousands One Hundred and Six Only).

Terms and Conditions

Name of Employer

Board of Management Sundar Industrial Estate (BOM-SIE)

Brief Description of Services

“ Annual Group Life Insurance of Employees for the FY 2023-24 ”

- (a) Employer's address:

HOD-HR

Board of Management Sundar Industrial Estate (BOM-SIE)

Gate#2, Sundar Industrial Estate,

Sundar-Raiwind Road, Lahore.

Tel: 042-35297291-3.

(b) Focal Person

In case of any query, the interested parties may consult,
Mr. Zaheer Abbas
Asst. Manager HR
Board of Management Sundar Industrial Estate (BOM-SIE)
Gate#2, Sundar Industrial Estate,
Sundar-Raiwind Road, Lahore.
Mob: 0317-9998143

Amount of Bid Security

Rs. 17,106/- (2% of estimated cost)

Period of Bid Validity

90 Days

Number of Copies of the Bid to be Submitted

One (01) Original

Payment

The payment will be made through cross cheque in the name of successful company.

Time for Completion

Period of Life Insurance cover 15-02-2024 to 14-02-2025 (Renewable)

CDR / Pay Order/Demand Draft

The bid must be accompanied with Rs.17,106/- (Rupees Seventeen Thousands One Hundred and Six Only), which is 2% of the estimated cost, as Bid Security in the form of CDR / Pay Order/Demand Draft from a scheduled Bank in Pakistan in favor of “Board of Management Sundar Industrial Estate”, which will be released on satisfactory completion of work. Bid security of unsuccessful bidders will be released on award of work to successful bidder.

The Bid must be valid for at least 90 calendar days from bid opening date and rate quoted must be inclusive of all applicable taxes.

Liquidity Damage

In case of delay in completion of assignment, 0.5% of contract amount per day will be charged as liquidity damage and maximum up to 10% of contract amount.

Evaluation

The Evaluation will be carried out on Least Cost Method and award will be made to the lowest evaluated responsive bidder; from among those bidders who have fulfilled the criteria mentioned below.

- a) The company should not be less than AA rating. Documentary evidence to be provided.
- b) The company should be registered with the income tax department. Documentary evidence to be provided
- c) The company should be an active tax payer. Documentary evidence to be provided.
- d) The company should be Sales Tax registered. Documentary evidence to be provided.
- e) The Bidder shall be required to submit an undertaking on Rs. 100 Stamp Paper alongwith bid documents that it has been neither been blacklisted by any Govt. owned institutions or not gone into court against any such order.

Single Stage One Envelope Procedure

- i. All procurement will be carried out as per Punjab Procurement rules 2014 (amended up to date) Single Stage One Envelope procedure and Letter of Acceptance will be issued to the lowest evaluated responsive bidder.
- ii. Firms / companies / individuals not meeting the criteria mentioned above shall be considered as non-responsive bidders.
- iii. Sealed financial bid must be received on or before 4th January, 2024 up to 11:00 hrs; and shall be opened publically at 11:50 hrs. on the same day in the presence of bidders who wish to attend at Board of Management Sundar Industrial Estate (BOM-SIE) Office Gate No.2 Sunder Industrial Estate Raiwind Road Lahore.
- iv. Final Evaluated Lowest Responsive Bidder will be announced after the detailed evaluation.
- v. Board of Management Sundar Industrial Estate reserves the right to reject all the bids as per Punjab Procurement Rule 35.

SPECIAL CONDITIONS OF CONTRACT

- i. Every page of this Bidding Document should be signed and sealed by the Bidder.
- ii. Tax will be deducted at the rate prescribed under the Tax Laws of the country from all payments for the services; and if the Contractor is exempted from any specific tax then it is requested to provide the relevant documents with the proposal.
- iii. In case of public holiday,/close day on the day of tender opening, tender shall be opened on next working day.
- iv. Conditional or incomplete bids shall not be accepted and shall be disqualified.
- v. The original offer / bid security should be submitted. Photocopies shall not be entertained and result in rejection of Bid.
- vi. Any bidder, that fail to meet the eligibility criteria and submit uncompleted documents shall be rejected.
- vii. It shall be responsibility of bidder to develop understanding with project at their own risk and cost.

Mandatory Requirements

- (i) Name of Firm/ Company:-----
- (ii) Name of Bidder:-----
- (iii) Postal Address:-----

- (iv) Office Phone No:-----
- (v) Active Mobile No:-----
- (vi) GST No:-----
- (vii) NTN No:-----
- (viii) Bid Security/Bank Draft/CDR:-----

Name of Authorised Person

Date of Submission

Official Stamp