

SHAIKH ZAYED MEDICAL COMPLEX, LAHORE.



TENDER DOCUMENTS

FOR

GROUP INSURANCE OF THE EMPLOYEES

of

**Shaikh Zayed Medical Complex,
Lahore.**

Ph:- 35865731-9, Ext. 2208, 99231597

NAME OF INSURANCE COMPANY

ADDRESS WITH PHONE, E.MAIL & FAX NOS.

TOTAL COST OF BID

Total cost / amount _____

C.D.R amount _____

CDR No. _____

Authorized Signature

SALIENT FEATURES OF THE CONTRACT

Date of issue of tender	13-03-2020 (Friday) from the date of advertisement.
Place of issue of tender	Accounts Office, Shaikh Zayed Hospital, Lahore
Place of submission of tender	Administrator Office, Shaikh Zayed Hospital, Lahore
Last date and time for submission of tender	30-03-2020 (Monday) at 11:00 AM
Date and time for opening the tender	Technical Proposal on 30-03-2020 at 11:30 AM Financial Proposal on 14-04-2020 at 11:30 AM
Place of tender opening	Conference Room, SZH, Lahore
Amount of bid security in the form of Demand Draft/Pay Order drawn on any scheduled bank.	03% of the Total Bid Price.
Date of commencement	Date of Work Order
Coverage Period	22-05-2020 to 21-05-2021
Period within which insurance policy shall be issued by the bidder.	
Validity of bid	12 (twelve) months.
Validity of Policy	22-05-2020 to 21-05-2021

INSTRUCTION FOR TENDERERS

The tender documents shall be issued on payment of Rs.3,000/ (Rupees Three thousand Only) non-refundable from Accounts Office, Shaikh Zayed Hospital, Lahore.

PREPARATION OF THE TENDERS

1- Introduction

- 1.1 The purpose of these instructions is to provide the bidders with the necessary informations and instructions to enable them to prepare and submit their bids in a coordinated manner and to establish the procedure to be followed up to the time when the contract is awarded.
- 1.2 Bid documents shall be prepared at the bidders own cost and must be submitted on the attached prescribed form of bid. All pages of the Bid Documents must be signed and stamped by the bidders. The preparation of the bid documents and any correspondence in connection with the bid documents should be in English language.

BID SECURITY

Each bid must be accompanied by an bid security equal to 03% (percent) of the total bid price. Bid security shall be in favour of the Administrator, Shaikh Zayed Hospital, Lahore in the form of Demand Draft/Pay Order drawn on any Schedule Bank.

NOTE: Cheque/ cash will not be accepted.

The Bid security of unsuccessful bidder shall be returned:-

- After issuance of letter to the successful bidder; or
- If all the bids are rejected after such rejection; or
- Sixty days from the date of opening bids.

The bid security of the successful Bidder shall be returned on completion of coverage period. If the Bidder to whom the contract is awarded refuses or neglects to issue policy or fail to, the amount of bid security will be forfeited.

CLARIFICATION, INTERPRETATIONS

Any information, clarifications, interpretations sought by the intending bidder (s) must be referred to the Administrator, Shaikh Zayed Hospital, Lahore in writing not later than six days prior to the date of submission of bids, who will issue necessary instructions in writing to all bidders simultaneously, which will become a part of the contract.

The bidders shall sign copies of all such agenda and submit them together with the bid documents. Verbal discussions shall not be considered binding. No extension in the closing date shall be demanded on account of any such clarification and/or interpretation having been received late.

ALTERATION IN BIDS

No alteration shall be made in the form of bids or the accompanying documents and in case such alteration is made or the bill of quantities is not properly filled in, or the instructions are not fully complied, the bid may be rejected.

The rates shall be quoted in both words and figures, in case of any discrepancy in the quoted figures and words, the rates shall be taken correct. In the event of there being a discrepancy between the unit rate and the total amount entered for any time in the bid sheet, the rate will be taken as correct and the total amount will be adjusted accordingly when the bid is being examined.

PERIOD OF VALIDITY OF BID

The bid shall remain valid and may be made open and binding for a period of twelve months from the date of opening of bids.

SUBMISSION OF BIDS

Bids should be submitted strictly according to the terms and conditions mentioned in this bid document. Conditional bids will not be accepted.

The completed bids shall be enclosed in the self-addressed envelope provided for this purpose. The envelope should be properly sealed and filled out with the bidder's name and address and delivered in person/registered mail to the following address

THE ADMINISTRATOR
Shaikh Zayed Hospital,
Lahore.

CONFIDENTIAL

All receipts of these documents for the purpose of submitting a bid (whether they submit a bid or not) shall treat the detail of these documents as private and confidential. All specifications, and other documents supplied by the employer for the bidding purpose shall be returned with the tender bid. Bidders unable to bid shall also return the same on the date of opening to the bid.

GENERAL TERMS AND CONDITIONS

- ◆ Sealed bids are invited from the well reputed Insurance Companies.
- ◆ Rate shall be quoted on the bid documents. Items not quoted on the bid documents should be scored out.
- ◆ Bid must be filled in all respects. Incomplete bids will be rejected at the time of opening.
- ◆ Bid must be accompanied by Bid Security equivalent to 03% of the total bid price.
- ◆ All taxes shall be deducted from the amount of Premium according to the Govt. Rules, if admissible.
- ◆ Bid should reach the undersigned on **30-03-2020 at 11:00 AM** and Technical proposals will be opened on the same date at 11:30 AM. Financial proposals of the technically accepted bids will be opened on **14-04-2020 at 11:30 AM**. In case of public holiday technical & financial bids will be opened on next working day at same time.
- ◆ Rates & amount should be exclusive of Sales Tax as the Institute is exempt from deduction of sales tax according to the rules 52 & 52 A) of the sixth Schedule of sales tax Act, 1990.
- ◆ The rates should be inclusive of Punjab Sales Tax.
- ◆ If the bidder to whom the contract is awarded refuses or neglect to issue Insurance Policy, the amount of bid security shall be forfeited.
- ◆ The Administrator, SZH, Lahore reserves the right to accept/ reject all bids or proposals with assigning reasons as admissible under Federal Procurement Rules 2004.
- ◆ In case of any dispute arises between SZH, Lahore and the Insurance company, the Chairman & Dean, SZMC, Lahore will be the sole arbitrator.

ESSENTIAL DOCUMENTS TO BE ENCLOSED WITH TENDER DOCUMENTS

- ◆ The firms/companies are required to provide their NTN certificate.
- ◆ The firms/companies will provide evidence of physical existence of the office premises of their firm/company.
- ◆ Proof of Ranking awarded by the Standard Rating Agencies on the penal of State Bank of Pakistan.
- ◆ The firm/ company should not be less than "A-" rating.
- ◆ List of present clients of Insurance Company.
- ◆ Proof of at least three (03) years experience of Group Insurance.
- ◆ Any other document.
- ◆ Proof of CDR.


ADMINISTRATOR

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ACCEPTANCE

I ACCEPT AND WILL ABIDE BY THE ABOVE TERMS OF CONTRACT.

(Signature of Authorized Person)

M/s

BILL OF QUANTITY

INSURED EMPLOYEES Nos.

2169

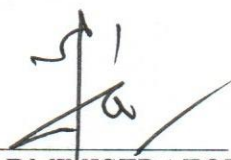
<u>SR. NO.</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>ANNUAL PREMIUM</u>
1.	Death Benefit		
2.	Accident Disability Benefit including permanent Partial & Permanent Total Disability		
3.	Temporary Total Disability Benefits		

Proposed grade wise sum to be insured is stated here under:

BPS	Sum Assured
01-10	Rs. 400,000/-
11-13	Rs. 450,000/-
14-15	Rs. 500,000/-
16	Rs. 550,000/-
17	Rs. 600,000/-
18-19	Rs. 650,000/-
20 & above	Rs. 700,000/-

In words _____

Signature & Seal of Authorized
Person of Insurance Company



ADMINISTRATOR
Shaikh Zayed Hospital;
Lahore.