

# 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**

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**ADDRESS WITH PHONE, E.MAIL & FAX NOS.**

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**TOTAL COST OF BID**

Total cost / amount \_\_\_\_\_

C.D.R amount \_\_\_\_\_

CDR No. \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

## **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 of Rs. 155,000/- (i.e. 5% of the estimated cost). 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 three months from the date of opening of bids.

### **SUBMISSION OF BIDS**

Single stage Two envelope procedure shall be applied as Per Rule 36 (b) of Public Procurement Regulatory Authority Rules 2004 (Amended).

#### **(b) Single stage – two envelope procedure.-**

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “ TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FININCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) the procuring agency shall evaluate the technical proposal in a manner proscribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the

technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

- (ix) the bid found to be the \*most advantageous bid shall 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 should be scored out.
- ◆ Bid must be filled in all respect. Incomplete bids will be rejected at the time of opening of Technical bid.
- ◆ Bid must be accompanied by Bid Security of Rs. 155,000/-.
- ◆ All taxes shall be deducted from the amount of Premium according to the Govt. Rules.
- ◆ Bid should reach the undersigned on **14-04-2022 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 **29-04-2022 at 10:00 AM**. In case of public holiday technical & financial bids will be opened on next working day at same time.
- ◆ 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 as per Rule 33 of Public Procurement Rule 2004 (Amended).
- ◆ In case of any dispute arises between SZH, Lahore and the Insurance company, the Dean, SZPGMI, 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 are required to provide their Sale Tax Registration 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.
- ◆ 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

\_\_\_\_\_

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## BILL OF QUANTITY

INSURED EMPLOYEES Nos.

2013

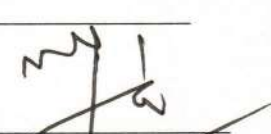
<u>SR. NO.</u>	<u>DESCRIPTION</u>	<u>RATE</u>	<u>ANNUAL PREMIUM</u>
1.	Death Benefit		
2.	Accident Disability Benefit including permanent Partial & Permanent Total Disability		
3.	Temporary Total Disability Benefits		

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

<b>Sr. No.</b>	<b>Monthly Pay (Rs.)</b>	<b>Sum Assured (Rs.)</b>
01.	Upto 5,000	Rs. 350,000/-
02.	5,001-10,000	Rs. 400,000/-
03.	10,001-15,000	Rs. 450,000/-
04.	15,001-20,000	Rs. 500,000/-
05.	20,001-25,000	Rs. 550,000/-
06.	25,001-30,000	Rs. 600,000/-
07.	30,001-35,000	Rs. 650,000/-
08.	35,001-40,000	Rs. 700,000/-
09.	40,001-45,000	Rs. 750,000/-
10.	45,001-50,000	Rs. 800,000/-
11.	50,001-55,000	Rs. 850,000/-
12.	55,001-60,000	Rs. 900,000/-
13.	60,001-65,000	Rs. 950,000/-
14.	65,001 & above	Rs. 1,000,000/-

In words \_\_\_\_\_

\_\_\_\_\_  
Signature & Seal of Authorized  
Person of Insurance Company

  
\_\_\_\_\_  
ADMINISTRATOR  
Shaikh Zayed Hospital,  
Lahore.